

WANDI PROGRESS ASSOCIATION (Inc)

MINUTES OF THE MEETING HELD ON Thursday 23rd February 2017 AT 7.00PM AT THE WANDI COMMUNITY CENTRE, 302 DE HAER ROAD, WANDI

This meeting was held in The Resource Centre meeting room

1. ATTENDANCE

Wayne Tentori (President)	Debbie Tentori
Les Whiddett (Vice President after 9.00pm)	Debbie Cocks
Amanda Marshall (Treasurer)	Ken Workman (Secretary)
Rod Cocks	Chris Barnes

Guests : Meagan Hodgson (Neighbourhood officer COK) ,Sam Martin (Magenup Adult riding group) & Margaret Connelly (Western Dressage)

2. APOLOGIES :Nil

3. CONTRIBUTIONS OF RESIDENTS/GUESTS

Topic : Neighbour day Sunday 26/03/2017

President (WT) welcomed everyone and sought from the guests to discuss the neighbour day arrangements which are summarised as follows:

- A) Meagan Hodgson (MH) raised that advertising will have an official neighbour day logo on the flyer. The flyers are intended to detail each event and will be produced by COK and then a "Draft" will issue after information is provided to the WPA for final confirmation/amendment as a read only document .Amendment can then be made and flyer is then finalised
- B) Distribution of flyer is now up to the community groups involved and will be sent in a PDF format. Last year had issues with distribution at our neighbour day and benefit of this will be saving in cost of production/ distribution but also allow the WPA to control timing and distribution
- C) WT sought an indication on numbers from Equestrian event being held and Sam Martin (SM) estimated up to 70/80 people may attend. WT advised that he felt that potentially we need cater/budget for those along with an additional 150 people.
- D) MH (COK) raised that neighbour day was about the promotion of goodwill/services/facilities not the selling of product
- E) SM advised that she will promote the day on their face book site and provide a link to the WPA Inc website. Debbie Tentori (DT) will seek each club promotes the event amongst it's members and in the local community
- F) SM advised that pony rides are potentially available but would require them to have insurance held and this may not be able to be obtained in time.SM to follow up on this issue and discussed and agreed that all equestrian matters on the day are to fall under their management. MH (COK) advised not aware of position with insurance but can also speak to their health services and get back to SM

Meagan Hodgson (Neighbourhood officer COK) ,Sam Martin (Magenup Adult riding group) & Margaret Connelly (Western Dressage) as guests were invited to remain for balance of the meeting but elected to leave at this point

Continued with discussion on Neighbour day arrangements:

- G) Rod Cocks (RC) confirmed time of event from 3pm to 6 pm on Sunday 26th March 2017 and WT had discussed with SM to arrange appropriate signage for the day to promote the events
- H) DT provided an estimated (Yet to be confirmed) summary of costing to date including face painting/bouncy castle \$630, Coffee van \$550 ,Band Déjà vu \$400, Barn Babes (Animal farm) \$450 . Ken Workman (KW) has spoken with John (Ice cream vendor/van) and has quoted basic single cones \$3.00 each , \$4 single with freckles/nuts or snow cone \$4.00 each .Discussed and committee has agreed that we only pay for single serve basic ice cream/cone \$3.00 each and any extras are to be paid for by purchaser.We will need to advertise this position to avoid confusion on the day . A Budget to be set at \$600 being a Maximum of 200 cones @\$3.00 each . Kinta Whaley (KWh) will do Kid's corner and bubble machine product cost \$50 per container (Total cost last year \$117)
- I) Native Ark (Animal rescue group) KW contacted them and would be \$220/\$250 for 2 hours as a donation but after discussion felt venue not a suitable location as difficult to hold lecture forum style for an hour and the event may scare animals. Elected not to proceed on this occasion and KW has advised the group
- J) DT advised with food being provided looking at buying meat in bulk and slow cook. Catered last year for 400 rolls (total cost \$700) but felt we can reduce the cost this year by limiting food range to providing pulled beef meat in a gravy roll. Vegetarian food will be available the same as last year with special vegetarian sausages . Back up meat sausages will be held should pulled meat run low. Bread rolls (KWh) has a contact to supply 400 rolls (Last year \$180) and to be contacted to arrange
- K) AM advised that she will make contact with local volunteer fire brigade group to review whether they can attend to promote their services or even approach the vintage fire brigade group
- L) AM advised that public liability insurance cover is in place until 31/03/17 and will provide a copy of current policy statement to WT for forwarding of details to COK
- M) WT & DT as committee members of the WPA Inc also hold current and suitable first aid qualification requirements
- N) DT advised that COK will provide \$2K towards event and discussion held on matching this amount to cover costs and fund the event .WT will contact MH (COK) to follow up on flyer information and confirm that we are intending to match funding up to an additional \$2K towards the event

Debbie Tentori moved that the WPA Inc match the current \$2K grant being provided by the City of Kwinana being used towards the costs associated with holding the Neighbour day event up to a maximum of an additional \$2K ie to a Total budget of \$4K . Seconded by Amanda Marshall (AM).

Motion was then PASSED by the committee

Action : All committee members to review and action their areas nominated for Neighbour day

4: CONFIRMATION OF MINUTES

Debbie Tentori moved that the minutes of the meeting held on 18th January 2017 be accepted. Seconded by Chris Barnes. PASSED.

5. BUSINESS ARISING : Nil

6. CORRESPONDENCE IN/OUT

As per schedule distributed and emailed

In

>Flyer received from COK (Great Cocky Count 4th March 2017) 3pm to 5pm at John Wellard Centre, Wellard

>Email 17/02/17 from Angela Jakob re City of Kwinana update for February 2017 covering events and activities over next few months

Out

>16/02/17 Email to Carol Adams ,Wendy Cooper ,Ruth Alexander and Paul Neilson all of COK thanking them for attending the WPA AGM and to acknowledge Chris from City Assist for also attending

>16/02/17 email forwarded with “draft” of AGM to committee members for comment/review including wording to the constitution amendments

>20/02/17 Letter to City of Kwinana advising of Committee members for 2017

>22/02/17 email from WT to Meagan Hodgson (COK) confirming will attend next committee meeting

7. REPORTS

7.1 President : No report

7.2 Treasurer

The Treasurer’s report was distributed prior to the meeting. Current bank balance is \$69,722.88

Accounts presented for payment:

	To be presented next month
R & D Cocks (cleaning & maintenance)	
C.Barnes (Supper AGM)	\$ 25.14
A.Marshall (Books & Stationery)	\$ 94.95
Satellite security	\$ 210.00
Auditor fee	\$1320.00

Income \$1045.00

AM advise the amount of the Auditor’s fee was \$1320.00 for completing the certification of our end of year financials presented at our recent WPA Inc AGM

Rod Cocks moved that the Treasurer’s report be accepted and payment be made .Seconded by D.Tentori . Passed **Action AM to pay accounts**

7.3 Facilities

DC advised has paid \$69.54 for Indian red paint bought required for maintenance to building to be completed at our upcoming busy bee

DC sought assistance as approached for a party booking (Philippa) on either Saturday 18 or Sunday 19th March from 2 pm to 4 pm as away that weekend .May need early access/clean up so 1 pm to 5 pm with booking fee to be paid and \$500 cash bond refundable and key to cub room required. Chris Barnes (CB) will assist with access in/out and KW back up on day if required.

Reported another busy month with several new bookings including a religious group who have booked previously requiring in April a booking of an area for 4 days. Also other arts group (Brackish water rising) as part of Perth international arts festival from 16th Feb to March 5th seeking camping hire with access to toilets/shower. Approach from COK (Mike/Loren) as a donated site with key to toilets only required

Couple of upcoming events being State election on 11th March and the Hope valley school reunion on 12th March.

Busy bee set for clean up of areas/maintenance for next Saturday 25th February from 7 am to 10.30am .Special thanks to Les Whiddett who has already water blasted walls in preparation for repair painting required. WT to bring trailer to assist with green collection and appreciation to the council for dropping off 3 cubic metres of mulch. All committee members attending to bring along garden equipment (Wheel barrows/Pitch forks/old paint brushes) to assist with clean up.

Action : Chris Barnes (CB) will assist with access in/out and KW back up on day if required

7.4 Projects

RC raised that no major issues since last meeting.

RC is obtaining quotes for dust extractors for wood turners areas and getting measurements. Issued was discussed a general matter with previous committee and was estimated to cost circa \$14K in total. Funding was being negotiated and were looking at 50/50 from club contributions (4 groups involved) and balance by WPA

Current committee discussed position and support RC to further obtain quotes and go back and commence initial discussions with clubs on 50/50 funding basis .Committee is supportive in principle and no major concerns raised as aim is to improve quality and safety of community centre's facilities

RC raised that the next year was considered to be an opportunity now to look at whole centre and projects that are required to maintain and improve facilities with funds held and being raised.

RC would like to have a subcommittee created to assist with identifying these projects and sought for nominations and RC/DC/LW KW & CB have nominated to assist with creating a priority list and then report back to main committee

Actions : RC to have a subcommittee to assist with identifying these projects and sought for nominations (RC/DC/LW KW & CB) accepted

7.5 Social Nil

7.6 Landcare : Position currently vacant and looking for someone to assist and liaise with Angela Jakob (COK) .RC raised that position does not need to be onerous and suggested we advertise in the Wandi Warbler along with all other forms of communication for a co ordinator

CB advised that the local native plants nursery (Lullfitz) was discounting a range of native plants

7.7 Website /Facebook : No report

7.8 Associations Incorporation Act

WT advised no further action since last report.

RC advised he will work with WT on review of portal and provide a further update at our next meeting.

Action : WT & RC to review portal

7.9 Wandi Management Group

WT & RC attended last meeting on Wednesday 8th February 2017 which was attended by Sam Martin (Magenup Adult riding group) along with COK Alyce Atkinson (A/Club development officer) and separate minutes are produced outlining topics/agenda .

Main topics of discussion related to the Equestrian centre including a list of items presented to be considered to upgrade facilities including cricket nets/playground equipment for older kids

7.10 Combined Wood Group : No report

8. WANDI WARBLER : No editor at present and looking for someone to assist and coordinate the production of this publication

DT has kindly offered to assist with the quarterly publication with next edition to be distributed usually before our clean up /tree planting programs commence.

DT to speak to Janet Carr with format used and a hand over to assist with this important form of communication to the local and wider community.

General discussion held by committee and to assist with production and smaller committee if everyone can assist with obtaining one article/source and provide it to DT before cut off production/distribution date

Action: DT to contact JC to obtain Warbler template/format

9. GENERAL BUSINESS

9.1 Clean up day : DT advised that it is set for Sunday 7th May 2017 from 8.30 am to 11.00am

9.2 Monthly meeting time to change and in future commence at 7.00pm NOT 7.30pm

9.3 Supper : March meeting LW & April meeting KW

10 NEXT MEETING Wednesday 15th March at new time 7.00pm.

ACTION:

- 3.0 All All committee members to review/action their areas nominated for Neighbour day
- 7.2 AM AM to pay accounts
- 7.3 CB/DC CB to assist with access in/out for party booking weekend of 18th March
- 7.4 RC Arrange for sub committee meeting to review projects of centre for coming year
- 7.8 WT WT & RC to review portal
- 8.0 DT To contact JC to obtain Warbler template/format
- 9.3 LW March supper

