

WANDI PROGRESS ASSOCIATION (Inc)

MINUTES OF THE MEETING HELD ON WEDNESDAY 27th FEBRUARY 2019 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) , Les Whiddett (Vice President), Rod Cocks (Vice President) , Amanda Marshall (Treasurer) , Debbie Cocks, Chris Barnes ,Ken Workman (Secretary), Debbie Tentori and Mark Wells.
Janet Carr (left at 7.15pm)

Guests: Nil

2. APOLOGIES: Nil

3. CONTRIBUTIONS OF RESIDENTS/GUESTS: Nil

4: CONFIRMATION OF MINUTES:

Rod Cocks **MOVED** that the minutes of the meeting held on 16th January 2019 be accepted . **Seconded by Debbie Tentori . PASSED.**

5. BUSINESS ARISING : Nil

6. CORRESPONDENCE IN/OUT - As per schedule distributed and emailed

Correspondence In:

1. 04/02/19 Janet Carr (Committee member) : Letter of resignation
2. 08/02/19 COK (Jenny Hammington Place leader) : Application for Neighbour day
3. 19/02/19 COK (Jenny Hammington Place leader) : Receipt of executed Neighbour day grant agreement
4. 19/02/19 COK (Travis Hossen COK legal department) : Email with attachments for proposed new lease agreement and invitation to attend a joint meeting
5. 19/02/19 COK (Jenny Maslen Place leader) Email re update on Outstanding lease agreement
6. 22/02/19 COK (Jenny Hammington Place leader) Email re proposed meeting to discuss proposed amended lease agreement with dates provided on 05/03/19 & 06/03/19
7. 23/02/19 Jim Van Brink : Email re security access key lost
8. 23/02/19 JMR Cameron (WAWA) Email re surplus trestles no longer required
9. 26/02/19 COK (Angela Jakob) Email events coming up including Clean up Australia events and various workshops/presentations

Correspondence Out : Nil

7. REPORTS

7.1 President: President Wayne addressed Janet Carr confirming that the committee had sadly accepted her letter of her resignation. He wished to thank Janet and her husband Lawrie for the many years of service to the local and wider communities so willingly given over many years. He wished them both the very best for the future and then presented Janet with a small gift of appreciation from the committee which Janet accepted.

7.2 Treasurer :

Treasurer's report was circulated prior to the meeting.

Bank balance as at 16/02/19 was \$104,479.45

Income received was \$1460.00 .

Payments presented for approval:

Telstra Phone	\$ 58.52
R & D Cocks cleaning/maintenance	\$1150.00

Motion: Mark Wells MOVED that the payments be made. SECONDED by Chris Barnes- PASSED

Amanda (Treasurer) advised the following:

1. That the bank balance of accounts included a \$3K deposit received from COK being funds relating to our approved Neighbour day grant but the amount did not include the GST component which the COK have been requested to forward under separate deposit the GST component. There was also a deposited amount of \$5K received which is from a separate grant application for the proposed dust extraction unit.
2. Appointment of the auditor of our accounts for 2018/2019 is to be Steve Thomson at a tendered cost of \$450.00

Motion: Amanda Marshall (Treasurer) moved that the auditor be changed from Francis A Jones Pty Ltd to Steve Thomson (CPA) and that he be appointed as the new auditor for our accounts for the 2018/2019 financial year. Seconded Les Whiddett - Passed

3. We have a term deposit maturing on 03/03/19 for circa \$50K and discussion held on current rates/terms and decided to seek to roll over the amount for a further 12 month term which was agreed to by the committee.
4. Insurance; Our insurance policy matures on 31/03/19 at 4pm . Treasurer (Amanda) has been following up and is reviewing other cover/ quotes and will seek to resolve this outstanding matter by 15/03/19 .This is to ensure that our cover is renewed before expiry . We are currently paying a premium of \$2400.00 and part of current discussions with insurance companies is around a suitable level and type of insurance cover required.

Amanda advised that she will not be available to attend our next WPA Inc committee meeting in March 2019.

The Treasurer's report was moved as true and correct by Mark Wells and seconded by Chris Barnes -PASSED

7.3 Facilities

Debbie Cocks provided an update on bookings for the last month noting an increase in the level of interest including new bookings from home schooling groups during the week. A new archery group is joining previously operating from the Casuarina community centre . They are requiring access to our facilities and an area for storage. WA endurance riding association are wishing to hold an all day event coming up and a number of private functions/party bookings are being taken along with a local Lions group meeting.

Shelving has been removed from the cleaning room that was damaged and new shelving installed.

7.4 Projects:

Rod Cocks advised the following:

1. Chlorinated tablets placed in both water tanks following Health department check being completed
2. Cistern broken: Gents toilet and urinal required COK plumber to be called out
3. Hall : Ultra violet treatment units alarm activated requiring COK to change tube and check display showing fault.
4. Ladies Toilet; Middle cistern issue causing leakage and water tank checked showing significant loss of water
5. Loss of access security key (refer Correspondence) : Jim Van Brink has been given a replacement key which cost \$35.00. Matter discussed by committee and agreed that the cost needs to be met by the user in line with terms/conditions of having access and RC will inform Jim Van Brink of committee's position.
6. Jim Cameron (Refer correspondence) offered the WPA Inc surplus trestles but discussed with committee and felt they are too heavy and not really suitable for us or our bookings .Committee has asked RC to decline but thank them for their offer.
7. Dust extraction system: Lotterywest board are required to approve request but RC has been advised that our application has been recommended for approval and we should be formally advised of outcome by the end of March 2019.

7.5 Communication Officer (Mark Wells) :

Mark Wells advised the following:

1. Received an email from COK officer (strategic planning officer) to hire the hall sometime from 15/04/19 to 17/05/19

7.6 Social:

Action: February refreshments : Debbie Cocks to bring refreshments/supper

7.7 Landcare: No report

7.8 Website/Facebook:

- 1.Amanda Marshall is to de activate her WPA Inc profile
- 2.Debbie Tentori will remove Janet Carr (Resigned committee member) WPA Inc profile and then establish Mark Wells WPA Inc profile .
- 3.Chris Barnes raised that she noticed that our website had a number of old articles/notices that may need to be reviewed and updated or have the date changed/removed (a number refer to 2014).

7.9 Outstanding Lease Agreement : Email (Correspondence) received to attend a meeting with COK legal team (Travis Hossen) , Barbara Powell and Jenny Marslen at the COK chambers on Wednesday 6th March 2019 at 1 pm to 2 pm

Discussion held on best approach after reviewing proposed lease amendments /attachments received.It was decided that although all committee members are welcome to attend as a minimum Rod Cocks ,Les Whiddett and Ken Workman should attend as they attended previous meeting 12 months ago. In addition Mark Wells volunteered to attend this meeting and outcomes can be discussed at our next WPA Inc meeting.

RC will notify Jenny Marslen (COK) that we will be attending the meeting on Wednesday 6th March 2019 and the committee has asked to seek if the Mayor Carol Adams may also be able to attend.

8. WANDI WARBLER:

DT advised she was still collating the information to put the next edition of the Warbler and was seeking for any suitable articles from committee members .She will include an article promoting our Neighbour day event on Sunday 31st March 2019.

Action: WT to issue an email to all community centre club users by 17/03/19 seeking for them to provide a table to be set up as a display/information promoting their club/association.

9. GENERAL BUSINESS

1.Neighbour Day 31 st March 2019 : Debbie Tentori gave an update on those invited businesses attending. The music band we had last year are no longer operating but has sourced an alternative group (Déjà vu) and they have accepted. The coffee van and ice cream van have both confirmed their booking along with the petting zoo and face painting are both able to make the event.

LW advised that Marilyn will purchase the meat and salads and volunteers Damian and Louise have again kindly offered again to assist with the serving on the day.

Actions required:

- 1.Pony rides (Sam Martin) still to be confirmed and KW to contact and follow up to see whether able to attend.
2. WT to follow up and re contact the local volunteer fire brigade
- 3.On the day seeking assistance from all committee members/family and volunteers to be available at 1.30pm to get the areas set up for 3 pm start with the event running until 6 pm .All groups attending would need to be set up (Including club /association Tables) by 2.30pm.
- 4.Will need sign showing location of toilets and also a sign at the entry to inform free food/coffee
- 5.Check amount of bottle water held for distribution.
- 6.LW to contact COK re games (large) from COK

10 NEXT MEETING : Wednesday 20th March 2019 at 7pm

Meeting closed at 8.50pm.