

WANDI PROGRESS ASSOCIATION (Inc)

MINUTES OF THE MEETING HELD ON WEDNESDAY 19th JUNE 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) left at 7.45pm, Ken Workman (Secretary), Debbie Cocks, Debbie Tentori and Mark Wells

Guests: Nil

2. APOLOGIES: Chris Barnes

3. CONTRIBUTIONS OF RESIDENTS/GUESTS: Nil

4. CONFIRMATION OF MINUTES:

Rod Cocks MOVED that the minutes of the meeting held on 15th May 2019 be accepted . Seconded by Mark Wells . PASSED.

5. BUSINESS ARISING : Nil

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

Correspondence In:

1. 22/05/19 Jenny Marslen (COK Place leader) email State NRM Community stewardship grants open ranging from small grants from \$1K to \$35K and large \$35K to \$450K.
2. 29/05/19 Jenny Marslen (COK Place leader) email Community leaders May meeting notes with attachment on updated Kwinana asset directory. Next meeting to be hosted by Kwinana heritage group on 23/07/19 at their location starting at 6.30pm .
3. 06/06/19 Jenny Marslen (COK Place leader) email advising of expressions of interest for proposed working with children workshop (Russell Cox COK recreation and inclusion officer) Min number required 35 people.
4. 16/06/19 Mayor Carol Adams(COK) Thanking WPA (Inc) committee for our email regarding her recent OAM (Order of Australia) award.

Correspondence Out :

1. 14/06/19 Email to the Mayor Carol Adams (COK) congratulating her on her recent OAM (Order of Australia) award for her service to the local community.

7. REPORTS

7.1 President:

1. President Wayne raised that Mayor Carol Adams (COK) was awarded the Order of Australia for her service to the local community. (Refer correspondence)

2. Attended the recent COK Community leaders night held at the Wandu Community centre hall. Opportunity to make other groups and COK representatives attending aware of the background history ,successes and purpose of the WPA Incorporated .

3. Chaired the sub committee meeting held concerning the Outstanding COK lease agreement and those findings and recommendations are to be presented under agenda item 7.8.

7.2 Treasurer:

Treasurer's report was circulated prior to the meeting.

Bank balance as at report presented was \$115,181.56 noting that the floor sanding and dust extraction system invoices were still outstanding and to be paid

Income received was \$894.00 (Incl \$15.00 casual tennis hire)

Payments presented for approval

Telstra phone bill \$61.38 (automatically paid)

R &D Cocks \$750.00 (Cleaning and materials)

Motion : Debbie Tentori MOVED that the payments be made. SECONDED by Les Whiddett - PASSED

The Treasurer's report was moved as true and correct by Debbie Tentori and seconded by Les Whiddett -PASSED

Action: Treasurer advised that we are required to hold our AGM within 6 months of the end of the financial year and a date to be set at our next WPA Inc monthly meeting.

7.3 Facilities

Debbie Cocks provided an update on bookings and issues as follows:

1.New cleaning contractor (Kelly Respini t/as M&F cleaning services) lives locally and has operated her own cleaning business for 19 years has accepted the position. She has her own business insurance cover in place and a copy to be provided by her before commencement. Duties will include cleaning the Resource centre/Pavilion and club rooms each week which should take approx 2 hours to complete .

Community hall is currently not being used after floors recently sanded and re sealed but when available will look at hall cleaning for permanent users and then also look at Ad hoc cleaning as required. Initially contracted hours to be 2 hours per week then review ad hoc cleaning with WPA Inc committee members (Rod or Debbie Cocks) approval.

Motion: Wayne Tentori moved that Kelly Respini t/as M&F cleaning services is appointed the community centre cleaner @25 per hour for initially 2 hours a week and then any ad hoc additional work to be undertaken at the same hourly rate on basis agreed to by the cleaner and WPA Inc committee members Debbie or Rod Cocks. Seconded by Mark Wells -Passed

Note: Les Whiddett (Vice President) abstained from the above motion voting as he knows applicant personally and has raised this potential conflict of interest.

2. Next week a new robotics club is looking at starting and DC will forward an email with a flyer to promote the new club for inclusion in our next warbler edition.

3. Enrichment classes (Maths) representatives were shown the various rooms available in the centre available for hiring

4. Fan in hall is broken (Car park end) and to be replaced in the future (Summer) when needed

5. Rod Cocks advised that in the Resource centre a pump is not working and was replaced by LW using our spare pump as a temporary solution. Also the amenities sink (Resource centre) was leaking and the hot water system was not working and RC has the power turned off to prevent further damage. Email has been sent to COK advising of position but to date no response. Committee thanked LW for assisting with installing replacement pump in his own time.

Amanda Marshall (Treasurer) left the meeting at 7.45pm.

7.4 Projects:

Rod Cocks advised the following:

1. Pavilion and amenities area flooring needs a maintenance program to commence and has obtained a quote which includes a light sanding and then applying a single pack polyurethane (2 parts) \$1210.00 (1 day) to extend floor life.

Motion: Rod Cocks moved that maintenance program recommended for the Pavilion and amenity floors including a light sanding and coating costing \$1210.00 (Incl GST) is approved Seconded by Wayne Tentori -Passed

2. Dust extraction system is now fully installed, commissioned and operational with some minor work and the fencing to secure the area to be done.

3. Resource centre pump quote will cost approx \$700.00 to replace with a new unit and \$380.00 estimated to repair old existing unit (10 yrs+)

Motion: Rod Cocks moved to obtain a new pump/fittings for the Resource centre with cost up to \$800 plus GST is approved Seconded by Mark Wells -Passed

LW will arrange collection of new pump to be installed.

7.5 Communication Officer (Mark Wells) including Website/Facebook :

Mark Wells advised the following:

1. Website/Facebook : No significant activity to report other than will update website with photos of new dust extraction system and minutes of previous meetings.

2. On 06/06/19 attended Medina progress association Inc think tank meeting .Discussion touched on cost of insurance cover and issue of whether a common policy could be held.

7.6 Social:

Action: July refreshments: Ken Workman to bring refreshments/supper

7.7 Landcare:

LW advised the following:

1. Our local Lake Magenup tree planting day will be on 30th June 9.00am to noon. MW will arrange for an email to be issued to all Landcare members and update our Website/Facebook page to promote the event. RC & DC will prepare light sausage sizzle luncheon for volunteers.

7.8 Outstanding Lease Agreement:

1. Sub committee meeting was held on Wednesday 12/06/19 at 7.00pm and was chaired by Wayne Tentori (President) and attended by committee members Les Whiddett (Vice President), Rod Cocks (Vice President), Ken Workman (Secretary) and Mark Wells.

Minutes dated 12/06/19 were prepared and presented to the WPA Inc committee outlining scenarios of either supporting continue to manage community centre buildings and facilities or handing back to COK the management of all hiring/bookings, minor maintenance and security obligations of the various buildings/facilities within the community centre.

Recommendations outlined in subcommittee minutes were then presented and discussed that we should now communicate our position to the COK and invite Jenny Marslen (Place leader) to our next WPA Inc monthly meeting.

Action: KW to send an email and invite Jenny Marslen (Place leader) to our next WPA Inc monthly meeting on 17th July 2019.

8. WANDI WARBLER: No update report

9. GENERAL BUSINESS

1. WT sought clarity on who is responsible for the car park bays lines to be painted. RC advised that a request would be required to be submitted to COK depot but also an opportunity to look at installing a disabled bay near the Pavilion building.

Action: KW to submit an email to COK Place leader (Jenny Marslen) to discuss with the COK maintenance depot (Kevin Howard Parks and Gardens) on our behalf and to seek for them to review and advise position

10 NEXT MEETING: Wednesday 17th July 2019 at 7pm

Meeting closed at 8.35 pm.