

WANDI PROGRESS ASSOCIATION (Inc)

MINUTES OF THE MEETING HELD ON WEDNESDAY 15th MARCH 2023 AT 7.00 PM AT WANDI COMMUNITY CENTRE

1. ATTENDANCE

Rod Cocks (President), Mark Wells (Secretary), Debbie Cocks, Les Whiddett (Vice President), Debbie Tentori, Wayne Tentori (Vice President), Mark Okle (Treasurer), Chris Barnes

Apologies

2. **WELCOME:** Rod Cocks opened the meeting and welcomed all

3. **CONTRIBUTIONS OF RESIDENTS/GUESTS:**

Nil

4: **CONFIRMATION OF MINUTES:**

Les Whiddett MOVED that the minutes of the meeting held on February 15th,2023 be accepted. Seconded by Wayne Tentori, PASSED.

5. **BUSINESS ARISING:**

1. Nil

6. **CORRESPONDENCE IN/OUT** - As per agenda

Correspondence In/Out:

1. Out 16 Feb Jane Edwards (FPA) Provision of information for grant for mural. Mark W to apply for June round of funding.
2. In 20 Feb York Heritage re York Heritage weekend. Information has been forwarded to the woodworking groups.
3. In/Out 22 Feb Sinead Gilligan (COK) Connect in Kwinana 15th March. Unable to send a representative because of clash with committee meeting.
4. In 27 Feb Jenny Marslen (COK) Advice of a Purpose and Self Discovery workshops.
5. In 28 Feb Tanya Sander (COK) Request for expressions of interest for people to participate in the production of a video about volunteering.
6. In/Out 3 Mar Clementine Mascal (Watercorp) Final report on the Wandi walk Trail.
7. In 15 Mar Brenton See (Mural artist) Update on the mural. We are scheduled for 29 Aug to 1 Sep and require paying a deposit at least 1 month prior to the commencement of the work.

7. **REPORTS**

7.1 **President:**

1. Rod advised he and Mark O attended Westpac bank and finalised the change of office holders. There is now a government requirement for signatories to submit proof of identity. The change of signatories for Bendigo Bank is outstanding.
2. Rod attended a City of Kwinana Community Engagement team meeting at Wandi Hall on 14th March. Rod gave a presentation on the history of the WPA and the development of facilities at the Wandi Community Centre.
3. Rod was provided with a range of material for Neighbour Day.

7.2 Treasurer:

1. Mark Okle presented a statement for up to 13 Mar 23. The current bank balance for the WPA is \$117430.04. There was \$423.00 in cash received.
2. There were bills presented for approval for payment. The accounts were \$742.50 to P Square Agencies for management and cleaning fees, \$143.38 to Rod and Debbie Cocks as reimbursement for the purchase of cleaning materials,
3. It was MOVED Les Whiddett, SECONDED Wayne Tentori that the Treasurers report be accepted, and the payments itemised in point 2 be paid. PASSED.
4. Mark O reviewed the meeting at Westpac and advised that when there is a change of account signatories it is important to facilitate advice to the bank promptly and to ensure non authorised signatories are removed from the system.
5. Mark O advised he had concerns about the Excel spreadsheet formatting as some cells needed updating and he did not want to interfere with the formula calculations because of possible unforeseen consequences. Mark O advised he would consult Amanda White prior to making any changes.
6. Debbie T raised the matter the operator of Train Ride and Fairy Floss, Lets All Party, who have been engaged for Neighbour Day require a deposit of 50% prior to the event. It was MOVED Mark Wells, SECONDED Wayne Tentori that the WPA pay \$707.50 to Lets All Party as a deposit for attractions for Neighbour Day 2023. PASSED.

7.3 Facilities:

1. Debbie Cocks gave an update on the current bookings. The drone group, Halo Drone, will use the Pavillion twice a month for their group.
2. At least one group has migrated to the new Honeywood facility. There may be some more groups who will consider relocating.
3. Rod reviewed the matter from the February meeting in relation to the groups who have a grandfathered arrangement of paying a fee per attendee rather than a hourly rate. The rate has not been reviewed for a long time and is currently \$1.50 per participant and it is proposed that the WPA raise the rate to \$2 per participant and the increase to start from 1 July 2023 to align with the financial year. There has been some informal advice to some of the groups and they do not have any opposition to the increase. It was MOVED Les Whiddett SECONDED Chris Barnes that the WPA increase the rate for those groups that pay by daily fee per participant from \$1.50 to \$2.00 per participant. The increase to commence from 1 July 2023. PASSED. Mark W to email groups to advise of the change.

7.4 Projects:

1. The Fine Woodwork Association workshop proposed for October 2023 has been postponed and may occur at Wandi in late 2024.
2. Rod and Debbie Cocks had to attend to some flooding in the Wandi Hall kitchen. Fortunately the flooding did not extend to the hall floor. The source of the flooding was a lawn sprinkler that was rotating to spray under the roller door into the external servery. There were no signs of the sprinkler been tampered with. The problem was reported to the COK and the sprinkler was repaired.
3. The Biomax system is still to be fixed. The COK contractor is awaiting a part to repair the system. The fault is a float switch on the unit. It is hoped to be repaired by Neighbour Day.
4. The UV tubes on the water purification system have been replaced.
5. The lock on the kitchen door has been repaired.
6. The false alarms in the club rooms have been temporary repaired. The source of the alarms is believed to be either sun or motion coming from the outside of the building and been detected by the sensor. The long-term solution is to place curtains on the existing curtain racks. The curtains have to be sheer to allow the playground to be visible from inside the building, a requirement of

the playgroup and other casual users. Chris B to measure up the required length and width of curtain and source from Spotlight or similar.

7. The electrical work as reported in the February minutes are still outstanding. The contractor has been contacted.
8. Mural. The invoice sent for the work was tabled. The WPA is required to pay a deposit of \$2805 or 50% of the invoice at least one month prior to the scheduled works. We will revisit the payment of the deposit in July. It is planned to fix the garden at the site and repair the paint job at the base of the wall prior to the commencement of works. We will require a bobcat or similar to assist in the works.

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

1. Mark gave an update on the current postings.

7.6 Social:

1. Debbie Cocks on duty for April

7.7 Landcare:

1. Nil

8. NEIGHBOUR DAY

1. The requirements of the COK were read out and we comply with the requirements.
2. The WPA has gloves, trays and serviettes in stock and do not require extra stock.
3. 10kg of onion to be purchased.
4. We will arrive by 1pm to assist with the setting up.
5. Debbie T to order the buns and Mark W to pick up on Saturday prior.
6. Wayne T has contacted the Mandogalup Bush Fire Brigade and invited them to the ND.
7. Mark O to set up payments for the day with the signatories to action after the event to ensure the prompt payment of vendors.

9. GENERAL BUSINESS

1. Volunteer hours for the month totalled 68 hours.

Meeting closed at 8.45 pm.

NEXT MEETING: 19th April 2023 at Wandi Community Centre at 7.00 PM.