



BAWLEY POINT, KIOLOA AND TERMEIL COMMUNITY ASSOCIATION
Executive Committee Meeting- 6.00pm on Wednesday 4th August 2021
MINUTES

1. Welcome and Acknowledgement of Country – PRESIDENT
2. Attendance: Bob Jansma, Carrie Smith, Barrie Ellis, Lurlene Eve, Luci Somers, Roger Lucas, Kerry Callaghan, Liza Butler, Renee Skwarko, Jamilla Wood, Moira Heath, Beverley Saunders, Owen McTavish
3. Apologies: None
4. Minutes last Committee Meeting 7th July 2021. Acknowledged as read and accepted by email.
Moved: Luci
Second: Jamilla
Carried: Unanimously
 - a) Business Arising from minutes - None
 - b) Outstanding Actions
 - Books to Terry Nicholls
 - Defib signs
 - Bank Account names/add Termeil
5. Correspondence IN
 - a) Karen re: Willinga Lake
6. Correspondence OUT
 - a) Reply to Karen
7. Finance Report – TREASURER
Moved: Bob Jansma
Second: Beverley Saunders
Carried: Carried Unanimously
8. Current projects
 - a) Thank you luncheon for the Magnussons.
Lurlene: Marg Watt is happy to host the function as long as we buy drinks from them. I have also had a chat with Linda, she was “stoked”, and I’ve also contacted Joy Townsend, President of Bawley RFS and the Brigade would like to join us with this function. Proposed date is Sunday of October, 17th. Waiting to hear from Marg pending when they have other functions booked.
 - b) Printing receipt books
Lurlene: Quote from UPS is \$250/5books.

Liza: Get a quote from Deering Street printers.

ACTION (a)

c) Appointing external auditor

Lurlene then advised that an audit of the books is occurring to ensure all books are in order & to commence her role as Treasurer with clean, audited books. It was noted that as the return to Fair Trading was not dependent on the audit the Public Officer should submit the return asap.

ACTION (b)

d) Update Coastal Management / Willinga Lake

Luci: After Karen's email, I looked on Council website for the latest readings, and it only has details from mid last year. Can we get back in touch with Council to get the latest reading, or to find out when it will be tested again and to request water quality signs be erected.

ACTION (c)

e) Kioloa Sports fields - formally request help with maintenance

Renee: Suggested Owen speak to Matt Graham as he had mentioned he had someone out to have a look at the soil and will see if improvements can be made to the grass

ACTION (d)

f) Gannet Beach Viewing Platform

Kerry: It is an active project / on the books. Council has \$60m to spend but we won't know if any of this will be available until later down the track. TBC

g) Boomer Crescent Reserve Table and Chairs - Kerry - as per email, this has been given the go ahead, materials are at the depot and will be painted and installed

h) Bawley Reserve - additional BBQ and table - Kerry - as per email permission from Crown Land is being obtained to continue with this.

i) Bawley reserve play equipment

Renee: Jamilla and I met with Troy Punnet, Patricia White and Amanda Findley at Bawley Reserve to further discuss the safety of the equipment. We also discussed the Kioloa playground. The engineer who made an evaluation of the equipment didn't see the problem, but upon viewing Troy could see the problem straight away, that being that the chain link sections of the park are not accessible or safe for younger users. The meeting party went over all aspects of the park and came up with several potential upgrade ideas. At this stage, the chain sections will be measured and a "temporary fix" will be installed, pending other community projects and the possibility of combining the upgrade with the Recreation and Skatepark hub. If the Recreation and Skatepark does not go ahead, or if it does not go ahead in this location then just the playground will be upgraded. Patricia suggested going to view other playgrounds in the Shire to look at options.

All: General Discussion about trees being maintained to get more use out of the park in all weather.

All: Discussed equipment for all access.

All: Discussed the amenities block too and potential upgrade/this may tie in with the NPWS Coastal walk.

Renee: In regards to the Kioloa playground, in a phone conversation with Matt Graham he said only 2 playgrounds/year are replaced - on site meeting with Matt Graham to be organised. Another option could be to look at including the Kioloa playground upgrade with basketball refurbishment

Roger: The management committee would also like to see a gate installed so no one can drive on the refurbished court.

ACTION (e)

j) Bus shelters throughout area

Jamilla: We discussed this at the onsite Playground meeting with Troy, Patricia and Amanda. There is major work planned for the road near the bus stop on the hill crest of Murramarang Rd near Thrush street. We gave him an overview of how many children used the bus stop and the issues with it as well as parking availability with the cafe potentially opening back up. Waiting to hear back.

ACTION (f)

k) Community bins

Renee: I have photographed all bins and mapped their locations. I've also got some different ideas for replacement. Would like to take this information/upgrade idea to the Community at the next GM

MOTION: Use Owen's prototype to put this to the community (See Agenda item (m) and

ACTION (g))

SECOND: Jamilla

Carried: Unanimously

l) Gantry Historical Walk - Allan - no change

m) John Nelson presentation about handling of Association matters.

John presented to the Committee in order to prelude his presentation to the broader Community at the September GM, in accordance with the motion passed at the July GM.

John: The structure of the "Process" that I had in mind is quite simple. It merely provides for the Committee to install "hold points" at salient points in the handling of matters which are before the Committee so as to allow for input from the community & Association Members &, where required by the Constitution, for the Members & community to pass a resolution to allow the matter to go forward.

John gave several recent and relevant examples of how the current process appears not to be ideal, including the way the Skatepark site options were put to the community and the subsequent action/s taken.

General discussion, questions and comments from Exec.

OWEN: This ties back in with my idea of putting together a standard form for Community members with projects or ideas that they want to work on. We need to make this a streamlined process. Most Community projects that have gone really well are the ones that Community members have taken ownership of and really pushed for. Eg Alison and the footpath.

MOTION: To rehaul the/develop a process for the Community to offer suggestions, put forward projects, take ownership and work on projects, with the Association's support

SECOND: Bob

Carried: Unanimous

ACTION (g)

n) Change of constitution / read the Incorporated Associations Regulation as per John's request at the July General Meeting

Barrie: At the July GM it was brought up that we will be asking for the Community to vote on the changes to the constitution. The details of this have been on the website for some time, but in order to reach more members, we need to email the details out.

MOTION: To use mailchimp to notify the Community for changes to the Constitution giving 3 weeks notice.

Second: Owen

Carried: Unanimous

ACTION (h)

- o) Membership: list/folder, renewal, officer - Roger

General discussion about Financial members vs CCB members and if they all should be included in the mailing list. The mailing list currently includes financial members and CCB members. Anyone can join the mailing list (via popup on website, link in email signature, link on FB) and anyone on the list can unsubscribe and any time using the link at the bottom of newsletter emails

To add ease of buying membership online, members can join or renew membership by paying via netbanking and using their surname and email address as the description. Details of this to be put on the website.

Membership list to be maintained by Public Officer

ACTION (i)

- p) Solar Initiative / Community Resilience / Microgrid - Roger - update by email / no change
- q) Report for the messenger - Roger - Done, with reminders in diary to have this in every issue
- r) Community Survey/ Distribution maps - Roger - No Change
- s) Notifying community about grants / Grants officer

It was noted that Eurobodalla Council has a team whose sole job is to apply for grants for all different projects. Owen agreed to call Shoalhaven Council to ask if they have a similar team or if they will create a similar role/team in their current re-structure to assist the community with Grants.

ACTION (j)

- t) Community connect

Barrie: We have agreed upon a route from Sandmines to Racecourse. We now need a project plan for this route so we can give an update to the Community. Barrie will be responsible for finding grants for this.

Roger: Wants to know the next step for Community

Barrie: From Racecourse Caravan Park/Men's shed along the flat to the pathway to the beach on the Southern boundary of the Racecourse holiday park. This is dependent on how far the current allocated funds will get us using contractors. We need to wait for the Project Plan to establish where the paid work will finish and therefore where we can start volunteer work.

MOTION: The Association supports the re-starting of the volunteer work on this project, with the Men's Shed helping to facilitate and coordinate the use of the equipment stored there, and with the work itself.

SECOND: Carrie

CARRIED: Unanimously

ACTION (k)

u) South Coast Coastal Walk - Barrie - On hold while NPWS mend other assets along the coast that were damaged in fires.

v) Inclusion of word Termeil / changing website/logo/email addresses?

Barrie: This has all been completed, we have paid for and have on hold the web address to include termeil. We still need to merge all the information over.

Luci: I still need to update the Secretary's email address

ACTION (l)

w) Mail Chimp / Communications / Strategy / Facebook / Notification of meetings

Luci: Since taking over the Secretarial role, there have been added duties, but Facebook is one that I did not sign up for, and I am unwilling to undertake. It needs to be streamlined and be clear about what we use our page for.

MOTION: The CA Facebook page is only used to post Association notice of meetings, agendas, minutes, news and updates, with no community posts.

SECOND: Owen

CARRIED: UNANIMOUS

ACTION (m)

x) Schedule of meetings to AUGUST 2022

Barrie: In order to fill our requirements or send notices of meeting and agendas with 2 weeks notice, we need to change the GM to the 4th Sunday, Bi-monthly.

Therefore:

Exec meetings 1st Wednesday of each month

General Meetings 4th Sunday Bi-monthly

ACTION (n)

y) Date of 2020/2021 AGM

The AGM held on 28 March 2021 was for the FY 2019/2021 but postponed because of COVID 19 with the Department of Fair Trading's approval.

The next AGM is scheduled for 12 September 2021 consistent with the BPKTCA's constitution. However as the new committee has only been elected since March 2021 we are seeking the Department of Fair Tradings agreement to hold the Associations next AGM between July-September 2022

9. Other General Business

Renee: After feedback from Durras Community Group, an idea is to provide Council with a "Shopping list" or Maintenance List each year. For example painting the toilet block, areas of verge overgrowth, potholes in areas etc. Ask for suggestions via email or at GMs.

ACTION (o)

Carrie: Why were WP invited to the Special General Meeting?

Luci: Council suggested we invite them to answer any Proposal specific questions as Council were only able to speak to the process.

Barrie: Can we have details of the Bawley reserve upgrade to go on the website?

OWEN: Only projects that have been voted and agreed upon should be posted on website, as otherwise we are sending out information on things that may not happen or have not been approved

Luci: Suggested attending or contacting other CCBs to share ideas on consulting with Community and/or their processes and ideas on how to get things done!

Moira: Can we go to out of area CCBs too, for example, visit some in Eurobodalla, as their Council process is different/better and they could have good ideas

ACTION (p)

Barrie: Wonders about Luci's continuing role as Secretary and the constitutional implications

ACTION (q)

10. Summary of Actions to be taken

- a) **LURLENE**: to obtain quote for receipt books from Deering Street Printers
- b) **BARRIE**: to follow up with Fair Trading to see if we have any outstanding financial reports
- c) **OWEN**: to contact Council about latest water testing at Willinga and to request water quality warning signs
- d) **OWEN**: to follow up Matt Graham for timeline of looking at Maintenance of Kioloa field
- e) **RENEE**: to organise onsite meeting with Matt Graham to look at upgrade options for Kioloa Playground
- f) **JAMILLA**: (for next meeting) to follow up with Troy Punnet on Bus stop upgrade
- g) **OWEN**: to create a standard form, both online and paper (to be kept at Newsagent with "Suggestion Box"), and process for Community members to put forward their projects and ideas in order for the Association to streamline the process and to assist the Community in their projects
- h) **LUCI** to Mailchimp details of changes in Constitution for voting on at September AGM. To be done no later than 22nd August
- i) **BARRIE** to add details to website about paying membership electronically
- j) **OWEN**: to investigate Grants Officer at Council
- k) **BARRIE** to keep following up on the Project Plan and notify when we are at a stage for volunteer work to resume
- l) **LUCI** to set up new email account to reflect Termeil addition and forward current email to new
- m) **FACEBOOK**: **LUCI** to add **OWEN** as Admin in order to change page settings. **OWEN**, **MOIRA** and **BEV** to be page admins and post appropriately in order to feed information to Community
- n) **JAMILLA**: To write up a schedule of meetings until August 2022. **LUCI** to send out with next Notice of Meeting, and **OWEN**/**MOIRA**/**BEV** to post to Facebook
- o) **RENEE**: to compile list of maintenance to send Council
- p) **LUCI**: to compile list and contact other CCBs to request invitations to their meetings or to ask for suggestions on their successful processes
- q) **BARRIE**: to research fallout from Bev handing Secretary role to Luci

11. Next Meeting 6.00pm Wednesday 1st September 2021

Meeting Closed: 8:25pm