

HAMILTON HILL

community group.

COMMITTEE MEETING MINUTES

7.00 pm, Wednesday 17 October 2018 at the Hub6163, Hamilton Hill

PRESENT

Tobias Busch – Chairperson (TB)	Tracey Garbes
Phoebe Corke – Deputy Chairperson (GPC)	Sofie De Meyer
Christine Duckham - Committee Member (CD)	Robert Hesketh
Paul Chauvel – Committee Member (PC)	
Jozina De Ruiter - Committee Member (JDR)	

APOLOGIES

Jill Wilkinson - Committee Member
Mureen Fisher-Simm
Alicia Krueger
Sajni Gudka
Stefanie Kleinhenz

Item		Action
1.0	<p>WELCOME</p> <p>Welcome and acknowledgement of country by the Chair before commencing the meeting at 7.00 pm.</p>	
2.0	<p>CONFIRMATION OF PREVIOUS MINUTES</p> <p>That the minutes of the July Meeting dated 26.09.18 are confirmed as a true and accurate record.</p> <p>Moved: Phoebe Corke, Seconded: Paul Chauvel, Carried: 5/0</p>	
3.0	<p>REPORTS</p>	
3.1	<p>Correspondence Report</p> <ul style="list-style-type: none"> - received confirmation of council's vote to adopt Draft Western Suburbs Sports Precinct Study, including Option 1 for Dixon Park, including Kevin Allen's amendment - response to HHCG email on Draft Western Suburb Sports Precinct Study received from Travis Moore - sent out request for people to host our stall at East Hamilton Hill primary school on 3rd November 	

	<ul style="list-style-type: none"> - outcome of Side Splitter Competition - letter of support for Back to Country grant application sent to Alison Bolas - container footings building application submitted and paid for - City of Cockburn EOI for Rehabilitating Roe 8 Advisory Panel - TB received resignation from Michael Gay from the treasurer's position and committee effective immediately <p>Actions Arising</p> <ul style="list-style-type: none"> - Jozina to follow up response from Travis Moore regarding Western Suburb Sports Precinct Study - Jozina and Paul to consider submitting EOI for the Roe 8 Rehabilitation Advisory Group, Christine to forward correct application form. People are invited to attend the CCWC AGM on Sunday 21 Oct at 3pm at the Hub6163 where Linda Metz will be outlining the role of the advisory group. - Sofie advised she will be able to take role of secretary or treasurer from January 2019. All members encouraged to help recruit a new office bearer. 	JDR JDR, CD, GPC ALL
3.2	<p>Upcoming Events and Workshops</p> <p>24 October - Inclusive Events Training 24 October - Teddy Bear's Picnic 26/27 & 2/3 November - Side Splitter Festival 27 October - Native Seed Collection Workshop 28 October - Cockburn Rotary Spring Fair 3 November - Seaside Scavenge 5 November - Wasteless Pantry workshop 14 November - Worm Farming workshop 17 November - Hub Open Day (1 pm on)</p> <p>Dixon Park Friends BBQ: DPF will host a BBQ at the Dixon Park playgrounds from 5-7pm every 2nd last Friday of the month from November on</p> <p>Please email hello@hhcg.com.au for further details.</p>	
3.3	<p>Financial Report</p> <p>The Chair consolidated a statement of accounts (attached to minutes).</p> <p>Note: an application for a grant has been submitted to Bankwest to pay for a one year subscription to XERO accounting software.</p> <p>Christine received a recommendation for 'Wave', an alternative online accounting app. Tobias to investigate.</p>	TB
3.4	<p>Chair's Report</p> <p>nil</p>	
3.5	<p>Hub Report</p> <p>Christine provided a written update regarding hub activities (attached to minutes).</p>	
4.0	<p>GENERAL BUSINESS</p>	
4.1	<p>Hamilton Hill Revitalisation Strategy</p> <p>Background:</p> <p>The Hamilton Hill Revitalisation Strategy was implemented 5 years ago.</p> <p>Private developments in the revitalisation area do not meet the strategies objectives, nor do they address the state policies referred to in the strategy, in particular in the following areas:</p>	

	<ul style="list-style-type: none"> - liveability (poor quality design) - streetscape (little or no surveillance or activation of the street) - sustainability (poorly designed, no passive solar design principles) - urban tree canopy (complete loss of trees on developed site and no scope to re-establish) <p>HHCG Committee believes the Strategy is not achieving the desired outcome.</p> <p>HHCG to request that council urgently carry out an assessment of the impact and success of the strategy to date, which should include community consultation/workshops.</p> <p>Three steps:</p> <ol style="list-style-type: none"> 1. Tobias to call elected members (Kevin Allen, Michael Separovich and Carol Reeve-Fowkes) 2. HHCG to follow up with a letter to councillors and relevant officers (pending outcome of discussions with members) 3. HHCG to launch petition (concurrent with the above) <p>Suggested wording of petition:</p> <p><i>'We, the undersigned, request that the City carry out a review of the revitalisation strategy to determine its impact on the neighbourhood and whether it meets its stated objectives.'</i></p> <p>Phoebe to draft petition and check wording to ensure the petition is valid.</p> <p>Petition to be ready for Primary School Fete on 3rd November.</p>	<p>TB</p> <p>GPC, TB</p> <p>GPC</p>
4.2	<p>HHCG Vision Meeting and Christmas Party</p> <p>HHCG needs a new vision. A workshop for committee and selected members needs to be held, and it is suggested that this will be on the same day as the 2018 Christmas Party.</p> <p>Possible dates: Saturday, 8 December Sunday, 16 December</p> <p>Tobias to email all committee members to finalise date. Tobias to share documents from 2015 strategic planning workshop.</p> <p>All members to be invited to Christmas Party, time, venue and type to be determined at November meeting.</p>	TB
4.3	<p>East Hamilton Hill Primary School Fete - HHCG Stall</p> <p>HHCG have accepted an invitation to have a stall at the EHHPS Fete on Saturday 3rd November from 9am to 3pm.</p> <p>Volunteers:</p> <p>9:30 - 11:30 (includes setup): Tobias, Tracy 11:30 - 13:30: Phoebe, Robert 13:30 - 15:00 (+ packing up): Christine, Jozina</p> <p>Paul (and possibly Alicia) can fill in later in the day. Sajni is also available to help</p> <p>The Stall:</p> <ul style="list-style-type: none"> - sale of local goods (honey confirmed, jams and cordial from hub confirmed). All members to try to source further goods - lemon icy-poles (Sajni) or slushy - HHCG information board with photos and text (Phoebe) - HHCG information leaflet (Tobias to look at updating current leaflet with logo etc) - membership form and information on membership benefits - HHCG sign board (check with City of Cockburn) - Dixon Park Friends and Hub information leaflets - HH Revitalisation Strategy Petition? 	<p>ALL SG GPC, TB</p>

	- Other ideas - please message to Sajni and Tobias asap	ALL
4.4	<p>Membership</p> <p>The Committee discussed membership benefits and agreed to promote the following:</p> <ul style="list-style-type: none"> - reduced hire fee for Pizza oven (20%, depending on final agreed fee) - monthly updates on HHCG and Hamilton Hill (newsletter), including minutes of meetings - voting rights at AGM - 'have a voice' at meetings and suggest items for inclusion on HHCG agenda - opportunity to be represented by HHCG at council as well as meeting and bringing issues to local councillors. - support HHCG <p>Membership Drive/Awareness</p> <ul style="list-style-type: none"> - flyer/leaflet distribution (Tracey offered to help distribute flyers). These need to be updated following the visioning workshop first - attract business memberships through Hamilton Hill Business Community facebook page and in person - posters/flyers at local shopping centres and parks 	
5.0	OTHER BUSINESS	
	<p>Website: Jozina suggested that the dates of future meetings are advertised more clearly (facebook and website)</p> <p>Removal of Roe 9 from MRS: Christine has drafted a letter to Minister Rita Saffioti requesting the removal of the Roe 9 reserve from the MRS. HHCG has previously sent a letter, but not received a response. Tobias to forward letter to Christine for review prior to finalising and sending.</p> <p>CoC Budget Items: Phoebe to enquire with CoC on the nature and timescale of two proposed budget items:</p> <ol style="list-style-type: none"> 1. \$165,000 for Tolley Court sump 2. \$80,000 for consultation and planning of a Hamilton Hill Community Centre <p>SOUP6163: Next soup event to be in March 2019.</p>	<p>TB, SG</p> <p>TB, CD</p> <p>GPC</p>
6.0	<p>ACTION ITEMS CARRIED OVER FROM LAST MEETING</p> <p>House Concert: Christine to contact musician to set a date for the event. It was decided that the Memorial Hall would be the best venue.</p> <p>Movie Night: Paul and Tobias to investigate grant options and potential date in 2019</p> <p>Dodd St Parklet: Sajni to set up consultation, draft invitation and contact neighbours</p>	<p>CD</p> <p>GPC, TB SG</p>
7.0	<p>NEW MEMBERS</p> <p>Robert Hesketh, Nominated: Phoebe Corke; Paid: Yes; Accepted: 5/0</p>	

The chairperson thanked those present for their attendance before closing the meeting at 9.00pm.

The next meeting will be held at 7pm on 21 November 2018 at the Hub, 1 Starling St.

Update on Hub

Grants and sponsorships:

Aussie Broadband

We have submitted an application to Aussie Broadband for Internet at the hub to enable the use of a credit card reader on site when people pay for an event as we have found that people do not always carry a credit card. It will also facilitate the committee to administer the operation of the Hub as we can check the Google calendar when people make on site enquiries and facilitate quick recording of minutes of meetings via e-convenor. This has been approved to the value of \$65 a months for NBN broadband - nbn™ 25 with 100 GB (subject to annual review). We pay \$165 for set-up of broadband and telephone and we pay \$10.00 a month for local telephone calls. We just need a handset and we can get started. The sim etc will be sent to the PO box and an Aussie broadband person will set up lines etc. at the hub.

Bankwest easy grants

We have also submitted a \$1,000.00 Bankwest application for sponsorship of Xero (accounting software) to enable the treasurer to easily issue invoices and track hub income and expenditure.

Electricity

The previous 2 bills have been estimated. The next bill will be the result of our self-read. We have finally sorted this out with Synergy and Western Power.

Approvals from the City of Cockburn

Our booking form has been sent to the Minister for Lands seeking consent. Once received CoC will send through a copy for our records.

Workshops and Events

- Yogazeit is up and running with 8 pre-school children enrolled.
- Dutch classes have commenced (15 Oct – Nov 26).
- Meditation and yoga nidra is scheduled to begin in November on a Tuesday evening
- Kefir and Kimchi workshop is planned for Sunday 25 Nov
- Our open day is in planning (17 Nov)
- We have had a number of enquiries re: bookings – belly dancing, theatre, mental health as well as dive school meetings.

Contents Insurance

The trustees have obtained quotes for content insurance from SRG and JTA Insurance

Quotations include:

- Fire & Extraneous Perils
- Business Interruptions
- Theft
- Glass
- Public Liability
- Volunteer Insurance

We will probably need photos of equipment and contents and things like the projector & laptop engraved.

HHCG NOTE:

HHCG and Hub Trustees need to review the extent of insurance required. As the HUB operates under the HHCG, Pulic Liability and Volunteer Insurance should be covered by the HHCG insurance provided by the City of Cockburn

Key Safe

There is now a key safe installed outside the building in the Dilmah box. The code has been provided to workshop facilitators. Other spare keys could be returned now that access is available.

Anti Graffiti

The leasing officer at CoC has put in a maintenance request with Cityworks to have the hub sign covered with transparent anti-graffiti paint as we have had a few taggers on site. The tags have been removed/repainted but we are afraid of further tagging occurring.

Hub Trustees

Thanks to HHCG the trustees have now been approved. This group is continuing to meet regularly and has achieved a number of outcomes.

We are still trying to manage finances and look forward to Michael's return and would like Christine to have access to Bendigo Bank account.

Promotion

- The Facebook page has now been set up and is administered mainly by Gill Saunders with assistance from Sajni. Tobi can set up HHCG mailing list to link to events at the hub and also link the hub mailing list to HHCG mailing list.
- The website is now live.
- The first newsletter has been distributed.
- An open day is planned for November 17. We will publicise this on FB.

Christine will investigate if CoC can promote on the street corner event placards that are available.

Account Balances

Hamilton Hill Community Group

Date Range: Jul 19, 2018 to Oct 17, 2018

ACCOUNT	STARTING BALANCE	DEBIT	CREDIT	NET MOVEMENT	ENDING BALANCE
Assets					
HHCG PayPal	A\$0.00	A\$143.94	A\$6.38	A\$137.56	A\$137.56
Statement Account	A\$8,592.06	A\$20,514.50	A\$13,272.34	A\$7,242.16	A\$15,834.22
Total Assets	A\$8,592.06	A\$20,658.44	A\$13,278.72	A\$7,379.72	A\$15,971.78
Liabilities					
Total Liabilities	A\$0.00	A\$0.00	A\$0.00	A\$0.00	A\$0.00
Equity					
HHCG Equity	A\$8,592.06	A\$0.00	A\$13.94	A\$13.94	A\$8,606.00
Total Equity	A\$8,592.06	A\$0.00	A\$13.94	A\$13.94	A\$8,606.00
Income					
HHCG Auspicing		A\$0.00	A\$18,130.00	A\$18,130.00	
HHCG Membership		A\$0.00	A\$240.00	A\$240.00	
HHCG Sales		A\$0.00	A\$405.00	A\$405.00	
HUB Grant or Donation		A\$0.00	A\$1,357.00	A\$1,357.00	
HUB Hire		A\$0.00	A\$512.50	A\$512.50	
Total Income		A\$0.00	A\$20,644.50	A\$20,644.50	

Expenses			
Bank Service Charges	A\$6.58	A\$0.00	A\$6.58
HHCG Auspicing	A\$10,000.00	A\$0.00	A\$10,000.00
HHCG Project	A\$1,530.98	A\$0.00	A\$1,530.98
HUB Equipment & Furniture	A\$740.32	A\$0.00	A\$740.32
HUB Repairs & Maintenance	A\$345.15	A\$0.00	A\$345.15
HUB Supplies	A\$198.64	A\$0.00	A\$198.64
HUB Utilities	A\$457.05	A\$0.00	A\$457.05
Total Expenses	A\$13,278.72	A\$0.00	A\$13,278.72
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Total for all accounts	A\$33,937.16	A\$33,937.16	