

# Minutes

## Berwick Springs Residents' & Owners' Association

01/09/2005

7:00 PM

Berwick Springs Hotel

**Welcome:** Jan

**Apologies:** Malcolm, David & Gary.

### **Confirmation of Minutes from Previous Meeting:**

**Moved:** Karl    **Seconded:** Melissa.    **Carried.**

### **Business arising from Previous Minutes:**

- Committee did not give Jan's dad a bottle of wine for auditing last year's books. Will give 2 bottles when this year's are completed.
- Karl, Jan & Lucy require access to cheque account. David to pick up forms from bank.
- P.O. Box to be moved to Casey Central. Jan to action, including 6 months redirection from current location.

### **Correspondence:**

#### **Received:**

- Booking Confirmation letter from "Agents for the Arts" re: Children's Painting Workshop booking for Christmas Party.

#### **Sent:**

### **President's Report:**

- Jan to provide next month.

### **Financial Report:**

- Karl to provide next month. Balance as per 30/6/05 - \$6600.00.

## AGENDA TOPICS

### Christmas Family Fun Day:

Melissa

- Booked for Sunday 11<sup>th</sup> December 2005 (12pm – 3pm).
- Have made enquiries & awaiting to be booked:
  - \* Chair-o-plane ride, jumping castle, ferris wheel. Cost approx \$1000
  - \* Professional Santa. Cost \$165 (1 hr)
  - \* Port-a-loo (to be hired, or donated through council).
  - \* May have trouble with Fire Truck. Will confirm at October meeting.
- Has Been Booked:
  - \* Face Painter. Cost \$195 (3 hrs)
  - \* The Paint Pot People Children's Painting Workshop. Cost \$380
- Café Mobile – trained barista, coffees, iced chocolates, gourmet snacks, etc.
- Raffles/signage, newsletter advertising, Christmas Carolers, inviting the food van again, lolly bags, rosters, etc. to be organized.
- Would also like to include sausage sizzle.
- Melissa to gain permit from Council re: park. Cost \$50.
- Melissa questioned what level of reporting to committee was required from Social Committee. All agreed to continue updating further information at committee meetings.

### Uniforms for committee members (volunteers):

Melissa

- To improve awareness and make committee recognizable, Melissa suggested purchasing lightweight vests to be worn over clothing at events. Purchase in a variety of sizes with "Berwick Springs Residents' & Owners' Association" printed on the back.
- Melissa to obtain a sample & quote for approx 20 vests and report back at October meeting.

### Social Event Calendar:

Melissa

- Melissa would like to publish in upcoming newsletter.
- Committee decided on the following events:
  - \* Berwick Springs Ball/Cabaret Show. 19<sup>th</sup> Nov 2005.
  - \* Christmas Family Fun Day. 11<sup>th</sup> Dec 2005.
  - \* Easter Egg Hunt. 16<sup>th</sup> April 2006.
  - \* Annual Fundraiser Event. April-June 2006.

### Re-establishing Garden Competition:

Melissa

- Melissa would like to see the garden competition up and running again. All agreed.
- Melissa to canvas for sponsorship of prize (to be determined by sponsors). Bunnings, Loveridges, and Wombat Gully.

### Extraordinary Meeting to alter constitution:

Jan

- To be held at next committee meeting at 7:30pm – Monday 3<sup>rd</sup> October.

- Meeting night to be changed to Monday nights in order to obtain free room to hold meeting at Berwick Springs Hotel.

### **Berwick Springs “Spring Ball”:**

**Jan**

- Jan suggested we hold a formal function at a local venue, and heavily subsidise tickets for members.
- Melissa had suggested a cabaret show night to be held at the Berwick Bowling Club in May with Mark Andrew “Dead Set Legends Cabaret Show” as entertainment.
- Combined both suggestions to have the “Berwick Springs Ball/Cabaret Show”
- Expected subsidy from BSROA approximately \$3000.

**Venue:** Berwick Springs Hotel.

**Date:** Saturday 19<sup>th</sup> November 2005.

**Details:** ‘Black Tie/Lounge Suit’ event, including 3 course meal and entertainment. Drinks at bar prices.

**Aim:** First event of the new committee year, we would like to encourage new membership, as well as give back to the community. The BSROA will heavily subsidise tickets for this event for members of the BSROA.

#### **Costs to date:**

Ticket Cost: \$25 per person for members, \$40 per person for non-members

Venue Cost: \$200

Entertainment Cost: Either cabaret show or live band \$1000

Catering: \$36 per person

Bus Hire: To ferry residents to and from event \$TBA

Motion: To have a ball at the Berwick Springs Hotel on Saturday 19<sup>th</sup> November.

Moved: Jan Seconded: Bianca Carried.

Motion: Committee members to get free ticket to Ball.

Moved: Melissa Seconded: Karl Carried.

- Melissa to enquire whether Mark Andrew will be available 19/11. Report Oct.
- Bianca to enquire about band availability 19/11. Report Oct.
- Agreed to give potential major sponsor, L.J. Hooker complimentary table of 8, plus allow 5 minute talk from representative.

### **Spending Money:**

**Jan**

- Jan suggested we need to start spending some of the money in the bank.
- Suggested purchasing bbq for sausage sizzles. Committee decided against this.
- Berwick Springs Ball to be heavily subsidized.
- Purchase of Information Board for estate.

### **Membership:**

**Lucy**

- Question asked “How to improve membership?” Suggested finding sponsors who will give discounts/benefits to members.
- People agreed to contacting the following businesses re: sponsorship:
  - \* Berwick Springs Hotel – Lucy
  - \* Hungry Jacks – Jan
  - \* Civic Video, Seasons Chinese Restaurant, Deepam Indian Restaurant, and Pizza Shop at Berwick Springs – Paul

\* Shops at Casey Central (excluding real estate agents, do not want to upset major sponsor) – Bianca

- Other suggestions to increase membership:
- \* Bumper Sticker – suggest have competition for Berwick Springs slogan and logo (to be included in next Newsletter). Prize \$50 Westfield voucher per winning entry.
- \* Letterbox membership plaque. Jan to investigate costs. Report Oct.
- Suggest making payment easier. Lucy to investigate Credit Card facilities and EFT options. Report Oct.

#### **Newsletter:**

**David**

- David to take over Editor role of Newsletter.
- Suggested change to four issues per year instead of six.
- Would like to have the newsletter out by the end of the month.
- Suggestion to offer Malcolm money for cost of website.
- Request articles from committee members.
- Suggested President's Report to be published in newsletter.
- Suggested Letter to Editor/Best positive suggestion.
- Jan & Lucy to write article on Berwick Springs Park & provide PDF of plans.
- Suggested "Meet the new Committee" small article on each committee member.

#### **Open Forum:**

**Committee**

- Paul suggested a story on BSROA to be published in Berwick Journal as he knows a journalist. Paul to investigate and report Oct.
- Suggestion that website needs to be updated more regularly. Lucy offered to assist Malcolm with this. Report Oct.
- Lucy to send mail out for membership renewal to all past members.
- Lucy to write to Ben Clissold re: water fountain and lights not functioning (4 months)
- Paul suggested new shops at Eden Rise might be interested in sponsorship.
- Brainstorming of future events:
- \* Movies on the move – open air movies at the lake, sporting events such as AFL final, commonwealth games, cricket.
- \* New Year's Eve Party.
- \* Christmas Carols
- \* Murder/Mystery nights
- \* Wine & Cheese night
- \* Movie night (at local cinema).

**Next Meeting: Monday 3<sup>rd</sup> October – Berwick Springs Hotel.**