

# Minutes

## Berwick Springs Residents' & Owners' Association

02/04/2006  
1:00 PM  
8 Champagne Grove

**Welcome:** Jan

**Apologies:** Melissa and Ray.

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

**Moved:** Steve **Seconded:** Paul. **Carried.**

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

- Andrew reports that the Neighbourhood Watch set up is progressing, currently working on boundaries.
- Andrew has officially taken on the role of treasurer. Moved: Jan, Seconded: Paul, Carried.
- Forms need to be filled out changing the mailing address to the P.O. Box, to ensure all statements are received by current treasurer.
- Have not heard anything regarding receipts for outstanding expenses. Letter to be sent to Jane Smith requesting receipts for any monies owed by BSROA. Deadline End of April.
- Committee Roles – Jan has found a website outlining suitable roles for committee members. Dedicate time at next committee meeting to discuss this further (place on agenda). Suggest include required attendance at monthly committee meetings.
- Advertising – obtained current details found in treasurer information.
- Membership Benefit Partner – Creative Memories have requested discounted website advertising (current cost 4 updates/year = \$100). Committee agreed to keep cost advertising cost at \$100, however will include free website updates if bronze sponsorship is taken out.
- Ex-committee member Coral has offered to continue delivering newsletters in her old area. Thanks Coral.

### **Correspondence:**

#### **Received:**

- Resignation email from David Fenton.
- Renewal for P.O. Box (\$60 for 1 year).

- Letter from Alex Micheli (Manager Works & Operations – Casey Council) regarding maintenance issues within the Berwick Springs Estate.

**Sent:**

- Jan to send letter to Alex Micheli (Manager Works & Operations – Casey Council) regarding concreting roundabouts at Robinswood Pde & Heritage Ave, Heritage Ave & Peppertree Gve, and Hertiage Ave & Azimuth Plc.
- Jan to send thank you email to Richard Roland and Steve Bedo for working bee supplies.
- Jan to send membership partner certificates to Video Ezy, Camelia Lodge, Casey Dry Cleaners, and Creative Memories.

**President's Report:**

- Thanks to all for helping with working bee. Contact Jamie Doyle to do story on working bee.

**Financial Report:**

- Balance as per 2/4/06 - \$6313.91. Encourage Tim to use petty cash for duck food. Treasurer to bring expense forms to meeting each month.

**AGENDA TOPICS**

**Salvation Army Red Shield Appeal:**

**Lucy**

- Phone call from Salvation Army volunteer Denis Lorimer regarding volunteers for the Red Shield Appeal over the weekend of the 27<sup>th</sup>/28<sup>th</sup> May.
- Article to appear in the next newsletter requesting volunteers for the Berwick Springs district. Denis has ok'd publication of his phone number for volunteers to contact.

**Easter Egg Hunt:**

**Jan**

- Paul has purchased 3400 solid eggs and 400 hollow eggs – total cost \$218.60. 10 sets of bunny ears for volunteers – total cost \$20.
- Bianca to purchase small bags to hand out to kids.
- Require trestle table, banner & membership sign. Petty cash for membership.
- Jan to bring megaphone.
- Age groups, 5 and under in playground, and older kids outside playground.
- Easter Egg Hunt idea for next year – include Easter Bonnet parade and raffle.

**2006 Functions:**

**Jan**

Trivia Night

- Trivia Night Fever – awaiting confirmation of booking.
- Possible venue – Brentwood Community Centre (cost \$120). Venue not booked, awaiting confirmation of trivia host (preferred date 3<sup>rd</sup> June).
- All committee members to start sourcing trivia night prizes. Paul to contact all sponsors, Steve to contact accommodation, Andrew to contact Barry Bourke, Bianca to contact a travel

agency, and Jan to contact Westfield and Fountain Gate Hotel.

- Andrew to supply budget for Trivia Night at next meeting.

#### Berwick Springs Ball

- Fountain Gate Hotel booked for 14<sup>th</sup> October. \$300 deposit required.
- Jan to contact council re: hiring of shuttle bus.
- Face Value (band from '05 event) is available on 14<sup>th</sup> October – approximate cost \$800. Motion: 'Band from '05 event, Face Value to be booked for this year's event'. Moved: Jan, Seconded: Paul. Carried.
- Paul is happy to announce a GOLD sponsor for the 2006 Berwick Springs Ball – M.P.R.E. Casey Central. \$1000 sponsorship will receive advertising on tickets, 4 complimentary tickets to event, and will be able to speak at the event.
- At next meeting, decide on cost of tickets, restrictions, budget and theme for event.

#### **Sponsorship:**

**Paul**

- Welcome first GOLD sponsor – M.P.R.E. Casey Central. Committee has agreed to pamphlet drop with newsletters each quarter.
- W.E.Cash Plumbing Supplies sending letter re: member discount.
- Moods College of Massage looking at Bronze Sponsorship.
- Membership Cards: Greg to order 250 membership cards for new financial year.

**Next Meeting: Monday 1st May – Berwick Springs Hotel.**