

# Minutes

## Berwick Springs Residents' & Owners' Association

03/10/2005

7:00 PM

Berwick Springs Hotel

### Welcome:

Jan

Special welcome to guests, Councilor Ben Clissold (Springfield Ward) and partner Michelle.

### Apologies:

Malcolm & Melissa.

### Confirmation of Minutes from Previous Meeting:

**Moved:** Paul    **Seconded:** Bianca.    **Carried.**

### Business arising from Previous Minutes:

- P.O. Box transferred to Casey Central, including 6 months mail redirection. Jan.
- Update on uniform quote and sample – cost approximately \$6 each. Melissa to provide details in November.
- Sponsorship of gardening competition. Melissa to provide details in November.
- Update on letterbox membership plaque – cost approximately \$3 each. Jan.
- Credit Card facilities very expensive (\$75 per month). BSB and Account number provided on membership form to allow payments via EFT. Lucy.
- Berwick Journal article on BSROA, in progress. Journalist will contact Jan directly. Paul.
- Website update/rejuvenation in progress. Lucy.
- Water Fountain – see Agenda item below. Lucy.

### Correspondence:

#### Received:

- Southern Regional Housing Statement – Department of Sustainability & Environment
- Complimentary double pass – IMAX Theatre Melbourne
- Email regarding maintenance of estate – Martin Angenent (resident)
- Sponsorship offer from LJ Hooker Berwick
- Memberships x 24
- Email from resident regarding an unpleasant letter they had received.

**Sent:**

- Letter requesting sponsorship to Castello's Hotel Berwick
- Letter requesting sponsorship to LJ Hooker Berwick
- Reply to email from Martin Angenent
- Reply to sponsorship offer from LJ Hooker
- Letter requesting sponsorship to Ray White Real Estate Rowville
- Letter requesting sponsorship to Harris Freer Toyota
- Letter to George's on The Avenue, confirming Bronze level sponsorship

**President's Report:**

- Requesting attendance to Casey Community Training and Development Program workshops:
  - 'Achieving Goals' & 'Planning for the AGM' Mon 17/10/05 – 7pm – 9:30pm
  - 'Let's ask Council' Thurs 13/10/05 7pm – 9:30pm
  - 'How to write a winning submission' Mon 24/10/05 7pm to 9:30pm
- Attended launch of Casey Activity Centre on Friday 30/9/05. Will be located at the current Council offices site and will incorporate new shops and a community centre. A new library and Council offices will be built.
- A 22 seater bus can be organized for hire through Casey Council, and local resident Kevin, has offered to drive the shuttle bus for the Berwick Springs Ball.
- Email received from new member regarding an unpleasant letter they received on the doorstep. In next newsletter, Jan will discuss building relationships with neighbours. In the mean time a small note will be placed on the website encouraging positive relations with fellow residents.

**Financial Report:**

- Greg to provide next month upon receiving all relevant information. Balance as per 30/9/05 - \$8200.00.

## AGENDA TOPICS

### Committee Member Resignations:

Jan

- Gary gave his verbal resignation to Jan in mid September.
- Formally welcome Greg Cowlshaw who has joined the committee in the role of Treasurer.
- Steve Ristevski would like to join the committee in the role of General Committee Member. Nominated – Paul, Seconded – Bianca. Carried.
- Bianca Cowlshaw has been nominated for the role of Vice President. Nominated – Jan, Seconded – Dave. Carried.

### Duck Feed:

Jan

- Gary would like to continue to feed the ducks. Jan will tell Gary to continue with this task.
- Paul has offered to contact Wagging Tails Pet Shop at Casey Central for sponsorship of duck feed.
- Location of BSROA items:
  - Trestle Table – Lucy
  - A-frame sign – Malcolm
  - Banner – Gary
  - Photo Board – Gary
  - Canoe – Gary.

### Membership Cards:

Greg

- Greg has previously emailed a design for membership cards which can be produced by a contact for a small price, and all on the committee have agreed to go ahead with these.
- Production of approximately 250 cards should be complete by 7/10/05, and he hopes to have them in the mail to members by 14/10/05.
- Cost for production of membership cards – 1 x slab of Crown Lager.

### Newsletter:

Dave/Greg

- Thanks to Greg for organizing the printing of the Spring Edition of the newsletter. Will most likely continue to use this printer as cost of 900 copies on higher quality paper with DL folding is \$456.
- Couple of new advertising leads. In future will aim to get a good mix between advertising and articles/information.
- Deadlines for Summer Edition – newsletter ready for distribution by 01/12/05, so all articles required 10days prior 21/11/05.

### Event Budgets/Funding for Christmas function:

Jan

- Motion: “That for all future events, a budget should be put together for all costs associated with the event.” Moved – Jan, Seconded – Bianca. Carried.
- Entry costs for Christmas Family Fun Day:
  - Free Entry for all BSROA members.

- Gold coin donation for all non-members.
- Suggest having sausage sizzle for extra fundraising.
- Ben suggested contacting Beaumont Waters Residents Association for support, through George Toth (President).

**Change of Advertising Costs:**

**Greg**

- Single issue advertising costs need to be amended due to reduced number of issues per year. New costs are: Quarter Page Size - \$37.50 per issue, Half Page Size - \$75 per issue (please refer to attached "Advertising Costs" document listing full advertising details).

**Fountain/Melbourne Water:**

**Jan/Dave**

- Jan has investigated responsibility of maintaining the fountain, with conflicting results. Stephen Bedoe (Casey Council) has said that Council is not responsible but Melbourne Water is, and Alex Micheli (Casey Council) has said that council will look after the fountain.
- As of the 30/9/05, Ben informed us that an investigation by Casey Council was underway to determine whether the problem was with the fountain motor, or power to the fountain. Ben also said that if it was a fairly easy/low-cost fix, the council would cover this.
- Ben is to investigate all costs of running the fountain, etc and report back to the committee.

**Committee Member Roles:**

**Lucy**

- Fair distribution of committee member work load has been brought up at previous meetings, and the suggestion was made to assign specific roles to ensure the workload was fairly equal. The following roles were agreed upon:
  - \* President/Council Liaison – Jan
  - \* Vice President – Bianca
  - \* Secretary/Website – Lucy
  - \* Treasurer – Greg
  - \* Sponsorship – Paul
  - \* Social Secretary – Melissa
  - \* Newsletter/Advertising – Dave
  - \* Environment/Maintenance – Steve

**Estate Maintenance/Park Handover:**

**David**

- There are many parks throughout the estate, and we need to know who is responsible for each park, and what standard of maintenance, etc. we can expect. This information needs to be available to all residents.
- Ben has agreed to provide the following information:
  - \* Document listing ownership of each park within the estate,
  - \* Level of maintenance we can expect including, mowing, tree maintenance, weeding, structures, etc.
- Council has taken ownership of the lake park and are in the process of replacing two bench seats around the children's playground, and tidying up the edges of the concrete bike path.
- Three trees have been ordered for the park at the corner of Ellen Road and Berwick Springs

Promenade, and work will start on removing the vehicle tyre marks that run through this park.

- In the future, for any park related queries, contact Alex Micheli or Michael Apps from Casey Council, and refer to Ben if there is no progress.
- Letter is to be sent to Casey Council requesting replacement of dead oak trees along Berwick Springs Promenade, cleaning up the bike path between Robinswood Parade and Champagne Grove, and tidy up of the Estate entrance garden beds.
- Community Notice board – Ben enquired with Council, and the best location for the notice board is near the children’s playground next to the lake. Ben has suggested that Environmental Grants and Ward funding are the best options to help fund the purchase of a notice board.

### **Events Update:**

**Lucy**

- Lucy to confirm with hotel that 3 meals (at \$20 each) are required for the band, and also the number of tables available to sit parties of 8 and 10.
- Motion: “That invitations to the Berwick Springs Ball be sent to all City of Casey Councilors, with complimentary tickets offered to ward councilor Ben Clissold and partner, and Casey Mayor Neil Lucas and partner.” Moved – Jan, Seconded – Greg. Carried.
- Motion: “That two complimentary tickets be offered to local resident Kevin as a thank you for driving the shuttle bus for the Berwick Springs Ball.” Moved – Jan, Seconded – Lucy. Carried.
- Motion: “That finger food be ordered at a cost of \$3 per person for the start of the Berwick Springs Ball.” Moved – David, Seconded – Greg. Carried.

### **Christmas Carols:**

**Ben**

- Christmas Family Fun Day – There is a good chance of organizing portable toilets for the event through council. Ben will investigate this option further.
- \$200 of Springfield Ward Funds has been allocated towards the Christmas Family Fun Day. Thank you Ben.
- Council are supportive of the idea of planting a “Community Christmas Tree” within one of the estate’s parks, which can be decorated each festive season. Lucy will follow up with Ben what needs to be done to see this happen.
- Casey Central Neighbourhood Carols – Saturday 3<sup>rd</sup> December, from 6pm onwards. Event will include a central stage with school groups performing from 6pm, carols from 7pm and fireworks at 9pm.
- BBQ’s will be held by the local Lions club and Narre Warren South P – 12 school. Oakgrove Community Group will be distributing flyers.
- Ben has requested involvement of the BSROA committee for any tasks yet to be allocated. A meeting to be held at 19:30 on Monday 17<sup>th</sup> October at the Oakgrove Community Centre will discuss this further.

### **Suburb Name:**

**Ben**

- A change of suburb name to Berwick Springs is highly favoured by the BSROA committee, however the following information has been supplied by Ben:
- The Suburb Name Committee has a strict criteria that is followed when naming suburbs. They prefer the boundaries of a new suburb to have fixed physical attributes such as a creek,

lake or large road. They prefer names to have some historical significance such as original property names, name of early settlers, or significant sites/people. They prefer not to extend current suburbs, such as Berwick South or Berwick Springs.

- Names that have come up under consideration include: Hillsmeade, Cypress Hills, Berwick Springs, Kimberley Downs, Springfield, The Springs, Littlecroft, and Greaves.
- Ben has suggested interested committee members attend a meeting regarding renaming the Cranbourne North suburb that lies within Berwick-Clyde Rd, Thompson Rd, Glasscocks Rd and Narre Warren-Cranbourne Rd. Ben will notify the committee with details of this meeting.
- Ben has also suggested that a petition be submitted to council requesting a suburb name change with some possible names. He has advised that the ideal time for a suburb name change to occur would be just after a council election. The next council election is due on the 25<sup>th</sup> of November.

### **Sponsorship:**

### **Paul**

- Paul has put together three levels of sponsorship that the BSROA shall look at obtaining from local businesses – Gold: \$1000, Silver: \$500, and Bronze: \$250. These three levels, and the recognition given to businesses that choose to sponsor at these levels have been accepted by the committee (please refer to attached “Sponsorship Levels” document listing all of the relevant details).
- Greg is to investigate purchasing “Proudly Supporting the BSROA” stickers, for all sponsors and membership partners to display in their business. Will return with quote and sample at November meeting.
- Paul’s update on sponsorship:

Georges on the Avenue/Poppy’s Pizza & Pasta- Grant will give \$250 sponsorship & member discount on some things, still to be agreed. He is to acknowledge our letter & advise new name of his business, I will follow up later this week & advise you of outcome.

Wagging Tails-Pet Shop Casey Central- Stephen will give member discount, I am to give letter to him later this week, also animal display @ Xmas function & DUCK FOOD! Supply.

Florist Casey Central- Jade will give \$250 sponsorship & member discount, as well as display @ functions, will see her Thursday or Friday night, will mention flowers re Ball & advise you of outcome.

Cino Central Casey Central- Belinda will give member discount, letter to be done later this week. Also interested in supplying lollies/chocolates for kids function.

Berwick Southside Charcoal Chicken- seeing Andrew tonight, interested in Sponsorship & also member discount. Will advise outcome tomorrow.

Dry Cleaners Casey Central- Lease up for renewal in December. If renewed, Sandra will give member discount. I will follow up early December.

Tasman Meats- Most likely have loyalty program. Eddie is on leave back later this week. I will ring & speak/ negotiate with him. They do not sponsor or give member discounts.

Deepam Indian Restaurant- Have got his name at home, \$100 donation & will give member discount, I will do letter this week.

Civic Video- Ramesh, Potential member discount, Letter to be done this week. Will advise outcome

#### STILL TO SEE/CONTACT

Loveridges

Bunnings

Chemist Casey Central

Dan Murphy's

MPRE

21st Century

Westfield

- Confirmed Membership Benefit with "Williams the Shoemen" Fountain Gate store. Upon presentation of BSROA card a discount of 10% off all full priced footwear and accessories.

#### **Merchandise:**

**Lucy**

- Possible merchandise includes, stubby holders, calendars, water bottles, key rings, polo shirts, tea towels, pens, etc. Dave to approach a contact he has within the industry to compare prices.
- Too late to put together a calendar for this year. Jan suggests gaining sponsorship to cover cost of calendars, and giving them free with membership next year.

**Next Meeting: Monday 7<sup>th</sup> November – Berwick Springs Hotel.**