

Minutes

Berwick Springs Residents' & Owners' Association

06/02/2006

7:00 PM

Castello's Berwick Springs

Welcome: Jan

Apologies: David Fenton, Ray Doyle

Confirmation of Minutes from Previous Meeting:

Moved: Lucy **Seconded:** Paul **Carried.**

Business arising from Previous Minutes:

Pg. 2. Other Items: Item 3: All possible member benefits /or sponsors should be passed onto Paul –

- Melissa advised that Nick from MPRE has again approached to offer proposal of Membership Benefits Program: "Free Market Appraisal of your Home." If a sale ensued from this MPRE to either donate \$500- to the BSROA or \$250 to BSROA plus \$250 to the Berwick Springs Resident towards their conveyancing fees. Paul to again speak to Nick and report outcome at next meeting. – Paul to follow up and report.
- Lucy queried if L J Hooker has been followed up as a lead – Paul to follow up and report.
- Melissa advised that conditions of Membership Benefits for the following should be:
 - Toyworld- "...excluding Sale Items."
 - Casey Central Florist – "...Excluding delivery fees.
- Action: Newsletter information has been amended to reflect this. Paul to amend wording on Membership letter to reflect that. Lucy to update website to reflect this.

Correspondence Received:

- 25/11/05 Letter from outgoing Cr. Ben Clissold thanking re: B.S. Ball.
- 15/12/05 Email Coral VanDyk re: fundraiser suggestion.
- 21/12/05 Email J. Cheng querying delivery of membership card.
- 31/01/06 Email from Fountain Gate Function re: venue details
- .../01/06 Casey Customer Service re: Sustainable Cities Program

Correspondence Sent:

- ...01/06 Letter to Castello's re: confirmation of meeting dates.
- Jan organized and sent Certificate to member benefit sponsors (all agreed – look fantastic).

President's Report:

- Greg has resigned as Treasurer due to work commitments.
- Christmas Family Fun Day went really well – lots of positive feedback from residents.

Past Committee Member: Gary Hall attended meeting advising:

- Feeding of “Resident Ducks” – cheque required by Tim Walkerden for duck food. Suggest a support partner – Paul to investigate.
- Gary Hall attended meeting submitting proposal for 3No. trees (100mm girth at bottom, 3 metre tall) requesting Committee to replace located at B.S. Prom. On left before bridge right after the bridge. The Committee shall send an official letter to council.
- Committee to look at proposal at a possible working-bee.
- Gary advised that has mended the bollard near beach.
- Gary has requested 10msq of Buffalo grass – we will lay.
- Gary confirmed holding A-Frame and notice board.
- Gary has offered when necessary to assist in delivering Newsletter. Bianca has suggested for all committee, when delivering Newsletter, to survey and report state of trees.
- Paul commented plants overgrown over the entrance sign to “Berwick Springs” – barely visible.
- Jan is to plan a meeting with Alex Micheli & Richard Rolands re: Estate in general.

Financial Report:

- None supplied to date. To be supplied effective from August 05 to date on/or before next meeting.

AGENDA TOPIC

Feedback re: Christmas Party:

Paul/Jan

- 38 new members as a result of signing up at Christmas (4 remaining from the day for Paul to follow up).
- Costings of the function to be presented at next meeting. Jan

FEEDBACK/COMMENTS AS PER INTERNAL SURVEY:

- Coral Van dyk: Vests excellent/carol singers terrific/wanted more announcements. Coral thought the queue was too long for Santa. Suggested entertainment down the queue would be beneficial.
- Paul: suggested all feedback positive. He also thought the rides/activities queues too long. Would like to see a central point of selling etc.
- Andrew: suggested more signage etc. Activities for older children.
- Jan: suggested more emphasis into “older” kid’s activities and a First Aid Kit to be made available.
- Melissa: suggested would like to see all members receive a complementary sausage/drink. To use our resources (i.e. the purpose built pin/white board rather than a make-shift) and to have as much pre-done as possible (i.e. onions cut, boards prepared, raffle prizes pre-wrapped etc.) Melissa didn’t believe the queues too long considering the number of kiddies there and the popularity of some of the activities.
- Lucy: suggested looking at wider advertising encompassing other Estates.
- All: Start re-booking/suggesting for the next Christmas Family Fun Day on Saturday 10th December 06.

Neighbourhood Watch:

Paul/Andrew

- Andrew has spoken briefly to Loretta Clark. Shall organize a meeting to get off the ground.

Sponsorship:

Paul

- Paul to approach: Tasman Meats/Bakery/Chemist/Dry Cleaners/Tyre Power/Video Ezy
- All leads of potential sponsors to Paul.
- Still attempting to source a sponsor for the “Great Gardens Competition”.
- Paul advised that he will catch up with Julie from Julise Beauty Therapy, from Melissa’s initial lead, now that she has relocated to her new premises at Eden Rise.

Easter Egg Hunt

Paul

- Scheduled for Sat. 15th @ 11:00am (Committee unavailable: Bianca, Melissa, David, Paul, Andrew, Lucy – all due to personal commitments).
- Melissa suggested a possible Easter Bonnet Competition (if not this time, maybe next).
- Paul shall attempt to secure a sponsor for the Easter Eggs.
- Melissa volunteered to produce flyer and, if unable, to hand duty to Jan.
- **MOTION: “Change Easter Egg Hunt to Saturday, 8th April 06 at 11:00am with available Committee to act as “Helpers” therefore canceling booked actor @\$165”.**
- **Moved: Jan Seconded: Andrew Carried.**
- Steve to organize sign to be erected in the park advising of date change.

Ideas for Upcoming Functions/Fundraisers

Jan/Lucy

- Melissa “ Trivia Night Fever” (last year entertainment. Last years fee approx. \$700)
- Coral van Dyk (ex-Committee member) “Mock Gambling Night”.
- Jan – “Jazz on the Lake”. Lucy suggested too many things happening at the moment.
- Melissa to tentatively book for fundraiser (Brendan of Trivia Night Fever) when advised of confirmation of suggested date Saturday 27th May or 3rd June from Jan.
- Decided that last year venue of Manuka Bowling Club unsuitable as to being licensed. More attractive for patrons to BYO alcohol and therefore spend more (hopefully) on the fundraising. Possible venue to be sourced: Jan to speak to Ben Clissold. Possible locations: Hillsmeade Primary School and the P-12 in Ormond Road. To be reported at next meeting.
- Lucy reminded all committee to start work early re: obtaining raffle prizes etc.
- Paul to approach neighbour (Peter) who is a qualified auctioneer to host the auctions.
- Melissa suggested providing a Hot Supper by a sponsor. (Paul to investigate).
- Paul requested copy of last year’s sponsorship request letter to be emailed to all ASAP. Melissa to send.
- Jan advised (1) table per Committee member to be booked (8-10 to a table).
- Melissa to again produce flyer incorporating advertising of a “Hot Supper Provided” advising to BYO all drinks & GLASSES and nibbles

Berwick Spring Ball/Spring Function 2006

Lucy

- Proposed date for 2006 Spring Function Saturday 14th October (or thereabouts).
- Suggested locations: Castello’s Function Room (last year’s venue: Room Hire Fee applicable/Minimum numbers required/5 hr. function Midnight finish).
Or: Fountain Gate Taverner Jewel Room (Room Hire fee waived/NO minimum numbers of guests/1am finish at no extra charge/no limitations on function start time).
- Entertainment Proposed: Same band as last year: Face Value (Band 3 piece \$800 last years fee) OR
- Mark Andrew’s “Dead-Set Legends” Cabaret Show (6 acts including full production) Normal fee \$1,400 (special discount due be being a Berwick Springs resident and paid-up BSROA member \$1,100).
- Some expressed interest in same venue/same band as last year’s function.
- Melissa expressed concern that to hold continued interest in an annual function it should be a different location, different theme each year. Believing that we didn’t achieve what we set out to do with only 28 residents attending (excluding present Committee) and 8 of those being ex-Committee members – (less than 2% of adult residents at this BSROA function).
- Lucy suggested a website poll to investigate interest re: Ball or Cabaret Show.
- Tentative booking to be made of each act.
- After much discussion a decision to be made at next meeting.

Expenditure Approval Requirements

Jan

- **MOTION: “Any expenditure over \$50 requires approval by the Committee through a motion.”**
- **Moved: Jan Secoded: Paul Carried.**
- Melissa to contact ex-Committee Member, Jane Smith, and re: outstanding expense claims by her.
- All Committee to submit any outstanding claims to date on/or before next meeting.

Location of General Committee Meetings**Lucy**

- Lucy advised that our general meetings were unable to be held at Castello's on 6th March, 3rd April and 5th June 2006 due to another booking.
- It was decided to book a table for dinner on Mon the 6th March 2006 at 6:30pm for a "dinner meeting" and then decide at that meeting re: the April and June venues.

Other items:

- Workload of Committee Members: Treasurer and Secretary have the most work load.
- Bianca suggests maintaining the Membership Register to free-up some of Lucy's workload.
- Melissa to share the load of the Minutes and Agenda to free-up some of Lucy's workload.
- Andrew has shown an interest in taking over the position of Treasurer and shall have discussion with Greg.
- Junior Sports Club Affiliation: For a Berwick Springs Sports Club.
- Jan to contact council about starting a Junior Sports Club and report at next meeting.

Next Meeting:**Monday 6th March 2006 6:30pm (Dinner Meeting) – Berwick Springs Hotel**