



## WATERVALE COMMUNITY ASSOCIATION INC Special Committee Meeting Minutes

Date: Thursday 9 April 2020

Venue: Zoom

***Please note: As of 29/03/2020, the Federal government has implemented strict social distancing measures around non-essential gatherings to reduce the spread of COVID-19. Therefore, all meetings by the Watervale Community Association will be held via use of phones, video links or email to ensure the safety of its members until further notice.***

Time: 6pm

Present: Greg Bryksy, Samantha Freeman (STARCLUB), Brett Schutz, David Spackman, Shannon Parker, Trevor Mace, Susan Cunningham, David Spackman, Eddie Hadley, Beth Purdy-Dart, Barb Button

Apologies: Lol Hill, Steve Hadley, Bill Bowles

### **1. Received resignation of Office Bearers:**

- a. Secretary- Brendan Maloney
- b. Treasurer- Glenys Pierce

### **2. Appointment of new office bearers:**

- a. Secretary- Barb Button

S. Parker moved to appoint Barb Button as Secretary                      SECONDED: B. Schutz

**All voted in favour- CARRIED**

- b. Treasurer – Brett Schutz

S. Cunningham moved to appoint Brett Schutz as Treasurer      SECONDED: S. Parker

**All voted in favour- CARRIED**

### **3. “The Vale” Community Centre Report:**

#### **3.1 Update on build by project management group**

- Contract signed with MacKenzie Homes on Friday 3 April 2020. Slab should be completed by end of May 2020. Work is being done to remove the final debris of the tennis club building this Saturday 11 April 2020.
- A retention account has been created with Bendigo bank, as per the contract with MacKenzie Homes. G.Bryksy and B.Schutz are signatories to this account.  
At progress draws, 10 percent of each draw will be deposited in this account until it reaches 5 percent of the original contract amount. On completion/handover 50 percent of the funds are transferred to MacKenzie Homes with the final 50 percent transferred after the 3-month maintenance period. Bendigo Bank require copy of AGM minutes as well as copies of tonight’s special meeting appointing new office bearers.

- All paperwork has been done with Bank SA for B.Schutz to be new signatory as Treasurer. Requiring copies of minutes to verify Treasurer position.
- Applying for a credit card with Bank SA to support the ability for small purchases.

**MOTION:** Watervale Community Association to obtain a credit card with Bank SA and to have a \$5,000 credit limit- cardholders to be B. Schutz and G. Bryksy, each card with a \$2,500 limit.

**MOVED- B.Schutz**

**SECONDED- S.Cunningham**

**All voted in favour- CARRIED**

**Action: G.Bryksy and B.Schutz to complete final requirements with Bendigo Bank and Bank SA once minutes from tonight's meeting are released.**

### 3.2 Update from communications team

- Facebook page has been sharing removal of tennis building  
**Action: Members to please share on your own Facebook pages**
- Flyer for the shop required to advertise Facebook page to encourage community involvement in the project  
**Action: S. Cunningham to create and put up in General Store**
- Communications Team Meeting to be planned for end of April  
**Action: S. Freeman to send out an invite**

### 3.3 Finance Report

- Email from Lol Hill to inform WCA that once the lease is signed that a purchase order will be created from Council for \$150,000 + GST. WCA to then invoice Council for that amount and it will be paid in the next payment run. Drought Funding is also about to be released and Lol will discuss payment schedule for this once it has been received by Council.

**Action: G.Bryksy to speak with Lol to clarify what the extra \$30,000 was budgeted for within Council**

## 4. Any Other Business:

### 4.1 Lease- Council is seeking time frame for lease as it can be finalised.

Decided that G.Bryksy and S.Parker are primary and secondary contacts on the lease. Public Liability will need to be increased to \$20 million coverage as per lease requirements.

**Action: G.Bryksy and S.Parker to liaise with Council to finalise lease.**

**MOTION:** Watervale Community Association agree to a 5 +5 +5 year lease with Council

**MOVED: S.Parker**

**SECONDED: B.Schutz**

**All voted in favour- CARRIED**

### 4.2 Peak Body funds from Council-

Every year Council provides \$6,000 to peak bodies including WCA. This \$6,000 needs to be acquitted by the end of this financial year. Some of this will be used to cover public liability increase and renewal.

**Action: B.Schutz to follow this up**

#### 4.3 WCA email-

The Vale development has highlighted the need for the development of an official Watervale Community Association email address so that official correspondence can be sent from this email as well as the recording of incoming and outgoing correspondence.

**Action: B. Button to create a WCA email and then notify all members. Office Bearers will be able to access this email account.**

#### 4.4 Upcoming Grants-

Australia Post Grant- Now available. B.Button to look at guidelines to see what can be applied for.

Grassroots Grant- S.Parker to contact SACA and get together project pricing.

Future grants- Identified the need to seek funding for the cost of the carpark and then the internal fit out of the Community Centre in preparation for future grant availability.

**Actions:**

**Carpark- T.Mace to work on the costings for carpark- 1<sup>st</sup> priority**

**Internal furniture- E.Hadley to work on the costing for furniture such as tables and chairs**

**Kitchen- S.Parker to work on the costing for remaining kitchen requirements**

**Technology- B.Purdy.Dart to work what is needed and costings for technology requirements such as television, projectors, speakers, computers, software to support use of the space for training/conferences/school**

#### 4.5 Future virtual meeting-

S.Freeman has Zoom now available to clubs through STARCLUB so WCA is no longer needing to purchase Zoom subscription. WCA thanked Samantha for her support with this.

Meeting Closed: 7.25pm

Next Meeting Date: Monday 4<sup>th</sup> of May at 7pm via Zoom meeting