

PEREGIAN SPRINGS COUNTRY CLUB RESIDENTS' ASSOCIATION

MINUTES OF COMMITTEE MEETING FRIDAY 16th MARCH 2018 AT 9AM IN GRACEMERE MANOR

Meeting opened at 9.05am

1. Attendance and Apologies:

George West, Chair: Jan Corlett, Secretary: Desolie Gleeson, Treasurer
Ray Larke, Sue Day, Wayne Collard, Committee members.
Ailyn Lewis, CAM representing Management

2. Confirmation of the Minutes of the previous meeting:

Moved Ray Larke. Seconded Sue Day

3. Business arising from the previous meeting:

3.1 Update on Notice Board: CAM

3.2 Update on Security: CAM

3.3 Update on Concrete Extension to Outdoor Area: George West

3.4 Procurement Letter: George West

Item 3.1 The Notice Board is awaiting installation which the CAM will deal with as soon as possible.

Item 3.2 The four security cameras have been approved as an urgent request and will take 2 days to install. In the mean-time the carers on duty are making checks at 5pm each evening.

The costs of putting locks on some doors is astronomical as they are fire doors and so need to be linked to the fire alarm. Several of the single doors are fire exits so latches cannot be installed.

A floodlight motion sensor will be installed outside the pool area, and once the cameras are installed then the lockup will cease as the feed from the security cameras goes directly to the Police Station.

There is concern over some residents approaching young people seen wandering around the Village. The Chair will write a piece for the Newsletter regarding this issue.

Action: George West

Item 3.3 Ray Larke met with a representative from the concreters on 15th March. Due to the wet weather the ground needs at least a week to dry out, but it will be done as soon as the weather allows. The concrete will not now be pumped thus giving a saving of approximately \$500.00 to the total cost. As Ray will be away until Good Friday the Chair will oversee any works that may be done in the interim.

Item 3.4 A reply to the Procurement Letter sent by the BCC and RAC has not been received. The CAM reported that she assumed that it had gone to Head Office and been dealt with as Mark Eagleston had met with Viv earlier in the week. The CAM will follow up with Head Office. Action: CAM

4 Community Business Manager's Report

Due to the unfortunate resignation of the CBM there is no report.

5. Community Assistant Manager's Report:

The CAM reported that Dan Dreger (the Territory Compliance Manager at Head Office) will be at the Village two or three days a week to assist in the management of the Village. The Cam stated that he had an open door policy and is extremely helpful.

The Chair, on behalf of the Committee, gave Ailyn and Allie our full support and understanding.

5. Outward Correspondence:

- 5.1 Noel Giles, 11/2/18, re Review of Manor Bar Prices
- 5.2 Bronwyn West, 11/2/18, re Resignation as Kitchen Co-ordinator
- 5.3 Di Giles, 11/2/18, re Kitchen Co-ordinator
- 5.4 CBM, 11/2/18, re Noise from gardeners' Equipment
- 5.5 M/s Cheryl Ford, 11/2/18, re Leaf etc Blowing adjacent to Village
- 5.6 Rev C. Ivey, 11/2/18, re Leaf etc Blowing adjacent to Village

Moved acceptance, John Davies, Seconded, Sue Day

7. Inward Correspondence:

- 7.1 Sandra Ferber, 19/2/18, re Speeding Traffic
- 7.2 Rev C. Ivey, 1/3/18, re Leaf etc Blowing adjacent to Village

Item 7.1 The Committee acknowledged that the increase traffic down Crestbrook and Beachgrass was a serious issue. However, this is a BCC or Council issue, not the RAC.

It should be brought to the attention of residents that installing speed humps creates a noise issue. St Andrew's College installed them on the road next to the Village which caused considerable distress to those residents living along there, and the College subsequently removed them.

Item 7.2 A copy of the letter received from St Andrew's College to be forward to Cheryl. Action: Jan Corlett

8.1 Treasurer's Report: Desolie Gleeson

Residents Association Report for February 2018										
Date	Cheque No	Detail	Main Account	Imprest Account	Bar Takings	Social Committee	Sundry	Bar Supplies	Bar Expenses	Petty Cash
		Balance carried forward	\$17,564.53	\$2,090.28						
DEPOSITS										
07.02.18		Bar Takings	\$753.80		\$753.80					
12.02.18		Australia Day Takings	\$521.00			\$521.00				
14.02.18		Bar Takings	\$714.40		\$714.40					
21.2.18		Bar Takings	\$608.80		\$608.80					
21.02.18		Bar Takings Aveo	\$24.00		\$24.00					
22.02.18		Received N Giles	\$11.70				\$11.70			
28.02.18		Bar Takings	\$649.20		\$649.20					
		Total receipts Feb. 2018	\$3,282.90	\$2,090.28	\$2,750.20	\$521.00	\$11.70	\$0.00	\$0.00	
PAYMENTS										
01.02.18		Dan Murphys		-\$595.63						
01.02.18		Coles		-\$54.04						
05.02.18		Sibley Cater(spirit meas)		-\$20.25					\$20.25	
07.02.18		Dan Murphys		-\$308.83						
12.02.18	337	Imprest Account	\$978.75	\$978.75				\$958.50		
14.02.18		Dan Murphys		-\$936.23						
		Coles		-\$30.45						
		Bunnings (N Giles)		-\$11.67			\$11.67			
14.02.18	338	Oven Gleam	\$440.00				\$440.00			
17.02.18		Joyce Mayne (Bar Fridge)		-\$999.00					\$999.00	
20.02.18	340	Imprest Account	\$1,977.35	\$1,977.35				\$966.68		
22.02.18	341	Hilary Warburton Library	\$146.76				\$146.76			
		Total Payments Feb.	\$3,542.86	\$2,090.28			\$598.43	\$1,925.18	\$1,019.25	

Cash Book Balance F/ward	\$17,564.53	Bank Reconciliation Feb. 2018	
Plus Receipts	\$3,282.90	Bank Balance	\$17,304.57
	\$20,847.43	Plus O/s Deposit	
Less Expenditure	\$3,542.86	Less O/s Chqs.	
Cash Balance at end Feb.	\$17,304.57	Cash available end Feb.	\$17,304.57
Bar report at end of Feb.			
Sales February	\$2,750.20		
Opening Stock	\$1,941.93		
Plus Purchases	\$1,925.18		
Less Closing Stock	\$1,913.30		
Cost of Sales	\$1,953.81		
Gross Profit & Percent	\$796.39	29%	
		ASSETS	
		Bank	\$17,304.57
		Imprest AC	\$2,090.28
		SC Float	\$200.00
		Bar Float	\$250.00
		Petty Cash	\$200.00
		Bar Stock	\$1,913.30
		Total	\$21,958.15

The Treasurer pointed out that the Australia Day's takings of \$1130.00 left a profit of \$306.35 when all the expenses had been taken. The Social Committee were congratulated for their astute purchasing. The Trivia Night also made a small profit.

9. Sub-Committee Reports

9.1 Social Sub-Committee Report: Acting Co-ordinator George West

Megan Bishop resigned from the sub-committee after Australia day, however a new resident Natalie McMillan requested to join the sub-committee which now consists of Tom & Pauline Shaw, Ray & Barbara Larke, Diane Giles, Natalie McMillan and George West with the occasional assistance of Bronwyn West.

The Trivia night attracted the minimum number of attendees with the winners being Barbara Tuckfield, Jan Fenson, Gunther & Joan Winder and Bob & Sharon Jack. Many thanks to John & Bridget with help from Diane for their efforts.

The next event is ST Patricks day. This will be included with the regular happy hour scheduled for Friday March 16th at 4-6 PM. Some Irish decorations will be provided, and Irish music will be played.

Planning for the Theme Dinner "Melody's from the War years" is well under way. The entertainment has been booked at a cost of \$700.00. A price from the kitchen has yet to be provided however using carers as servers is no longer allowed, consequently additional staff will need to be hired for the event at a cost of course. Every effort will be made to recoup all expenses from those that attend however the sub-committee respectfully request from the resident's association, approval for a backup of \$500 should numbers of attendees not meet expectations. A cap of 96 will be placed on the attendance (12 tables of 8). This is the number that the kitchen has requested.

There is a meeting on Monday 19th to discuss the issue of prices and dinner.

The motion to approve the back up costs of \$500.00 was moved by John Davies, seconded Sue Day and passed unanimously.

Tom and Pauline Shaw, with the help of Natalie McMillan are busy organizing ANZAC day. ST Andrews school will participate as usual and a new resident Bill Rooke will be the M.C for the service.

9.2 Bar Sub-Committee Report: Bar Manager, Noel Giles

The Bar has continued along with regular attendances on Tuesday and Friday Happy Hours, despite the weather experienced over February. Bowls input has been down due to multiple cancellations due to rain.

Major happenings at the Bar this month was:

- The installation of a new Soft Drink refrigerated cabinet to replace the old white domestic one, which has been re-located to the Art Room. This has allowed all of the Bar Service area to be utilized and given the work area a much needed stimulus for access to the Dishwasher,
- The unwanted entry by Burglars over the Xmas, January and February period. Hopefully this has now abated due to quick action by George and Sharon,
- Advertising the pricing re-structure to come into effect on April 1st. The Till is currently with the supplier for re-programming, and
- The AVEO Benefit Program launch on February 15th, giving us a much needed cash injection which will be reflected in the March Financial report.

Thanks must go out to Sharon Bateman for the support she has given the Manor Bar during her tenure at The Peregian Country Club. Sharon was always finding ways to assist Bar Revenue with each and every social event conducted at The Manor. The volunteer Bar Staff have been diligent in the way they try to provide a professional service at all times and I must recognize their efforts.

10. Other Reports

10.1 Manor Report: John Davies

1. There is still concern over a Manor resident entering apartments of other residents. John is monitoring the situation and will follow up with Management.

11. General Business

11.1 Resignation of CBM: George West

As the Village is now in a “state of flux” it is requested that Village residents give the remaining staff as much support as possible. It is recognised that some things will now take longer to complete.

11.2 Skips: All RAC

It was agreed that three skips will be ordered for two weeks in April, from Friday 6th April to Monday 23rd April.

11.3 AVEO Marketing Referral Scheme: George West

Sales have offered the RAC \$10,000.00 bonus if residents are able to get five referrals which settle before 30th of June 2018.

11.4 Response Time for Emergency System: John Davies

John would like to alert residents connected to AveoConnect that when the Internet is down response time will be 3-6 minutes, with an average of 3.5 minutes.

11.5 More Use of “Gladys” (golf maxi buggy): George West

Sales have kindly donated “Gladys” (a maxi golf buggy) to the RAC which can be used to deliver flyers etc. The key to Gladys is kept in the Office.

It was agreed to expand the use of Gladys to include a “Happy Hours” pick up and drop off for residents on a trial basis. Volunteers will be sought to provide this service on a roster basis, and Sue day volunteered to be the contact point. George will organise a flyer to this effect to include all the details. Action: George West

11.6 QGM

The March QGM will be held on Tuesday 27th March at 2pm.

There being no further business the Chair closed the meeting at 11.00 am

Date of next meeting: Friday April 13th 2018 at 9am in the Manor.

Signed:
Chair of RAC

Date