

PEREGIAN SPRINGS COUNTRY CLUB RESIDENTS' ASSOCIATION

MINUTES OF COMMITTEE MEETING FRIDAY 13th APRIL 2018 AT 9AM IN GRACEMERE MANOR

Meeting opened at 9.00am

The Committee expressed their best wishes to the Chair on his birthday today!

1. Attendance and Apologies:

George West, Chair: Jan Corlett, Secretary: Desolie Gleeson, Treasurer
Ray Larke, Sue Day, Wayne Collard (arrived at 9.10am), 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 Security: CAM
- 3.2 Update on Concrete Extension to Outdoor Area: Ray Larke/George West
- 3.3 Update on Procurement Letter: CAM
- 3.4 Update on Dan Dreger: CAM
- 3.5 Update on New CBM: George West
- 3.6 Update on Manor Resident entering Other Apartments: John Davies
- 3.7 Update on "Miss Gladys" Volunteers: Sue Day
- 3.8 Rubbish in Skips. George West

Item 3.1 The new security will be installed on Wednesday 18th April 2018.

Item 3.2 The new concrete slab for the outdoor area will be laid on Thursday 26th April 2018, weather permitting, at an approximate cost of \$4000.00.

Item 3.3 The CAM reported that she had already sent two letters to Head Office regarding the lack of an acknowledgement to the Procurement Letter. The CAM will follow up this lack of response with Angela Buckley. If there is still a lack of response then the BCC and RAC will write a further letter addressed to Angela Buckley, rather than Mark Eagleston.

Item 3.4 The CAM reported that the reason Dan Drege had not visited the Village was that he was on holiday.

Item 3.5 There is yet no confirmation of the new Peregian Springs CBM.

Item 3.6 There is a great deal of concern for the well being of both the resident himself and for the other residents in the Manor. The CAM is working with his family and with the Health and Wellness Nurse to find a suitable solution. It is noted that the situation is having a detrimental effect on the Manor residents.

Item 3.7 Sue reported that she had received several volunteers and had drawn up a roster for driving "Miss Gladys" for Tuesday and Friday Happy Hours. Sue will send out a flyer to the whole Village giving the times and detailing the process to get picked up. The service will start on the 3rd May. Sue was thanked for her organisation.

Questions for CAM:

1. John Davies asked that a Carer be available to assist with Morning Tea for the visually impaired and less able Manor residents. The CAM replied that Management were already addressing the issue.
2. He asked that the bi-monthly meetings between Management and the Manor residents be re-introduced. This will happen when the new CBM is in place.
3. John noted that the PDR outside door was left unlocked overnight on Tuesday. The CAM will investigate.
4. John asked whether the air-conditioner units should be on 24hours. The CAM will put the controller for the bar area in the drawer by the snooker table.
5. John drew attention to the fact that a drone had been flying on the grass area and very close to residents' balconies. Management have since dealt with the matter.
6. A youth has been once again touting for car washing in the Village. Residents are reminded to inform Reception immediately so that appropriate steps can be taken.

Item 3.8 The skips have been filled in a short space of time, including items that the gardeners had been asked to remove from residents' properties. However, there is an allowance in the GSF for the removal to the tip for such large/heavy items. The CAM has dealt with the issue.

Comments:

1. Some residents have been expecting that their connection to the NBM will be dealt with by the management. This is NOT the case, and it is the responsibility of the resident to organise their connection. George will put a piece in the Aveo Newsletter to this effect.
2. Sue Day drew the Committees attention to the new AveoWay additional benefits scheme. Again, this is the responsibility of the resident to contact the call-centre detailed in the flyer and NOT Management.

4 Community Assistant Manager's Report

The CAM reported that there were 114 maintenance requests for March. 10% of these were AveoConnect requests and the remainder were replacing lightbulbs and washers.

The Workplace Health and Safety Officer has visited the Village and designated another Fire Assembly point at the Yarran Road main gate. There is a ramp at the side gate there which will enable those with walking difficulties to exit the Village.

The CAM, Ailyn, was congratulated on her recent engagement and wished every happiness for the future.

5. Outward Correspondence:

- 5.1 Sandra Ferber, 20/3/18, re Speed Humps
- 5.2 Cheryl Ford, 20/3/18, re Leaf Blowing adjacent to the Village
- 5.3 CAM, 23/3/18, re Skip Bins
- 5.4 BCC, 9/3/18, re Correspondence re Speed Humps

Moved acceptance, John Davies, Seconded, Sue Day

6. Inward Correspondence:

- 6.1 Cheryl Ford, 22/3/18, re Leaf etc Blowing
- 6.2 Brenda Langmaid, 6/4/18, re Upgrade of the Swimming Pool

Item 6.1 Noted and Filed

Item 6.2 The letter to be forwarded to Management for their attention, as the ongoing costs would come out of the GSF to which all residents would contribute through their levy. A letter to be sent to Brenda to this effect.

Action: Jan Corlett

7. Treasurer's Report: Desolie Gleeson

Residents Association Report for March 2018										
Date	Cheque No	Detail	Main Account	Imprest Account	Bar Takings	Social Committee	Sundry	Bar Supplies	Bar Expenses	Petty Cash
		Balance carried forward	\$17,304.57	\$2,090.28						
DEPOSITS										
05.03.18		Trivia Night Takings	\$76.00			\$76.00				
07.03.18		Bar Takings	\$768.70		\$768.70					
14.03.18		Bar Takings	\$770.80		\$770.80					
19.03.18		Bar Takings Aveo	\$500.00		\$500.00					
21.03.18		Bar Takings	\$969.70		\$969.70					
27.03.18		Bar Takings	\$909.10		\$909.10					
		Total receipts Mar. 2018	\$3,994.30	\$2,090.28	\$3,918.30	\$76.00	\$0.00	\$0.00	\$0.00	
PAYMENTS										
01.03.18		Dan Murphys		-\$595.64						
01.03.18		Coles		-\$72.38						
01.03.18		Woolworths		-\$14.10						
05.03.18	342	Imprest Account	\$682.12	\$682.12				\$682.12		
07.03.18		IGA		-\$10.98						
08.03.18		Dan Murphys		-\$141.89						
10.03.18		Dan Murphys		-\$150.65						
15.03.18		IGA		-\$42.92						
15.03.18		Coles		-\$27.40						
15.03.18		Dan Murphys		-\$426.15						
16.03.18	343	Imprest Account	\$799.99	\$799.99				\$799.99		
16.03.18	344	P/Cash & Soc Club Floats	\$217.85			\$19.80				\$198.05
19.03.18		Dan Murphys		-\$256.65						
21.03.18		Dan Murphys		-\$36.90						
21.03.18		Coles		-\$42.40						
21.03.18		Dan Murphys		-\$344.49						
26.03.18	345	Imprest Account	\$680.44	\$680.44				\$680.44		
26.03.18		Dan Murphys		-\$138.94						
		Total Payments Mar.	\$2,519.34	\$2,090.28		\$19.80		\$2,301.49		\$198.05

Cash Book Balance F/ward		\$17,304.57	Bank Reconciliation Mar. 2018		
Plus Receipts		\$3,994.30	Bank Balance		\$18,779.53
		\$21,298.87	Plus O/s Deposit		
Less Expenditure		\$2,519.34			
Cash Balance at end Mar.		\$18,779.53	Less O/S Chqs.		
			Cash available end Mar.		\$18,779.53
Bar report at end of Mar.					
Sales March		\$3,918.30			
Opening Stock		\$1,913.30			
Plus Purchases		\$2,301.49			
Less Closing Stock		\$1,558.43			
Cost of Sales		\$2,656.36			
Gross Profit & Percent		\$1,261.94	32%		
ASSETS					
			Bank	\$18,779.53	
			Imprest AC	\$2,090.28	
			SC Float	\$200.00	
			Bar Float	\$250.00	
			Petty Cash	\$200.00	
			Bar Stock	\$1,558.43	
			Total	\$23,078.24	

The Treasurer gave the Committee the good news that there were no extra expenses for March, and the Bar had shown a profit of 32%!!

8. Sub-Committee Reports

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

A very disappointing response to the Theme dinner with only 36 attendees at the time of writing this report (Monday April 9th).

The main problem seems to be quote "\$40.00 per person is too much to pay for sausages and mash" unquote.

A breakdown of the costs has been received from the kitchen, which shows the following, Food \$22.00, **extra staff \$11.00** and entertainment \$7.00 per person if we get the full 96 attendees. Obviously, it's the extra \$11.00 per head that has pushed the price up. It is extremely doubtful that this sub-committee will attempt to organise a dinner using the Manor kitchen again, as the residents have shown quite clearly that they will not spend this amount of money for a two-course dinner in the Manor. Not sure where else you can get a two-course dinner with quality entertainment for \$40.00, but that's irrelevant!

Having said all that, a reminder flyer, with the cost breakdown included, will be delivered on Monday April 9th and the response noted. At least 64 attendees will need to be received to avoid the cancellation of this event. This will be reported verbally at the next RAC meeting.

The flyer for ANZAC day has been printed and will be delivered into all letter boxes on Wednesday April 11th. The RAC will be asked to approve expenditure of up to \$250.00 to cover this event.

Moved: John Davies, Seconded: Sue Day, 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. Tea, coffee and biscuits will be available after the service, together with soft drinks for the children. The "Honesty Bar" will be available for liquor purchasing. There is a meeting on Monday 16th April to finalise arrangements.

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

- Attendances are improving, particularly Friday Nights.
- The operating percentages are looking healthy due to additional inputs re social functions. St Patrick's Day, Sharon's farewell, and the weather
- Good use is being made of the outside area which is becoming a "get there early or miss out" scenario.
- The Till has been programmed for the April 1st implementation of the Manor Bar price review.
- Boags Beer temporarily removed due to spiraling purchase cost.
- Bar Staff are working well, and the Rosters are all done for the April – June quarter.
- Patrons are co-operating with Glass returns and rubbish removal on departure as requested by Bar Manager in numerous media releases. The message is slowly getting through.

The Committee noted that the reprogrammed till has not yet been returned.

9. Other Reports

9.1 Manor Report: John Davies

Resident Problems

There have now been several incidences of a resident entering other resident's apartments, uninvited and at unusual times of day, such as 3am. A number of SA's have expressed their concerns at this unsafe behaviour.

There have been a number of incidents using the hot water coffee machine at morning tea times. It should be a matter of concern and safety that visually impaired residents have to control the pouring of boiling water into their cups to make their morning cuppas.

The bi-monthly meetings of SA's with management have not occurred. Such meetings might help alleviate concerns some residents might have about their current living arrangements.

One resident has reported the removal of a personally valuable ceremonial sword from their room in the past week.

Security

There have been further occurrences of doors in the Manor being left unlocked overnight.

I have offered to assist in isolating the cause of such security breaches.

It is hoped that the soon to be installed night cameras will also assist.

The Committee noted that the ceremonial sword had been removed by a member of the resident's family

10. General Business

10.1 Parallel Bars for the Gym: George West

After much discussion it was agreed that the gym was not a "Rehabilitation Unit" and it was thus inappropriate for such bars to be included as equipment in the gym.

10.2 Rechargeable Batteries for the Microphones: George West

It was agreed that the RAC would fund the purchase of these batteries. Offers of rechargers had been received so these would not have to be purchased.

Moved: John Davies, Seconded: Sue Day, Passed unanimously.

10.3 Change of Manor Bar Licensee: George West

The RAC agreed unanimously to approve the change of licensee. Subject to the approval of the Licensing Authority the Licensee Holder would change from Ron Heather to Noel Giles.

The RAC thanked Ron for his tenure as the Licensee Holder. A letter to be sent to Ron to this effect.

Action: Jan Corlett

There being no further business the Chair closed the meeting at 11.15am

Date of next meeting: Friday May 11th 2018 at 9am in the Manor.

Signed:
Chair of RAC

Date