

PEREGIAN SPRINGS COUNTRY CLUB RESIDENTS' ASSOCIATION

MINUTES OF COMMITTEE MEETING FRIDAY 12TH OCTOBER 2018 at 9AM IN GRACEMERE MANOR

Meeting opened at 8.55am

1. Attendance and Apologies:
George West, Chair: Jan Corlett, Secretary: Sue Day, Treasurer
Denise Hattenfels, Desolie Gleeson, Wayne Collard, John Davies, Committee
members.
Ailyn Lewis, CAM
Apologies: Nole Beardwood, CM
2. Confirmation of the Minutes of the previous meeting:
Moved: Sue Day, Seconded: Desolie Gleeson
3. Business arising from the previous meeting:
 - 3.1 Update on Contacting Carers After Hours: CM
 - 3.2 Update on Fiscal 2019 Budgets: CM
 - 3.3 Update on Pool Heating: CM
 - 3.4 Update on Purchase of Outdoor Furniture: CM
 - 3.5 Update on Community Garden Project: CM
 - 3.6 Update on Gymnasium: CM
 - 3.7 Update on Alternative to Cheques: Sue Day
 - 3.8 Update on Shading Extended Patio Area: Working Group
 - 3.9 Update on Notice of Departures in the CC Courier: GW

Items 3.1 - 3.6 See the CM's Report

Item 3.7 The Chair thanked Sue for her work in producing the proposal. The RAC agreed to make the changes which conform to the Constitution.
Moved Acceptance: Denise Hattenfels, Seconded: John Davies,
Passed unanimously

Item 3.8 After much discussion it was agreed to purchase two cantilever umbrellas which George would order from Daydream Furniture.
Moved: Denise Hattenfels, Seconded: Jan Corlett,
Passed unanimously

Item 3.9 George has spoken to Noel Giles regarding putting a notice in the CC Courier who gave his approval subject to the residents or their relatives approval. Sue would compose an advert and pass to George for approval.

Resident Association Committee – Managers Report

12th October 2018

- Maintenance Requests – John
 - 52 Maintenance requests lodged
 - Weekly Task List in place

- ***Snooker Lighting & request for cabinet to be installed***
 - Resident request Snooker Cabinet (on behalf of Gerhard Silwa - 115) first quote @ \$3,790 + GST from Bain Kitchens and Shop Fittings.
 - Gerhard is sourcing alternate quote to be supplied for comparison.
 - VM will compare quotes and seek funding support from Aveo if costings are reasonable
- ***Pool Heating***
 - Update on heating quotes = No further update since last meeting, VM has been concentrating on issue of leak to be rectified prior to arranging any further quotes.
 - Pool has sprung a leak! – Leak is quite extensive, dropping 1 – 2 inches per day. VM has contacted Richard Connelly from Leakwise who has visited site and has asked us to run some tests to determine the source of the leak before further investigation can continue. These tests are underway – VM to update further next RAC meeting.
- ***Outdoor Furniture – Bowling Patio + External Dining Areas***
 - As per previous RAC meeting, VM has received a quote from Kudos Outdoor Furniture @ \$8,428.20 to provide new furniture for external dining areas and bench style seating for bowling green tiled area.
 - VM has received an alternate quote from Daydream Leisure furniture @ \$7,200 including GST
 - VM will request Capex approval from Mark Eagleston
- ***Fiscal 2019 Budget Process***
 - Budget approved as per presentation last Friday 5th October
 - Information on additional levy payments: awaiting letter from finance to be issued to all resident, but levy catch up process will begin next month
- ***Contacting Carers – After Hours***
 - AVM has arranged for quote from Darren (Tele 2) cost basis is on labour only @ \$190 p/her – Estimated at 1 hour only
 - AVM is chasing phone to be purchased separately, cost ETA but will be minimal

- ***Gymnasium Update***
 - As reviewed in last RAC meeting, VM is monitoring usage and feedback from Gym users to be guided on potential purchases for additional equipment for the GYM. Data has been very forthcoming with some great suggestions from residents.
 - VM will continue to collate data until the end of October and summarise for discussion at next RAC meeting
- ***Community Garden Project Update***
 - Information and request for interest from resident is being sourced through the community newsletter. VM will monitor interest and if warranted will meet with Alli and work towards next step in process including initial site visits.
- ***Project Pink***
 - Just a reminder for RAC meeting, October is Project Pink month (Aveo's supported charity) and village will be hosting a "High Tea Extravaganza" on the 17th October.
- **Village Manager – New Items:**
 - Resident Referral Letter / Program – VM introduced resident referral letter explaining program to be implemented by Aveo (five settlement within financial year from friends – results in additional \$10k paid by Aveo for Residents Association) AVM to discuss with RAC – running for this financial year.

Socials

- **Queensland Police Talks** – Queensland Police talks continued within the month with Road Safety Talk at 09.30 Monday 24th September. Next session will be 29th October – Personal Safety. Attendance to these events is increasing with each one and VM has received much positive feedback from residents on their value.

The Resident Referral Letter – see Item 11.4

The CAM left the meeting at 9.50am.

5. Community Assistant Manager's Report (See above)
6. Outward Correspondence:
 - 6.1 Karen Wright, 24/9/18, re Fashion Parade
 - 6.1.1 Brenda Langmaid, 24/9/18, re Defibrillator

Moved acceptance: John Davies, Seconded: Sue Day
7. Inward Correspondence:

- 7.1 Bill Rooke, 30/9/18, re Remembrance and Anzac Day Programmes
- 7.2 Bev Baker, 3/10/18, re Recent trip to NSLSC
- 7.3 Hugh Lloyd-Price, 21/9/18, re Speed Bumps

Item 7.1. A letter to be sent to Bill thanking him for his valued advice. The RAC has reviewed the Order of Service which complies with the Order of Service in his letter.

Action: Jan Corlett

Item 7.2 In order to facilitate more bus trips additional volunteer bus drivers would need to be sought. At the moment there is only one on the list which is Bob Jack. After discussion it was agreed that a notice be put in the CC Courier and the Newsletter asking for more volunteers. The RAC would support any costs associated in obtaining a bus licence. A letter to be sent to Bob explaining the rationale behind the request.

Action: Jan Corlett

7.3 Noted and filed.

8. Treasurer's Report: Sue Day

The Treasurer reported that under the new system she would get the Bank statement and pass it to the Chairman for checking and approval each month.

She stated that the Bar was performing extremely well financially, and congratulated the Bar Manager and the Bar Staff.

It was suggested that a Bottle Bank for the Manor Bar could be a way forward and the suggestion would be put to the Bar Sub-Committee.

Residents Association Report for September 2018											
Date	Cheque No	Detail	Main Account	Imprest Account	Bar Takings	Social Comm	Contra	Bar Expenses	Bar Supplies	Library	Petty Cash
		Balance carried forward	\$18,811.98	\$2,090.28							
DEPOSITS											
05.09.18		Bar Takings	\$281.60		\$281.60						
12.09.18		Bar Takings	\$825.00		\$825.00						
12.09.18	381	Chq deposit to wrong a/c	\$969.08				\$969.08				
12.09.18	382	Chq deposit to wrong a/c	\$504.45				\$504.45				
19.09.18		Bar Takings	\$1,541.60		\$1,541.60						
19.09.18		Bli Bli Bus 19.09.18	\$484.00			\$484.00					
26.09.18		Bar Takings	\$831.20		\$831.20						
30.09.18		Bar Takings	\$616.70		\$616.70						
		Total receipts	\$6,053.63		\$4,096.10	\$484.00	\$1,473.53	\$0.00		\$0.00	
PAYMENTS											
12.09.18	381	Chq deposit to wrong a/c	\$969.08				\$969.08				
12.09.18	382	Chq deposit to wrong a/c	\$504.45				\$504.45				
12.09.18		Dan Murphys		-\$665.10							
12.09.18		Coles		-\$26.24							
12.09.18		Dan Murphys		-\$277.74							
		Coles		-\$20.00							
		Dan Murphys		-\$439.70							
		Coles		-\$44.75							
14.09.18		Coles		-\$19.50							
14.09.18		Dan Murphys		\$20.18							
14.09.18		Dan Murphys		-\$175.29							
17.09.18		Dan Murphys		-\$243.05							
18.09.18		Mitre 10 - bar keys		-\$7.80				\$7.80	-\$7.80		
19.09.18	385	Imprest a/c	\$1,898.99	\$1,898.99					\$1,898.99		
19.09.18	383	Wests Coaches 19.09.18	\$484.00			\$484.00					
19.09.18	384	Cancelled Cheque	\$0.00								
20.09.18		Coles		-\$53.75							
20.09.18		Dan Murphys		-\$251.74							
24.09.18		Dan Murphys		-\$387.30							
27.09.18	389	Imprest a/c	\$692.79	\$692.79					\$692.79		
25.09.18	386	Hilary Warburton	\$177.20							\$177.20	
25.09.18	387	Top up P/cash	\$148.45								\$148.45
26.09.18	388	Noel Giles Petrol allowance	\$300.00					\$300.00			
		Total Payments	\$5,174.96	\$2,090.28		\$484.00	\$1,473.53	\$307.80	\$2,583.98	\$177.20	\$148.45
		Cash Book Bal. F/Ward	\$18,811.98								
		Plus Receipts	\$6,053.63		Bank Balance end of August		\$19,690.65				
			\$24,865.61		Plus O/s Deposit						
		Less Expenditure	-\$5,174.96								
		Cash Balance	\$19,690.65		Less O/S Chqs						
					Cash available end pf month		\$19,690.65				
Bar report at end of											
		Bar Takings		\$4,096.10							
		Opening Stock	\$1,318.64								
		Plus Purchases	\$2,583.98								
		Less Closing Stock	-\$1,641.75	-\$2,260.87							
		Cost of Sales	\$2,260.87								
		Gross Profit & Percentage	45%	\$1,835.23							
ASSETS											
		Bank					\$19,690.65				
		Imprest AC					\$2,090.28				
		SC Float					\$167.00				
		Bar Float					\$250.00				
		Petty Cash					\$200.00				
		Bar Stock					\$1,641.75				
		Total					\$24,039.68				

Moved to accept Treasurer's Report

Moved: Sue Day, Seconded: Jan Corlett

9. Sub-committee Reports

9.1 Social Sub-Committee Report: Co-ordinator Diane Giles

Social Club held their first function on 19th September at Driftwood Restaurant, Rivershore Retreat. This was a very successful outing and it was pleasing to see a large number of residents from the Manor attend. Feedback from those who attended was that they were impressed with the location, venue and food, and are looking forward to the next outing.

19th October committee will be organizing nibbles to be served at happy hour at no cost to those attending.

Xmas raffle tickets will go on sale at the beginning of November and will be drawn at Xmas function.

Melbourne Cup is 6th November and committee is well into arranging sweeps, horse racing and negotiating with Ann in the kitchen who is providing Picnic Luncheon (same format as last year).

After discussion it was decided to “resurrect” Gladys for a month’s trial during November/December encompassing Melbourne Cup and Xmas festivities. John D. agreed to be the coordinator and organize the flyer and the roster.

George agreed to put a notice in the CC Courier advising that any social event in the Manor should be checked with the Social Sub-Committee to ensure that there were not any clashes.

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

- **Glasses for non-Bar Patrons**

A box of the old glasses will be placed under Snooker bench for loan to persons who need to borrow glasses for BBQ nights.

- **Closure of the Bar – stragglers and re-stock**

Staff asked to stay a little longer after end of shift to re-stock fridges from lower storage area to top operating area ready for next persons.
This will also allow for clean up after “Stragglers” have left.

- **Free Drinks**

Free drinks for AVEO Staff to cease, if they are paid employees at the time. If AVEO Staff are working voluntarily for RAC fund raising, drinks may be dispensed at the Bar Staff’s discretion if Bar Manager/ RAC Chairman authorizes.

- **Hours of operation**

Operating hours for Happy Hours to remain as is. (4pm – 6pm.) If Bar staff wish to operate after 6pm, then, they do so as Volunteers. Full Bar Duties prevail for any extra time, being mindful of the noise factor to Manor Residents. 6.30pm curfew suggested.

- **Bar Roster**
Bar Roster finalized as best possible for the October/November/December period. Should any changes occur, staff to arrange with other staff prior to contacting the Bar Manager? Draft Roster attached.
- **Bar Manager Absence**
Bar Manager absent during December. John Weeden will assume Administration duties, Noel will purchase extra stock and store in the Manor Store-room on 1st floor. Tom and Kerry will assume manual work. John Weeden is not to do any stock lifting.

10. Other Reports

None

11. General Business

11.1 QGM: Jan Corlett

It was agreed that the Chair and the Secretary would open the postal votes box 10 minutes before the meeting opened and mark them on the attendance sheets. The Special Resolution would be counted by a show of hands, requiring 75% of those present to agree in order for it to be passed.
John C. to put out the tables and chairs for the meeting.

11.2 Request from Bar Manager for a Donation to Bar Staff Xmas Function: George West

It was agreed unanimously to donate \$200.00 to the function.
Moved: John Davies, Seconded: Denise Hattenfels

11.3 Approval of Remembrance Day Costs: Sue Day

The RAC gave its approval of costs up to \$200.00 for the Event.
Moved: John Davies, Seconded: Desolie Gleeson. Passed unanimously.

11.4 Resident's Incentive Letter: CM (for discussion)

Noted and filed, as the RAC has no idea of how this could be implemented.

11.5 Copy of Letter from Mary and Roger White to Geoff Grady:

Noted and filed.

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

Date of next meeting: Friday November 9th at 9am in the Manor.

Signed:
Chair of RAC

Date