

PEREGLIAN SPRINGS COUNTRY CLUB RESIDENTS ASSOCIATION.  
COMMITTEE MEETING MINUTES.  
Friday 15th February 2019 in Gracemere Manor.

9am. Chair Jan Corlett opened the meeting.

1. Attendance: Chair, Jan Corlett; Secretary, Karen Wright; Treasurer, Sue Day; Committee Members; Denise Hattenfels, Desolie Gleeson, John Davies & Wayne Collard.  
Village Manager Nole Beardwood.

Since all RAC committee members were in attendance, there were no apologies.

2. Confirmation of Previous Minutes:

Moved Sue day, 2nd John Davies “that the minutes of the previous meeting be accepted as a true & accurate account”. Carried.

3. Business arising from the previous meeting:

3.1 Update on Dam. See VM report to follow.

3.2 Update on Volunteer Bus Drivers. See VM report to follow.

3.3 Portofino Fashion Parade, 22nd May. Karen Wright was happy to report that resident Jackie Stewart had volunteered to organise this years’ Fashion Parade and that Jan Corlett & Sue Day had also offered to help.

3.4 ANZAC Day. Karen Wright was pleased to report that Bill Rooke has agreed to organize this year’s ANZAC Day Commemoration. Karen has given Bill all the planning information from previous ANZAC Day events. In correspondence received from Bill he has outlined his ideas & plans, namely: 1. That due to the hot weather the ceremony be conducted inside the Manor. 2. We commence the ceremony at 11am. 4. After discussions with VM Nole Beardwood, at the conclusion the Residents & Guests be able to enjoy a sausage Sizzle provided by AVEO. Funds raised at the Sausage sizzle will be donated to Legacy. 5. Bill has requested that a simple morning tea be provided immediately after the ceremony & that the bar be opened. And 6. He also expressed a desire for live music accompaniment if possible.

4. Village Managers Report

## Resident Association Committee – Managers Report

Friday 15<sup>th</sup> February 2019

### •**Dam Update (4.1)**

-Nothing further to advice in regard to contractually negotiations – however operationally PPS have commenced trials to recommence operations of dam – cleaning up / test running etc. Issue currently around correct process for storage and disposal of weed matter

-VM to update next meeting

#### **•Update on Volunteer Bus driver (4.2)**

##### -VM update as follows:

-2 x local gentleman (Ron Waldron & Dale Leo) have both completed their required documentation and compliance requirements. Ron is ready to go / Dale is awaiting his driver's authorisation to come through 2 – 3 weeks hopefully.

-1 x resident (Jan Lambert V191) has completed her written test and has her driving test scheduled for 8<sup>th</sup> March. Jan has been conducting some training under " L " plates with the bus – tagging along and driving back for the social singles club trip yesterday and will be completing same for dining club trip on the 21<sup>st</sup>.

-Ron Waldron has submitted claim for reimbursement of Police Check (\$55) and has been paid. Dale Leo yet to submit reimbursement request for Drivers Authorisation & Medical.

-Jan Lambert has submitted reimbursement requests directly to treasurer.

-Over next two weeks, external volunteers will be joining weekly bus shopping trips on Tuesdays and Thursdays to become familiar with process

-Next planned volunteer outing 27<sup>th</sup> Feb (TBA) Ron Waldron has advised he will be available to drive bus.

#### **•Update on New Resident Welcomes (4.3)**

-Inaugural new resident Wine and Cheese event held on the 30<sup>th</sup> January for all new residents from 1<sup>st</sup> July. Well attended and appreciation to RAC and Social Club members who attended and also to Noel and the Bar team for opening for the event. These events will continue quarterly.

-New resident hosted lunches postponed to March. VM or AVM & Sales representative to host a lunch for new residents, hosted lunch every 2<sup>nd</sup> and 4<sup>th</sup> Friday of the month to continue from February (subject to requirement). Invitations to be sent to RAC members to attend.

-VM / AVM / Sales team met with selected RAC members (Jan, Karen and Sue) to discuss the new resident welcome process – what works / what doesn't / responsibilities etc. etc. The meeting was successful with several actions taken from the meeting for area of improvement. Follow up meeting to be scheduled next month.

#### **•Village Manager – New Items:**

-Annual Resident Survey Results / Action Plan presentation from Mark Eagleston (Group Community Manager Northern Queensland) to be presented next week as follows:

-Wednesday 20<sup>th</sup> February 1pm – Presentation to Resident Association Committee

-Wednesday 20<sup>th</sup> February 2pm – Presentation to Residents

-Mobile Rehab – Gym beginner sessions update.

-Bus Volunteer / Payment process & procedure – money for volunteers / discussion needed.

-Budget process / commencement – VM update on process and timing surrounding sub finance committee meeting

Kind Regards,

Nole Beardwood  
Village Community Manager

The Manor Report was brought forward before the VM left the meeting as several issues related to the Manor

#### 5. Manor Report: John Davies. SA 204

1.Sound deadening of chair legs in dining area.

2.Two SA residents have been asked to assist with the introduction of new SA residents into the Manor.

3.In addition, because of this initiative, it would be good to utilise the services of these two residents to disseminate information, of a non-private nature, to assist other SA residents in knowing the whereabouts of their friends who often disappear suddenly.

4.Some residents are still unable to come to terms with living quietly with their neighbours of a night time. Some SA residents object to needing to wear such items as headphones of an evening in order to lessen the impact on their near neighbours, of very loud sounds emanating from their night TV programs.

5.There might be a need to look at improving the appearance of some patios of Manor apartments from the outside areas.

6.Most important that carer's look to providing that duty of care to SA residents, at morning tea time principally, to assist residents with impaired abilities to handle boiling water. Also to be aware that dropping rubbish into bins at night time can be somewhat noisy. If need be change schedules of residents or staff, to suit SA's habitual times?. Maybe close off the use of the rubbish trolley's on level 1 and 2 at say 7:30pm instead of later?

7.Bus to shops on Tuesday and Thursdays, staff line off after 16 names and check for two names on one line.

8.Hairdressing charges increased with no increase in leasing fee

It was agreed by the RAC that the secretary write to the VM re the Hairdressers' significant price increase in spite of the fact the hairdresser pays a very low rent which has not increased. To facilitate low prices the rent has been kept low.

The VM Nole Beardwood left the meeting at 9.45am

## 6. Outward Correspondence:

6.1 Steve Hill. 24/01/2019, JC thanking him for ANZAC Day offer.

6.2 Peter Newey. 30/01/2019, JC thanking him for suggestions to encourage more Bar Patrons on Tuesdays.

6.3 George West, CC to Noel Giles 11/02.2019. KW regarding licensee responsibility to display responsible serving of alcohol sign.

## 7. Inward Correspondance:

7.1 Bill Rooke. 16/01/2019. Re acceptance to organise ANZAC Day.

7.2 Bill Rooke. 30/01/2019. Re ideas for ANZAC Day.

7.3 Dian Bowen. 21/01/2019. Re mahjong Group funding request.

7.4 Steve Hill. 24/01/2019. Re a suggested Manor Facility Development sent to VM, copied to RAC.

7.5 Steve Hill. 23/01/2019. Re offer to organise ANZAC Day.

7.6 Peter Newey. 30/01/2019. Re suggestions to encourage more Bar patrons on Tuesdays.

7.7 Geoff Lawes. 30/01/2019. Quote to prep & apply cover crete to patio.

7.8 Commencing 05/02/2019. A number of emails between PSN [Peregian Springs News] Editor Rebecca Crocket, Sales office & Noel Giles. Re request from PSN to access our monthly Country Club Courier so that the PSN can print some of its content.

7.9 Daniel Betzis. 08/02/2019. Letter sent to JD re ideas for sound deadening areas of the Manor.

7.10 Jim Robertson. 08/02/2019. Re financial discussion at recent Quarterly Meeting.

7.11 Diane Giles. 09/02/2019. Re Social Sub-Committee request for Bus hire funding.

7.12 Elaine Williamsz, Teacher Aide Peregian Springs State School. 10/02/2019. Re Envirobank recycling collection.

7.13 Jan Walley [Lambert]. February 2019. Re her observations & thoughts to the Peregian Springs Country Club Residents Association.

Regarding Correspondence 7.1 & 7.2. Secretary to write to Licensee George West for information regarding Bar operating hours on ANZAC Day. Secretary also to write to Bar Manager Noel Giles requesting that the Bar be opened on ANZAC Day within the legal time permitted.

Denise Hattenfels, who is also a member of the Social Sub-Committee confirmed that they will provide a simple morning tea after the ANZAC Day ceremony.

The RAC discussed the difficulties regarding procuring a piano player from within the AVEO community. KW will ask a known player in her street. Secretary is to write to VM requesting that the piano be tuned & informing him that Chair JC knows of a local piano tuner.

John Davies will make sure that the microphones are fully charged prior to the event.

Re 7.3. Moved JD 2nd WC "that the RAC approve the purchase of up to 2 Mahjong sets at a cost not exceeding \$200." Carried unanimously.

Re 7.4 Noted and filed.

Re 7.5 Noted and filed. See 6.1

Re 7.6 Noted and filed. See 6.2. Letter to be sent by secretary thanking Peter for his suggestions.

Re 7.7 & 7.9 Noted & filed.

Re 7.8 The RAC unanimously agreed that copy of the Residents Country Club Courier should not be sent to outside sources. Secretary will write to relevant correspondents.

Re 7.10 Secretary will write thanking him for his valued comments.

Re 7.11 There was discussion regarding the Social Sub-Committee's request for 100% funding to cover the cost of bus hire to take 45 residents on a lunch trip to Bli Bli. The cost is to be \$505.

Debate covered full or part subsidy, past practice whereby residents funded the bus themselves, the number of residents who will benefit and the RAC commitment to fund more "soft" projects. [ As opposed to items such as furniture & the patio update etc.].

It was moved by Sue Day 2nd Desolie Gleeson "that the RAC fully subsidise bus hire for the trip to Bli Bli". Carried by a majority vote.

7.12 Since there could be an issue regarding sorting the items for collection, Chair Jan Corlett will phone Elaine to seek some clarification. It is understood that the School could raise upwards of \$750 each year from the Country Clubs' Bar empties. This money would be contributing to the Schools' fundraising efforts towards air-conditioning the classrooms.

7.13 Chair Jan Corlett will draft a letter of reply.

Moved Karen Wright 2nd John Davies "that the outward & inward correspondence be accepted ". Carried unanimously.

8. Treasurers Report: Sue Day

Residents Association Report for January 2019											
Date	Pay Req	Detail	Main	Imprest	Bar	Social	Sundry	Bar	Bar	Library	Petty
	No		Account	Account	Takings	Comm		Expenses	Supplies		Cash
		Balance C/F		<u>\$2,090.28</u>							
<b>DEPOSITS</b>											
09.01.19		Bar Takings	\$864.90		\$864.90						
16.01.19		Bar Takings	\$925.50		\$925.50						
23.01.19		Bar Takings	\$704.60		\$704.60						
23.01.19		Aust Day 94 x \$12	\$1,128.00			\$1,128.00					
01.02.19		Bar Takings	\$1,442.40		\$1,442.40						
		<b>Total Receipts</b>	<b>\$5,065.40</b>		<b>\$3,937.40</b>	<b>\$1,128.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>PAYMENTS</b>											
04.01.19	24	Officeworks Stationary	\$117.58				\$117.58				
15.01.19	25	Imprest Account	\$692.03	\$692.03							
15.01.19		Dan Murphys		-\$476.53					\$476.53		
15.01.19		Coles		-\$129.50					\$129.50		
15.01.19		BWS		-\$86.00					\$86.00		
15.01.19	26	Library Books	\$191.40							\$191.40	
23.01.19	27	Imprest Account	\$475.15	\$475.15							
18.01.19		Frame for Bar		-\$7.00				\$7.00			
17.01.19		Coles		-\$78.25					\$78.25		
21.01.19		Dan Murphys		-\$389.90					\$389.90		
23.01.19	28	Resident refund Aust Day	\$12.00			\$12.00					
24.01.19	29	Top up Petty Cash	\$180.00			\$147.45	\$32.55				
24.01.19	30	Aust Day Food & Kitchen Reqs	\$238.05			\$189.05	\$49.00				
27.01.19	31	Catering Aust Day	\$248.80			\$248.80					
31.01.19	32	Lions Club Aust Day	\$250.00			\$250.00					
31.01.19	33	Petrol Allow N Giles	\$108.00					\$108.00			
01.02.19	34	Imprest Account	\$950.86	\$950.86							
31.01.19		Dan Murphys		-\$858.26					\$858.26		
31.01.19		Coles		-\$92.60					\$92.60		
		<b>Total Payments</b>	<b>\$3,463.87</b>	<b>\$2,090.28</b>		<b>\$847.30</b>	<b>\$199.13</b>	<b>\$115.00</b>	<b>\$2,111.04</b>	<b>\$191.40</b>	<b>\$0.00</b>
		<b>Cash Book Bal. F/Ward</b>	<b>\$18,899.81</b>								
		<b>Plus Receipts</b>	<b>\$5,065.40</b>								
			<b>\$23,965.21</b>								
		<b>Less Expenditure</b>	<b>-\$3,463.87</b>								
		<b>Cash Balance</b>	<b>\$20,501.34</b>								
<b>Bar report at end of</b>											
		Bar Takings		\$3,937.40							
		Opening Stock	\$2,140.92								
		Plus Purchases	\$2,111.04								
		Less Closing Stock	-\$1,801.54	-\$2,450.42							
		<b>Cost of Sales</b>	<b>\$2,450.42</b>								
		<b>Operating % Profit</b>	<b>38%</b>	<b>\$1,486.98</b>							
<b>ASSETS less Accrual</b>											
		Accrual	-\$2,000.00								
		Bank	\$20,501.34								
		Imprest AC	\$2,090.28								
		SC Float	\$200.00								
		Bar Float	\$250.00								
		Petty Cash	\$200.00								
		Bar Stock	\$1,801.54								
		<b>Total</b>	<b>\$23,043.16</b>								

Moved Sue Day 2<sup>nd</sup> Wayne Collard 'that the Treasurers Report be accepted'. Carried unanimously.

8.1 Notes for the RAC approval.

**Treasurer Report – Meeting 15<sup>th</sup> February 2019 – Notes**

The Treasurer is assisting the RAC Committee in moving towards a more modern approach to banking. We have moved away from cheques, now we need to slowly move to a more cashless system in our accounting procedures.

The Treasurer seeks committee approval of the following:

- To increase the Bar Float for the Bar Manager by \$100 in the form of 5 x \$20 notes. To assist with cashing \$50 notes at the bar. This is becoming a problem for the Bar Manager with his current float
- To take away the Petty Cash from the Social Coordinator and instead do the following.
- To grant approval for the Social Coordinator to have an eftpos card on the Imprest Account as we do with the Bar Manager. This will assist the Social Coordinator when purchasing items for social events. As it is not fair to expect this to be paid by that person then be reimbursed.
- If the previous item is approved it is requested we increase the amount kept in the Imprest Account to \$3000. Also to pass a minute to allow that person to be added to the signature list on the Imprest account at the bank. Plus for that person to be allowed the appropriate eftpos card.
- If all of the above is approved, Committee to pass the Accounting Terms of Reference - Revised Version 15<sup>th</sup> February 2019.
- Request from Manor ladies, Terri, to reimburse \$35 for the purchase of a frame for a completed jigsaw.
- We need some new noodles at the pool and The Treasurer requests approval of \$20 to purchase 10 new noodles from Target.

Moved JD 2nd WC “that the notes prepared by the treasurer be approved”. Carried unanimously.

8.2 Moved SD 2nd DH “that a special minute be acquired to approve adding Diane Giles to impress account & that an eftpos card be procured for Diane.” Carried unanimously.

8.3 Moved SD 2nd DG “that the RAC reimburse Terri Waddell \$35 for the purchase of a frame for jigsaws in the Manor”. Carried unanimously.

8.4 New noodles have previously been purchased and are kept in the locked store at the Pool. Sue to obtain the key and move the noodles so that they can be generally used.

# **Terms of Reference – Accounting Procedure Revised**

## **15/02/19**

### **Peregian Springs Country Club Residents Committee**

#### **Duties of Treasurer:**

1. To include but not limited to upholding the duties as listed in the Constitution
2. To adhere to and control both incoming and outgoing funds. This will be expedited in the manner as described in this Accounting Procedure.
3. The Treasurer & The Chair will have authority to operate the bank accounts on line.
4. In the absence of The Treasurer the bank accounts will be operated by the Chair of the Committee.
5. The Treasurer will report as required to the Committee on the forms as attached.

#### **Accounting Procedure:**

- Bar cash banking to be counted by Bar Manager, checked by second person & signed off accordingly on appropriate form.
- The Treasurer will either pick up the banking from Bar Manager or have it delivered to their home. Whichever is more convenient at that time to both parties
- Bar banking to be taken to the bank as often as is reasonable, usually weekly.
- The Treasurer will deposit money into the appropriate machine at the Bank or to a teller. Keeping all receipts and recording all deposits & withdrawals.
- The Bar Manager & Social Coordinator to have eftpos cards to make bar & social purchases. This card is to be kept in an RFID wallet or RFID cover at all times.
- Receipts for purchases to be passed to The Treasurer on a weekly basis to allow account to be topped up from main account.
- All monies collected on behalf of the RAC by any resident, group or sub-committee is to be handed to the Treasurer for deposit into bank account ASAP after collection
- Cheques are no longer used, payments are now generated by a Payment Requisition Form. It must be signed & approved by two executive members of Committee.
- Only the Treasurer and the Chair have access to the online bank account. Both have appropriate cards to operate account and must keep cards at all times in an RFID wallet or RFID cover.
- All reports and forms to be in Excel. Copies of all forms attached.
- Cash transactions of a petty cash nature will be kept to a minimum .Petty cash is to be kept for emergency use by Treasurer only. A Cash float will also be kept by Bar Manager.
- No monies are to be spent unless authorised by Committee.
- All Donations to individuals or charities to be voted on by Committee. Also it will be a Committee decision as to what charity a donation is to be made to.

- Chair will sign off on monthly Treasurer Report as to its agreement with bank statement figures.

8.4 Moved Desolie Gleeson 2nd Denise Hattenfels “that the Terms of Reference–Accounting Procedure Revised 15/02/2019 be accepted”. Carried unanimously.

#### 9. General Business:

9.1 New Projects. Sue Day discussed the quotes received for re surfacing parts of the patio. Wayne Collard will seek an opinion re the different options from Ray Larke and report back at the next meeting.

Pool area furniture. John Davies & Denise Hattenfels will gather further information for the next meeting.

9.2 Yarran Road Main Gate. There is a problem with remote operation of this gate. Moved Sue Day, 2nd Denise Hattenfels “that the RAC approve the expenditure of \$250 for a booster aerial installation for the Yarran Road Gate”. Carried unanimously. Secretary is to write to VM & Body Corporate informing them of this decision.

9.3 Manor Bar Procedures.

#### MANOR BAR TERMS OF REFERENCE

The Manor Bar is an entity of the Residents’ Association and not the responsibility of Aveo Management. The RAC has the ultimate responsibility for the operation of the Manor Bar. The purpose of the Manor Bar is to provide reasonably priced drinks which reflect the tastes and preferences of the Country Club residents. Its purpose is also to show a small profit which is used to enhance the facilities and lifestyle of residents.

The designated Licensee must ensure that the Bar complies with the requirement of the current Liquor Act and the special conditions on the license. The Licensee must ensure that all volunteer Bar personnel have the Responsible Service of Alcohol certification and are aware of their responsibilities at all times when serving alcohol.

The Bar Manager is elected annually from Village residents and is responsible for the day to day operation of the Bar. This includes:

1. Maintaining a roster for staffing the Bar on a three-monthly basis.
2. Replenish Bar stock so that adequate stocks are available at all times.
3. Establish Bar prices in conjunction with the RAC.
4. Publish price lists for the Bar.
5. Maintain an operating profit margin of 30% plus.
6. Weekly takings to be counted with another person, checked and given to the RAC Treasurer as soon as possible.
7. Make a monthly stocktake of the Manor Bar and the dining room Honesty Bar, the results being forwarded to the RAC Treasurer.
8. Ensure that the Manor Bar is run efficiently and hygienically at all times.

Moved John Davies 2nd Denise Hattenfels “that the Manor bar Procedures be accepted.”  
Carried unanimously.

9.4 Chair Jan Corlett will draw up Social Sub-Committee terms of reference in a similar vein to that for the Bar Sub-Committee. She requested that Denise, who is a member of the Social Sub-Committee, come back to the RAC with suggestions to be considered at next months’ meeting.

There being no further business, Chair Jan Corlett closed the meeting at 11:40am.

The next RAC meeting will be held 9am Friday 8th March in the private dining room.