

## AVEO PEREGIAN SPRINGS COUNTRY CLUB RESIDENTS' ASSOCIATION.

### Minutes of Committee Meeting held Friday 8th November 2019 at 9am.

#### 1. Attendance & Apologies:

At 9:02 am, Chair, Jan Corlett welcomed committee members Denise Hattenfels, Desolie Gleeson, John Davies & Wayne Collard; Treasurer Sue Day, Secretary Karen Wright and Village Manager Nole Beardwood.

#### 2. Confirmation of Previous Minutes:

2.1 Spelling correction to 6.6, Mary Wearing-Smith's surname was incorrectly spelt.

After confirming that the Secretary is to correct Mary's surname in the previous minutes it was moved by John Davies 'that the corrected minutes are a true & accurate record of the previous RAC meeting' 2nd by Denise Hattenfels. carried.

#### 3. Business Arising from the Previous Minutes:

3.1 Updates on outdoor seating area. VM, Nole Beardwood.

Resident Bob Jack together with his friends at The Mens' Shed have very kindly restored the outdoor seat. It looks great! The total cost is approximately \$31. A considerable saving to the village. Secretary will write a letter expressing our appreciation.

3.2 TV in foyer. VM

See Village Managers Report below.

3.3 Locks for Manor bar. VM

See Village Managers Report below.

3.4 Admin recruitment. VM

See Village Managers Report below.

3.5 Costings for Croquet Lawn. VM & Jan Corlett.

See Village Managers Report below.

Secretary is to write to Marty Duell who proposed the project, explaining the Committee's decision not to proceed further but welcoming the idea of a fun mini Croquet Day a couple of times a year.

3.6 BBQ plate & stand. Wayne Collard.

The rusty BBQ has been disposed with. Rather than purchasing a new BBQ plate & stand Village Manager Nole Beardwood & Wayne Collard will investigate the possibility of removing the BBQ from the Pool Area. This BBQ, which was expensive, is very rarely used.

3.7 Remembrance Day. Jan Corlett.

Jan reported to the RAC that the plans are going well. The Order of Service compiled by the Commemoration Committee and produced by Jan Lambert was shown to the RAC. Anne Hatten and Pete Wright will welcome guests. Gloria Nunn has donated the last of the poppies knitted by the Craft Group. They will be sold on the day, proceeds will be donated to Legacy.

John Weeden, Pete Wright & Wayne Collard will be ushers for the Laying of Wreaths. Trevor Davis will be responsible for microphones.

Jan made a special mention of Pete Wright's contribution in the planning for the event. Nole confirmed that with the help of Chef Ann he will be providing the sausage sizzle.

#### 4. Village Managers' Report: Nole Beardwood.

4.1 Please refer to item 6.3

It was agreed that this is a Body Corporate Committee matter.

4.2 Please see item 6.4, on use of Village Bus with reference to the following Document.

### Current Understanding of Village Bus Procedure for Bookings and Driver Remuneration @ 30<sup>th</sup> October 2019

- From 6<sup>th</sup> August 2019 Sue Day was asked by Nole to coordinate bus bookings for ADHOC trips for various residents' groups.
- We have 2 volunteer bus drivers Dale and Ron plus one qualified resident who is a volunteer too, Jan Lambert.
- For ADHOC bus trips these volunteers are approached first before AVEO staff members (Maintenance man, gardener or carer) this is so AVEO working time is not taken up with driving these ADHOC groups.
- \$5 is collected from bus patrons on these ADHOC trips. The driver is always asked if they wish to come and enjoy lunch or dinner with the group. The group then pay for the meal on these occasions, (from the money collected)
- The remaining money collected is kept by each group leader and is kept to buy gift cards at Christmas as a thank you. We did initially buy wine for the drivers, however one is a non-drinker. Cash payment is not considered the correct way of payment for volunteers. They are NOT employees and cash payments can cause legal implications.
- If an AVEO person drives the bus in normal working hours no payment is given. However, if it is not in their working hours e.g. The weekend then the money collected is given to the driver as a thank you for their time. This I understand has been the case ongoing historically in this village.
- Any group in the village is entitled to this facility.
- The system has been in place for about 12 months and works beautifully.

-----  
Please see below decision made at RAC meeting 12<sup>th</sup> April 2019 that all residents are to pay \$5 per person for bus cost. Either the village bus or a big bus hired for a group.  
This was so all residents are treated equally.

*3.6 Partial funding of social Sub-committee outing planned for June. Chair, Jan Corlett suggested that partial funding of the coach hire be considered by the Residents' Committee. Moved Sue Day 2nd John Davies 'that Residents using the coach for the outing in June each pay \$5 towards the hire & that the Residents Association Committee subsidises the balance of the cost'. Carried unanimously*

Nole agreed and approved the policy outlined in this Document.

#### 4.3 Please refer to item 6.6

The issue of leaking in The Atrium is proving to be very difficult to solve. At issue is the time lag once rain triggers the automatic closure mechanism. This shorts out the electrics powered to close the louvres therefore the louvres stay open allowing water to enter the building. AVEO is actively seeking a resolution to the problem. Secretary is to write to the Body Corporate also pointing out that this problem is preventing refurbishment of the affected areas.

4.4 John Davies reminded Nole that to minimise noise in the dining area we had requested felt washers be applied to all dining chairs.

4.5 John Davies requested that common area windows in The Manor be cleaned inside & outside.

4.6 Replying to an enquiry regarding the Village Buggy [nicknamed Gladys] Nole replied that he is still waiting on a letter from AVEO naming him as the Company Nominee. Once this is received Gladys can be registered.

The AVEO buggy [nicknamed Bruce] which was taken by joyriders & ditched into the Dam is yet to be replaced. The Village Manager is waiting on the insurance claim. Following is a copy of the Village Managers Report presented to the meeting for discussion.

#### Friday 8<sup>th</sup> November 2019

- ***Update on Outdoor Seating for Smokers Bench (3.1)***

- Resident Bob Jack offered to refurbish the exiting smoker's bench at considerably less cost via the Men's shed as well as outdoor bench in dog park. Bench for smoker's area has been completed and looks great, work continuing on dog park bench.
- VM will purchase stainless steel outdoor ashtray to install at smoking area.

- ***TV in Reception Foyer (3.2)***

- Issue with processing work order through Sodexo has caused delay in Nicklin receiving request for task to be completed, this has been resolved and work order has been processed. VM hoping to have installation completed week commencing 11<sup>th</sup> November.
- VM to update committee on progress next meeting

- ***Lock for Manor Bar (3.3)***

- Issue with processing work order through Sodexo has caused delay in Able Security receiving request for task to be completed, this has been resolved and work order has been processed. VM hoping to have installation completed week commencing 11<sup>th</sup> November.
- VM to update committee on progress next meeting.
- ***Admin Recruitment (3.4)***
  - Recruitment continues for the Admin Role concentrating on an internal application. VM is consulting with Mark Eagleston and HR team in regards to successfully employing the internal candidate. Village Staff will continue to backfill Admin Role until a full time replacement can be recruited.
  - VM to update committee next meeting.
- ***Costings for Croquet Lawn (3.5)***
  - VM has spoken with VM (Leanne) at Albany Creek and can confirm they have a grass croquet court within the village, annual maintenance costs average approx. \$1k - \$1.5k per annum – this is for annual top-soil and thatching process. Court is out of action for period of 4 – 6 weeks during this process and program is completed annually in the peak of summer due to heat (no residents use). Irrigation is required to all areas of court to ensure grass is well watered to maintain condition. Maintenance is completed by Programmed as part of their contracted scope including a weekly mow.
  - VM is to discuss with committee.  
Nole pointed out that the lawn was installed at the time the Albany Creek was built, whereas at Peregian Springs irrigation at the cost of approximately \$5,000.00 would need to be installed before any work commenced.
- **Village Manager – New Items:**
  - Defibrillator has been installed on outside of Gym area
  - Ailyn (AVM) will be returning to village full time from Monday 25<sup>th</sup> November

Jan thanked Village Manager, Nole Beardwood and he left the meeting at 10:06 am.

## **5. Outward Correspondence:**

5.1 21/10/19. Email letter to Mark Eagleston. Thanking AVEO for offering to contribute \$1100 for materials to cover Manor Patios.

5.2 21/10/19. Letters to Brenda Langmaid & Barbara Tuckfield re the Art Groups' proposed Art Show next year.

5.3 21/10/19. Letter to Mary Wearing-Smith re a Croquet Lawn proposal.

5.4 21/10/19. Letter to Marty Duell re a Croquet Lawn proposal.

5.5 23/10/19. Email letter of thanks to Lynda Fraser of the Sunshine Coast Council.

5.6 30/10/19. Letters of congratulations to Gloria Nunn & Marjorie Vandenhurk on the Craft Groups' recent fundraising success.

5.7 01/11/19. Flying Minute sent by Secretary to all committee members to approve purchase of Champagne Glasses up to \$130. Passed on replies.

5.8 A Thank You card was sent to Kathy Van Rangelrooy. Thanking her for her kind contribution and help for the Manor Bar.

Moved John Davies 'that the outward correspondence be accepted' 2nd Denise Hattenfels. Carried.

## **6. Inward Correspondence:**

6.1 22/10/19. Letter from Mary Wearing-Smith. Her letter pointed out that the Committee had not understood her letter which referred to the measurements of a Croquet Lawn. Mary also drew attention to the misspelling of her surname in the previous minutes.

Secretary will reply thanking her for drawing our attention to the measurement issue for a Croquet lawn and informing her that the misspelling of her surname has been corrected.

6.2 28/10/19. Email letter from John Dulley regarding Disaster Management with his recommendations for a residents' handbook.

Secretary is to reply to John thanking him for his input. A group has been formed which is looking into producing information that will be of assistance to all residents. All the matters he raised have been under discussion.

6.3 29/10/19. Email letter from Anne Millier. Anne expresses dissatisfaction with the presentation of the gardens in her area.

Secretary is to reply explaining that this is a Body Corporate issue with the suggestion that she writes to the Body Corporate Committee.

6.4 29/10/19. Email from Noel Giles seeking clarification re use of Village Bus.

Secretary is to email reply to Noel Giles attaching a copy of the Village Bus Use Document. See above 4.2.

6.5 31/10/19. Letter to Chair Jan Corlett from Justin Lorenz, AVEO Head of Community Northern Region. The letter thanked Jan for taking time to meet with him & CEO Geoff Grady. He also sends his thanks to our Residents for attending the High Tea giving them the opportunity to hear firsthand Residents' experiences living in AVEO Peregian Springs and giving valuable feedback.

6.6 04/11/19. Letter from Brenda Langmaid regarding leak in Manor Atrium.

Secretary to reply to Brenda's letter reporting the results of our discussion with Nole Beardwood. Refer Village Manager's response 4.3.  
Moved John Davies, 'that the Inward Correspondence be accepted', 2nd Desolie Gleeson.  
Carried.

**7. Treasurer's Report: Sue Day.**

Residents Association Report for October 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	\$15,670.84	\$3,000.00							\$48.40
<b>DEPOSITS</b>											
09.10.19		Bar Takings	\$800.10		\$800.10						
16.10.19		Bar Takings	\$772.05		\$772.05						
16.10.19		Balance of old petty cash float	\$48.40				\$48.40				-\$48.40
23.10.19		Bar Takings	\$949.15		\$949.15						
25.10.19		Melbourne Cup 69x\$15	\$1,035.00			\$1,035.00					
31.10.19		Bar Takings	\$802.10		\$802.10						
04.11.19		Bar Takings	\$763.20		\$763.20						
		<b>Total Receipts</b>	<b>\$5,170.00</b>		<b>\$4,086.60</b>	<b>\$1,035.00</b>	<b>\$48.40</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>
<b>PAYMENTS</b>											
03.10.19	104	1 skip Bin	\$390.00				\$390.00				
03.10.19	105	1 skip Bin	\$390.00				\$390.00				
03.10.19	106	Imprest A/c	\$894.38	\$894.38							
		Dan Murphys		-\$864.88					\$864.88		
		Coles		-\$29.50					\$29.50		
12.10.19	107	Gifts for fashion Models	\$47.94				\$47.94				
12.10.19	108	Printing Stationery	\$105.99				\$105.99				
13.10.19	109	Library Books	\$83.70							\$83.70	
14.10.19	110	Imprest a/c	\$567.34	\$567.34					\$567.34		
		Dan Murphys		-\$567.34							
17.10.19	111	Imprest a/c	\$701.07	\$701.07							
		Dan Murphys		-\$390.80					\$390.80		
		Coles		-\$92.95					\$92.95		
		Stationery		-\$15.67			\$15.67				
		White Board		-\$125.00			\$125.00				
		Melbourne Cup Day		-\$29.95		\$29.95					
		Remembrance Day		-\$31.70		\$31.70					
		Plastic glasses to be credited		-\$15.00			\$15.00				
31.10.19	112	Imprest A/c	\$535.03	\$535.03							
		Dan Murphys		-\$411.78					\$411.78		
		Coles		-\$116.35					\$116.35		
		Aldi Remembrance Day		-\$6.90		\$6.90					
31.10.19	113	Roof building approval	\$1,090.00				\$1,090.00				
4.11.19	114	Imprest Account	\$649.02	\$649.02							
4.11.19		Dan Murphys		-\$605.10					\$605.10		
4.11.19		Wine Glasses for Bar		-\$43.92				\$43.92			
		<b>Total Payments</b>	<b>\$5,454.47</b>	<b>\$3,000.00</b>		<b>\$68.55</b>	<b>\$2,179.60</b>	<b>\$43.92</b>	<b>\$3,078.70</b>	<b>\$83.70</b>	<b>\$0.00</b>
		Cash Book Bal. F/Ward	\$15,670.84								
		Plus Receipts	\$5,170.00								
			\$20,840.84								
		Less Expenditure	-\$5,454.47								
		Cash Balance	\$15,386.37								
<b>Bar report at end of</b>											
		Bar Takings		\$4,086.60							
		Opening Stock	\$1,820.14								
		Plus Purchases	\$3,078.70								
		Less Closing Stock	-\$2,263.47	-\$2,635.37							
		<b>Cost of Sales</b>	\$2,635.37								
		<b>Operating % Profit</b>	<b>36%</b>	<b>\$1,451.23</b>							
<b>ASSETS &amp; ACCRUALS</b>											
		Craft Group									-\$300.00
		Bank									\$15,386.37
		Imprest AC									\$3,000.00
		Bar Float									\$300.00
		Bar Stock									\$2,263.47
		Select Dining									-\$148.50
		<b>Total</b>									<b>\$20,501.34</b>

Secretary is to send a special Thank You to John Davies. John has expended considerable time and energy towards the project to install roofing over the north facing Alfresco Patios at the Manor. Already they are proving popular and residents are now able to sit outside in comfort.

It was moved by John Davies 'that the committee approves the purchase of 24 wine glasses and 24 Champagne glass for the Manor Bar, up to a total cost of \$100' 2nd Wayne Collard. Carried.

Sue announced that there have been 3 New Resident arrivals recently. Karen Wright and Wayne Collard are to arrange a Welcome Lunch for these New Residents.

Moved Sue Day 'that the Treasures' Report be accepted' 2nd Wayne Collard. Carried.

## **8. Sub-Committee Reports:**

### 8.1 Bar Managers Report, Wayne Collard.

Wayne reported that the Bar desperately needs more Bar staff.

Chair Jan Corlett congratulated Wayne, Sharon & Bob Jack, Sue Day, John & Sheila Hooper and all the other volunteers for the wonderful work in making the Melbourne Cup event a success.

8.11 Moved Sue Day 'that the Bar Managers purchase a Carton Trolley [cost approximately \$70] for use by Bar Staff to haul cartons of stock', 2<sup>nd</sup> John Davies. Carried.

Wayne Collard left the meeting at 10:54 am.

### 8.2 Social Sub-Committee Report, John Hooper.

'A short report on Cup Day.

As you know we seated 69, we found together with "walker" access the space was very crowded.

The meal itself was excellent and plentiful, there were insufficient bread rolls, as one or two people took two, these will be plated next year.

Tables will be seating 8 next year as ten is too many.

Table and names should have been listed outside.

Residents in wheelchairs should have been seated first and served at table. Having 4 helpers serving worked well.

Mary White did an excellent job of photography and judging as did Karol and Nole.

Announcements need to be organised better so as not to compete with the TV.

It is thought that more prizes need to be offered. Maybe novelty and hat prizes?

Feedback shows that 98% enjoyed the Day. All suggestions will be discussed.

John and Sheila apologised that would be unable to attend the Social Committee meeting that afternoon as they have overseas visitors.

The Social Sub-Committee wishes to hold a special Christmas Happy Hour on Tuesday 17th December.

Moved Desolie Gleeson 'that up to \$300 be allocated to purchase Christmas Fare for the Christmas Happy Hour on 17th December', 2nd John Davies. Carried.

**Following this committee meeting, the Social Committee agreed to change the date of the Christmas Happy Hour to Friday 20th December. The Christmas Raffle will be drawn at this event.**

## **9. General Business:**

### 9.1 Case for Tap'N'Go.

Treasurer Sue Day presented the following article from The Guardian

## **Rise of cashless society sees coin sales plummet for Royal Australian Mint**

Australia's embrace of a cashless society has seen coin production at the Royal Australian Mint plummet, with revenues from coin sales down more than 30% compared to last year.

While the mint had budgeted for circulating coin revenue of \$85m in 2018-19, the mint achieved a result of just \$58m, selling 111 million coins to the banks, 106m of which were for circulation.

This was a 9% drop compared to last year, and compared to the almost 300m coins produced by the mint a decade ago.

As a result of the lower than expected production, the mint has halved the amount it provides to government coffers through seigniorage, which is the difference between the face value of a coin sold to the banks and its cost of production.

According to the [mint's annual report](#), the agency's off-target estimate of coin demand was based on the findings of research conducted by Colmar Brunton in July 2018.

"The Mint had an expectation that the demand for circulating coin would continue to decline but at a slower pace, as segments of the population resisted the change to a cashless society," the mint's chief executive Ross MacDiarmid said.

"This was in fact not the case."

“Updated research conducted in 2019 and indications of forward orders from the banks, suggests that the plateauing effect expected in the prior 12 months may instead occur in the 2019–20 financial year.”

Sue commented that mobile reception is still poor in The Manor. Once it improves we can look into providing the Tap’n’Go facility.

### **9.2 Christmas Lunches.**

Christmas Lunches will be held over 3 days. The dates will be, **Tuesday 3rd, Thursday 5th and Tuesday 10th December.** With the option of a fourth day 12th December only if there is a demand for it.

Cost will be **\$35pp, Christmas Lunch with All the Trimmings. BYO wine.**

Each sitting will be for **6 X Tables of 8. Total of 48 people.** For the comfort of other guests & to facilitate smooth service we must adhere to tables of 8.

John Davies agreed to check if a discount would be given to Manor Residents.

The promotion of the event & sign-up sheets will be actioned soon.

### **9.3 Australia Day, Sunday 26<sup>th</sup> January 2020.**

Secretary Karen Wright made the case for the Social Sub-Committee together with support from the RAC in making Australia Day a Main Event for the Village. Karen pointed out that in former years the RAC had approved substantial funds subsidising Christmas celebrations. Since that is no longer the case, she has suggested that the RAC considers hiring popular local band The Sandflys and providing a BBQ similar to last years’ which was cooked for us by Noosa Lions Club. It was agreed that it would be a BYO event with a nominal charge of \$5pp. A great way to welcome in 2020.

Moved by Karen Wright ‘that up to \$2000 be allocated for our Australia Day Event’, 2nd John Davies. Carried.

9.4 The Secretary requested permission to use the Residents’ email list to promote the Noosa Chorales’ Wassail performances. The committee agreed to this & noted that the Noosa Chorale is performing for Residents free of charge on Friday 6<sup>th</sup> December.

### **9.5 Date & time of next QGM Tuesday 21st January 2020 at 2pm.**

### **10. Date & time of next Committee Meeting:**

The next meeting will **Friday 10th January 2020 at 9am** in the PDR at the Manor.

Chair Jan Corlett thanked everyone and closed the meeting at 11:24am.