

AVEO PEREGIAN SPRINGS COUNTRY CLUB RESIDENTS' ASSOCIATION.

Minutes of Committee Meeting held Friday 8th April 2022 at 9am.

1. Attendance & apologies:

Present at the meeting were Chair Jan Corlett, Treasurer Sue Day, Committee Members John Davies, John Parsons, Wayne Collard & Kerry Jewell.

Apologies were received from Nole Beardwood (Community Operations Manager QLD North), and (Relieving Community Manager) Brendan Jones.

Chair Jan Corlett opened the meeting at 9:00am.

2. Minutes of the previous meeting:

Moved John. Davies, 2nd John Parsons that 'the minutes of the previous meeting are a true & accurate record'. Carried.

3. Business arising from the previous minutes:

3.1 Shade Cloth over the pool. Refer to Items 6.4 & 6.5

3.2 Costs for Pool Beautification. **Discussed and agreed it was time to reimburse Geoff & Sue Barden, as the promised funds from Aveo were not forthcoming. Moved John Davies, Second John Parsons that the \$200 be paid. Carried.**

4. Community Managers' Report:

Due to illness neither Nole Beardwood, or Brendan Jones were in attendance.

Disappointingly, a written report was not made available.

5. Outward Correspondence:

5.1 Email to Richard Fahey 15/2/2022 re: Issues from RAC meeting 11/2/2022.

Request advice for correct procedure to follow when submitting Capital Expenditure requests.

5.2 Letter to John Weeden 15/2/2022: Setting out reasons why approval for funds could not be passed.

5.3 Letter to Noel Giles 15/2/2022 re: EOM BBQ. Advised the RAC will not be directly involved in the organization of this monthly event.

5.4 Letter to Sam Denny 15/2/2022 re Question for virtual QGM. Advised there is no formal project evaluation process in place at this time.

5.5 Email to Richard Fahy 18/3/2022 re: Report to RAC Meeting 11/2/2022. Seeking clarification on why money for the Pool Beautification has not been forthcoming, Shade Sail over the Pool as a H&S issue, and Requesting an update on installing Acoustic tiles in the bar/dance floor area.

5.6 Email to Richard Fahy 28/3/2022 re: Moving Forward. Specifically involving interaction with Community Manager, Processing Capital Requests, and supplying the RAC with CRF Budget & Quantity Surveyor reports.

5.7 Flying Minutes to RAC During Proceeding Months Confirming Monies for Events and Purchases.

(1) Dance Party DJ Rick 20/2/2022 (2) Purchase of Large Folding Tables for Events 20/2/2022. Both unanimously passed.

5.8 Letter to Nole Beardwood from Treasurer Sue Day 8/3/2022 re: Detailing the SFC thoughts on Improving the Budget Process for the Benefit of all Residents. (Refer Item 6.3)

Moved John Parsons, 2nd Wayne Collard ‘that the outward correspondence be adopted. Carried.

6. Inward Correspondence:

6.1 21/2/2022 Letter from Richard Fahy re Item 5.1:

6.2 19/2/2022 Email from Bruce Townsend re Item 5.2: Chair to reply, detailing the reasons included in correspondence at 5.2 **Noted and Filed.**

6.3 17/2/2022 Email from Nole Beardwood re: Item 5.8: Setting out thoughts on improving the budget process.

6.4 3/4/2022 Email from G & S Barden re Shade Sail condition and coverage. Refer to 6.5

6.5 4/4/2022 Email from Brendan Jones (Community Manager), advising he will liaise with Nole Beardwood to investigate replacement.

6.6 4/4/2022 Email from Denis Murphy re: Pool Solar Pump. Refer to 6.7 as the matter is in hand. **Noted and Filed.**

6.7 5/4/2022 Email from Brendan Jones (Community Manager), advising the Pool Contractor has been requested to quote on a replacement.

6.8 29/3/2022 Email from Richard Fahy re: Moving Forward. **Noted and Filed.**

Moved Wayne Collard 2nd John Davies ‘that the inward correspondence be accepted’. Carried.

7. Treasurer’s Report: Sue Day.

Residents Association Report for March 2022										
Date	Pay Req	Detail	Main	Imprest	Bar	Social	Sundry	Bar	Bar	Library
	No		Account	Account	Takings	Comm		Expenses	Supplies	
		Balance C/F	\$11,179.01	\$3,000.00						
DEPOSITS										
07.03.22		Bar Banking	\$723.20		\$723.20					
13.03.22		Bar Banking	\$723.00		\$723.00					
17.03.22		Bar Banking	\$275.00		\$275.00					
22.03.22		Bar Banking	\$437.05		\$437.05					
28.03.22		Bar Banking	\$772.50		\$772.50					
28.03.22		Float Notes Banking	\$235.00		\$235.00					
30.03.22		Bar Banking	\$241.00		\$241.00					
		Total Receipts	\$3,406.75		\$3,406.75	\$0.00	\$0.00	\$0.00		\$0.00
PAYMENTS										
02.03.22	335	Imprest A/c	\$587.02	\$587.02						
		Dan Murphys		-\$587.02					\$587.02	
02.03.22	336	Imprest A/c	\$1,000.00	\$1,000.00			\$1,000.00			
		10 Tables part pay		-\$1,000.00						
07.03.22	337	Imprest A/c	\$269.90	\$269.90			\$269.90			
		10 Tables Balance Paid		-\$269.90						
07.03.22	338	Imprest A/c	\$597.03	\$597.03					\$597.03	
		Dan Murphys&Coles		-\$597.03						
16.03.22	339	Library Books	\$96.00							\$96.00
28.03.22	340	Imprest a/c	\$757.34	\$757.34						
		Coles & Dan Murphys		-\$757.34					\$757.34	
29.03.22	341	Float Notes Withdrawl	\$235.00		\$235.00					
29.03.22	342	Additional float Coinage	\$100.00				\$100.00			
29.03.22	343	Imprest A/c	\$384.15	\$384.15						
		Dan Murphys		-\$384.15					\$384.15	
		Total Payments	\$4,026.44	\$3,000.00	\$235.00	\$0.00	\$1,369.90	\$0.00	\$2,325.54	\$96.00
		Cash Book Bal. F/Ward	\$11,179.01							
		Plus Receipts	\$3,406.75							
			\$14,585.76							
		Less Expenditure	-\$4,026.44							
		Cash Balance	\$10,559.32							
Bar report at end of March 2022										
		Bar Takings		\$3,406.75						
		Opening Stock	\$2,956.87							
		Plus Purchases	\$2,325.54							
		Less Closing Stock	-\$3,023.05	-\$2,259.36						
		Cost of Sales	\$2,259.36							
		Operating % Profit	34%	\$1,147.39						
ASSETS										
		Bank	\$10,559.32							
		Imprest AC	\$3,000.00							
		Bar Float	\$400.00							
		BarStock	\$3,023.05							
		Not Paid	-\$1,605.00							
		Total	\$15,377.37							
Treasurer Note: Melbourne Cup and Remembrance day not invoiced by Aveo \$1260.00 M Cup plus \$345.00 for Rem Day										

Moved John Davies, Second Wayne Collard that an additional \$100 be added to the Bar Float to cover Special Events. Carried

Moved: Sue Day, Second: John Parsons that the "Treasurer's Reports be accepted" Carried.

8. Sub-committee & working group reports:

8.1 Bar Managers Report:

Submitted by Wayne Collard.

Bar Manager's Report – 7 April 2022

Little to report for this period other than the attendances have varied for reasons unknown at this point in time. We are currently averaging 20/25 patrons on the Tuesday evenings and 45/50 on Fridays with some variations on special occasion.

It was great to see 68 people turn up for the karaoke night and I noted that everyone of those who participated had brilliant presentation, great song selection, stage skills and a total disregard for those who wanted to end their efforts prematurely. Stout stuff that.

At this point I'd like to acknowledge the volunteer work of our bar staff and affirm our grateful thanks for their continued efforts. It should be noted that these gifted people are VOLUNTEERS and that all efforts in trying to please every body is our primary aim. Any ideas and/or suggestions for change should be for the greater good.

Current volunteers are:

Kerry Jewel	Steve Jacobsen	John Weeden	Carolynn Layman
Alan Curtis	Denny Birang	Bron Kennedy	

Yes, we warmly greet Carolynn's inclusion into the group and note she has performed brilliantly already. We would like to see others consider a career in beverage management, crowd control, special tastings, food and snack sampling, customer relations and any efforts to this end will be supported wholeheartedly

Your Bar Managers are:

Bob Jack	Sharon Jack	Wayne Collard

Just a couple of housecleaning items if I may.

we gratefully acknowledge that just about all customers are returning their empty glasses to the bar – keep it up and many thanks for that

please consider the operation we have here and note it is a small bar facility and hitting us early with \$50 notes at the beginning of the day severely test our ability meet comfortable money management

if you have any ideas on improving the service in any way please feel free to approach us. As they say there is no wrong ideas and we welcome change where it's appropriate

Cheers

8.2 Social Events Report:

UPCOMING EVENTS - REPORT FROM SUE & GEOFF BARDEN

APRIL 2022

After many cancelled events this year we were delighted to invite Paul McMahon from Go Pro Vocal on 1st April for the RAC'S very first Karaoke Night. It was a very successful night with lot of fun and hopefully when word gets out our next one will be even more popular. This Karaoke Night is a very good fill in event as it can be added to a Happy Hour at a total charge of \$300.00.

The following events have been planned:

DJ Dance Party – Friday, 22nd April 2022

This event should have been held in March and was unfortunately postponed due to health problems. Rick will now be hosting this event on the new date of 22nd April. He will get everyone up and dancing to the 50's 60's and 70's music. This event is going to be an extended HH evening at a cost of \$250. The event to commence at 5pm and finish at 8pm. There will be no catering involved but residents will be encouraged to bring their own food should they wish.

To add a bit more fun to the evening we are inviting guests to dress up in the era of their choice from either 50's 60's and 70's. We suggest a prize of a bottle of champagne and Jan & Sue to judge.

We are hoping this will become another regular event, subject to popularity.

The SandFlys - Saturday, 11th June 2022

As stated in our previous report the SandFlys have agreed to play at Aveo at a reduced rate of \$500. They will be playing from 5.30 – 8.30pm and one we think will be very popular with the residents.

Luke Krefts from Slow Smoked Barbecue has been booked to cater for this event with his food truck. He is charging \$25 for a two-course meal. We will require two wait staff and they are \$90 each, a total of \$180 for 3 hours. Washing up by Aveo kitchen will be required at a cost of \$166.80.

Please Note: DJ Dance Party/ Suggested judging of best dressed by Jan & Sue will not be occurring.

Karaoke Night – Friday, 8th July 2022

We are suggesting the next one to be held on 8th July 2022 if everyone agrees. Paul is available on this date and price will be \$300 for 3 hours.

Great Gatsby Night – Saturday, 10th September 2022.

We had the Hawaiian Night booked for 10th September but suggest we hold this event in the summer – perhaps later in the year as it is really a summer event. Instead, we suggest changing the theme to “The Great Gatsby”

Jason from One World Truck its already booked and will be catering at a cost of \$35 per person for a two-course meal. We will change the menu to go with the new theme. Maurice Milani will be playing on the night at a charge of \$400. Washing up costs will be \$166.80. Decorations required will amount to approximately \$250.00.

The evening will start at 5pm and finish at 9pm.

Tablecloths

We are unable to buy tablecloths at the appropriate size for the new trestle tables. However, a company called Table Art can make these for us. They can make at a size of 3.2m x1.4m tablecloths in a white weave fabric for \$149.50 each.

Table Art state that “all of our fabrics are pre-tested for colour fade, stain removal of red curry, wax, oil & wine by our laundry Alexanders Industrial Laundry in Box Hill”. We would have to consider cleaning of these cloths after each event. As they may have to be professionally cleaned. The alternative is to spread the washing and ironing around a few volunteers. We will need to discuss.

We could also hire tablecloths prior to each event which would be an approximate cost of \$15 each.

This will be discussed further at the next RAC meeting.

1. The SandFllys 11/6/2022. Residents to pay \$25 for a two-course meal,
Moved: Sue Day, Second: Wayne Collard guests

- will pay \$30. Carried
2. Karaoke Night 8/7/2022. Moved: Wayne Collard Second: John Davies that \$300 be allocated for Go Pro Vocal, and \$2 drinks be available between 4-5pm. Carried.
3. Great Gatsby Night 10/9/2022 Moved: John Parson, Second: Kerry Jewell \$850 be allocated to cover Music, Decorations, & Washing-up Carried.

8.3 Emergency Management Working Group:

The Working Group will carry out an emergency response exercise in late April to early May. This will involve Street Wardens door knocking residents in their zone to check their ability to evacuate in the event of an emergency. The exercise will be run over 3 days, and residents will be advised of their particular circumstances in the week before each exercise.

PLEASE NOTE THIS DOES NOT INVOLVE ANY ACTUAL EVACUATIONS.

John Davies noted that it had been a considerable time since an evacuation of the Manor had taken place. There have been many new SA residents and an evacuation process should be carried out. The Chair agreed to send an email to Kathryn Woods, the State Manager, Operations, to this effect.

9. General Business:

9.1 Swimming Pool Surround Sinking: Nole Beardwood checking on the feasibility of removing existing paving and using pebbles/plants to enhance the look of the area. Verbal report from Brendan Jones advising he will also be looking at alternatives to fix the problem.

9.2 Health & Safety in the Village, Signage for Emergency Vehicles:
Signage of Village Plan located at Front Entrance needs to be larger.
Brendan Jones to contact Aveo Marketing to arrange.

9.3 Eftpos at the Bar, Further Discussions SD and RAC: Discussed at length and it was decided to form a working group consisting of John Parsons, Wayne Collard, & Kerry Jewell for the group to formulate an Implementation Plan.

9.4 QGM on Tuesday 12th April 2022 RAC. All RAC members agreed to assist.

9.5 Skip Bins for Friday 6th May to 16th May 2022. Bins to be placed in the car park at the rear of the Manor.

No cardboard to be placed in Bins as there is an existing permanent bin on site for this purpose.

There is no "Trash & Treasure" on this particular occasion.

Moved: Sue Day, Second: John Parsons that \$860 be allocated for payment.
Carried.

9.6 Increase in Bar Float SD. Refer Treasurers Report.

9.7 ANZAC Day 25th April. Moved: John Davies Second: Wayne Collard that \$450 be allocated for wreaths, and Morning Tea expenses. Carried.

Volunteers requested to Set-up for the Service at 8.00am.

9.8 Subscription to Email "Saturday" SD. Online Publication Providing News and

Opinion From the Retirement Living and Aged Care Sectors.

Moved: Sue Day, Second: John Davies for \$110 be paid for an Annual Subscription. Carried.

9.9 John Davies wishes to discuss with Brendan Jones (Community Manager) his Concern About Food Quality, and Payment for Food Provided to Staff.

The Meeting closed at 10:55am.

Date & time of the next Committee Meeting: Friday June 10th 2022 at 9am.