

# PEREGIAN SPRINGS COUNTRY CLUB RESIDENTS' ASSOCIATION

## Committee Meeting Tuesday, 11<sup>th</sup> June, at The Manor Meeting Room

### MINUTES

Meeting opened at 9.37 a.m.

#### 1. Attendance and apologies

In attendance: John Parsons (Chairman), Bill Henderson (Treasurer), Sharon Jack (Secretary), Kerry Jewell, Robyn Palmer, Judy Wrigley (Ordinary Members).

**Apologies:** Bob Jack

#### 2. Confirmation of previous Minutes.

No previous Minutes as this was the first meeting of the new Residents' Association Committee.

#### 3. Business

##### 3.1 Finalise QGM and AGM documents:

Content checked with the Chairman.

##### 3.2 Change of Date for QGM and AGM:

Change date from Tuesday 25<sup>th</sup> July to Tuesday 16<sup>th</sup> July.

Moved by: Robyn Palmer

Seconded by: Kerry Jewell

##### 3.3 Photocopying QGM and AGM documents:

All documents are to be delivered to Reception for photocopying on Monday, 17<sup>th</sup> June.

Photocopying to be finalised by Friday 21<sup>st</sup> June.

Put packs together on Saturday 22<sup>nd</sup> and Sunday 23<sup>rd</sup> June in the Meeting room.

Bring staplers and staples.

Start letterbox drops on Sunday 23<sup>rd</sup> and finish on Monday 24<sup>th</sup> June.

##### 3.4 Handbook:

The Secretary advised she has a copy of the Handbook in a Word file and she can update it. Chairman to review content.

If anyone wants to change their photo, please email her a new photo.

Also, the Secretary will need everyone's phone numbers.

Kerry advised to ensure it is a docx file format. Which it should be.

Trevor Davis will upload to the Computer Club Website when updated. Thanks to Trevor for his assistance.

Updated pages will need to be hand delivered to Residents who have a hard copy.

### **3.5 Transfer of Liquor Licence**

The Chairman signed the Waiver letter.

Committee to approve Transfer of Licence Fee for payment as it is not a business as usual expense:

Transfer \$393.40

Police Check \$39.90

TOTAL \$433.30

Moved: Kerry Jewell

Seconded: Judy Wrigley

Advise the Caretaker Committee this fee will need to be paid before Bank Account Signatories and Card Holders for the new Committee, approved in the Committee's Special Meeting, are finalised with the Bank.

## **4. Other Business**

### **4.1 ARQRV – Residents Committee Update Form**

Completed, but waiting on change of email address to rapscc secretary before emailing.

### **4.2 Email Addresses**

Change personal email addresses for John, Bill and Sharon to rapscc addresses, i.e., Chair, Treasurer, Secretary.

Kerry to look into the process.

### **4.3 Finance Sub-Committee**

The Executive has formed the Financial Sub-Committee comprising of:

- John Parsons
- Bill Henderson
- Robyn Palmer
- Judy Wrigley

First meeting is on Friday 21<sup>st</sup> June at 12 noon in the Meeting Room. To be confirmed.

### **Next Meeting**

Tuesday, 25<sup>th</sup> June, 9.30 a.m. in the Meeting Room in The Manor.

Meeting closed at 10.15 a.m.