

Meeting Minutes

Committee Meeting	28.05.2020	7.30pm	Zoom
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1. Welcome	Chair	Sha Cordingley
2. Acknowledgement	We acknowledge the Jaara Jaara, Traditional Owners of the place we call home. We thank them for the care they have taken of Country and we pay our respects to their Elders, past, present and emerging.	

3. Attendance	Sha Cordingley (SC), Robyn Miller (RM), Michael Henry (MH), Liesl Malan (LM), David Foley (DF), Gary Holmes (GH), Marjolein Beard (MB).	
4. Apologies	Aunty Julie McHale, Pauline Wilkinson	
5. Welcome to New Members	Motion. That we accept Marjolein as an HPA Committee Member Moved: Robyn Seconded Garry. Carried	

		Moved	Seconded
6. Correspondence	<p>Correspondence In</p> <ul style="list-style-type: none"> Plan Harcourt – bulletin from MASC – Refer to Agenda Item 10.6 <p>Correspondence Out</p> <ul style="list-style-type: none"> 		
7. Previous Meeting Minutes	That the Minutes are an accurate record of the meeting	MH	DF
8. Business arising	<p>HPA – fundraiser / thank you to our CFA volunteers. HPA confirmed. Official handover planned for Sunday 31st May at 10am.</p> <ul style="list-style-type: none"> Anyone available to join Robyn and Tyrone? – Sha and Michael can join Robyn will write a card for the Cheque handover and photo opportunity for the June Core – confirm arrangements. Bank details from still needed from CFA LM to confirm financial final <p>Equipment:</p> <ul style="list-style-type: none"> A data projector was suggested as a useful piece of equipment for HPA – LM has one. Happy to lend it. Robyn to check with George if Aunty Julie can have the old chairs from the Heritage Centre for the Meeting Place. Need to spend \$ before end of June 2020. Sha and Robyn will ask George for permission to have a cupboard at the Heritage Centre. <p>Volunteer Grant:</p> <ul style="list-style-type: none"> SC to confirm grant requirements and what it can be used for 		

	CoGB – SC to write to CoGB and provide an update that K.I.T. funding will be used at next Twilight Market.
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Agenda Item 9	General Business & Subcommittees and Working Groups currently on hold	Moved	Seconded
Outcome	<ul style="list-style-type: none"> Resumption of Rail Service Petition / Transport Group Railway Station refurb Tourism and Twilight Market 		

Agenda Item 10. Subcommittees, Working Groups and Reports			
Agenda Item 10.1	HPA Finances and Financial Working Group	Moved	Seconded
Discussion	<p>Update from PW 28.05.2020 Account Balances Main = \$5,444.26 Core = \$4,805.97</p> <p>There are a couple of transfers waiting to come out of the core account, my mistake for giving the wrong account number and there are a few overdue core invoices, one being MASC which I have received a remittance advise for today so assume that will be paid into the account in the next day or so and the only other outstanding one is for supercold. The debacle that we had with the CNAV invoices has been sorted so with some luck that payment will come through shortly too. All other invoices that require payment are now for the June issue, yah at last I feel like I am getting on top of this. I haven't yet done a membership invoice for the one that you sent thorough but I will get to that very soon, hopefully this evening as well as looking up the other outstanding stallholder one from the February market and then everything will be up to date.</p>		
Outcome	Thank you Pauline for doing an awesome job!		
Action items		Person responsible	Deadline
Action	<ul style="list-style-type: none"> Confirm HPA donation amount for CFA. Done. 	LM and PW	Before handover on 31.05.2020

Agenda Item 10.2	Aboriginal Perspectives Committee and Skate Park	Moved	Seconded
Discussion	Aunty Julie expects to hear outcome of grant application in August.		
Outcome			
Action items		Person responsible	Deadline
Action	<ul style="list-style-type: none"> LM to ask Aunty Julie about an update for Jett about the Skate Park 	JM & LM	

Agenda Item 10.3	Membership	Moved	Seconded
Discussion	Refer LM email 24.05.2020 on Membership.		

	Robyn has given Liesl all Membership folders which Liz Rowe had. They'll need to be filed with other HPA files.		
Outcome	Committee member needed to take charge of HPA Membership – any volunteers? Marjolein has since spoken to Liesl (30.05.2020) and offered to take charge of Membership.		
Action items		Person responsible	Deadline
Action	<ul style="list-style-type: none"> Prepare by-law to include North Harcourt and Ravenswood South in the membership eligibility. Change the membership form to reflect this. Develop a small strategy / plan for membership in preparation for launch of new website. 	SC MB MB & LM	

Agenda Item 10.4	The Core Subcommittee	Moved	Seconded
Discussion	Refer Report from RM		
Outcome	<ul style="list-style-type: none"> Sha on Core Committee – ratified 	LM	DF
Action items		Person responsible	Deadline
Action	<ul style="list-style-type: none"> Purchase of Adobe Suite ok to investigate requirements and cost? Moved to HPA I.T. Refer Agenda Item 10.10 		

Agenda Item 10.5	Communication Subcommittee	Moved	Seconded
Discussion	<ul style="list-style-type: none"> Social Media – roundabout discussion on FB HPA presence of social media 		
Outcome	<ul style="list-style-type: none"> Roundabout - discussion about best approach to social media. Focus on what HPA are doing to fix the situation Background to current roundabout situation is important. Many community (and Committee members) haven't been involved. There is limited understanding that HPA never got grant directly. Funding was within Regional Roads. Community input was part of original project approval, and likely to be an ongoing requirement. HPA social media presence – open and transparent. Refer Social Media Policy. 		
Action items		Person responsible	Deadline
Action	<ul style="list-style-type: none"> Sha will provide some of the background info. Done. LM to provide explanation of why roundabout is difficult to maintain. Done. Sha to provide an update on what HPA is currently doing 		

	<ul style="list-style-type: none"> • Sha to provide a roundabout post on Facebook. To be released on same day as The Core is published. 		
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Agenda Item 10.6	Shine + Plan Harcourt – Working Group	Moved	Seconded
Discussion	<ul style="list-style-type: none"> • Refer update of MASC meeting • Refer bulletin from MASC received 28.05.2020 		
Outcome	<ul style="list-style-type: none"> • Working Group will continue to work with and raise issues with MASC on Plan Harcourt and future projects such as Urban Design Framework, Branding Strategy and Land Use Strategy 		
Action items		Person responsible	Deadline
Action	<ul style="list-style-type: none"> • Issues referred to Working Group 		

Agenda Item 10.7	Playspace - Working Group	Moved	Seconded
Discussion	<ul style="list-style-type: none"> • Refer Report from RM • Refer update of MASC meeting 		
Outcome	<ul style="list-style-type: none"> • SC – previous Volunteer Grant from HPA to MASC for a footpath? Likely that HPA has actually contributed significantly more than the \$6k currently being advertised in the media. 		
Action items		Person responsible	Deadline
Action	<ul style="list-style-type: none"> • Bryan Balmer will request a meeting with MASC • Robyn will look through previous Minutes for a record of the grant • Robyn to follow up with Playspace Committee and MASC 		

Agenda Item 10.8	Adopt a roundabout	Moved	Seconded
Discussion	Darren Fuzzard to arrange a meeting with MASC, Regional Roads and HPA		
Outcome			
Action items		Person responsible	Deadline
Action	<ul style="list-style-type: none"> • Sha to organise a workshop to discuss best approach for the roundabout – SC, RM, MH and LM. • MH to attend the meeting with MASC and Regional Roads 		

Agenda Item 10.9	HPA Rules and Organisation – Working Group	Moved	Seconded
Discussion	<ul style="list-style-type: none"> • Submission of New Rules to Consumer Affairs Victoria 		
Outcome	<ul style="list-style-type: none"> • Delay in submission due to personal circumstances and COVID-19 processes at Consumer Affairs. 		

Action items			
Action	<ul style="list-style-type: none"> Sha will help LM to lodge the New Rules 	SC & LM	
Agenda Item 10.10	HPA I.T. and website – Working Group	Moved	Seconded
Discussion	<ul style="list-style-type: none"> Refer Report on IT from Liesl, Michael and David and quote from DiTec Solutions Refer Report on Website and quote from Gigaquad 		
Outcome	<ul style="list-style-type: none"> DiTec quote is based on the minimum HPA requires at this stage. All committee members support proposed path outlined by the Working Group for both IT set up. Gigaquad proposal would set HPA website up as a more dynamic platform with relevant, current information. Would be developed organically over time. All committee members support engaging Gigaquad to host and set up website. All committee members support purchase of licence for Adobe Creative Suite for Robyn for The Core. 		
Action items			
Action	<ul style="list-style-type: none"> Subcommittee to confirm final amount for DiTec services based on 9 licences. Annual payment option preferred. Subcommittee to confirm cost of Adobe Licence. Annual payment option preferred. Motion – Proceed with IT set up, website and Adobe licence, subject to final quotes and assuming adequate funding. 		

11. Next Meeting: Wednesday 15th July 7.30pm

12. Meeting Closed at 10.00 pm