

Meeting Minutes

Committee Meeting	29.07.2020	7.00pm	Zoom
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1. Welcome	Chair	Robyn Miller
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	Robyn Miller (RM), Michael Henry (MH), Liesl Malan (LM), David Foley (DF), Marjolein Beard (MB)	
4. Apologies	<p>Apologies received from Sha.</p> <p>Aunty Julie, Garry Holmes</p> <p>Sha has requested a leave of absence for 3 months due to personal circumstances. She will step down at the November AGM</p> <p>Motion: Acknowledge leave of absence requested by Sha with our best wishes to her and her family.</p> <p>Moved: PW Seconded: MH Carried</p>	

		Moved	Seconded
5. Correspondence	<p>Correspondence In</p> <ul style="list-style-type: none"> Plan Harcourt – update from MASC prior to Council meeting – forwarded to Committee on 17.07.2020 Media Release from MASC on Plan Harcourt Michael has received letters and refunds for Twilight Market Liquor Licensing, received 2 cheques of \$69.90 each. Will forward to Pauline. <p>Correspondence Out</p> <ul style="list-style-type: none"> LM requested update from Lauren Watt on 28th July. She provided an update the same day to the HPA Committee. RM to check with Sha on Volunteer Grant submission 		
6. Previous Meeting Minutes	That the Minutes are an accurate record of the meeting	DF	MF
7. Business arising	<p>Volunteer Grant:</p> <ul style="list-style-type: none"> Robyn to check with Sha about acquittal timelines. Robyn will check on whether Sha has written to CoGB and provided an update on the K.I.T. funding 		

	<p>Equipment Grant acquitted:</p> <ul style="list-style-type: none"> • Robyn to check with Sha that acquittal is complete and sent • IT and website – payments made before EOFY 2020 • Adobe Suite for The Core was purchased in time for EOFY
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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 – recent social media traffic • 		
Action items		Person responsible	Deadline
Action	<ul style="list-style-type: none"> • LM to provide an update on Twilight Market FB acknowledging interest and social media support. 'Market is on hold for winter and due to COVID, please support your local producers' • Item for further discussion at next HPA meeting – new Subcommittee for Business in Harcourt – some of the items for discussion include advertising in The Core, possible business profiles in The Core, content for website, HPA as an online portal to provide access to local producers 	<p>LM</p> <p>Committee – next meeting</p>	

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 28.07.2020</p> <p>Account Balances</p> <p>Main account \$1,822.51</p> <p>Core Account \$6,651.18</p> <p>Outstanding accounts</p> <ul style="list-style-type: none"> • Three Goannas \$25 – Committee has provided Pauline with authority to cancel invoice if appropriate • MASC \$480 – Pauline has spoken to Lisa Shiner at MASC. • Maree Edwards \$40 – Pauline following up <p>Possible local grant application writer – update from Robyn</p>		
Outcome	<ul style="list-style-type: none"> • Possible local grant application writer - Robyn has had a preliminary discussion with Bron Willis. Bron has suggested that she's open to possible contribution. Fees would be per project based. She'd need background research provided by Committee 		
Action items		Person responsible	Deadline
Action	<ul style="list-style-type: none"> • Robyn will review COVID grants to see whether there's anything relevant or appropriate 	RM	

	<ul style="list-style-type: none"> • Robyn will continue liaising with Bron Willis • Committee to consider where funding needs would be most appropriate. 	RM	
		Committee	

Agenda Item 10.2	Aboriginal Perspectives Committee and Skate Park	Moved	Seconded
Discussion	Possible commercial Bush Tucker Garden at Henry of Harcourt		
Outcome	Aunty Julie will provide an update on the grant application outcome in due course		
Action items		Person responsible	Deadline
Action	•		

Agenda Item 10.3	Membership	Moved	Seconded
Discussion	Thanks for being our new Membership person Marjolein!		
Outcome	Focus on developing a small strategy first		
Action items		Person responsible	Deadline
Action	<ul style="list-style-type: none"> • Develop a small strategy / plan for membership in preparation for launch of new website – what does HPA offer? Process for new members? Welcome kit? Renewal? Annual membership • Prepare by-law to include North Harcourt and Ravenswood South in the membership eligibility. • Robyn to send copy of current Membership form to MB • MB to change the membership form to reflect this inclusion of North Harcourt & Ravenswood • MB to liaise with Pauline to set up memberships in Xero (including semi-automation where appropriate) • MB will liaise with DF on website content • MB to develop new Membership form for website • 	MB & LM RM & LM RM MB	

Agenda Item 10.4	The Core Subcommittee	Moved	Seconded
Discussion	Refer Report from Robyn The Memorandum of Understanding with the Heritage & Tourism Committee The Memorandum of Understanding with the Heritage & Tourism Committee was the responsibility of this Sub-committee when it was the Communications Committee of HPA. It centred on the relationship formed with the HPA and the Heritage Committee for the Applefest. Now that we have the photocopier located in the Heritage Centre's home – the ANA Hall – it is probably a good time to review this agreement with the Heritage Committee due to the changed nature of the new HPA Committee and the fact that the copier is now located in the ANA Hall.		

Outcome			
Action items		Person responsible	Deadline
Action	<ul style="list-style-type: none"> MOU with Heritage and Tourism Centre - Robyn will ask George if he'd like to discuss HPA input into Applefest. If he would, Robyn and Liesl will arrange a meeting with him. The MOU will be re-written to reflect the "new" and ongoing relationship. 	RM & LM	

Agenda Item 10.5	Communication Subcommittee	Moved	Seconded
Discussion	<ul style="list-style-type: none"> HPA FB – recent social media traffic 		
Outcome			
Action items		Person responsible	Deadline
Action			

Agenda Item 10.6	Shine + Plan Harcourt – Working Group	Moved	Seconded
Discussion	<ul style="list-style-type: none"> Plan Harcourt has been adopted by MASC Update requested from Lauren Watt 28.07.2020. Update provided by Lauren on the same day. Sent to all Committee members. 		
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 Committee approval - invite Jett Pearson to join the Working Group to provide input into youth issues generally, and Skate Park more specifically, during the Urban Design process. 		
Action items		Person responsible	Deadline
Action	<ul style="list-style-type: none"> LM to invite Jett to join Working Group LM to email Aunty Julie (Youth Subcommittee) with an update on invitation to Jett 	LM LM	

Agenda Item 10.7	Playspace - Working Group	Moved	Seconded
Discussion	<ul style="list-style-type: none"> Update from Robyn – commencement delayed. Awaiting update on start date from MASC. 		
Outcome	<ul style="list-style-type: none"> 		
Action items		Person responsible	Deadline

Action	•		
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Agenda Item 10.8	Adopt a roundabout	Moved	Seconded
Discussion	Recent discussions have been held with HPA, MASC and RRV. Now waiting on outcomes of this discussion.		
Outcome			
Action items		Person responsible	Deadline
Action	<ul style="list-style-type: none"> Michael will provide an update for the community on the HPA Facebook site as soon as more info available. 	MH	

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. Done. 		
Outcome	<ul style="list-style-type: none"> Sha hopes to continue work on new Policies if time and circumstances permit. Thanks Sha! 		
Action items			
Action	•		

Agenda Item 10.10	HPA I.T. and website – Working Group	Moved	Seconded
Discussion	<ul style="list-style-type: none"> DiTec Solutions engaged for professional IT support. Waiting for confirmation of Not for Profit status on Microsoft licences. Seems likely to be approved. Once this process has been completed, HPA Dropbox folders will be sent to DiTec for new HPA account. Email addresses will also be set up. David has completed forms for TechSoup about HPA NFP status. David (Gigaquad) has completed first draft of new HPA website, ready for review and Committee comment 		
Outcome	<ul style="list-style-type: none"> Committee happy with structure Language – clear and simple, good CMS access will be available to Committee members to provide access – great Shared CMS access with appropriate restrictions and hierarchy will be available Thanks David! 		
Action items			
Action	<ul style="list-style-type: none"> Working Group to proceed with developing content The Core on HPA website – to be embedded into website LM to put post on FB inviting submission of local photos for use on the website Working Group to prepare a roll out plan Working Group to update HPA Social Media Policy to include website processes and authority 		

11. Next Meeting: Wednesday 9th September 7pm on Zoom

12. Meeting Closed at 8.35 pm