

Meeting Minutes

Committee Meeting	16.09.2020	7.30pm	Zoom
1. Welcome	Chair	Michael Henry	
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), Garry Holmes (GH)		
4. Apologies	Marjolein Beard (MB), Sha Cordingley (SC), Aunty Julie McHale (JM), Pauline Wilkinson (PW)		
5. Committee	Michael is now Acting President as Sha is on a leave of absence. David Foley has kindly agreed to join the Executive. Moved RM. Seconded MH.		
		Moved	Seconded
6. Correspondence	Correspondence In <ul style="list-style-type: none">16.07.2020 Request for Letter of Support from Gung Hoe Growers.10.08.2020 Request for Letter of Support from La Larr Ba Gauwa Committee.08.09.2020 Email from Consumer Affairs Victoria to tell us that under COVID-19 Restrictions we can't meet in personEvents Grants update from MASCTiny House update from MASC Correspondence Out <ul style="list-style-type: none">04.08.2020 Local Laws Submission MASC re Tiny Houses11.08.2020 Letter of Support sent to Gung Hoe Growers for their application for funding for an internship.14.08.2020 Letter of Support sent to La Larr Ba Gauwa Committee for their application for funding for improvements to Oak Forest Camping area.		
7. Previous Meeting Minutes	That the Minutes are an accurate record of the meeting	RM	GH
8. Business arising			

Agenda Item 9	General Business & Subcommittees and Working Groups currently on hold	Moved	Seconded
Discussion	<ul style="list-style-type: none"> Public Meeting (AGM) in November unlikely to be possible. AGM likely to be postponed for undecided period of time. Should the November AGM be postponed? Delay to later date (3 – 6months)? Move to online public meeting? 		
Outcome	<ul style="list-style-type: none"> All Committee members asked to consider questions above and provide responses. DF now on Exec. Role as Communications Officer 	GH	LM
Action items			
Action	<ul style="list-style-type: none"> LM to forward letter from Consumer Affairs about not having in person meetings Decision about November AGM needed by end of Sept, to ensure required advertising time can be met. (Since confirmed by email) 		
Agenda Item 10. Subcommittees, Working Groups and Reports			
Agenda Item 10.1	HPA Finances and Financial Working Group	Moved	Seconded
Discussion			
Outcome			
Action items		Person responsible	Deadline
Action	<ul style="list-style-type: none"> Update from Pauline 	LM	20.09.2020
Agenda Item 10.2	Aboriginal Perspectives Committee and Skate Park	Moved	Seconded
Discussion	Grant application outcome		
Outcome			
Action items		Person responsible	Deadline
Action	<ul style="list-style-type: none"> MH to ask JM for an update 		
Agenda Item 10.3	Membership	Moved	Seconded
Discussion	Membership to be developed in conjunction with website update		
Outcome			
Action items		Person responsible	Deadline
Action	<ul style="list-style-type: none"> Strategy / plan for membership to be developed after launch of new website 		

	<ul style="list-style-type: none"> Moving to \$10 annual subscription once HPA can offer more value DF has prepared a Draft New Membership form. LM to refine Membership Form and send to Committee for final review Membership database will be needed. Integrate with website. DF, MH, LM will continue working through these requirements as part of website work. 		
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Agenda Item 10.4	The Core Subcommittee	Moved	Seconded
Discussion	Printing around 240 copies (rather than previous 400). More online reading.		
Outcome	•		
Action items		Person responsible	Deadline
Action	<ul style="list-style-type: none"> MOU with Heritage and Tourism Centre HPA Committee to provide direction as to how this should be approached and by whom RM will follow up with David Ling to access tracking info for The Core The Core will be on both the Harcourt Valley website and the HPA website Database for The Core -> opportunity to encourage membership of the HPA (online only) Copy of The Core and Welcome letter. 	RM RM DF & RM DF & RM RM & LM	

Agenda Item 10.5	Communication Subcommittee	Moved	Seconded
Discussion	• HPA FB – opportunity to create an online Market. Refer Report.		
Outcome	• All supportive of the idea.		
Action items		Person responsible	Deadline
Action	<ul style="list-style-type: none"> Ask Chris to provide a quote to undertake a Feasibility Study outlining pros and cons of various platforms. Consider complexities of HPA handling the finances. Capacity building opportunities so that they're able to handle \$ themselves. LM, GH, DF & PW on Working Group to review the quote and then circulate to Committee All committee members to help with Facebook communication MH to provide HPA Report, including Roundabout for The Core. Put Report on Facebook. MH, LM & DF to use New Rules and Committee structure, organisational work completed for website 		

	and FB. Post to both. Demonstrate that work is going on behind the scenes.		
	<ul style="list-style-type: none"> Opportunities for small amounts of \$ ongoing basis to support HPA. 		

Agenda Item 10.6	Shine + Plan Harcourt – Working Group	Moved	Seconded
Discussion	•		
Outcome	•		
Action items		Person responsible	Deadline
Action	<ul style="list-style-type: none"> Follow up on Local Laws re Tiny Houses with MASC Committee approval to 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 Ask Lauren Watt for an update on Plan Harcourt 	DF LM LM	

Agenda Item 10.7	Playspace - Working Group	Moved	Seconded
Discussion	• Update from RM		
Outcome	<ul style="list-style-type: none"> Construction started! Opening expected for December 2020. School keen to be involved in Opening Ceremony. 		
Action items		Person responsible	Deadline
Action	<ul style="list-style-type: none"> RM will provide some photos and text of construction for MH to post on Facebook. 		

Agenda Item 10.8	Adopt a roundabout	Moved	Seconded
Discussion	Update from Zoom meeting with MASC 14.09.2020. Refer Report		
Outcome			
Action items		Person responsible	Deadline
Action	<ul style="list-style-type: none"> Send Meeting Outcomes report to MASC? MH to provide HPA Report, including Roundabout for The Core. Put Report on Facebook. RM to provide verbal of Meeting Outcomes to Sha and Shelley. 	MH	By 24 th Sept

Agenda Item 10.9	HPA Rules and Organisation – Working Group	Moved	Seconded
Discussion	•		
Outcome	•		

Action items			
Action	<ul style="list-style-type: none"> RM to ask SC if she's happy continue working on the Policies. 		
Agenda Item 10.10	HPA I.T. and website – Working Group	Moved	Seconded
Discussion	<ul style="list-style-type: none"> HPA Not for Profit status has been approved by Microsoft. DF and LM working through some set up challenges with DiTec. Should have an update soon. DF, MH and LM Workshop held to refine headings, homepage and content of website. DF has completed second draft of new HPA website, ready for review and Committee comment. 		
Outcome	<ul style="list-style-type: none"> 		
Action items			
Action	<ul style="list-style-type: none"> RM to send photos to DF for the website. Shared photo library will be part of new cloud-based system. 		

11. Next Meeting: Wednesday 21 October 7.30pm

12. Meeting Closed at 9.16 pm