

# Bellarine Springs Residents Association

## MINUTES

Committee Meeting – Wed 12th June 2024

Meeting Room

**Present:** Peter Guerin, David Gilbert, Sue Kuter, Jayne Huson, Judy Benbow, Glynis Jones

**Apologies:** Rick Goss, Steve Merriman, Delia Jenkins

**Meeting Start:** 10:00 am

**Chair:**

1. Apologies & quorum
2. Declarations of Conflict of Interest
3. Correspondence

Received: Letter from Jacqui re funding (to be discussed in application for funding or here!)

Sent: Replied to Jacqui to inform her that it will be discussed in the next Committee meeting.

#### 4. Minutes of previous meeting (*previously circulated*)

- a. Moved to accept Minutes: Peter Guerin Seconder: David Gilbert

#### b. Business Arising from Minutes

Pendent issue was taken to Management. See response at the end of the minutes.

Bar fridge purchased and installed. Looking for a light for the old fridge.

Food handling courses. Participants have been reimbursed and have certificates to be laminated.

#### 5. Treasurer's Report - Rick Goss Financial Report, including current balance (*circulated*)

This month's report shows a deficit of **\$1,020.70**. Bar sales continue to provide a reliable source of income to the BSRA, this month's well attended Pickeld Onion Band event gave these figures an added boost.

The purchase of a long planned new double door bar fridge took place this month which was the major expense item. There will be an additional cost for this project as a new power outlet was required to be installed behind the bar. At the time of writing, no invoice had been received for this work, but is estimated will be around \$100. No further large item purchases are planned this financial year.

The BSRA also funded the cost of visit Pickeld Onion Band which was another significant expense this month.

## Non-Bar Expenditure

- Anzac Day Catering	\$ 30.95
- Dim Sims	\$ 120.40
- BSRA Name Stamp	\$ 42.00
- Bar Fridge	\$1,339.00
- Morning Tea Catering	\$ 137.70
- Recycled Clothing Catering	\$ 18.60
- Bar Credit & Loyalty Card Printing	\$ 119.62
- Pickeld Onion Band – Band Payment	\$ 350.00
- Xmas Gift Materials	\$ 153.00
	<b>\$2,311.27</b>

## Financial Report as of 31st May 2024

Date	Current Month 1st May - 31st May	Year to Date 1st Jul - 31st May
<b>Income</b>		
Bar Sales	\$3,145.86	\$31,298.73
Social Events	\$0.00	\$5,528.52
Internal Transfers - In	\$1,000.00	\$11,000.00
Morning Teas/Catering	\$0.00	\$0.00
Fundraising - In	\$0.00	\$4,503.10
Interest	\$6.60	\$85.22
Misc. Income	\$0.00	\$2,144.87
	<b>\$4,152.46</b>	<b>\$54,560.44</b>
<b>Expense</b>		
Bar Purchases	\$2,064.25	\$20,254.20
Social Events	\$470.59	\$13,124.15
Internal Transfers - Out	\$1,000.00	\$11,000.00
Morning Teas/Catering	\$137.70	\$1,815.56
Fundraising - Out	\$0.00	\$4,509.00
Activity Group Funding	\$0.00	\$1,020.67
Stationery & Admin.	\$42.00	\$133.25
Equipment Purchased	\$1,339.00	\$4,257.84
Misc. Expenses	\$119.62	\$652.30
	<b>\$5,173.16</b>	<b>\$56,766.97</b>
<b>Summary</b>	<b>-\$1,020.70</b>	<b>-\$2,206.53</b>

## A/C Balances as of 31st May 2024

Cash - Bar A/C	\$835.34
Cash - General A/C	\$4,623.68
Cash - Petty Cash	\$41.90
Cash - Bar Float	\$40.00
	<hr/>
	<b>\$5,540.92</b>
<b>Assets - Bar Stock</b>	\$1,355.82
	<hr/>
<b>Overall Financial Position</b>	<b>\$6,896.74</b>

Moved to accept Report: Treasurer: Rick Goss      Seconder: David Gilbert

## 6. Committee Reports

### a) President's Report - Steve Merriman

Another busy month, starting off with the Dim Sim Happy Hour, with special guests Darth Vader and R2 D2 showing up to host the Raffle while Steve was on another Galaxy. The whole evening was out of this world.

#### VIP Series

This edition of the VIP Series was a talk by Jean Konning on her time on the Gold Coast. One thing she did mention was winning a brand new house in a lottery, just as she was trying to sell her house.

The other resident to speak was Rick Goss, who told us about his family's migration to Australia. It was very interesting except they moved to Burwood, consequently they barracked for Hawthorn.

#### Village Outings

About 24 Residents Ventured off in the Village Bus to the Great Ocean Rd Chocolaterie. Everyone had a great time, no doubt plenty of chocolates was eaten. Apparently afterwards a few residents went surfing " HA HA".

**Jills Shoes** turned up again with another fine array of wonderful shoes.

**The Pickeld Onion Band** entertained us with classic songs from the past when we were wild

and free. They were so good that we will ask them back in the future. Resident John Barsby was a band member. Good choice Sue K!

Thanks to the BSRA and all other volunteers for putting on these events.

On behalf of all residents I would like to pass on our thoughts and prayers to all those residents who have lost a loved one or who have a partner in Aged Care or Hospital.

## **b) Secretary's Report - Glynis Jones**

Recently I offered to keep an eye on the recycle drawer while the couple who usually do it were away. It reminded me of when I was young and the dirty washing magically appeared clean and ironed and really didn't give it another thought. The recycling drawer is the same. We leave our recycled items and they disappear. Have you ever thought who collects these items and where they go? Well I now appreciate the work that Helen and Peter Downes do to collect, sort and deliver our recycling. Thank you very much for your work behind the scenes.

The AGM has been moved to October as several of the Committee members are away during September. More information on this to come but please if you are interested in being part of the dynamic, amazing, incredible etc Committee, you are more than welcome to come along to one of our meetings and see if being a member might be something you're interested in.

## **c) Bar Report - David Gilbert**

Thanks in no small part to the 'Pickled Onion Band' afternoon, we recorded the third highest monthly sales total in May, \$3,270. This was only bettered by September 2023, \$3,729 and December 2023, \$3,405. A tremendous effort by all the volunteers.

The monthly stocktake figures were slightly above average, inflated by a large alcohol purchase to replenish stocks after the above event and to take advantage of an end of month special on Schweppes soft drinks.

The Square total for the month was a record, processing cards to the value of \$1,553.00. This constituted 47.5% of total sales.

All volunteers have expressed how much easier the addition of the new double fridge has made in identifying the location of drinks. Money well spent.

Sales	\$3,270.35 (don't ask!)
Purchases	\$2,064.55
Stock (as at 1/6/24)	\$1,355.82

(The odd cents for purchasing and stock are a result of equalising multiple purchases at different prices during the month).

### **Additional information to the Bar Report:**

- a) The bar opens at 5pm. Before that the bar volunteers are setting up so please be patient and don't expect to be served before the opening time and please be polite. Remember these people are volunteers.
- b) Speaking of volunteers we desperately need more people to give the usual guys a break. It's not difficult and you get to meet many residents but sometimes the bar gang would like to sit and enjoy the social events too.

#### **d) Welcome Group**

This month I met Joyce and Graham Bennett who have moved into 59 Saratoga Circuit.

The morning tea Tuesday celebrated Colin's 90th and Ray's 80th birthdays. Thanks to Jayne and her team for again organising a lovely event.

#### **e) Social Activities Report - (Including Upcoming Events) Sue Kuter**

Nearly halfway through the year and into the first of our three winter months.

Thank you to the residents who attended Jill's comfort shoes presentation and had a little splurge. We receive a percentage of sales from purchases.

What a fantastic afternoon was had as we reminisced and danced along to the fabulous Pickeld Onion Band. (Not a spelling mistake - the name is derived from an English term meaning when you've had too much to drink!! - or so I'm told). They will be returning towards the end of the year so keep an eye out for the date when it is posted.

##### **Calendar event for June.**

Friday 21st June from 5pm onwards.

We will have the Country Baked Potato Van serving up some delicious spuds with your favourite toppings. Payment is directly to the caterer on the night at \$16.00 (cash or EFTPOS). If you've not already see it, there is a sign up sheet at the activity station - purely to pre-notify the "spud man" in advance so your topping doesn't sell out.

Remember to rug up warm, wear your favourite beanie and bring a candle in a jar OR an eternal flame one. The fire pit will be lit and yummy marshmallows to toast.

##### **Diary date for July.**

Tuesday 2nd. 10.30am in the community centre

Cabella Mia Winter Fashions Presentation.

Sign up sheet at the activity station

Safe travels for those who head off elsewhere for the Winter.

Keep warm and away from germs for those who stay close.

Regards. Sue Kuter

#### **f) IT/Communicatons Report - Delia Jenkins**

Quite a few call outs to residents to assist with some technology issues this month. More than happy to help so please just give me a call and we can make a suitable time.

There have been three new BSRA registrations this month from Frank and Lynette Crichton and Diane Harrop, with a few new residents just moved in and still to sign up. I am sure we will catch up with them soon as we know moving into the Village and working your way through all the paperwork along with finding your way around the village and all the activities going on, can take a few weeks to sort out.

### **g) Website -Rick Goss**

After the initial 2-week period when over 200 residents accessed the website, the number returning has reduced and is now averaging around 8 per day. I am hoping that will increase over time but as I said in my last report, we need to give residents a reason to return on a regular basis. I would like to think residents who will use this website will check it for new content at least twice a week.

In terms of new functionality, a Facebook button has been added to the header which allows residents to go straight to the BSRA Facebook page from the website. In addition, a link to a YouTube video of the Fawlty Towers performance was added to BSRA News. The number of visitors to the site more than doubled in the days following that announcement.

We now have 7 residents who have registered under the "Helping Others" tab offering services or equipment for loan. I am aware of 3 services having been requested and fulfilled so far. I would like to expand the list of residents willing to offer a service, either a different service or more of the popular ones such as transport or gardening tasks. There is a form on the website for residents to sign up.

A suggestion was received to publish the residents contact list online. This had been considered previously but had decided not to do so at the present time. As this contains personal details we would have needed to put behind a 'firewall' requiring residents to sign in to access. In these early stages, we want to place as few impediments to accessing the site as possible. This may be reconsidered at a future time.

In terms of further enhancements, we are looking into the viability of registering for events online. This approach would not be suitable for all events, especially those whose numbers need to be limited such as those involving the Village Bus, but for events with no number restrictions this is a possibility. Investigations have commenced and we should have a better idea of how viable this will be shortly.

We are also looking at putting BSRA News and BSRA Events on separate pages so viewers would have less to scroll through.

Statistics:

Between 1<sup>st</sup> and 31<sup>st</sup> May there have been 332 Site Sessions (number of times someone has accessed site) and 136 Unique Visitors (residents). Devices used to access is almost evenly split between Desktop (49%) and Mobile (47%) with just 4% accessing via a Tablet. The Home page containing News and Events is unsurprisingly accessed the most, followed by Activities.

## **h) Management Report**

### **Village Operations & Maintenance**

- Fire service contractor monthly inspections carried out
- Community Centre Quarterly Air handling service
- Faulty Emergency light replaced in Community Centre
- Carpet cleaning of Community centre & Pavilion
- Detailed clean of shower tiles in the Community centre completed.

### **Compliments/complaints**

None to report

### **Hazards**

None

### **Insurance claims**

No claims this month

### **Construction/Development**

Stage 10 – site works have started roofing works on multiple units

### **Sales**

Stage 8: 11 out of 13 units with reservations

Stage 9: 7 out of 12 units with reservations

**May Financials report will be sent when ready.**

## **7. Requests for Funding**

Jacqui's request for funding assistance has been approved to cover ink cartridge.

Steve re workshop equipment - passed for latest expenses.

Jeff Turner - croquet equipment - approved.

Maria Ryan - plague. Committee has agreed to pay for it.

## **8. Other business**

- Denise O'Reilly from Queenscliff Historical Society - presentation on William Buckley. To be passed onto Rod Wellard as a potential speaker next year.
- Wine tasting - Scotchman's Hill Winery (Put in next meeting's agenda when Rick returns)
- Condolence cards - in the future cards to be sent from the Committee. Will look into a card designed specifically for this purpose.
- Plaque for Maureen - yet to get a quote from Jan's Engraving. Gynis/Delia to get a quote.
- Extra plates and mugs due to increasing numbers. Jayne to purchase.

## 9. Meetings with management

Committee to nominate at least 2 Committee members and suggest a third person to attend the next Management Meeting.

Jayne and Rick

## 10. Next Committee Meeting

Wednesday 10th July

**Meeting Closed:**

**Meeting Closed: 11:20**

*I confirm these Minutes are a true and correct record of the meeting of 12th Jue, 2024.*

*Signed: ..... Date: .....*

(Mr Steven Merriman, President, Bellarine Springs Residents Association)

**ACTION LIST**



Agenda Item	Action	Responsible Person
Pool - number of times it is out of action is unacceptable.		
Gardens - as of the meeting it has been 6 weeks since the lawns in and around Saratoga have been mown.	What happened to scheduling of stages?	
Number of people attending functions - not enough room in the CC.	Management will need to look at space as stage 10 start to move in.	

## **BSRA ADVISORY Meeting of 23/05/24**

### Matters Previously Raised

#### **Solar Panels**

No change from last month. Panels on the 15 houses installed so far are connected and producing power. Another 30 houses in Stage 10 will have panels installed as part of their build, following which equipment to monitor usage will be installed.

#### **2024/25 Budget**

Budget still in draft form. Awaiting advice on how new Aged Care awards will affect our employees who are employed under that award. Advice expected by early June. 21 days' notice is required of monthly fee increases so expect notification to go out to residents around 10<sup>th</sup> June.

### New Matters

#### **Pendant Problems**

The pendant of the resident who suffered the recent issue was subsequently found to be working correctly. Log showed no message was generated to responders at the time of the incident. Focus on education and regular testing of the devices. There are alternative systems available, but they are considered to be prohibitively expensive for our village and would require payment of a monthly service fee for each resident.

### **Planned Upgrades to Bellarine Springs Website**

Some preliminary work has commenced but not much progress to report. In terms of having a 'Residents Portal' where residents could book resources such as the Pavilion, Bus or advise of absence from the village, these would be included in a CRM (Customer Relationship Management) package. Products that offer this sort of functionality are beyond the village budget to absorb, at least in the short term.

### **Post Box and Parcel Area Upgrade**

When Stage 10 residents start to arrive the Post Boxes will need to be upgraded/replaced. It is planned to have new boxes with more capacity perhaps to enable magazines to be posted. There will also be tables specifically designated for parcels. Designs still being worked on.

### **Marketing Day**

The recent Marketing Day was deemed most successful with 4 direct reservations being made and several more 'highly interested' enquiries being received. Stage 10.1 should be ready for occupation around August. Groundwork on Stage 10.2 has commenced and is planned to be available by early 2025. Dates for further stages will depend on sales.