

# Bellarine Springs Residents Association

## MINUTES

Committee Meeting – Wed 12th February 2025  
Meeting Room

**Present:** Steve Merriman, Rick Goss, David Gilbert, Sue Kuter, Delia Jenkins, Glynis Jones, Jayne Huson.

**Apologies:** Gayle McNiece, Maree Burn

**Meeting Start:** 10:00 am

**Chair:**

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

Received:

A reply from Neil's Spit Roast to the thank you letter.

Resignation of Maree Burns.

Email re cleaning services - suggested the information can be added to the Website and the Bellarine Springs Facebook page.

Sent:

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

a. Moved to accept Minutes: Delia Jenkins    Seconded: Steve Merriman

b. Business Arising from Minutes

Musical Moments funding - cartridge payment - email to Jacqui requesting funding application form.

Do we need to replace the bin which has disappeared? No. It has reappeared!

Management has agreed to fund a first aid kit - BSRA to keep it updated. (Also in other business). Sue to follow up as BSRA is happy to maintain it.

## 5. Treasurer's Report

- a. Financial Report, including current balance (*circulated*)

This month's financial report shows a surplus of **\$309.82**. After December's deficit, this month's surplus is a welcome result.

Bar sales held up well this month, with the added event of Australia Day giving income a boost. Some expenditures such as the renewal of our WIX licence and the purchase of new glasses for the bar are 'one off' expenses this financial year.

Our 'Year to Date' figures are showing a surplus of just short of \$1,000, so we are well placed for the remainder of the financial year.

### Non-Bar Expenditure

- Renewal of WIX Licence- (Website Product)	\$ 213.86
- Morning Tea & Catering Supplies	\$ 296.00
- Bar Wine Glasses	\$ 128.00
- Australia Day Prizes	\$ 39.25
- Australia Day Catering	\$ 205.80

**TOTAL: \$ 882.91**

## Bellarine Springs Residents Association

### Financial Report as of 31st Jan 2025

Date	Current Month 1st Jan- 31st Jan	Year to Date 1st Jul - 31st Jan
<b>Income</b>		
Bar Sales	\$2,619.97	\$19,220.16
Social Events	\$0.00	\$2,248.56
Internal Transfers - In	\$1,000.00	\$7,000.00
Morning Teas/Catering	\$0.00	\$0.00
Fundraising - In	\$0.00	\$0.00
Interest	\$6.45	\$42.70
Misc. Income	\$19.98	\$789.34
	<b>\$3,646.40</b>	<b>\$29,300.76</b>
<b>Expenses</b>		
Bar Purchases	\$1,453.67	\$11,613.69
Social Events	\$245.05	\$5,898.69
Internal Transfers - Out	\$1,000.00	\$7,000.00
Morning Teas/Catering	\$296.00	\$1,585.89
Fundraising - Out	\$0.00	\$0.00

Activity Group Funding	\$0.00	\$1,349.12
Stationery & Admin.	\$0.00	\$144.25
Equipment Purchased	\$0.00	\$36.00
Misc. Expenses	\$341.86	\$730.31
	<u>\$3,336.58</u>	<u>\$28,357.95</u>
<b>Summary</b>	<u>\$309.82</u>	<u>\$942.81</u>

#### **A/C Balances as of 31st Jan 2025**

Cash - Bar A/C	\$1,312.62
Cash - General A/C	\$5,182.00
Cash - Petty Cash	\$41.90
Cash - Bar Float	\$40.00
	<u>\$6,576.52</u>
<b>Assets - Bar Stock</b>	\$938.00
<b>Overall Financial Position</b>	<u>\$7,514.52</u>

Moved to accept Report: Treasurer: Rick Goss    Seconder: Jayne Huson

## **6. Committee Reports:**

### **a) President's Report - Sue Kuter**

We're into the second month already and yes, we have started to look at Christmas events. (Oh Please!!)

Resident organised social activities have resumed after the Christmas break, most of these are listed in the monthly newsletter or information can be found at the activity station.

It was heartwarming to see such a large group of residents gather to celebrate Australia Day. With the Flag ceremony, National Anthem and lovely poem read by one of our residents relating to the Flag. Fun games were played prior to a BBQ, lamingtons, Bingo and an afternoon of fellowship. Thanks go out to those who helped organise, cater and run the events.

We've welcomed new residents into the village over the break and hope they're managing to settle in and make new acquaintances.

Your committee is busy planning more activities/entertainment throughout the year. If residents have any ideas they wish to put forward please do not hesitate to contact the committee should you require any assistance.

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

Please note the change in the dates for the Fish Van attendance as they will be coming every 3 weeks now.

New funding policy guidelines to be circulated soon.

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

Volunteering once again has become an issue. Many residents who wish to help, prefer to try the experience on the quieter Tuesday evenings, but graduating to the busier Friday is not happening. Please remember that you will never be left on your own so give it a go and rise to the occasion.

There is increasing concern about the use of the bar and payment when it is unattended. Please make sure that all drinks are paid for. You can pay by cash or enter your name and your purchase on the honesty sheet. If you choose the latter, please ensure that when you do pay the outstanding amount it must be signed off by bar staff, not by the person paying. Outstanding monies on the honesty sheet must be paid by the end of the month of purchase. Reminding residents of overdue amounts can sometimes be embarrassing.

My thanks to Pat Goss for her work engraving the new wine glasses that will replace the various sized existing stock, which will be retired. The introduction will take place during February.

Sales            \$2,842

Purchases      \$1,431

Stock            \$ 938

## **d) Welcome Group - Gayle McNiece**

### **Welcome to February!**

Gail Palmer, moved into the village in mid-January and is settling in nicely. She's attended a few events held here before moving in and has certainly gotten a feel for village life, which she's enjoying.

There has been a bit of a lull in sales in January but hopefully our village will keep thriving in the coming months!

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

It is pleasing to see many of the social activities resuming after the Christmas break.

As we head into the new year the social committee is busy planning events which we hope many will participate in. We try to please most but know we will never quite succeed.

From fashions, shoes, makeup and jewellery presentations, visiting musicians, something special for Easter Sunday, visiting foodies plus many more, not to mention the regular resident run activities it should be a full and exciting year.

Look out for sign-up sheets at the activity station when these events are going to take place plus we will notify you either by email or in the regular Monthly Newsletter and Buzz.

Our regular “Happy Hour” in the community centre on Tuesday and Friday nights are a great way to mix and mingle if you are new to the village or even if you’re an “old hand” who’s not been for a while come on down and join in the fellowship.

We welcome new ideas so if you have something you might like to introduce please don’t hesitate to contact your committee by email: [bsracommittee@gmail.com](mailto:bsracommittee@gmail.com)

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

Many events are back up and running for 2025 so keep an eye out for the flyers. These will always be placed in 4 places:

- Hard copies on the Activity Station at the Community Centre and the foyer noticeboard.
- Residents Facebook page.
- From the BSRA email.
- On the BSRA Website. ([bsra101.org](http://bsra101.org))

A number of residents with eligible Centrelink criteria have begun to do their annual Electricity rebate (usually done on the green forms from Village reception) using the new online process. This has proven to be a bit tricky requiring electronic copies of invoices that need to be uploaded. If anyone needs assistance to complete this please reach out. It cannot be done for you but we can certainly sit with you and assist.

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

Number of residents accessing the website were down 20% compared to December, continuing the trend of the last few months. Absence from the village, visits to and from family may all be factors. It will be disappointing if this trend continues into the early months of 2025.

This month saw BSRA AGM Reports back to 2017 being made available under the ‘Documents’ tab. These were previously only available in hardcopy in the library. A request to allow us to include copies of the Village AGM reports on our website was rebuffed.

I am looking at introducing a ‘Gallery’ function which will present photos taken within the village and surrounding areas. This has some technical challenges which I still have to work through.

Despite a message being published on the website announcing the suspension of online event registrations and asking residents to let me know if they would use it in the future if reinstated, no submissions were received. There is always the option to reintroduce, but at this point I do not think most residents see value in this function which is disappointing.

### Statistics:

Between 1<sup>st</sup> and 31st January, there were 56 Unique Visitors (residents accessing) and 134 Site Sessions (number of times someone has accessed site). Mobiles continue to be the most used device to access the website with 55%, followed by Desktops/Laptops with 40% and Tablets taking the remaining 5%.

### **h) Management Report - Kent Hodgson**

(No financial report at the time of completing the Minutes)

#### **Village Operations & Maintenance:**

- Fire service contractor monthly inspections carried out
- Water witch sensor to Spa replaced.
- Community Centre Automated doors annual service completed
- Repaired crack heat exchange pipe for pool
- Quarterly pest control completed

#### **Compliments/complaints:**

None to report

#### **Hazards:**

none

#### **Insurance claims:**

Two claims this year.

#### **Construction/Development:**

Stage 10.4 – site works have house slabs have been poured on multiple units

#### **Sales:**

Stage 8: 2 units without reservations

Stage 9: 4 units without reservations

Stage 10.1: 5 out of 9 units with reservations – 5 units handed over.  
10.2:

### **7. Requests for Funding**

- a) Croquet balls - \$156.46 (on sale) - approved (1 abstained)
- b) Portable tennis ball cart (\$99.95) **Not approved** and tennis balls (\$69.75) Approved
- c) Croquet mallet materials - \$177.00 - will follow up when we receive the receipts.

## 8. Other business

- Funding policy - Glynis

**Motion:** That the BSRA accepts the updated funding policy as at January 2025.

Move: Glynis Jones    Seconded: Jayne Huson    Carried

- Funding guidelines - document supporting updated Funding Policy to be circulated to residents and placed on the noticeboard.
- Kent's request to attend BSRA Meetings - will remain the same.
- Results of BSRA Questions from Village Survey - are we communicating information adequately? Do we need a BSRA noticeboard? Update the existing board.
- Agreement for BSRA to maintain First Aid Kit purchased by Village (From Advisory Meeting) -
- Social activities coordinator - Accept Maree's resignation with sadness. Need to look at someone to take over the Social Activities portfolios. Email expression of interest request and in the meantime Sue and Gayle to take it on temporarily.
- Visiting musicians for 16th of March - Pickled Onion Band. \$10 a head and BSRA to fund the rest. Sign up sheet will be available soon.
- Easter Sunday event - see Mel's proposal. Will follow this. Will still do Hot Cross buns on Good Friday.
- Review of Kent's Draft Flag Letter - Sue and David to finalise after initial Committee discussion.
- BSRA stubby holders - not at this stage.
- Replacement for crockery. Need quite a bit of new crockery. Will see if Management will cover the cost otherwise the BSRA will have to.

## 9. Meetings with management

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

20th - Rick and Glynis

## 10. Next Committee Meeting

Wednesday 12th March

- Delia and Steve had to leave at 12 o'clock.

**Meeting Closed:** 12.23

*I confirm these Minutes are a true and correct record of the meeting of 12th February 2025.*

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

(Mrs Sue Kuter,, President, Bellarine Springs Residents Association)

**Management meeting questions**

<b>Agenda Item</b>	<b>Action</b>	<b>Responsible Person</b>
<b>First Aid Kit</b>	Has it been purchased - if not when can we expect it?	
<b>Replacement / addition of crockery - roughly \$100</b>	Are management still going to cover this cost?	

**BSRA ADVISORY Meeting of 23/01/25**

**First Aid Kit**

Management is willing to purchase a First Aid Kit for Kitchen if BSRA undertakes to maintain and replace items used or become out of date. For discussion at the next Committee Meeting.

**Flag Survey Results**

Based on survey results presented, management believe no change to existing arrangements are required, so Bellarine Springs flag to fly with Australian flag and Aboriginal flag flown for special occasions to continue. Management is receptive to the idea of a 2 nd flagpole which will fly the Australian flag only but are not positioned to provide any funding in the short term.

Management will put together an indicative quote should the BSRA or others wish to fund or



fundraise for, but a rough cost of \$15,000 was mentioned. Michael will draft a letter to be sent to all residents on the subject and invites the BSRA to review and if in agreement to make it a joint statement.

### **Bus Maintenance**

The village will continue to clean the exterior of the bus but expect the driver of privately booked trips to clean the interior after each trip. A rechargeable vacuum cleaner will be sourced to facilitate this.

### **BSRA Questions from Village Survey**

Full copy of survey results was provided at a previous Advisory but will be resent.

### **Advisory Meeting Questions**

To speed up the Advisory Meeting it is proposed that Kent again be invited to our committee meeting so he can answer many of the Operational-type questions that arise. For discussion at our next meeting.

### **Suggestions Box**

Two suggestions received in the Suggestion box: 1) a BBQ for the Pavillion and 2) to join the new path beside State 10 units to the existing path beside the tennis court. Both suggestions are under consideration but the latter is not likely to occur soon.