

Bellarine Springs Residents Association

MINUTES

Committee Meeting – Wed 4th Dec 2024 @ 7 pm.
Meeting Room

Present: Sue Kuter, Steve Merriman, Rick Goss, David Gilbert, Jayne Huson, Delia Jenkins, Glynis Jones, Gayle McNiece, Maree Burn

Apologies: None

Meeting Start: 7pm

Chair:

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

Received:

- Alan Nettley - Proud Mary presentation
- Anthony Taylor - Sinking fund
- Robin Davies - issues arising from the recent AGM.
- Email from Sandra Adams re upcoming events.

Sent:

- replied to Anthony that the matter is tabled for the next meeting.
- replied to Robin assuring him the matter will be discussed at our next meeting.
- replied to Sandra that the matters will be discussed.

4. Minutes of previous meeting (13th November as previously circulated)

- a. Moved to accept Minutes: David Gilbert

Secunder: Jayne Huson

- b. Business Arising from previous Minutes:

Follow up re the Food Vans? Not for happy hour and quite expensive but will look into it further perhaps may go hand in hand with another event. May keep the Fish Van and Potato Van but others are quite expensive.

Meeting time for Committee meeting - why was there a motion for the change for one night? Not necessary for moving the time as we did it to give us time to organise the Christmas event.

Christmas Carols - has this been followed up? Jacqui is organising this - the BSRA is catering. 20th Dec in the CC from 10 o'clock.

Delia has updated the photos of the Committee members.

Christmas lunch, sinking fund, funding policy **in general business.**

Christmas tree is sorted I believe. If someone would like to take over the Christmas tree erection and packing up please contact the Committee or Sue Kuter for details.

Advisory meeting notes at the end of the minutes.

5. Treasurer's Report - Rick Goss

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

This month's financial report shows a small surplus of **\$276.75**. While bar sales remained good, our expenditure was higher than average, due to the provision of financial support for a number of social activities and financing the purchase of items of equipment for 2 Activity Groups.

In December we have the BSRA Christmas Lunch and Dinner, which is subsidised by the BSRA. This subsidy will cause December's expenditure to greatly increase, and certainly result in a deficit for that month. This has been allowed for in the budget and with no major purchases anticipated for the early part of 2025, our bank balances can be expected to recover.

Income was boosted by resident deposits for the Christmas Lunch & Dinner totalling \$287.12, these comprised both direct payments into our bank A/C and via the Square terminal. Cash deposits for the Christmas event will appear in the December report.

Non-Bar Expenditure

- Morning Tea Supplies & Catering	\$ 181.00
- Melbourne Cup Event Subsidy	\$ 210.00
- Cornhole Game Materials	\$ 146.26
- Card and Board Games	\$ 154.39
- Plastic Champers Glasses	\$ 36.00
- Hole Punch & Bar Stamps	\$ 33.25
	\$ 761.24

Bellarine Springs Residents Association

Financial Report as of 30th Nov 2024

Date	Current Month 1st Nov- 30th Nov	Year to Date 1st Jul - 30th Nov
Income		
Bar Sales	\$2,678.71	\$13,445.59
Social Events	\$287.12	\$1,008.56
Internal Transfers - In	\$1,000.00	\$5,000.00
Morning Teas/Catering	\$0.00	\$0.00

Fundraising - In	\$0.00	\$0.00
Interest	\$6.62	\$29.45
Misc. Income	\$118.08	\$118.08
	<u>\$4,090.53</u>	<u>\$19,601.68</u>

**Expense
s**

Bar Purchases	\$1,970.70	\$8,448.27
Social Events	\$210.00	\$2,012.70
Internal Transfers - Out	\$1,000.00	\$5,000.00
Morning Teas/Catering	\$181.10	\$965.89
Fundraising - Out	\$0.00	\$0.00
Activity Group Funding	\$300.65	\$1,310.12
Stationery & Admin.	\$33.25	\$144.25
Equipment Purchased	\$0.00	\$0.00
Misc. Expenses	\$118.08	\$253.08
	<u>\$3,813.78</u>	<u>\$18,134.31</u>
Summary	<u>\$276.75</u>	<u>\$1,467.37</u>

A/C Balances as of 30th Nov 2024

Cash - Bar A/C	\$789.87
Cash - General A/C	\$6,384.52
Cash - Petty Cash	\$41.90
Cash - Bar Float	\$40.00
	<u>\$7,256.29</u>
Assets - Bar Stock	\$1,293.35
Overall Financial Position	<u>\$8,549.64</u>

Moved to accept Report: Treasurer: Rick Goss
 Secunder: Steve Merriman

6. Committee Reports (*Available for Review in Google Docs*):

a) President's Report - Sue Kuter

Where has the year gone?

Well, it went with a hiss and a roar filled to the brim with lots of fun and laughter. Too many activities to mention and too many people to mention and thank who organised or took part in them. Most of you will agree, this is a happy place with an endless array of events to fill our days and with Christmas on our doorstep things are going to get even more exciting.

Thanks go out to Maree Burn and Steve Merriman for conducting a pleasing Remembrance Day Service on the 11th November. We have received many compliments on how the morning was presented.

Tuesday 3rd December: Betty McGrath will present her Fifth Avenue Jewellery collection.

Sunday 15th December: Two sittings of The Village Christmas Luncheon and Dinner - remember, you MUST sign-up for these sessions as numbers are limited.

Friday 20th December: Christmas Carols in the community centre from 10-11am with Jacqui and her choir.

Tuesday 24th December: Christmas themed Happy Hour.

On behalf of the BSRA committee I wish you all a safe, happy, healthy Christmas and look forward to the New Year ahead.

b) Secretary's Report - Glynis Jones

Thank you to the Committee for covering issues which arose while I was working.

As the village grows there are certainly new issues arising but I would like to assure everyone we, the Committee, are doing our best to keep on top of these.

c) Bar Report - David Gilbert

The bar enjoyed another successful month, helped along by a rewarding Cup Day. In total for the month, we recorded cash sales of almost \$3,000 which is a record.

In contrast we recorded the lowest monthly Square sales for the last two years, accounting for a mere 26% of sales.

Our volunteers are all getting to know their way around the refrigerators, identifying the wines and locating backup stock in the storage cupboards which augurs well for the future.

For those who enjoy figures, our major supplier is still Dan Murphy, accounting in November for 55% of purchases. Pre-Mix had 32%, whilst Coles/Woolworths had 13%. During 2023 those figures were 53%, 30% and 17% respectively and in 2024 they were 51%, 38% and 11%. As you can see the annual spend by the supplier hasn't changed very much.

A very merry Christmas to all our patrons and a thank you for your support both in purchasing and volunteering.

Sales \$2,807.55

Purchases \$1,970.70

Stock \$1,293 35

d) Welcome Group - Gayle McNiece

Last month I welcomed 3 new residents into our village...

Congratulations to Lois & John Richards & John Wedlick on purchasing your lovely homes. It was lovely meeting you all.

I am happy to see everyone settling comfortably into their new homes and look forward to seeing them around our village.

e) Social Activities Report - Maree Burn (Including Upcoming Events)

My first report as a new committee member ...

November proved to be as vibrant as ever in our Village.

- At our first Friday Happy Hour for the month we had dim sims on offer, as the dumpling provider cancelled at the last minute.
- Our Remembrance Day Service on 11 Nov was attended by over 50 people.
- The monthly Birthday Morning Tea had around 50 attending.
- Jayne Huson and Peter Guerin both shared their personal stories at the VIP Series.
- There were two Village Outings to the Geelong Botanic Gardens. The first one was when the Corpse Plant was in flower, but the queue was too long to see it!
- Cabella Mia Fashions presented a lovely range of clothing, and many items were purchased by the ladies present.

Some December dates for your diary:

- Tue 3 Dec – Fifth Avenue Collection jewellery
- Tue 10 Dec – Birthday morning tea and VIP Series
- Sun 15 Nov – Residents' Christmas lunch & dinner

f) IT/Communicatons Report - Delia Jenkins

BSRA Membership updates were sent out in multiple formats (by Surname and by Street Address) with updated information and new resident details. A reminder to all that this information is not to be shared outside of the Village without consent from the resident.

Great to see so many people getting their \$300 Electricity rebate. Some are still getting emails saying they are in the system but due to high volumes of applications, they are taking longer than anticipated to process. A total of 74 applications were completed and they can still be done if you need support. Forms are at the reception desk in the CC.

9 callouts this month to assist residents with IT issues from Facebook signups to installing printers and fixing computer issues.

g) Website report - Rick Goss

Website usage in November was very similar to October with 95 visitors compared with 88 last month.

The ability to register for the Christmas Lunch and Dinner events on the website has been reasonably successful with 18 residents registering this way, rather than using the signup sheet in the Activity Centre. I am hopeful this will mean more residents will utilise the website to register for events in the future.

I am still looking for comments and suggestions regarding the website. I can't guarantee being able to implement all suggestions, but all will be assessed and responded to.

Statistics:

Between 1st and 30th November there were 95 Unique Visitors (residents accessing) and 232 Site Sessions (number of times someone has accessed site). Mobiles are the most used device to access the website, with 58%, followed by Desktops/Laptops with 37% and Tablets taking the remaining 5%.

h) Management Report

Village Operations & Maintenance:

- Fire service contractor monthly inspections carried out
- Dethatched Community centre & Pavilion lawns
- Completed a Tennis court machine service and sand levelling
- Installed garden tap along Community drive

Compliments/complaints:

1 complaint and 2 Compliments about the updated Caravan parking policy.

Hazards

None

Insurance claims

Two claims this year.

Construction/Development

Stage 10.3 – site works have started roofing works on multiple units.

Sales

- Stage 8: 2 units without reservations
- Stage 9: 4 units without reservations
- Stage 10A: 5 out of 9 units with reservations – 5 units handed over

7. Requests for Funding

a) None Received

8. Other business:

- Travel companies presenting at the village? Proud Mary information from Alan Nettley in emails. The matter will go to the Advisory meeting as the Committee believes that if a travel company wishes to present they should be able to, depending on time and venue availability.
- Funding guidelines/policy update - this was discussed in detail and a Revised Funding Policy and Guidelines document will be produced.
- Sub committees of BSRA clarity (eg Village outings). Formed as required with support from the Committee.
- Review Date/Time of 2025 Committee Meetings. This will continue to be our normal meeting time at 10am on the second Wednesday of the month.
- Sinking Fund (Anthony Taylor's email) Take this to the Management meeting and discuss this issue. They need to be more transparent.
- Mel McNiece - Letter from BSRA re donations for Christmas raffle.
- Suggestion for BSRA to draft a letter to telcos regarding our lack of phone reception. Need to get signatures on a letter and post to telcos and politicians. Delia to follow up.
- New residents notification change. Still not getting notification of new residents from Management as agreed upon. Delia has explained to Management what is needed.
- Follow up BSRA Membership Form - Gayle to follow up with new residents.
- Flag issue and issues arising from the AGM - Delia will work with others to create a survey to send out to all residents. Results to be sent to management.
- Sandra's email. Reply to each of her queries.
- Christmas Lunch / dinner. Set up at 5pm on Saturday. Everything seems to be on track. Numbers to go to the caterer.

9. Meetings with management

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

Glynis and Jayne

10. Next Committee Meeting

Wednesday 8th January @ 10am

Meeting Closed: 9.20

I confirm these Minutes are a true and correct record of the meeting of 4th December 2024.

Signed: Date:

(Mrs Sue Kuter President, Bellarine Springs Residents Association)

Feedback from last Management Meeting

Agenda Item	Action
Follow up on rail by steps behind bowling green.	Action is being taking to install a wooden handrail. Kent has discussed with Nathan. There may also be the option to paint the edge of each step yellow.
Community Centre available to residents when events are held by external organisations. It is our lounge-room and we should not be excluded. Notice of availability to residents. Not available to men. Discriminatory.	The event of concern was organised by a resident. Residents can always use the facilities regardless of the event however we would like to think all residents would be respectful of events taking place and acting accordingly.
Electricity Bill Errors Smart meters.	Management accept that it is not good enough and are very apologetic and embarrassed about continual mistakes which have been human error. Working with those involved to try to eliminate errors. Some village meters are smart meters but older ones are not and will not be retro fitted due to cost.
Insurance Claims?	The insurance claims listed in the managers' report are for roof leaks due to broken tiles. Not all claims are actual claims unless they are above the \$10,000 excess amount however for reporting and tracking purposes, they are listed under insurance claims.
Pendant reception issues.	The main issue here is with 4G/5G services from the major telco companies. The suggestion is that the BSRA draft a letter for individuals to sign and then to flood politician's and telco's with the letters.
Inform new residents to only allow BSRA committee members to gather their info.	Management will inform new residents that they will be contacted and visited by a member of the BSRA to officially welcome them into the village at a time that is suitable.
Village survey results.	BSRA members at the meeting were provided with a Draft copy of the survey results. To be analysed and discussed at a future meeting.
Meals provision.	Michael mentioned that they are investigating the provision of ready made meals from a new company. There might also be available meals for catering purposes.

Agenda Item	Action	Responsible Person
Travel companies presenting	Check calendar for clashes. Does management need to be consulted? No	Have done this.
	Can management ask reception staff to divert requests from residents that are activities for all residents, to BSRA to reduce clashes?	
Sinking fund	Why was Sinking fund money used to purchase mower and for construction of bus shelter without being discussed with the Management Advisory meeting. Also does not fit into the description for what the sinking fund should be used for.	Sinking funds - money from resident sales. Bus shelter was a refurbishment of an existing facility. Same with the ride-on mower as explained at the AGM.
	Notification of residents moving in and out. Process is still not being followed and now has been changed.	As soon as keys are passed over can the BSRA be notified straight away and this has been notified. Management needs to meet procedures otherwise they are breaching privacy laws. Management will take steps to add a reminder to contact BSRA that someone has moved out.
Flag issue	1 - Lodging a formal complaint about the chairman's refusal to accept a formally moved and seconded motion under General Business. 2 - BSRA to run a survey regarding the flag.	Read the Retirement Villages Act as motions cannot be taken from the floor.

Advisory meeting can and should be open to residents of the village and does not have to be members of the BSRA.

At these meetings there is a 'consultation' process where Management put forward their ideas and where the village residents can put forward their needs and ideas.

Residents don't have a say in the final spending of money.

Money from the sinking fund is money that Clifton Springs Limited receives through the resale of houses

We have had many requests completed through the sinking fund which residents have requested.

Have also asked Management to do an explanation.