

SHOREHAM COMMUNITY ASSOCIATION

Forty-second Committee of Management Meeting

Monday 20th July 2015 at 7.30pm in the Old School Hall, Shoreham

MINUTES

1. Chair's introduction (Peter Renkin):

- Present: Peter Renkin (President), , Rob Patrick (Vice President), Kathryn Shain (Secretary), Barb Kelly (Treasurer), Peter Kelly, Alan Fisher, Lee Collins, Sue Boggan, Verity Saunders Ducos, Kerrie Hopkins, Ian Joy
- Welcome to new members Kerrie and Ian;
- Acknowledgement of the Boonwurrung/Bunnurong First People.
- Recognition of notable community activities since May meeting:
 - 'Cuppa & Talk", Friday 3rd July – Peter reported a successful morning. Peter K was welcomed to recite Banjo Patterson poems. Next Cuppa Friday 7th August.
 - 'Walk with Barb' –No walk took place - the next walk is Monday 27th July to Bush Rangers Bay. Information is on the website;
 - Foreshore Working Bee Sunday 28th June – Sue reported the planting of 350 plants at the campsite. The next working bee on Sunday 26th July will focus on weeding;
 - Death of Betty Buxton, daughter-in-law of Henry Buxton; she has died aged 98. A Shoreham resident since 1977 she is part of its heritage;
 - AGM – a good event with approx 50 people attending, including residents from Somers who had a question for Cr Wood, the guest speaker. Cr Wood's speech was interesting and he took questions from the floor. It was felt some answers lacked sufficient clarity and need follow up.

2. Confirmation of Minutes of previous meeting:

The Minutes of the Forty-first Committee of Management Meeting on 15th June 2015 were approved

MOTION: Moved - Barb Kelly ; Seconded - Sue Boggan; Carried Unanimously.

3. New and/or Agenda items to prioritise?

3.1 Lee suggested a website posting of significant birthdays for Shoreham residents (not necessarily SCA members) – as is done at Balnarring in 'The Bridge' – a way of being inclusive/friendly/recruiting new members. Agreed this could perhaps be covered in future e-newsletters.

3.2 Planning the new year 2015-2016 – Some Suggestions:

3.2.1 Committee Effectiveness Goals: Rob spoke re background to the 2013 goals and their aim. It was a little disappointing that more hadn't been

implemented. After discussion the importance of re-establishing the practice of Project/Standing Committee Convenors tabling brief written reports before meetings was emphasised.

Action: Kathryn as Secretary to remind Convenors a week before meetings to circulate any reports.

3.2.2 Time of meeting: after discussion it was agreed to trial the start of meetings at 7.00 pm and keep to a maximum of 2 hours.

3.2.3 Agenda: agreed this should be kept to about two-thirds of a page in length and make mention of only those issues to be discussed eg if there was no Convenor's report, that Project should not be an agenda item.

3.2.3 Increase role of Executive (President, Vice President, Secretary, Treasurer) re setting and dealing with SCA business: Discussion ensued about other members of the Committee having prior knowledge of Executive Meetings and invited along if they had something worthwhile to contribute. Agreed to leave Executive Meetings as presently held with Committee not involved. Committee had trust in the Executive. More, ad hoc Executive Meetings would progress thinking on some issues and focus the work of the Committee.

3.2.4 Determine what special projects are needed; appoint a convenor for each project and nominate who can be recruited to be on special project sub-committees: Peter outlined the present Standing Committee/Priority Projects and their convenors –

- Finance and membership – Barb
- Shared Paths/trails – Lee/Rob
- Drainage – Peter K
- Hall/toilets refurbishment/maintenance and Hall Reference Group – Peter R
- Development of the Common – Verity/Peter R
- Shoreham Triangle – Peter K
- Taskforce – Peter R, Rob, Sue, John Lorkin (non Committee Member)
- Signage on the Common – Barb/Verity
- Strategic Planning – Rob
- Building Community – Lee
- Red Hill Ward Consultative Group – Peter R/Rob
- SCA website – Kathryn/Linda Patrick (non Committee Member)
- Road verges – Sue/Peter K. Sue wished a name change from 'Road verges' to reflect more accurately the work of the Project. She suggested 'Environment and Roadsides'. Discussion ensued; it was agreed Projects needed to be redefined and sufficiently broad to feed into other strategies/larger issues eg coastal strategy.

Action: Peter K and Sue to think about an appropriate name for the next meeting.

All Project Convenors agreed to continue in their role and to consider other people, not necessarily Committee Members, who could effectively contribute.

Alan, Kerrie and Ian, being relatively new/new to the Committee were encouraged to participate Project work if they desired; an outline of many Projects can be viewed on the Community Website.

Rob, as Convenor of the Strategic Planning Project, clarified for Alan the work of that Project - addressing Shoreham's strategic, statutory and heritage planning needs; engaging with other coastal and hinterland villages on broader strategic issues of mutual interest through the Red Hill Ward Consultative Group.

Action:

- Convenors to look at Project outlines displayed on the web and update details where appropriate;
- At Rob's suggestion, before next meeting Convenors to define up to 6 focus points for their project for the coming year.

3.2.5 Reorganise roles/tasks:

- **Roster chairing of Committee Meetings:** Discussion ensued re the effectiveness of rotating the Chair and a decision made to try this approach. Rob agreed to chair the next meeting and Verity the one after – on condition she was given mentoring support.
- **Roster the taking of Minutes:** After discussion it was agreed that Kathryn keep responsibility for Minutes but other Committee Members can volunteer to take notes of part(s) of the proceedings; notes to be forwarded to Kathryn who will compile the Minutes. Volunteers to know in advance what was required of them.

Action: Kathryn to co-opt volunteers and remind them in advance of a particular meeting of what was required.

- **Decide who attends meetings as representative of SCA:** It was agreed Peter and Rob had done an exemplary job representing SCA at the Red Hill Ward Consultative Group (RHWCG) and Residents' Association Meetings (RAM) meetings, both held bi-monthly.
 - RHWCG meetings – any number of delegates can attend. Responsibility can be shared although continuity is beneficial;
 - RAM meetings – these are more formal. Two delegates only are allowed and representative continuity is necessary. A written briefing paper needs to be submitted two weeks' in advance of any RAM meeting. Rob and Peter to take turns to attend and to take an interested Committee Member with them.

Action: Peter to circulate future dates of both RHWCG and RAM Meetings.

- 3.2.6 Other ideas:** Peter R to be assisted Committee Meeting preparation eg opening hall, providing firewood, lighting fire, supplying milk. Lee said tea and coffee were available in the SCA cupboard. Peter K offered to prepare the next meeting, Alan the one after. Role to be decided in future at the end of each meeting. Kathryn has the hall key while Peter R away.

Action: Peter K to open up hall for next meeting on Monday 17th August.

3.3 Proposal for “Shoreham Architects’ Forum”

Verity reminded the Committee that under new management MPS seemed more likely to grant money if SCA approached them first with well thought out ideas/initiatives – ie SCA to start the groundswell - rather than waiting for MPS to give money eg for a Master Plan etc. Peter R read from Jeff Emberson’s letter that indicated no money was earmarked in this year’s budget for a Master Plan, but \$250,000 was available for minor township improvements (although not as yet earmarked). Agreed SCA needs to hold the initiative and develop a package around the ‘Forum’ to present to MPS. It was decided to hold the ‘Forum’ in the first quarter of 2016. Verity to form a sub-committee to work through details – Barb, Sue, Peter K were interested; non-Committee persons could be Russell Barrett, Sally Draper and Sally Prideaux, possibly others.

Lee’s suggestion was accepted re consulting the Flinders community Association to learn lessons from their past experiences of dealing with issues concerning council/community; talking to the Red Hill Community Association was also suggested.

Verity to provide a report to the Committee by August including a brief summary of lessons learned by Flinders/Red Hill, and a sketch of how the ‘Forum’ could work.

RESOLUTION: that a sub-committee be formed, convened by Verity, to plan the ‘Shoreham Architects’ Forum’ in relation to The Common. The first report is due by the August Committee Meeting and to include information/ideas on community engagement and what is presently proposed in relation to a consultative process.

MOVED: Peter Renkin; **SECONDED:** Rob Patrick; **CARRIED:** unanimously.

Action: Verity to form sub-committee; sub-committee to consult with the Flinders/Red Hill Community Associations; sub-group to present preliminary report to SCA’s August Committee Meeting.

3.4 Appoint SCA’s ‘Media Convenor’ to replace Bob Nottle: Kathryn volunteered to take over role of Convenor. Verity and Rob are willing to stay on the sub-committee.

Lee reminded the Committee of the value in contacting the Western Port News.

Action: Kathryn to send Kerrie and Ian a copy of Bob’s June 2015 Communications Sub-Committee Report.

4. Business Arising from the previous Minutes:

4.1 Listening to Youth of Shoreham – Peter R reported the Committee has not engaged well with youth; SCA did not wish to be accused of running an adult only show. Peter K reminded the Committee that there were 3 young recruits at the CFA with snooker nights proposed; he’s also wishing to get youth activities around environmental issues. Rob suggested an informal survey amongst youth. It was agreed SCA not abandon the issue but would take up opportunities as and when they arose.

4.2 Guidelines to assist organisers/sponsors of Events: Rob was unsure about CFA insurance issues ; he thought that if a desired event (together with all relevant details) was minuted at a CFA meeting, the event would have automatic insurance cover.

Action: Rob to clarify the matter with CFA and report at the August Committee Meeting.

4.3 Approach to Bendigo Bank re defibrillator: Barb has the requisite application forms. The meeting agreed the CFA was the best place to keep the defibrillator.

Action: Barb to contact Kathryn re completing details for the application form.

4.4 Progress on meeting at Buxton Lane and Reserve with Brendan Byrne and MPS's Elliott Reid re roadway: Peter R reported on a letter from Elliott Reid – no action would be taken by MPS unless Brendan Byrne is able to show considerable support from Shoreham residents for the building of a roadway. Brendan Byrne has responded (with copy to SCA) saying he was thinking of taking legal action against MPS.

It was agreed SCA do nothing other than acknowledge Brendan Byrne's copy letter. Rob suggested SCA contact CFA (Brian, John, Malcolm) verbally and in confidence about latest exchange of letters.

Action: Peter R to contact CFA.

5. Correspondence:

5.1 In:

5.1.1 Geoff Emberson, MPS Manager Finance - advising of the MPS Council's Budget 2015/16 in relation to SCA's written & verbal Submission;

5.1.2 Copy of letter to MPS written by Brendan Byrne re: construction of roadway from Nelson Street along Buxton Lane and Blake Street to Marine Parade;

5.1.3 Marie Fels email 12th July re: gift of Lone Pine Tree. After discussion it was agreed the email be referred back to the FDHS for their attention.

Action: Peter R to refer matter back to FDHS.

5.2 Out:

5.2.1 Nicola Belcher – advising her of the Committee's position determined at the meeting on 15th June.

6. Priority Projects updates (project convenors in bold):

6.1 Drainage: Peter K: he will follow up with Jean Downing pursuant to her question at the AGM to Cr Wood.

6.2 Hall/Toilets refurbishment/maintenance and Hall Reference Group: Peter R – Hall Reference Group will take up issue of SCA having to pay for hall hire that takes up a considerable percentage of SCA budget. This will also be raised with Cr Wood.

6.3 Triangle: Peter K - a working bee (planting) has been arranged for Sunday 6th September.

6.4 Road verges: Sue/Peter K – (see para 3.2.4 above). Peter K reported on a meeting between SCA reps and Eric Weiskopf (Transfield – contractor to MPS); the meeting was a good one and Eric seemed keen to get work done. Peter K noted ring-barking of some trees along Byrnes Road.

Action: Peter K or Sue to contact Eric Weiskopf to find out who is responsible for ring barking and reasons for this if known.

7.0 Standing Committee Reports:

7.1 Financial Matters: Barb – tabled the Financial Report as at 20th July 2015 – see Appendix A. This was adopted. A donation of \$50 has been received.

7.2 Membership: Barb – reported on 2 new members being Lorraine and Chris Riches. These were approved by the Committee. There has been 26 renewals of membership.

7.3 Building Community: Lee – the theme for the next community dinner on 11th September is Italian. It was agreed the date for the last dinner in the year can be changed from Friday 20th to Friday 27th November.

Action: Kathryn/Lee to contact Linda with relevant information.

8. Next Committee meeting: Monday 17th August, 7.00pm, Old School Hall

9. Close.