

Scotland Island Residents' Association



Minutes of Committee Meeting

Date: May 31, 2015
Venue: Community Hall
Present: Phil Pryor, Bill Gye, Cass Gye, Marie Minslow, Roy Baker, Hubert van Mierlo, David Hegarty, Emmie Collins, Iza Foster, Shona Forsyth
Apologies: Sharon Kinnison, Ian Laughton – Smith, Rachel Carter
Observers: Mark Kirby, Steven Crosby, Jenny Cullen
Opening: Meeting opened at 10:15 a.m.

Item	Title	Tabled Documents / Actions
1.	WELCOME AND INTRODUCTION	
2.	DECLARATIONS OF INTEREST	
	Cass Gye (CG) is Emergency Water Monitor; CG and BG are members of the Pittwater Point Community Projects Association.	
3.	PREVIOUS MINUTES	
	Minutes of the meeting of 19 April were tabled and accepted	SIRAC Minutes 19 April Final
4.	TREASURER'S REPORT	
	CG tabled reports. No questions were asked. <ul style="list-style-type: none"> Discussions were held between CG and Boyd Attewell following Boyd's offer to help and Boyd will review the current accounting structure and will be performing a parallel run of the accounts for a couple of months. 	Treasurers Report SIRA Job P&L SIRA Balance Sheet SIRA P&L Action: Continue working with Boyd on reviewing structure.
MAJOR WORKING GROUP MATTERS (DISCUSSION/DECISION NEEDED)		
5.	Finance Membership and Insurance	
	The FMI group asked for a committee decision on 4 recommendations: <ul style="list-style-type: none"> It was proposed that SIRA change the membership and associated fees to per person memberships as from the 2015/2016 membership year and introduce 1 of 3 options: \$10, \$12 or \$15 per person. The committee decided the fee will be \$10 per person. It was proposed that GST registration will be cancelled from July 1, 2015. The meeting agreed, subject to review by Boyd Attewell, the Auditor and CG. It was agreed to move to the MYOB AccountRight online accounting system at a subscription fee of AUD 50 minus 15% discount. It was agreed to subscribe to Wild Apricot as the membership system. It was agreed to renew the insurance policy subject to RB review. 	Finance Membership Insurance Report May 2015 SIRA MEMBERSHIP ACCOUNTING PRACTICE Actions: Change membership fees. Complete GST review and de-register if needed. Move to MYOB AccountRight \$50 subscription (and claim NFP discount) RB to review insurance policy
6.	CHURCH POINT	

	<p>The CP notes were tabled and the following issues were discussed (observers joined the discussion):</p> <ul style="list-style-type: none"> • Steven Crosby talked to the alternative plan. More accurate drawings were made. There is a potential \$750K cost to moving Telstra and Ausgrid services. Infill would be roughly the same as the current plan. Cubic meter infill would be less than 50% of the current plan. • Jenny Cullen reported back from her discussions with the onshore associations and Church Point Friends about this alternative plan. The general feedback is positive but more discussions are held internally at the offshore associations. CPF are still reviewing as well. • The committee decided to extend the target date to receive feedback from the mainland residents associations to 20 June 2015. • BG reported that there is another alternative plan being discussed which entails the ground floor with 60 spaces and an extra row added to the existing carpark. 	<p>Church Points Notes - May 2015</p> <p>Actions: As per minutes</p>
7.	COMMUNITY VEHICLE	
	<p>Two decisions were requested from the Committee:</p> <ul style="list-style-type: none"> • Letter to Transport NSW: Letter approved for sending • Memorandum of Understanding with Manly Warringah Pittwater Community Transport: MOU draft text approved • Service suspended in locations following storm damage including the “hairpin”. Council staff will carry out urgent maintenance works; Senior Council staff will visit “hairpin” to resolve access issue 	<p>CV Report June, 2015 Transport NSW Formal Notification</p> <p>Draft MOU</p> <p>Actions: As per minutes</p>
8.	FINANCE, MEMBERSHIP & INSURANCE / COMMUNICATION & COMMUNITY ENGAGEMENT – MEMBERSHIP SYSTEM	
	<p>The committee agreed:</p> <ul style="list-style-type: none"> • Following fine-tuning of the system a second trial will be held with the new system (including PayPal). • RB confirmed he was happy with last version of the sale of water agreement, one small adjustment to be made. • That the Wild Apricot system will be implemented anticipating a go-live for members as per 1/17/2015. • That before 31 August, SIRA will subscribe to the discounted annual plan of up to 500 members. • Subscribe to the gold annual plan priced at USD149 of 123ContactForm (20 forms, 5000 submissions/month) which can also be used for the hall agreement and surveys. • That a PayPal account to be opened under control of the Treasurer as follows: HvM will set up the account under the treasurer@sira.org.au email, link the account to the Wild Apricot system and then hand over credentials to CG. • The FMI/CECS were given the assignment to prepare for the implementation and communication campaign to members. • By 9/6/2015 a cleaned-up database* containing all data of all financial members will be handed over to HvM. A list with all email addresses not appearing in the above-mentioned database will also be created by this date. An 	<p>CECS - FMI Report May 2015 Report On SIRA Trial May 2015</p> <p>Financial Projections - New Membership System</p> <p>Actions:</p> <p>Subscribe to annual plan WA Subscribe to annual plan 123Contactform Open PayPal Account Fine tune WA and run second trial Prepare communications Clean up database Hand over database Create email list and send out email for opt-in for non-cleaned addresses Finalise water sale agreement</p>

	email from communications@sira.org.au will be sent by that date with the request for these members to opt-out if they do not want their email address in the database. After 7 days (by 16 th June), the email addresses not requested to be removed will be handed over to HvM to be added to the WA database.	
9.	OTHER WORKING GROUP AND SIRA SERVICES MATTERS	
	<p>Roads & Drainage: Council staff will visit “hairpin” to discuss issue of road within reserve (Elisabeth Park) and continue with concept plan for work in this area. Emergency work being carried out in locations where following storm damage.</p> <p>Waste Management: Further discussions with Council regarding pick up volumes and extra green collections,</p>	<p>RD Report May 2015 RD Meeting Notes May 2015</p> <p>Waste Management Report June 2015</p> <p>Action: As per minutes.</p>
OTHER BUSINESS		
10.	COMMUNITY BUILDING PARTNERSHIP GRANT UPPER ELSIE	
	EC will get involved to get this project underway.	
11.	YAMBA DA	
	BG reported that the Yamba owner’s representative had called him to pass on apologies for the letter in response to the submissions, which he agreed was rude. They would like to meet with the community to talk about their new development plans.	
12.	SIRA GENERAL MEETING JUNE 28	
	The general meeting will go ahead (committee decision) The meeting will be a general update on major issues and opportunity for discussion. CECS come up with marketing ideas and a strategy. Maybe get Rob Stokes to be present.	CECS: Prepare marketing and strategy
13.	NORTHERN BEACHES COUNCIL’S AMALGAMATION OPTIONS?	
	Not discussed.	
14.	60TH ANNIVERSARY	
	EC: After discussions with SIRFB it was clear there was no merit in jointly organising the grand ball, so SIRA will organise something separately later in the year.	EC: Follow up with ideas - CECS
THERE WAS NO OPEN DISCUSSION SESSION AS ALL OBSERVERS HAD LEFT		

Meeting closed 1:20 pm, Next meeting July 19, 2015

ROLLING TASK LIST

Task/topic	Subcommittee or person responsible	Initiation date	Last Update
Prepare communications membership system and renewals	CECS	May 31, 2015	
Prepare marketing and strategy for General Meeting 28 June	CECS	May 31, 2015	
Discuss ideas for SIRA event for 60 th anniversary later in the year	CECS / EC	May 31, 2015	
Workshop membership system configuration, processes, etc. Trial membership system	CECS / FMI	April 19, 2015	DONE
Review membership database and remove private data.	CG	Jan 18, 2015	31/05/2015: This needs to be completed by 9/6/2015
Review accounting structure and processes	CG / Boyd Attewell	May 31, 2015	
Prepare Community Communication (in collaboration with WPCA) needed to ensure having a community presence at the upcoming Council meeting	Church Point	April 19, 2015	
Confirm interest rates for loan for CP Car park	Church Point	April 19, 2015	DONE
Lobby for some degree of exclusivity for CP Permits parking in both the existing man carpark and in the proposed new car parking area.	Church Point	April 19, 2015	WIP
Discuss and investigate Paul Kinnison / Steve Crosby proposal	Church Point		DONE
CV and SIRAC to approve MOU	Community Vehicle	April 19, 2015	DONE
Bring cake to July 19 meeting	EC	May 31, 2015	

Emergency water: material on water line: draft notice for PON	Emergency Water	June 29 2014	
Look into regular summary updates to membership of financial performance.	Finance and Membership	March 08, 2015	
Change membership fees Complete GST review and de-register if needed. Move to MYOB AccountRight Subscribe to annual plan WA Subscribe to annual plan 123Contacform Open PayPal Account Fine tune WA and run second trial Create email list and send out email for opt-in for non-cleaned addresses	Finance and Membership	May 31, 2015	
Clarify issue of confidentiality	Governance	Sept 21, 2014	19/04/15, held over
Seek quote for purchase and installation of a projector, pull down screen and ADSL wireless modem for internet use Ask Council if they are prepared to pay for a projector and screen Prepare proposal for ADSL	Hall Group	Sept 21, 2014	19/04/15: Discussed
Respond/consider kayak racks proposal	Parks, Reserves, Wharves and Marine	April 6 2014	Jan 18, 2015, discussed:: Carol's group waiting for Cargo grant outcome
Harold Reserve issue: Follow up issue of pathway to Carols Wharf with PWC. Circulate community update note.	Parks, Reserves, Wharves and Marine	June 29, 2014	19/04/15: held over
Provide updated Tree Preservation Policy for website to replace outdated information	Parks, Reserves, Wharves and Marine	Nov 2, 2014	19/04/15: held over
Prepare letter to PWC about deficiencies in wharf maintenance	Parks, Reserves, Wharves and Marine	Nov 2, 2014	19/04/15: held over
Discuss use of grant received for upgrading the upper part of the Elsie walking trail. SK said we should be cautious about opening up new areas for bush regeneration. Meeting still to be arranged between BG and SK and	Parks, Reserves, Wharves and Marine	Jan 18, 2015	19/04/15: held over, but grant to be accepted

any other interested parties.			
Create a proposal for dog management, including an off-leash area and provision of dog poo bags	Parks, Reserves, Wharves and Marine	Jan 18, 2015	19/04/15: held over, RC to take up
Proposal to make island a cat-free zone	Parks, Reserves, Wharves and Marine	Jan 18, 2015	19/04/15: held over
Discuss issue of buggies in the park	Parks, Reserves, Wharves and Marine	Jan 18, 2015	19/04/15: held over
Discuss and potentially suggest a new name for this group	Parks, Reserves, Wharves and Marine	March 08, 2015	19/04/15: held over
Document ideas around meeting processes	Phil Pryor		
Review insurance policy	RB	May 31, 2015	
Finalise water sale agreement	RB	May 31, 2015	
Fire trail issues: Decide on action on road to top of island	Roads & Drainage	April 6 2014	Jan 18, 2015, held over (WIP)
Prepare political draft strategy for funds the on-going road and drainage maintenance	Roads & Drainage	Sept 21, 2014	19/04/15: held over
Request information regarding signs	Roads & Drainage		DONE
Prepare a post to encourage community comment on the Island Vision document.	Shar Jones	Jan 18, 2015	19/04/15: held over, Cass to remind Shar
Prepare letter to PWC to request more frequent vegetation pickups, possibly on trial basis	Waste Management	Nov 2, 2014	19/04/15: WIP
Organise meeting with Rob Stokes Work on Wastewater Survey	Water & Wastewater	April 19, 2015	CLOSED