



**Minutes of Community Engagement and Communications  
Sub-committee Meeting**

**Date:** 30/04/2019  
**Venue:** Nadja's place  
**Present:** Sue Armstrong, Alec Beckett, Nadja Fisher, Shane O'Neill, Carol Beth Floyd  
**Apologies:** Anne, Sharon  
**Opening:** Meeting opened at 5pm

#	Item	Tabled Documents / Actions
1.	<u>Recap of Previous meeting minutes</u>	<p><b><u>4.1 and 4.2 - Community Engagement and Communications Charters</u></b></p> <ol style="list-style-type: none"> <li>4.1 and 4.2 on hold</li> <li>Community engagement – Recreation Club now in action</li> <li>Discover Island selfie tour – hold</li> </ol>
2.	<p><b><u>Website updates (3 items re website tabled by Anne)</u></b></p> <ol style="list-style-type: none"> <li>Who updates</li> <li>How would Alec like to receive the updated text?</li> <li>How best to get people who have specific information to assist us in the updating of sections relevant to them/respond to us</li> </ol>	<ol style="list-style-type: none"> <li>Alec agrees that his role is to update the website</li> <li>Alec to share Google doc template so that we are clear on what to submit (to include direction and character limit). Proof reading is required. CB and Nadja to proof read before posting.</li> <li>We need to get Colin to send a directive so that they update</li> </ol> <p><b>Additional discussion points re website</b></p> <ol style="list-style-type: none"> <li>Website now fixed</li> <li>Discussed the Calendar and how any member of the public can submit a post item on calendar. This will workflow to admin for approval</li> <li>Map complete</li> <li><b>ACTION: SIRA website links to the wrong Facebook page. Alec to update</b></li> <li><b>ACTION: Shane to ask Boyd what content we can add to the website for YouTube links</b></li> <li><b>ACTION: update to website what the page is regarding and the purpose of the site</b></li> <li><b>ACTION: Alec to update website title to show it is SIRA Residents Association – updating the words to</b></li> </ol>

		<p>add in 'managed by SIRA' under the community website</p> <p><b>11. ACTION: Top bar – Alec to make this simpler</b></p> <ul style="list-style-type: none"> <li>a. Remove Residents Association</li> <li>b. Dump news</li> <li>c. Directory useful - keep</li> <li>d. Remove Document library</li> <li>e. Keep Contact Us</li> <li>f. Keep FAQ's</li> </ul> <p><b>12. ACTION: Alec - Remove Scotland Island Community Facebook</b></p> <p><b>13. ACTION: Alec - Update with correct Facebook link and make it green</b></p> <p><b>14. ACTION: Remove the other Facebook links to the other sites since they are not SIRA-related</b></p> <p><b>15. ACTION: Pasadena update to be removed</b></p> <p><b>16. ACTION: CB to look at deliveries and if the Scotland Island Traders are still operating.</b></p> <p><b>17. ACTION: Alec to add update that Coles will only deliver if the customer is there, Woolies will deliver to the wharf</b></p> <p><b>18. ACTION: Add wine tasting and other groups</b></p>
	<b>Other items discussed</b>	
3	How can we get more people using the SIRA Facebook page. More traffic	<b>ACTION: Facebook pages that are not related to be removed</b>
4	Add SIRA Residents Association news item	<p><b>ACTION: Alec to add. Sue sent advert to Alec</b></p> <p><b>ACTION: add image re kindly and community hall</b></p> <p><b>ACTION: add in that Alec is working with Council re boom gates</b></p>
5	Content website	<p>Community Committee to ensure at least one item per month is posted for content</p> <p><b>ACTION: Add 'Services' under Community to include Waterfront and Pasadena, Keoride</b></p>
6.	Car park	Alec shared that the council have advised that if there is a late event and car park is full to call the council and that they will send a ranger out. Alec to post
	Woodstock update	Sue met with Emmie re NSW grant. We are not likely to proceed with the NSW grant as it

		is not likely to be granted in time and you can only have one grant per event. Sue meeting with Emmie as Sue supporting with event planning. Emmie may ask SIRA for their support with backing of an alternative grant. Sue will update post next meeting 2 <sup>nd</sup> May
	Next Comms Subcommittee Meeting	Monday 27 <sup>th</sup> May – 5pm @ Nadja’s house

Meeting finished at 6:30pm

