

## Meeting Comms Subcommittee

13 April 2023, Community Hall and Zoom

Attendees: SK, KR, PR, CF

Apologies: SoN, JW, LR, AB

1. Update on survey. SK reported that the survey was approved in the last SIRAC meeting. Agreed it should be a combined effort with governance; that non-SIRA members should be surveyed as well as members; that it should be one per person (not household) and that the last survey (2016) should be used as a template, with any changes to be discussed. Channels discussed were SIRA News, FB page, website, and posters with a QR code. Platform discussed: Survey Monkey costs money (only free if you don't have open ended questions, which we might have) but Google Forms is free: Query whether Wild Apricot could be used: Alec (via email prior to meeting) said that it could be restrictive and would only target members. Alec strongly suggested Google Forms. Microsoft Forms was also discussed.  
**Actions:**
  - a. **CF to contact Hubert for soft copy of original survey.**
  - b. **CF to check Survey Monkey account (DONE – we don't have one)**
  - c. **CF to send out survey again to committee members. (DONE with these minutes)**
  - d. **CF to liaise with Georgina to set up joint meeting on survey.**
  - e. **Peta to set up a test run survey with Microsoft Forms**
2. Website update – problems with booking system – this is preventing cross-pollination messaging at the moment re putting up your own event. FB post about the calendar “purporting to be the place for all events”. Post meeting – Alec advised problem not fully solved; whole WordPress website needs to be updated. This needs more website data storage; we are on a 20gb data space limit and this costs us \$240pa. The next plan up will triple our storage space and cost \$354. **Action:**
  - a. **CF to write proposal to increase our capacity and present at next SIRAC meeting April 30.**
3. Proposal for new booking system for hall/rec centre – Peta advised we already have automatic booking. Meeting discussed how to make the booking form more prominent.  
**Actions:**
  - a. **Alec to remove ‘Tides and Weather’ link on top row of links and add ‘Book the Community Hall’ ‘Book the Recreation Centre’ and ‘Post your event to the list of upcoming events’.**
  - b. **Alec to add prominent line at the top of the Calendar saying ‘To post your event to the list of upcoming events, fill out the form below the calendar.’**
  - c. **Alec to edit the ‘Click here to see a full list of events’ below the initial list on the home page to be more prominent and add another link ‘Click here to add your own event to the list of upcoming events.’**
4. Community engagement sessions were also discussed in Governance, SK reported. Idea to have different SC team leaders and members at a table, or presenting something in the hall during the café times. April 23 café has Environment – Ben Dray presenting on Madeira Vine. SK reported that at the last SIRAC meeting SC team leaders were asked to choose a café at which they could present. **Action:**
  - a. **CF to send an email to Team Leaders with café dates and ask for sign ups.**
5. Shane's email re meeting with Michael Gencher. Agreed we should try to foster relationships with Councillors and our new state Pittwater rep (Rory Amon, who is also still a Councillor). KR suggested that we could put a short straight-to-camera video on FB in which the person introduces themselves and speaks briefly to some points that concern the island. We would post it along with information about when they are coming to the island to speak. Agreed to

start with Rory Amon and suggest the May 28 café; failing that, another Councillor could be targeted (Michael Gencher) or move to the July 23 café. Goal would be to have all our Councillors come and speak over coming months. **Actions:**

- a. SK to prepare points of concern to islanders**
  - b. SK/CF to propose this at April 30 SIRAC meeting**
  - c. KR to produce video(s)**
6. Shane's email re meeting with Michael Gencher also mentioned that there had been less communication with new SIRA Committee. **Action:**
- a. SK to speak to President about instigating a weekly call to Trish**