

## **DOWNER COMMUNITY ASSOCIATION 4 MAY 2020 MEETING**

Via Zoom on-line conferencing

### **PRESENT (at home)**

Sam Hussey-Smith (convenor), Miles Boak, Stephen Sedgwick, Robyn Rennie, Jacqui Pinkava, Kerry-Ann Hugo, Suzanne Pitson, Patti Kendall.

**Apologies:** Geoff Francis, Simone Gray (after the event), Peter and Aniko Carey.

Absent: Sam Roggeveen.

Meeting opened 7.35pm. Note new meeting time is now 7.30pm

### **1. MINUTES AND DCA CORRESPONDENCE RECEIVED AND ISSUES RAISED ACTIONS ARISING**

#### **MINUTES**

Minutes from the 6 April 2020 meeting approved. Soft copy sent for loading on DCA website. Hard copy to be signed at some time when we are able to meet personally.

#### **CORRESPONDENCE-** of significance

- Outgoing- 12 April. A “support” email to all on DCA email list “Downer in the Age of CV19”- as per action item in April Minutes.
- 12 April- Evacuation Plan for Centre from Miles, forwarded to Kerri Centre Co-ord. Required by ACT Electoral Commission.
- 14 April, Maddie Diamond SEEChange noting that SEEChange are largely working from home. Only on-site infrequently. Forwarded this info to Kerri at Downer Centre.
- 16 April- Erik Boddeus from Goodwin Homes. Wishing to talk to a DCA representative. Sam responded. See Agenda 6- Other Matters.
- 18 April- Geoff Francis (as DCA rep on NCCC) forwarding on information about the Goodwin Homes purchase of Downer site. A “teams meeting to be arranged by “Canberra Town Planning”. Trying to find a DCA contact. Forwarded to Sam.
- 23 April- Miles on purchase of a dog poo dispenser for the Square. Flurry of positive responses. See Agenda 4.
- 23 April- Miles, first draft of DCA newsletter. See Agenda 6- other matters.
- 26 April- Fiona Dickson- theft of plants from frog pond. Huge flurry of responses to do plantings and pond maintenance. See Agenda 5.
- 27 April- Sue Dyer, link to City News article by Paul Costigan on Covid 19 taping of Downer Square at request of police.
- 3 May, Chris Mobbs, Hackett Community Association. Link to their new improved website. See Agenda 6- other matters.

### **2. TREASURER’S REPORT AND CENTRE LIAISON**

#### **TREASURER’S REPORT AND GRANT ISSUES- Stephen Sedgwick**

- Income and Expenses for April provided electronically noted that no income was received due to the closure of the Centre. Expenses totalled \$1,385 with wages of \$256, superannuation \$395 and energy costs of \$734. Cash in the working account for May is \$7,588. Grant account of \$18,032 (see below) and ~\$7,000 in term deposit.
- Noted that insurance premium had gone down. \$2398 in 2019 and \$1411 in 2020 due to reduction in public liability premium cost. Note this insurance includes separate payment for disability insurance.

- Stephen has not yet looked into the possibility of an ACTEW discount (some \$750) given Covid 19 circumstances. This was raised at the April meeting.
- Centre's mobile phone bill needs to be paid. Stephen also noted that he needs to be reimbursed for payment of mobile for 2019. Will organise reimbursement papers with Sam when they meet on 7 May at the bank (see below).
- Separate Grant Account issue. Currently the Cole St Park "Adopt a Park" grant of \$15,796 and the \$1,000 for the Downer Square are in the DCA Grant account. Stephen advised that he/DCA are not able to access this account. The signatories currently listed with the bank are very outdated. The bank requires the current Treasurer and Convenor to go personally to the bank and be authorised to access the grant account. Also require copy of the Minutes that show who has been elected as Convenor and Treasurer. Minutes of 9 December 2019 meeting to be provided showing DCA office bearers for 2020.

**ACTION: Stephen and Sam have arranged personally go to bank to update authority to access the Grant account on Thursday 7 May. Then- update authorities on all accounts at the bank, adding current Convenor, Treasurer, Secretary and Public Officer.**

### **CENTRE MANAGEMENT**

- Stephen reiterated that the Centre is closed indefinitely in line with a directive from ACT government to close all community halls.
- No reports of any intruders. Stephen decided not to change the locks on the security screen doors which had been agreed to at the April meeting.
- Kerri Paloni, Centre Co-ordinator was eventually advised that her position could not be sustained during the "lockdown". Communication of this decision could have been smoother. Stephen noted that Kerri has been paid what is owed to her.
- Kerri emailed a list of things that need to be attended to.

**ACTION:** Stephen has undertaken to complete Kerri's residual tasks. Significantly, getting the Evacuation Plan to the ACT Electoral Commission. Responding to texts and emails. Maintenance issues to be referred to Jim- these include: Screen door into East Hall, women's toilet door, dripping tap in men's toilet.

- ACT Police contacted Centre Coordinator to instruct that the seating in the Downer Square be taped off. This Kerri did along with laminated signage. Miles noted that Kerri was put in a difficult position by this directive. He also noted that City Parks and Gardens people know about the directive. City News newspaper article reported on this. Copy attached.

### **3. CENTRE COORDINATOR ROLE- FUTURE**

- Recognition that once the Centre is re-opened a new Co-ordinator will need to be recruited. Kerri indicated she would not be seeking to return. Stephen said that he did not feel that there was an urgency to recruit and that re-activation of bookings would be easy. Stephen said he would email current tenants to keep in touch. Felt that they would simply return once Covid restrictions allowed.
- Stephen felt that new processes and system is needed to manage the Centre bookings. All bookings should be done by email, not by phone or SMS as there was no record. Committee agreed with this. New system in place by start of new financial year.

**ACTION:** Stephen and Sam to begin planning these new processes when they meet on 7 May. Report back at next meeting.

**4. DOWNER SQUARE VOLUNTEER GROUP – Miles (additional information post the meeting)**

- DCA was successful in getting a \$1,000 grant under the Adopt-a-Park Community Grants Program in 2019. This money to be used to buy plants and equipment for the Downer Square and Frog Pond.
- Funds currently “locked” in Grant account.
- Miles nominated all Committee members to be this volunteer group but noted two people limit currently- so Miles and Greg mow the lawn. Jim keeps wisteria and other exotics at bay and general maintenance. Jacqui has done weeding.
- Miles has applied (and subsequently been successful) in securing 300 bulbs and 400 annuals as part of 2020 Floriade in the Community. Discussed getting planter boxes in addition to the existing three SEEChange ones.
- ACT Urban Parks and Places are offering for free a number of native plants in need of a bit of TLC. Miles has suggested varieties to fill in spaces in the Square.
- Miles has purchased two dog-poo dispensers. Purchase agreed at November 2019 meeting. To come out of funds raised at the Quiz Night. Purchase also supported via recent emails. Cost is \$391 including bio-bags. The Downer vet has offered to pay \$100 towards the bio-bags. Jim is to bolt the dispensers onto poles at either end of the Square.

**ACTION:** Stephen to reimburse Miles \$291 for dispensers. Stephen to provide DCA bank details so vet can donate \$100 electronically.

Miles to talk to SEEChange to temporarily re-purpose their planters.

Miles to look into purchase of additional planters using some of \$1,000 grant money.

Greg to be reimbursed for purchase of soil and compost.

Miles and Suzanne offered to brave Bunnings and buy gardening items as per grant.

Jacqui to send list of tools suggested by Amit once we can access the grant account.

**5. FROG POND UPDATE- Miles**

- Frog pond clean-up on 1 May was successful and socially distanced. Fiona, Miles, Greg participated. Stolen plants were replaced. Pond weeds removed. Reported that frogs were healthy and plentiful.
- Water tank purchase is in progress. Jim is to install.
- Noted that we have \$2,400 from Bunnings sausage sizzle fund raising to acquit on the pond. There is also a Bunnings gift voucher.
- Fiona Dickson put her hand up for some of the plants offered by ACT Urban Parks and Places.

**6. OTHER MATTERS- includes:**

**Goodwin Homes “purchase” of Section 3 of CHC site**  
**Newsletter**  
**Public Address System**  
**Website and social media**  
**Zoom account**

**Goodwin Homes-**

- In response to 16 April correspondence from Erik Boddeus, Executive Manager Retirement Living (phone 0421 715123), Sam contacted him to say he was happy to meet with him. Sam reported that he never heard back. On 18 April Geoff Francis (DCA NCCC rep) passed on corro wanting to set up a meeting re: purchase of Downer School site. This was passed to Sam.

- Patti Kendall noted that she had heard that the Goodwin acquisition had been announced in the Goodwin Homes resident's newsletter. Suggesting it is a fait-accompli.
- Some discussion about mentioning this to the City News journalist Paul Costigan, after finding out more.

**ACTION:** Sam to talk to Erik Boddeus. Miles to talk to the head of CHC Andrew Hannan. Goodwin to be invited to provide presentation to the DCA on further details about the transaction. Miles, Patti and Suzanne (and Sam?) to get together once facts are known to plan next move.

### **Newsletter**

- Miles drafted a short newsletter that included Covid care and support of Downer Square tenants message previously emailed. Noted that Party at Shops postponed, Centre is closed and DCA meetings are now 7.30pm on Zoom and contact details if people want to participate.
- Robyn Rennie noted that volunteers for distribution organised and ready.
- Aniko and Peter Carey printing the newsletter.
- Expect newsletters to be available by end of the week. Robyn to email distributors.
- Need for a clear map of the distribution areas. Aniko has offered to provide.

### **Public Address System**

- Jacqui inquired as to what has happened about this. Undertook to find out from Amit. Amit has arranged purchase. Rutledge the supplier was paid \$526 directly by Stephen.
- System is with Rutledge. Jacqui asked for Amit to pick up and get in touch with Stephen and/or Sam to arrange for its safe storage. Stephen and Sam copied into this request.

### **DCA website and social media (Facebook)**

- Stephen requested to have the log-in so that he can make changes to the booking schedule. To sort out with Sam.
- Jacqui noted that Hackett Community Association has re-vamped their web-site and that ours is looking out of date. We need to replace photos of the old dowdy Square with new ones and other updates.
- Jacqui also noted that Kerry-Ann had previously expressed an interest in enlivening our Facebook page and keeping it current. To discuss this with Sam.

**ACTION:** Sam to discuss with Stephen- re- log-on and with Kerry-Ann on Facebook log-on. Sam to upload new Square photographs?

### **Future DCA meetings via Zoom**

- Committee thanked Stephen for setting up the electronic meeting. Stephen has purchased a professional version. This gives unlimited time and other features. At the April meeting the committee agreed to purchasing Zoom.
- The DCA newsletter noted that the Zoom meeting is open to the public. If interested, email [downerassociation@gmail.com](mailto:downerassociation@gmail.com).

## **7. NEXT DCA MEETING**

Monday 1 June 7.30pm- via Zoom

Meeting closed 8.40 pm.

Miles Boak  
Acting Convenor

Jacqui Pinkava  
Secretary