

DOWNER COMMUNITY ASSOCIATION MEETING

Downer Community Centre, 1 July 2019

PRESENT

Sam Hussey-Smith (chair), Jacqui Pinkava, Stephen Sedgwick, Patti Kendall, Robyn Rennie, Kerry-Ann Hugo, Peter and Aniko Carey, Sue Dyer, Phil McCracken.

Apologies: Miles Boak, Greg Mulvaney, Suzanne Pitson, Sam Roggeveen

Absent: Simone Gray

Meeting opened 7.00pm.

1. MINUTES and CORRESPONDENCE- Jacqui Pinkava

Minutes of 3 June 2019 were accepted.

Electronic copy sent to Sam HS for loading on the DCA website.

DCA CORRESPONDENCE RECEIVED AND ISSUES RAISED

Attachment A (hard copy only) correspondence received in DCA inbox. Main issues raised in correspondence:

- Community Centre matters- see item 7.
- Copy of Minister Gentleman's response to Min Rattenbury on urban intensification and implications for Downer.
- Request for small scale ad in DCA newsletter- see item 6.
- EPSDD on urban renewal in Watson, advice about site investigations happening 27 June - 19 July.
- Outgoing-
 - 4 June NCA tree survey
 - 14 June Downer by Design community survey. Reminder and 30 June deadline for input. See item 4 for update.

New item- Report on Actions from previous meeting- Sam Hussey-Smith.

- Monitoring of Sunday children's play group ongoing. Stephen reported that there are continuing issues, eg. invoice payment and hours of use quibbling, doors left open, complaints from other users etc.
- Withdrawal of \$1,000 to cover running cost shortfall no longer necessary- see Item 3.
- New room hire fees now on website.
- Downer by Design survey on Facebook and reminder sent out.
- List of local JPs loaded on website.
- Note: outstanding actions are repeated as current Actions.

2. CENTRE REPORT- Stephen Sedgwick

- Tenants notified of fee increase. No complaints.
- Power/ fuse tripping issues. Due to the replacement of the power box which is more sensitive to power surges, increasing incidence of tripping. Stephen approached ACT Property to change to less sensitive fuses but this has been refused. Work around is that the power box is now left unlocked so that tenants can re-set fuses. Stephen and Centre Coordinator have written to all tenants to make them aware of the situation and the fix should they find themselves without power. Suggested getting a power-audit to provide evidence to ACT Property of the need for a better solution to the ongoing problem.
- Relocate smoke alarm to the ceiling rather than wall in kitchen.
- Need to clean up storage area and remove items. SEEChange and other tenants have been approached.
- Received an invoice for ~\$250 from ACT Property for work labelled as having taken place at or for Downer Pre-School. Given previous issues with unpaid invoices, Stephen paid but suspects it was not work done at the Downer Centre.
- Continuing issues around cleanliness and timeliness with the Sunday Playgroup noted. Also issues with some tenants bulk booking a room for use in case of inclement weather and then insisting on only paying when the room has been used, often months after the event. This arrangement is to cease.
- Centre Co-ordinator (Kerry Paloni) to be the first point of contact on all matters. Kerry will also be given the role of invoicing as invoices can now be automatically generated from the booking system.

ACTION:

Robyn Rennie to follow-up with Downer Pre-School contacts to investigate if they had work undertaken. Further details required from Stephen as to date, work done and copy of invoice.

Follow-up on-Greg to write to Jenny Purseglove, ACT Property, about the northern veranda condensation issue.

Stephen to continue to monitor the Sunday Playgroup's use of the facility and to take a "harder line" on some tenants taking advantages.

Purchase on new more power compatible urn and possible power-audit.

3. TREASURER'S REPORT - Stephen Sedgwick

- Income and Expenses (sent electronically, not attached) showed a turn-around profit of \$5,500 in June. \$6,900 in income with the majority of invoices for Term 2 issued and tenants prompt in making payment. Expenses totalled ~\$1,400, of which \$500 was for general bills and \$800 in wages.
- Noted that due to an ATO requirement for Single Touch Payroll, the Centre Coordinator's and cleaner's wages will now be synchronised and paid monthly. DCA is deemed a "micro employer".
- Noted issue with long standing debt by a tenant who has since sold their business and moved to Sydney. Use of a debt collector being investigated.
- Term deposit renewed?

ACTION: Make renewed and repeat contact with former tenant. Progress debt collection action.

4. “DOWNER BY DESIGN” SURVEY UPDATE- Sam Hussey-Smith

- Closed on 30 June. 130 on-line responses received and some 70-80 on paper. Paper surveys being data entered. Sam is satisfied with the response rate.
- Noted quite a few in-depth comments provided. Traffic issues commonly cited.
- Will present results of the survey at 5 August meeting.

ACTION- from June meeting-

Downer by Design sub-group to work on a draft Precinct Code and present to Committee at 5 August meeting.

Suzanne to prepare a draft presentation for this meeting.

Miles- to draft information about Precinct Plan and why we want one.

5. DCA QUIZ NIGHT- Sam H-S

- Saturday 27 July in the carpeted West Hall. Commencing at 7pm.
- Stephen voiced his strong concerns about possible damage to the carpet from red wine in particular.
- Working group (Sam R, Sam HS, Robyn, Kerry-Anne) have settled on 14 tables with 8 chairs each. Sam assures that numbers will fit in the room. 112 to be capped.
- \$15 per head. Bring own drinks and nibbles.
- Patti noted her concern about cost given people had to bring everything.
- Deliberation on using Eventbrite for registration and payment. Finally resolved to go ahead. The \$15 will partially offset the Eventbrite fee.
- Stephen wants to check on issues from a finance/tax perspective on use of Eventbrite.

ACTION:

Sam HS to send Jacqui text for email to invite DCA email members. Jacqui to send email and link to Eventbrite.

Kerry-Anne to organise Eventbrite.

Sam to follow up with Capital Brewery on possible prizes. Working group to also chase up possible prizes.

Sam to organise A3 posters for shops including Dickson and Watson.

Sam R to write up quiz questions.

Working group to work on how to minimise potential red wine damage.

6. ADVERTISING IN DCA NEWSLETTER- Sam

- In principal agreement given, but noted issues around available space. Ideally newsletter to be two pages only. Note that newsletter is irregular.
- Preference to be given to Downer based businesses/organisations or events.

ACTION:

Jacqui to respond to President of St Phillips Kindergarten O'Connor with above information, cc. DCA newsletter editor Denys Garden.

7. PRIVATE ROOM HIRE- Stephen

- Stephen noted that a couple of private functions recently booked had subsequently cancelled. Added that private bookings had often been problematic.
- Committee agreed that each booking would be treated on a case by case basis. Stephen is comfortable in trusting the Centre Coordinator's judgement on potential users.
- Different prices for different events with payment upfront.
- No 18th or 21st birthdays!

8. OTHER BUSINESS- EMAIL LIST- Jacqui

- Currently we have two email lists- one for Downer residents ("members") who have filled out registration forms (in keeping with requirements of the ACT Association Act presumably) and the other list ("friends") from people who have attended public meetings. The latter may be people who reside elsewhere.
- For Downer specific matters, emails have only been sent to the "Members" distribution list. A "friend" has emailed to question why they have not received correspondence- hence raising this matter.
- Committee resolved that people on the "Friend" list should be invited, if Downer residents, to fill in a member form and become part of the official list. Those remaining to receive emails on matters that may affect a broader issue/area than Downer.

ACTION:

Stephen to re-work the current "analog" membership form so that it is suitable to email and fill-out and return on-line.

Jacqui to email this form with letter to all on the "friend" email list.

NEXT DCA MEETING

Monday 5 August 2019

Note: Sue Dyer is an apology.

Meeting closed 8.30 pm

Sam Hussey-Smith
Co- Convenor

Jacqui Pinkava
Secretary