

# Minutes– DCA Monday, 1 July 2024 meeting

Meeting opened 7:05pm – closed 8.40pm

Note:

The Centre Co-ordinator, Amy Barthet, presented a component of Agenda 5 at the commencement.

## Agenda item 1 – Robyn Rennie

- Apologies: Robyn Sirr; Sue Dyer; Miles Boak, Suzanne Pitson, John Goodwin
- Present: Robyn Rennie, Amit Barkay, Jacqui Pinkava, Peter Comisari, Leon Arundell, Amy Barthet, Jane Teasey

## Agenda item 2 – Correspondence – Jacqui Pinkava

Significant DCA Correspondence 9 June- 1 July 2024- bold indicates agenda item.

9 June- Christine Butterfield (resident)- re AIE meeting. Unable to attend. Wanted background info. Sent her Sue Dyer summaries.

12 June- Denys Garden- response to new “Poppy Street” place name- suggesting that perhaps the poppy fields extended to the Dickson shops but there is no evidence available to prove. Response to info about new place names around Dickson Shops.

**12 June- invite to subscribe to Territory Plan email updates.** Committee AGREED.

**ACTION: Jacqui to subscribe (done)**

14 June- My Community Directory- asking to update DCA information for their on-line directory. Updated with new [info@dca.asn.au](mailto:info@dca.asn.au) email.

Outgoing

9 June- E-Bulletin- Public Meeting Academy of Interactive Entertainment Watson on 12 June.

## Agenda item 3 – Minutes

- **AGREED** that the previous minutes (6 June 2024) of meeting be approved. Loaded on website.

## Agenda item 4 : Action Items arising from previous meeting

- Amit/ Amy/ Jacqui- update new Community Centre email address. Amy to inform tenants and suppliers. Note the Association gmail address does not need to change. Jacqui’s phone number is the verifying number and can provide DCA email access to others in her absence. No need to inform general public on change in Treasurer’s email.
- Amit confirmed there is no change in website URL until we get a new website.
- Amit - resolution of phone (e-sim) issue noted. Amy can access DCA calls on her own phone.
- Once booking system imbedded, Amy to seek consent from existing tenants if they wish to have their activities at the Centre made known via a schedule/list on the DCA website- promotional opportunity and indication of the variety of venue clients.
- General clean-up of Centre and internal painting. Amit is investigating. Professional cleaning inside and out could cost up to \$5,000.

- Sound proofing panels in East Hall- Amit waiting answer from ACT Property and ACT Heritage (panels need to be removable as they are not original to the building).
- Sandpit- **ACTION: Jacqui and Peter to weed sandpit and Amit to supply fresh sand. DONE**
- Letter to Ministers (and Kurrajong members) re: light-rail footpath and footpaths in general and Centre lease. **ACTION: See item 11. To be finalised by Suzanne end of July.**

## **Agenda Item 5 – Centre Liaison Report – Amy Barthet and Amit Barkay**

### **SpacetoCo new room booking platform**

- Amy gave a comprehensive run through of the SpacetoCo platform/portal that potential clients will need to use in order to book space at the Centre. She outlined an increased range of spaces and combination of spaces that will be available. For example, the ability to hire just the outdoor space, the outdoor space and adjacent hall and kitchen, the meeting room as a just in time “hot desk” for people wishing to hold a meeting or to do internet interviews etc.
- An arrangement with Gang Gang for handling the just in time use of the meeting room was also outlined. This is in response to Gang Gang customers wanting a quiet space in which to work.
- Allowing the venue to be used for parties (but not 18<sup>th</sup>, 21<sup>st</sup> parties) was raised. There has been quite a demand for children’s parties which are currently rejected.
  - **The committee AGREED to trial a couple of parties to ascertain issues, cleaning up being the major concern and service of alcohol for other events.**
- A list of hourly hire charges for various spaces and packages was provided and discussed briefly. It was pointed out that these rates could be easily changed. It was noted that long term clients would remain on current rates until next financial year and would have discounted new rates applied thereafter.
  - **Committee basically AGREED to go with the suggested rates, though there is still time for reconsideration. A scan of the rates will be circulated to the committee. Any comments to be directed to Amy.**
- Amy reported that all on-going clients have had their bookings migrated to the new system. Some of these clients participated in a day long workshop with a local (Newcastle based) representative of SpacetoCo. SpacetoCo is headquartered in Perth. Amy and Amit were extremely impressed with the professionalism and responsiveness of SpacetoCo and especially Teagan the east coast representative.
- SpacetoCo will also handle the payments component. Clients will need to pay in advance, the money will be held by SpacetoCo and transferred monthly to DCA, minus their charges.

### **General update on Centre Liaison matters**

- There has been no internet at the Centre since May though iiNet has been invoicing. Amit is in process of getting reimbursement. Also looking at increasing the internet range to cover the East Room/ hot desk meeting room future option.
- SEE-Change need more space for meetings and the rarely used DCA office that adjoins SEEChange could be made available for their occasional use at an hourly rate.
  - The Committee AGREED to pursue this.

**ACTION. Amit to discuss arrangements and rate with SEE-Change. DCA “office” to be sorted. Jacqui happy to assist in sorting through the archival stuff.**

- Offer made by Amy’s father to re-upholster chairs in a more easily cleaned covering in due course. Note: Amy’s dad will do this for free

#### **Agenda item 6 – Treasurer’s report – Amit (acting Treasurer)**

- Treasurer's report. Would normally be displayed on-line via Beyond Bank’s internet portal. Informed that status is:
  - Operational Account- ~\$39,500
  - Savings Account \$50,121
  - Grant Account- \$0.
- Issue with double payments or salaries and reimbursements. To be sorted at the Beyond Bank end by naming each individual payment rather than doing batch payments. This will enable easy tracing of payments.
- Miles, the nominated Treasurer is expected to return in August. Currently his wife, who is an accountant, is dealing with issues involved in the payment of employee superannuation. A letter needs to be written to the relevant Super funds to allow this to happen.

**ACTION: Amit to write letter to Super funds (done). Jacqui to provide letterhead (done). Robyn to sign (done). Amit to provide emails for Super funds. Jacqui to dispatch. (Done)** HESTA requires more information- info passed on to Amit. Amit to report on outcomes.

#### **Agenda Item 8 – NCCC Meeting Report – Leon Arundell- DCA rep**

- NCCC note that there are new requirements in the Associations Incorporation Act that associations such as DCA need to comply with. Leon noted that, [in Section 65B of the Associations Incorporation Act](#), there is need to have a dispute resolution procedure.

**ACTION: Leon to check out our Constitution (2022) and see if it is consistent.**

**Note: Leon has provided draft of new inclusion for discussion at August meeting.**

- Draft of NCCC’s top 5 election Issues. Sue Dyer requests that public toilets be added to- 1- Increased provision and maintenance of community infrastructure. **AGREED.**

**ACTION: Leon to ask NCCC to add public toilets at the top. (Done)**

#### **Agenda Item 9 – Meeting with The Tradies- Ms Ricky Newham and possibly Alison Percival**

- Meeting set for 10am on Friday 5<sup>th</sup> July. Amit and Robyn to meet at Centre.
- Raise possible support for painting of the interior of the Centre, or sound proofing panels, or both!

**ACTION: Report outcomes of meeting at August committee meeting.**

#### **Agenda Item 10- Academy of Interactive Entertainment residents meeting- Jacqui**

- Of immediate relevance to residents of Downer is the main entrance into AIE campus will be straight in front of Bradfield Street. A traffic impact study is being done and will be available in August. Claim that most of the traffic will be coming off Phillip Ave. They also do not expect cars to be parked on Phillip Ave as they will be providing 230 car spaces for Stage 1.

- A consultation report is due to AIE by 22 June. The DA for Stage 1 (corner Windeyer and Phillip Ave) is expected to be submitted August/September. Purchase Stage 2 and 3 sites will not take place until completion of Stage 1. Stage 1 to commence in 2025. See <https://community.aie.edu.au/document-library/draft-revised-future-intentions-plan-17-may-2024.pdf>
- Interesting point brought up by a question from the audience (only 8 turned up) was the dynamic nature of the industry and what impact this may have over the expected 8 or so year development of the three stage complex. Also “partner commitments”- ie. which industry organisations (big or small) will provide funding. This will affect ambitions which will affect size and scale of what can be built.

#### **Agenda Item 11- Letter re Swinden St footpath etc to politicians**

- Committee **AGREED** with draft letter subject to additional comments and map provided being added. Noted that it will not be finalised until end of July.

**ACTION: Suzanne to finalise letter. Robyn to sign and Jacqui to dispatch via DCA email.**

#### **Ongoing Item**

- *Around Downer*" letterbox drop in September. Topics could include:
  - that the DCA exists, and that they can join
  - new emails etc.
  - the date for our November Annual General Meeting
  - 'Floriade in Downer'
  - Downer Centre as voting centre
  - Gang Gang's music festival (25-27th October)
  - List of achievements- please remind me!

**ACTIONS: Date of AGM to be decided- suggest Monday 25 November. Now set as 25 Nov.**

**Jacqui to send request to all committee members for contributions.**

Thank you Leon, John and Robyn for comments. No response from Conway Bros.

**Jacqui to compile and Denys Garden has agreed to put into Publisher format.** Final send to Denys 20 July.

**Robyn to arrange distribution.** Robyn sent email to past distributors to see who is still available- report back.

**Need to have complete by July so Aniko and Peter can print.**

Next Meeting: Monday 5 August, 7pm.

Note: Jacqui is away from 22 July to 4 August

Convenor  
Robyn Rennie

Ag. Secretary  
Jacqui Pinkava

Date: