

## DOWNER COMMUNITY ASSOCIATION MEETING

Downer Community Centre, 5 August 2019

### PRESENT

Miles Boak, (chair), Jacqui Pinkava, Stephen Sedgwick, Patti Kendall, Robyn Rennie, Kerry-Ann Hugo, Aniko Carey, Simone Gray, Sam Roggeveen, Suzanne Pitson, Amit Barkay, Jim Dehlsen

**Apologies:** Sam Hussey-Smith, Sue Dyer

Absent: Greg Mulvaney

Meeting opened 7.10pm.

### 1. MINUTES and CORRESPONDENCE- Jacqui Pinkava

Minutes of 1 July 2019 were accepted and signed off.

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

#### DCA CORRESPONDENCE RECEIVED AND ISSUES RAISED AND ACTIONS

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

- Trivia night – Eventbrite notifications of ticket purchases and marketing along with responses from email recipients. See item 5
- NCCC- searching for invoice from 2016 for \$935 “Screenmaker”- resolved by Miles. Invoice was for the DCA building sign.

- Suzanne Pitson- Audit of urban renewal processes.

**ACTION: Suzanne to follow up regarding submission timing for audit of Gateway development.**

- NCCC- request for projects we might wish to have funded through the NCCC- decided to put in a bid for tools for maintaining the Square.

**ACTION: Amit to provide list of tools and costs. Done. Jacqui to circulate.**

- NCCC- invitation to provide feedback on their draft new constitution.

**ACTION: Jacqui to send corro to Suzanne P to review. Done**

- NCA Amendment 93 (changes made as a result of industry lobbying- 9 April)- submissions close 4 September.

**ACTION: Overlooked. Link to website calling for submissions forwarded to Suzanne/ Downer by Design working group for consideration.**

- ACT Planning Institute of Australia- invite to nominate Downer shops project for an award, due 12 August.

**ACTION: Miles to get in touch with Clare Wall ACT Planning Institute. Done.**

- Outgoing-
  - 2 July- invitation to Trivia Night to DCA Members and “Don’t Dump” list
  - 14 July- Reminder about Trivia Night as initial sales quiet.
  - 14 July- distribution of email about an e- petition to the ACT Gov for a playground in the eastern inner north area.
  - Forwarding of relevant emails to appropriate DCA Committee members.

## Report on Actions from previous meeting- Jacqui

- Monitoring of tenants- Stephen. Ongoing.
- Aniko has provided name of debt collector to Stephen for him to follow up with long standing debt- former tenant now living in Sydney. Stephen to pursue.
- Email compatible membership form to be designed by Stephen. Suggested meet face to face to finalise. Jacqui to arrange a meeting with Stephen. Sent email invite.

## 2. CENTRE REPORT

- As Greg Mulvaney absent and Stephen not present at the time, there was no report.

ACTION: Rolled over from July meeting:

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 new contact at 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.

Kerry (Centre Co-ordinator) to purchase new more power compatible urn. Possible power-audit. Suzanne to bequeath a jug.

## 3. TREASURER'S REPORT - Stephen Sedgwick

- Income and Expenses (sent electronically, not attached) showed a loss of \$1,400 in July. Total income received was \$2,350. Expenses totalled \$3760 largely made up of wages, tax, superannuation. Error by GCU Insurance resulted in ~\$320 to be paid into the DCA bank account. Note: Money from Trivial night is not included as awaiting payment from Eventbrite (see Item 5)
- Current balance for all accounts is \$12,610.
- Term deposit renewed? This was an item from previous meeting but was not discussed.

ACTION: Stephen to confirm if term deposit was renewed. Yes.

## 4. "DOWNER BY DESIGN" UPDATE- Suzanne and Sam R

- Sam HS to finalise survey results, a little more data entry required.
- Suzanne suggested that the working group meeting on Monday 12 August to progress the next steps and preparation for a public meeting.
- Patti noted that Suzanne Jurcevcic from EPSDD has been in touch with her and is keen to see the draft precinct code/ plan.

ACTION

Suzanne to invite Downer by Design working group to meet on Monday 12 August. Postponed.

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

## 5. DCA QUIZ NIGHT- Sam R and Kerry-Anne Hugo

- A great success with lots of positive comments from attendees. Suggestion for a summer event outdoors in the Square.
- Aniko thanked for her personal marketing.
- 99 people via Eventbrite and 12 door sales.
- Eventbrite (via email on 6 August) recorded \$1,485.00, with fee of \$189.09, resulting in Net \$1,295.91 to go into DCA account. \$180.00 from door sales and \$70 from sale of "Downer@50" book sales.

- Kerry-Ann paid \$50 for hire of public address system.
- Noted that Sam HS bought chocolates as prizes, possible reimbursement.

**ACTION:**

Begin plans to organise an outdoor summer Trivial night requiring a higher standard PA system. Add to agenda for October meeting.

Stephen to send reimbursement form to Kerry-Ann- re: \$50. Done.

**6. OTHER BUSINESS- Changes to the ACT Associations Act- Simone Gray**

- Simone, as Public Officer, received notification from ACT Government of changes to the ACT Associations Act that came into effect on 1 July 2019.
- Suggested that the emphasis is on changes to office bearer roles and privacy.

**ACTION:**

Simone to send the letter from ACT Gov outlining the changes to the Committee. Done.

Suzanne to take a close look particularly at privacy protections Re: update of the DCA Constitution and governance documents.

Stephen to talk to Deny Garden about governance documents and duty statements for office bearers. Miles received info by email from Denys.

Jacqui to check out what might be on the USB stick provided by Denys at Secretary handover. Jacqui to securely store membership list.- Done.

**NEXT DCA MEETING**

Monday 2 September 2019

Meeting closed 8.10 pm

Miles Boak  
Co- Convenor

Jacqui Pinkava  
Secretary