

# Downer Community Association

## Minutes of meeting - Monday, 7 October 2024, 7 – 8.15pm

### Agenda item 1: Welcome and apologies – Robyn Rennie

*Present:* Robyn Rennie, Amit Barkay, Jane Teasey, Leon Arundell, Peter Comisari, John Godwin, Miles Boak, Robyn Sirr, Amy Barthet.

*Apologies:* Jacqui Pinkava, Sue Dyer.

### Agenda item 2: Acknowledgement of Country – Robyn Rennie.

*“I’d like to begin by acknowledging the Traditional Owners of the land on which we meet today. I would also like to pay my respects to Elders past and present.”*

Those present confirmed the above text read out by Robyn, from Reconciliation Australia website, was an appropriate choice for use at the start of DCA meetings.

**Robyn S to put the above text into the proforma of DCA meeting agendas.**

### Agenda item 3: Correspondence – Robyn Sirr

28/9/24 OUT: DCA email to Eric Martin and associates, comments re Draft Downer Conservation plan

30/9/24 IN: Reply email from Eric Martin confirming receipt of above.

Due to inability to access DCA email inbox in Jacqui’s absence, it was agreed that any other correspondence will be held over until November meeting. See item 9.4

### Agenda item 4: Minutes of September meeting

Not confirmed. It was pointed out that the minutes of September meeting need amendment, as it is inaccurate to record “Done” next to items that were completed shortly after the meeting.

**Robyn S to correct inaccuracy in record of the September minutes, and bring these to November meeting for confirmation.**

### Agenda item 5: Action Items arising from previous meeting:

**Cheat Sheet for future Clean Up Australia event:** Those present endorsed the plan made for the Clean Up Event, and appreciation was conveyed for Aniko and Peter’s offer to fund new promotional signage. Proposal of a February E-newsletter to promote the event was accepted; a paper newsletter delivery was deemed unnecessary for promoting this event at this time.

**Robyn S / Miles to add Clean Up organising tasks as needed into future Meeting agendas**

**DCA comments on draft Conservation plan:** Robyn S confirmed that receipt of DCA submission was confirmed by Eric Martin and Associates on 30 September. Robyn R expressed thanks to Leon and helpers who contributed to this achievement.

**Community garden at shops:** Miles confirmed he provided local resident, Melanie Conlin with previous garden grant submission, as agreed at September meeting.

**Seats for seniors:** Miles confirmed that Jim from Majura Men’s Shed has agreed to make two garden seats for community use for installation into Bradfield Park. After Xmas Jim will consider capacity to make several more such community seats for other Downer Parks, making more rest points available for senior pedestrians.

**DCA involvement in election day:** Miles said Jim at Majura Men’s Shed has confirmed they have a permit and will host a sausage sizzle in Downer Square. Miles will make DCA BBQ available to them, to assist output capacity; COGS will sell cakes and plants; Jim will bring a tool to Amit to enable changing the outdoor clock to daylight saving time, ensuring clock time is accurate on election day.

**Downer Centre Lawn:** Miles confirmed he purchased and laid Canturf, noting it cost more than expected, but with good result, and affordable with current budget. Those present conveyed appreciation to Miles for a job well done.

**Agenda Item 6: Centre Liaison Report – Amy Barthet and Amit Barkay**

Amy reported that room bookings are going well. She demonstrated new booking software and data it provides regarding customer booking patterns. This provides evidence that East Hall is booked less – likely due to the poor acoustic insulation. Additionally, lack of parking spaces was named by 3 long-term tenants as the reason for not renewing their bookings. Amy said she ensures she now tells new enquirers about the option of nearby street parking.

Amy asked Committee if venetian replacement for the East hall could be funded, as current ones are old and shabby. Amy sought permission to attempt cleaning of outdoor shade sail, noting that there is risk of damage. Those present gave grateful permission to proceed on the latter, and to obtain quote for venetian replacement.

**Amit to get quote for replacing venetian blinds; Robyn R. to ask Tradies if they will part/fully fund.**

Amit said: Centre needs ACT Govt. / Heritage approval to proceed with noise reduction measures, and that electrical breaker upgrade is needed for oven repair. These items are also caught up within the Centre lease renewal issue. Lease decision is expected imminently.

No progress has been made on EV charging point. Due to lengthy Caretaker mode pre-Election, no word is expected any time soon.

DCA Website, and Centre’s external notice board, is now updated with info about Groups who use rooms at the Centre, who are open to new enrolments from community.

**Agenda item 7: Treasurer’s report – Miles Boak (Treasurer)**

Movement of \$20k from Operational to Savings is yet to occur.

Finance records have been compiled and submitted to auditor, in time for AGM in November.

Treasurer’s report (circulated) indicates DCA is in a healthy financial position, due to income from increased hall hire and the new more efficient billing system initiated by Amy and Amit.

ACT Govt need update regarding DCA’s not for profit status

**Miles to move \$20k from Operational to Savings; Submit form to ACT Govt re DCA not for profit status.**

**Agenda Item 8: NCCC Meeting Report – Leon Arundell (DCA Rep)**

The North Canberra Community Council's September general meeting did not achieve a quorum. The Application for funding new teardrop banners for Downer Community Centre was submitted to NCCC by Leon, and this was approved out of session by the NCCC committee.

NCCC committee will meet on 16 October. The Annual General Meeting will be on 20 November.

**Agenda item 9: Other Business:**

**9.1 - Responding to Community Project requests. (John Godwin)**

John proposed that our process for inviting and responding to community requests be clarified e.g. the DCA website could have info indicating that: we welcome community project ideas; indicate the type of projects DCA would consider supporting; provide a simple proforma; specify a contact member for discussion and advice.

Discussion points: previous grant templates may be useful as a reference; some community enquiries may not seek grants, but value committee members knowledge and expertise. Those present agreed that such a process: could be helpful to community members; enable a more considered response to

community members enquiries; allow key committee members flexibility in responding to requests, relevant to their areas of responsibility/expertise, and assist committee meeting process.

**Miles has a copy of previous grant guidelines as an example, and will circulate these via email for committee consideration. Revisit this item at November meeting.**

### **9.2 - Proposal for a DCA working group in 2025 re vision statement review and our action plan.**

(John Godwin)

John suggested that the committee elected after AGM might endorse a working group to identify the key documents regarding DCA's current purpose, and 'strategic' or action plan.

Discussion points: There are past documents that relate to this but these may need update; general agreement that periodic review and renewal of vision and strategy is important for DCA functioning.

**John, Miles and Leon volunteered to review past documents regarding DCA Vision and to propose key document/s about DCA vision statement and action plan to bring to first committee meeting for review in 2025.**

### **9.3 - Readiness for DCA AGM 7pm on 25/11/2024. (Robyn Sirr)**

**Amit will book West Hall for AGM as it has better acoustics.**

**Miles will liaise with auditor to ensure accounts are audited in time for AGM.**

**Revisit this item at next meeting to ensure notice of the AGM and BBQ is immediately publicised via DCA mail list and Noticeboard (21 days prior); ensure agenda is set and documentation is ready, review logistics re 6pm BBQ and drinks, set up of chairs.**

### **9.4 - New email address for DCA correspondence? (Robyn Sirr)**

[downerassociation@gmail.com](mailto:downerassociation@gmail.com) and Gmail addresses generally, are difficult to access if the authorised user is absent, due to authentication issues. Discussion points: importance of having an email address that facilitates ease of committee communication and functioning between meetings; not over burdening availability of any single committee member; agreement to continue the discussion next meeting so Jacqui's input can be contributed.

**Revisit this item at next meeting.**

### **9.5 – Parking congestion at Downer Centre. (Miles Boak)**

Popularity of GangGang, not construction parking, is the main contributor to Centre's parking congestion, along with the relatively small size of the Centre carpark. Discussion: there is useful space for overflow parking near the sports oval – however it has been locked for years (?) by ACT government to prevent young drivers doing burnouts there.

**Miles will contact ACT Government to request reopening of the overflow parking by the sports ground, and notify Amit when this is achieved so Centre users can be informed.**

**Amit to draft text about option of extra parking in nearby streets for the Centre website and ask Jacqui to upload this.**

Signed:

**Robyn Rennie  
CONVENOR**

**Robyn Sirr  
SECRETARY**

***Next meeting: Monday 4 November 7pm***