

DOWNER COMMUNITY ASSOCIATION

Minutes of Management Committee Meeting

Monday 1st December 2014

PRESENT

Di Fielding (Chair), Denys Garden, Brian Callahan, Stephen Sedgewick, Chris Patterson, Caroline Le Couteur, Jane Ahern, Philida Sturgiss-Hoy, Miles Boak, Patti Kendall. Observer: John Fielding

MINUTES

Minutes of the meeting of 3rd November 2014 were accepted

CENTRE COORDINATOR'S REPORT

Jingwen Wang reported that invoices have gone out and been paid. 5 have been paid directly into the DCA bank account. Preference for direct deposit has not yet been expressed to clients. Di Fielding reported we are a priority for the Efficiency Review and work is well under way. Heaters have been replaced and the next step is evaluation of the lights. The centre telephone is not working. Stephen Sedgewick to follow up with Telstra. Apparently it has happened previously and was easily rectified. Barbara Burns from See-Change queried responsibility for care of the window blinds, See-Change or DCA? Di Fielding questioned if it could be included in the energy re-fit. Resolved to ask Diana Crombie who is responsible for the See-Change blinds, what the problem is and what it would take to fix it.

Action Item: Di Fielding to contact Diana Crombie at TAMS to discuss who is responsible for the See-Change blinds and whether we can incorporate in the Energy Efficiency Review.

TREASURER'S REPORT

Stephen Sedgewick reported Term 4 2014 invoices were sent out on 28th November totalling \$7,300. November was a relatively low expense month with a rise in the cash funds. Income from room hire was just over \$5,200. Wages were \$1,052. More income is expected to come in during December with a further residual income in January. A ten year review of income and expenses has begun, conducted by Stephen Sedgewick and Denys Garden. To date the information goes to 2011. A full draft form will be finalised early in 2015. Charts identifying income and expenses from room hire (without special projects grants included) identified that the Centre is just holding its own if not slightly negative. There was some discussion about expected income and expenses for next year and the possibility of working out a projected budget/financial plan as the Treasurer predicted income would probably be down around \$1000 this financial year. Some further discussion took place around room hire charges and if enough is charged, should there be more advertising of facilities and how much fees would need to increase. Resolved to look at the issue again at the next meeting in February 2015 when there will be enough information to see how matters are trending.

3 Action Items:

- (1) Presentation by Denys and Stephen of a draft report on the 10 year review of income and expense**
- (2) Stephen to develop a budget and cash flow financial plan for 2015**
- (3) Agenda item at next meeting to discuss financial issues as to whether to raise fees and whether we need to advertise hall hire more aggressively**

Downer Toilets Closure

Di Fielding reported that she has not had a response yet from Minister Rattenbury. Di will continue to seek a response from the Minister and to question what maintenance/structural issues the block has. There was some discussion around the suggestion that the Centre toilets be offered for public use if the toilet block remains closed. It was decided not to proceed with the offer as it could raise considerable health and safety, cleaning and maintenance issues.

Canberra Musicians Club

Di Fielding reported the Canberra Musicians have not responded to an email from DCA proposing to hold a joint event in autumn 2015. It was resolved not to follow up with CMC on this as DCA happy for them to have their own event and acceding for their request to have alcohol on the premises was setting a precedent. DCA prefers to wait and see if CMC responds to email.

Downer Pre-School

Review of Preferred Enrolment Area is underway with completion planned for before start of next school year

Omnibus Territory Plan

DCA will make a submission and Di Fielding called for comment /input as to what committee members would like to see included. There was some discussion on matters to be included, the factual content of reports, the lack of detail available, the implications of RZ5 zoning, the Precinct Code's lack of detail and silence on issues of public concern - as raised in previous submission. Miles Boak produced previous submission. The concerns remain unanswered and many will be included in the current submission again. Brian Callahan noted that although DCA signed another lease with the site owner (Economic Development Directory) it has not been registered on the Title. DCA to build into submission that the lease is to be registered.

Action Item: Members to provide Di with input this week and consider putting in personal submissions as well

DCA Committee Positions for 2016

The DCA Committee positions were filled for 2016 as follows:

Di Fielding: Convener. Nominated by Miles Boak. Seconded by Stephen Sedgewick.
Stephen Sedgewick: Treasurer. Nominated by Di Fielding. Seconded by Miles Boak
Jane Ahern: Secretary. Nominated by Di Fielding. Seconded by Philida Sturgiss-Hoy
Brian Callahan: Public Officer. Nominated by Patti Kendall. Seconded by Miles Boak
Jim Dhalsen was appointed as Maintenance Officer

Membership Numbers

Brian Callahan asked for DCA membership numbers. Philida Sturgiss-Hoy is working on tidying up the membership list with Denys Garden and reported that a lot of emails bounced. More work is needed. Denys to advise on membership numbers.

Next Meeting: Monday 4th February 2015 at 7.00pm

The meeting closed at 8.30pm.

Di Fielding
Convener

Jane Ahern
Secretary