

DOWNER COMMUNITY ASSOCIATION
Minutes of Management Committee Meeting
Monday 4th February 2013

The meeting opened at 7.02 pm.

PRESENT

Di Fielding (Chair), Stephen Sedgwick, Caroline Le Couteur, Miles Boak, Jane Ahern, Pattie Kendall, Robyn Unger, Denys Garden, Amit Barkay. Observers: John Fielding, Peter Carey.

APOLOGIES

Brian Callahan

MINUTES

Minutes of the meeting held 3 December 2012 were accepted after an amendment to indicate positions on the Management Committee were decided by election.

No previous actions outstanding

BUSINESS ARISING FROM MINUTES

Canberra city farm. No further information from Jodie Pipcorn.

CORRESPONDENCE

In.

1. Email from Zaheer, advising that he will undertake DCA activities by email during his absence (see below under Centre Coordinator's Report). Also that cleaning supplies have been stocked up recently.
2. Email from Anne Clarke re. proposal by Canberra100 to host a party at Downer (see below under Canberra Centenary Celebrations).
3. Email from Anne Clarke following up about the break-in at the Centre and inability for clients to contact Zaheer (see below under Centre Coordinator's Report).
4. Email from Chair, NCCC re. proposed development of Braddon Club and Northbourne oval.
5. Email from Chair, NCCC re. progress of Tralee development and airport issues.
6. Email from Chair, NCCC re. notification of any proposed community events.
7. Email from Diana Crombie, Community Services Directorate re. supply of energy consumption records in relation to possible funding under the proposed energy efficiency program (see below under Centre Coordinator's Report).

Out.

1. Email to Zaheer outlining expectations for carrying out duties while he is absent.
2. Reply to Anne Clarke's email re. break-in and arrangements while Zaheer is absent.

CENTRE COORDINATOR'S REPORT

Di Fielding reported that the Coordinator, Zaheer Ahmad, had had to make an urgent trip to Pakistan due to a serious illness to his mother, and may be away for up to 6 weeks. Arrangements have been made for him to continue his duties by email where possible during his absence to ensure smooth running of the office arrangements. Di Fielding, Stephen Sedgwick and Amit Barkay are ensuring any activities which cannot be carried out this way are attended to locally.

There was some discussion of whether we should expect Zaheer to carry out these duties from overseas. It was explained that this was partly to allow him to continue to be paid.

Action: Stephen Sedgwick to email Zaheer asking him to (1) contact all clients to advise them of the present circumstances and, (2) report weekly on activities carried out.

It was reported that the Centre toilets had been broken into and the door damaged.

Action: Amit Barkay to (1) arrange for repairs to the toilet door and also the kitchen door lock and (2) email Zaheer to say he is making these arrangements.

Energy Efficiency Program. Di Fielding reported that the Community Services Directorate had indicated they can obtain information on our energy usage directly from ActewAGL. There is a possibility of a substantial grant towards improving the energy efficiency of our building.

It was noted that there were continuing problems with the previous Centre Coordinator, Anne Clarke. It was agreed that there was a need to sever the relationship between Anne and any responsibilities for the Centre.

TREASURER'S REPORT

The Treasurer reported that available funds in the working account at the end of January were \$7855.53. The term deposit was renewed in late January and presently stands at \$6081.94.

Assets register. The need for an Assets register was discussed following a comment in last year's Auditor's report.

Action: 1. Stephen Sedgwick to talk to the Auditor re. a suitable cutoff value for items for depreciation.
2. Di Fielding, Stephen Sedgwick and Amit Barkay to make a list of 'assets' belonging to DCA to determine if insurance is necessary.

Key audit. It was resolved that we should obtain a list of key holders and ensure that no keys are outstanding with previous tenants, although this is unlikely as we require a substantial Key Bond for all keys given out.

Action: Amit Barkay to email Centre clients advising them we are doing a key audit, and asking them to supply numbers of the keys they hold.

Electronic booking system. There was discussion of the need to set up an electronic booking system (e.g. in Excel, MYOB, Google Calendar).

- Action:** 1. Stephen Sedgwick to email Committee members details of requirements for such a system..
2. Amit Barkay and Stephen Sedgwick to set up a test of Google Calendar.

DEVELOPMENT ISSUES

Nothing has been heard since the AGM about progress on the Shops or the old School site. There is a rumour that tenants in the old School site have been told their leases expire in June.

Action: Someone from the Reference Group to contact EDD re. progress.

CANBERRA CENTENARY CELEBRATIONS

A party is proposed at the Shops by Canberra100. SEEChange is involved. We do not have to do anything. DCA has been invited to have a stall and the organizers want to know if any of our tenants want to be involved. It was agreed that our main focus should be the Spring Fair, but that we could have a stall at the party. It was also agreed that the Spring Fair should be held on Saturday 14th September, the same day as the Federal Election.

OTHER BUSINESS

Newsletter. Timing of production of the Newsletter was discussed to ensure major events could be advertised widely. The following times for Newsletters were agreed on:

1. End of February prior to Clean Up Australia Day (3rd March) and Canberra 100 (?).
2. May prior to the Pre-school fair
3. Start of September prior to the Spring Fair and AGM.

It was resolved to make the AGM earlier from now on, around the start of November.

Website. We have received an offer to renew our domain name registration (for downercommunityassociation.org) for a reduced rate for several years. It was agreed to renew for 5 years at a cost of \$149, a saving of \$76 based on the single year rate.

Action: Denys Garden to arrange renewal for 5 years.

NEXT MEETING

Monday March 4th at 7 pm.

The meeting closed at 8.19 pm.

Di Fielding
Convenor

Denys Garden
Secretary