

MINUTES OF COMMITTEE MEETING

Date: Wednesday, 4th November 2015
Venue: Artarmon Community Hall
Present: Adrian Alexander, Plamen Bassarov, Peter Egan, Christine Kelley, Dale McKay, Peter Wang, Peter Wilton
Apologies: Parry Aliferis, Sue Livingston
Meeting Opened: 8.00pm

**Election of
Committee Member**

Resolved: That Peter Wang be appointed to the Executive Committee.
Proposed: C Kelley, **Seconded:** D McKay. Motion Carried

**Committee for 2016
Financial Year**

Roles assigned for the 2016 financial year by unanimous vote:

Executive Committee:

Christine Kelley	President
Peter Wilton	Vice President Gazette Chairman Membership
Sue Livingston	Secretary
Adrian Alexander	Treasurer Public Officer Heritage and History Project Coordinator APA Representative - Willoughby City Council Heritage Advisory Committee
Parry Aliferis	Gazette Liaison
Peter Egan	Federation Representative Traffic & Parking
Dale McKay	Public Information Meetings
Plamen Bassarov	Council
Peter Wang	General Executive

ACTION: *Secretary to advise APA officers to WCC general manager, local member, ward councillors.*

Minutes

Minutes of 7th October 2015, were taken as read and accepted.

Proposed: P Bassarov, **Seconded:** A Alexander. Motion Carried

President's Report

No report.

Correspondence

As circulated.

Metro Northwest 33kv underground cabling route discussed with regard to minimising disruption to traffic on major arterial roads and rectification of roads and other surfaces.

Action: *P Egan to draft submission for circulation to executive committee for approval.*

Council Amalgamations WCC to vote on this issue at next meeting, Monday, 8th November.

Action: *P Wilton to report outcome to committee.*

Treasurer's Report

Motions:

1. That the following people be authorised to operate any two jointly on the Association's bank account with the Commonwealth Bank, Artarmon:

a. President	Christine Diane Kelley
b. Vice President	Peter George Wilton
c. Treasurer	Adrian Grant Alexander

And individually be authorised to have view access to account information via Netbank and for any two authorised signatories to initiate transactions through Netbank.

2. That the following people be authorised to be key holders of the Association Post Office Box:

a. President	Christine Diane Kelley
b. Secretary	Sue Livingston
c. Treasurer	Adrian Grant Alexander

3. That the following people be authorised to access the Storage at Storage, Lanceley Place, Artarmon:

a. President	Christine Diane Kelley
b. Vice President	Sue Livingston
c. Treasurer	Adrian Grant Alexander

Proposed: A Alexander, **Seconded:** P Egan. Motion Carried

Hall booking schedule for committee meetings for 2016 calendar year tabled and dates confirmed.

Action: *Treasurer to circulate updated schedule.*

Financial statements to 3rd November 2015 were tabled and accepted.

Proposed: A Alexander, **Seconded:** P Egan. Motion Carried

Heritage

Suggestions for further heritage plaques for the Naremburn Ward submitted to council and under consideration.

No Heritage display to be prepared this year. Focus to be on APA website upgrade and WCC storage of history project data.

Digital Assets Policy P Wilton tabled the following policy regarding the digital assets of the Artarmon Progress Association for discussion and consideration:

Context:

The Association's digital databases, systems, internet and email domains are increasingly becoming the prime method for the Association to communicate with its members and the community. As such they must be owned, Secured and controlled by the Association.

Definitions:

- **Association** means Artarmon Progress Association Inc. ABN 77 319 108 019.
- **Digital Assets** means any digital based systems and data used by the Association including (without limitation): computer systems, licenses, databases, internet domains and systems, email names and systems, social media and mobile phone applications.
- **Secured** means that appropriate and prudent measures are taken to prevent the unauthorised use or access of Digital Assets.

Policy:

1. Digital Assets are the sole property of the Association.
2. Digital Assets are to be registered in the name of the Association; where this is not possible then the registration is to be made in the name of the Association's President, as the Association's nominee, who will hold the registration on trust for the Association;
3. The registration details, passwords, access codes and other documents associated with the Association's Digital Assets are to be documented, Secured and held, on trust, by the Association's President, Vice President and Public Officer.
4. Digital Assets are only to be created and used as authorised by the Association's Executive Committee.
5. All content, images, membership details and data held and used by the Association are:
 - a. The sole property of the Association;
 - b. To be Secured;
 - c. Only to be used as authorised by the Association's Executive Committee.

Proposed: P Wilton **Seconded:** D McKay. Motion Carried

Gazette Matters

Gazette Sub-committee - roles assigned for 2016 year by unanimous vote:

Peter Wilton Gazette Chairman

Parry Aliferis Gazette Liaison

Adrian Alexander

December Gazette – contributions deadline 20th November for distribution end of first week of December.

Masthead to be adjusted to correct cropping of logo. It was suggested that two sample copies be printed for approval by Gazette Committee before final print run.

Digital version of Gazette to be prepared by P Aliferis and distributed to database by Webmaster.

Editor - No suitable applicants to for position of Editor in 2016 received.

Social Media – appropriateness of social media to APA needs discussed and it was decided that use of the APA Facebook page be put on hold until use, objectives and needs are endorsed by the committee.

ACTIONS:

1. *Gazette sub-committee to meet next week to smooth transition to new printer. P Wilton to organise.*
2. *P Wilton to follow up possible editor candidate.*
3. *Peter Wilton to meet with Parry Aliferis to discuss membership interface with electronic version of Gazette and suitable software platform.*

Federation

Minutes as circulated.

ACTION: *P Egan to circulate Federation position statement on council amalgamation.*

Traffic

Nothing to report.

Membership

APA member Kath Herrmann co-opted as membership assistant.

Membership fees

Resolved: That fees for the 2016 calendar year be set at:
Joining: \$0; Membership \$0.

Proposed: P Wilton **Seconded:** C Kelley. Motion Carried

ACTION: *C Kelley to have AGM 2015 draft minutes uploaded to website, with new Constitution.*

- Website** **ACTION:** *Robert Newman, Dale McKay, Adrian Alexander and Peter Wilton to discuss uploading Heritage information to website, privacy issues, and general updating of current website content.*
- Council Matters** As circulated. Artarmon Public School DA now on display.
- Public Information Meeting** Weds, 24th March 2016 – Gladys Berejiklian
ACTION: 1. *Dale McKay to book speaker and confirm date.*
- General Business.** **Rail Noise** - P Egan and C Kelley awaiting meeting with Peter Mason, TfNSW, to discuss persisting rail noise on tracks not diminished by recent track maintenance.
Matters of interest to APA 2016
ACTION: *A Alexander to prepare schedule for 2016 calendar year for consideration at February meeting.*
- Next Meetings** Wednesday, 2nd December, 7.45pm, **Christmas function.**
ACTIONS:
1. *A Alexander to organise drinks.*
2. *C Kelley to organise food.*
3. *Secretary to prepare and send invitation to members, mayor, ward councillors, Gazette advertisers, contributors and deliverers, and Willoughby South PA president.*
- Meeting closed at 9.55 pm.**