

COMMITTEE MEETING – MINUTES

MEETING INFORMATION	
Meeting date	Wednesday, 1 September 2021
Location	Microsoft Teams
Chair	Georgina Roussac (GR)
Present	Adrian Alexander (AA), Andrew King (AK), David Roberts (DR), Judy Simpson (JS), Lindsay Alexander (LA), Mai Mullins (MM), Mary Ann Irvin (MI), Michael Dawes (MD), Plamen Bassarov (PB), Robert Newman (RN), Winsome Byrne (WB)
Apologies	Jordana Goodman (JG), Peter Egan (PE)
Disclosure of interest	None
Meeting opened	7:45 PM
Meeting closed	9:10 PM

MINUTES

1. Meeting Introduction

1.1 Welcome

The President took the Chair and, noting that a quorum was present, opened the meeting at 7:45 PM.

1.2 Confirmation of previous minutes

The 4 August 2021 meeting minutes were accepted.

Proposed: Michael Dawes Seconded: Judy Simpson Motion: Carried

1.3 Correspondence

Email correspondence is documented by the Secretary and circulated before the monthly meetings. When an item of correspondence requires follow-up, it is forwarded to the appropriate committee member and noted in the circulated report. The return email actioning the enquiry is copied to the Secretary.

2. Business arising from previous minutes / outstanding actions

2.1 Improvements to Pacific Hwy/Mowbray Rd intersection

- No further update.

- Action: MD to resend APA's letter (to our local state representative) asking for the issue to be raised with the WCC Traffic Committee.

2.2 FWPA action re community participation in the planning process

- No further update

2.3 Proposed Herbert Street Precinct development concerns

- The committee discussed sending a letter to the NSW Minister for Health and copying in Health Infrastructure NSW Chief Executive
- 29,000 post cards have been letter box dropped
- 1,904 signatures so far on the ePetition
- A Sydney Morning Herald article has been written and due for publication soon (date not yet known)
- Action: GR to send the letter to the NSW Minister for Health

2.4 Request to reconsider inaccessible east-side access to Artarmon Station

- No further update
- The APA has requested a meeting with our local MP & is waiting on an appointment.

2.5 New wombat crossing at 26 Hampden Rd Artarmon (& removal of existing pedestrian refuge at crest near tennis courts)

- See item 2.10

2.6 Vision for Artarmon (old library site etc)

- No further update

2.7 Bowling Clubhouse – feedback to WCC

- A response has been received from WCC & sent to the APA Committee.

2.8 APA membership engagement drive

- Ideas on hold until post COVID lockdown.

2.9 Artarmon Loop bus correspondence to WCC

- The letter has been sent to WCC.

2.10 WCC Chatswood-St Leonards bicycle path – have your say submission

- The WCC Traffic Committee approved two bike paths (18 August meeting):
 - Pacific Highway Shared Path between Mowbray Road, Chatswood and Herbert Street, St Leonards
 - Hampden Road and Herbert Street Bicycle Route Improvements between Mowbray Road, Chatswood and Herbert Street, St Leonards
- MD reported that both turns into Cleg St are to be removed which will impact residents going to Bunnings and other businesses in the area. The alternative

route suggested by WCC is not going to work with the Beaches Link and is likely to put more traffic on to Hampden Rd.

- Other issues raised included removal of the pedestrian refuge on Hampden Rd, Brand Street traffic lights, no detail provided to date on the bike path near the train station.
- The next WCC Traffic Committee meeting is in two weeks and MD proposed that the APA send an email to the CEO and Councillors highlighting concerns. The committee agreed.
- **Action: MD to draft the email**

2.11 Transition APA files to central cloud-based solution

- MM advised investigations are complete and the APA can manage with one subscription. The proposed plan is to set up a new email address (office@artarmonprogress.org.au) which will hold the subscription.
- The Treasurer asked that account redundancy actions be implemented to ensure subscription renewals and credit card details do not rely on one member, especially as committee members move on. Where possible, a direct debit from APA account would be preferred over a member's credit card.
- **Action: MM to proceed with M365 subscription**

2.12 Upgrade APA website's theme & server version – investigate themes (news/blog style)

- The proposals received from Upwork were reviewed – a total of 42 proposals were received and 12 were shortlisted in the end. All were between AUD \$500-\$600 and the web developers had on average 95%-100% job success ratings and had earned \$30k-\$800l from Upwork.
- MM advised any of the developers would be suitable if the committee would like to proceed. The committee were in favour of proceeding with the new website and discussed the importance of retaining and migrating all the old files/images across.
- **Action: MM to proceed with engagement of website developer**

3. President's items

3.1 Mayor/CEO/PA Presidents meeting on 7 September

- The President asked the committee to send questions to be raised with the WCC Mayor or CEO by 2 September.

4. Committee Reports

4.1 Gazette Update

- The September edition has been delivered.
- The President acknowledged everyone who contributed to the edition.
- LA formally relinquished the advertising coordinator position. MD offered to assist in the role until a permanent replacement was found.
- AA raised concerns that the current font is hard to read and asked the committee to compare the font used in the December edition with the current edition. The committee discussed the current font, which was formally approved earlier this year, and consensus reached that the current font will be retained. The Editor advised the current font was researched and carefully

selected after great consideration to font clarity and word count (in collaboration with the designer, Meredith Shimmin).

- JS acknowledged her positive experience with the new printer – copies arrived two days early.
- Extra copies available due to some businesses being closed (e.g., Home HQ). The committee discussed whether to reduce the print count however AA advises to keep the print count the same as spare copies are dropped off to the shops at Artarmon and do get picked up. The committee agreed to maintain print quantities.
- Action: LA to send details of the advertisers to MD and DR.
- Action: AA has asked for the committee to compare the editions with the former font and current font.
- Action: DR to send a thank you email to the printer.

4.2 Review of WCC Committee minutes

- MD reported there has not been a WCC general meeting held since the last APA executive meeting.

4.3 Treasurer's Report

- Verbal update provided and report circulated prior to meeting.

5. Any other business

- **Street plantings in Artarmon**
 - MI has written to WCC and raised concerns that no natives were planted in the Wilkes Ave & Elizabeth St pedestrian works despite WCC policy encouraging natives to be planted where possible.
 - Action: MI will contact Meredith Foley, Willoughby Environmental Protection Association (WEPA)
- **Hampden Rd- Broughton Rd Intersection improvements**
 - MD presented the proposed Hampden Rd-Broughton St intersection improvements. The committee supported the proposal.
 - Action: MD and GR will progress the proposal with the Artarmon Village Incorporated before presenting to WCC.
- **APA annual report**
 - AA raised that the APA Annual Report is due and requested President and Vice President assistance to finalise the report.
 - Action: GR to write an overview report, MD to review financials.

6. Open Forum

Meeting closed: 9:10pm

Next meeting & date	Committee meeting Wednesday, 6 October 2021
Time	7:40 PM for 7:45 PM start
Location	MS Teams