

COMMITTEE MEETING – MINUTES

MEETING INFORMATION	
Meeting date	Wednesday, 4 October 2023
Location	Artarmon Library Hall, 139 Artarmon Rd, Artarmon NSW 2064
Chair	Kesh Anand
Secretary	Mai Mullins
Present	<p>Committee members: David Roberts (DR), Glenda Hewitt (GH), Kesh Anand (KA), Kiruba Raj (KR), Mai Mullins (MM), Michael Dawes (MD), Plamen Bassarov (PB), Adrian Alexander (AA), Judy Simpson (JS), Winsome Byrne (WB)</p> <p>Guests: Cr. Anna Greco</p>
Apologies	Mary Ann Irvin (MI), Peter Wang (PW)
Disclosure of interest	None
Meeting opened	7:45 PM
Meeting closed	9:15 PM

MINUTES

1. Meeting Introduction

1.1 Welcome

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

1.2 Confirmation of previous minutes

The 7 September 2023 meeting minutes were accepted.

Proposed: Winsome Byrne

Seconded: David Roberts

Motion: Carried

2. WCC Councillors Update

2.1 Monthly update

- Councillor Greco was in attendance.

- An update was provided on the outcome of the WCC ordinary meeting ([25 September 2023](#)) with the Hampden Road planting notice of motion to replace six exotic plant species with Australian natives. Unfortunately, only two native Australian substitutions were deemed suitable replacements.
- Action: The APA have requested that WCC provide the landscaping plans and planting schedule for the Bowling Club
- The Special Rate Variation (SRV) was discussed, and Cr Greco explained the options with some pros and cons of each option.
- An update was provided on the Advisory Committees
- Cr Greco also advised there is a new Community Liaison Officer for the [Hampden Road Upgrades](#), and an update has been published to the WCC website for the project
- KA raised the issue about the traffic bottleneck on Hampden Rd to Mowbray Rd during peak traffic. The committee discussed some of the contributing causes including the traffic light due to the Sydney Metro dive site, as well as the traffic lights at Pacific Highway and Mowbray Road. Cr Greco recommended that the APA write a letter and get the item on the next [Traffic Committee](#) meeting.
- Action: KA to write letter and get on the next Traffic Committee
- Action: WB suggested this might be an Artarmon Gazette story

2.2 Guest open forum

None

3. New items for discussion

None

4. Business arising from previous minutes / outstanding actions

APA's ongoing priority initiatives

4.1 Love Your Locals – APA voucher scheme

- MD reported that it's going well but needs some volunteers to do collect the cards on Saturdays
- MD also reported some of the posters are looking worn and need to be refreshed
- Action: GH has volunteered to laminate the posters if they are A4 size

4.2 Village Green upgrade and bench donation vote

- No update. The APA has followed up with Council several times already.
- WB suggested that the community street library box would benefit from being rebuilt afresh to align with village upgrade. WB proposed it would be built by the [Willoughby Community Men's Shed](#), provided the APA cover the costs of materials.
- The committee agreed this would be a good idea
- Action: WB to obtain quotes for cost of materials from the Willoughby Men's Shed

4.3 Listening Post Event – Sat 9 September 10am-2pm

- KA reported back on the event. The drawcard was the children playing their instruments and singing which brought parents down. In addition, the local Japanese grocery store held their monthly sale which also contributed to a buzz and some interest in the APA stall.
- Engagement was good (approximately 20-30 people stopped by); awareness was raised, and follow-up membership emails were sent but no responses were received.
- GH reported that the handwritten details taken were hard to decipher
- DR gave feedback that the APA should be clear on whether it is charging fees or not, so that welcome messages to new members can be clear and welcoming (without mention of potential fees in the future)
- The committee discussed how to improve should the event be held again.
- **Suggestions generated included for future events:**
 - Obtain electronic sign-up on the day (e.g. iPad) instead of handwritten signup sheets
 - Have some sort of small handout to give to passersby with information on the APA and a QR code for sign-up
 - Use Mailchimp going forward as the single source of truth on members (whether full members or associates)
- MD remarked that eNews has been very quiet this year with some missed opportunities to promote the Listening Post and the PIM
- Action: PW and KK to check that GH has been added to the hello email address
- Action: PW, KK and GH to sort out access for GH to Mailchimp
- Action: MM to design a postcard to be used at the Chatswood Library ceremony to award Photo Competition on Friday 20 October

Matters with the MP for Willoughby

4.4 Improvements to Pacific Hwy/Mowbray Rd intersection

- MD was invited to meet with Tim James to discuss these matters and others

Concerns / submissions with WCC

- None in progress

5. President's Items

5.1 Upcoming AGM

- Due to some key persons absent, the committee agreed to move the APA Annual General Meeting from Wed 1 November 2023 to Weds 8 November 2023
- DR asked if it was possible to arrange for proxy forms for absent APA members
- KA confirmed with the committee that the APA would like the WCC Mayor to speak on the night
- Action: KA to draft and publish an eNews on the new AGM date
- Action: MM to organise proxy form for absent members
- Action: MM to let GR know the new date of the AGM (Returning Officer duties)

6. Committee Reports

6.1 Gazette update

6.2 Treasurer's Report

- The Treasurer provided the reports in advance, but some committee members did not receive them (they were in the spam folder)
- MD queried whether the APA's ABN name had been amended yet, but AA has not yet been able to follow up.
- Action: AA asked for MD to review the annual financial report for the APA.

6.3 Federation of Willoughby Progress Associations (FWPA) update

- No update

6.4 Social media trial

- The APA now has 105 followers on Facebook.

7. Any other business

Meeting closed: 9:15 PM

OPEN ACTIONS LOG FOR LONGER ITEMS

#	Item	Owner	Date added
2023.2	Document APA roles, responsibilities, processes	MM & KA	01/02/2023

PENDING / PARKED ITEMS

#	Item	Owner	Next Steps	Date added
2022.1	Vision for East Artarmon (old library site etc)	AA	Share draft plans for East Artarmon	01/08/2022

Next meeting & date	Wednesday, 4 October 2023
Time	7:40 PM for 7:45 PM start
Location	Artarmon Library Hall, 139 Artarmon Rd, Artarmon NSW 2064