

COMMITTEE MEETING – MINUTES

MEETING INFORMATION	
Meeting date	Wednesday, 4 February 2025
Location	Barry Thompson Community Hall, 139 Artarmon Rd, Artarmon NSW 2064
Chair	Glenda Hewitt
Secretary	Helen Macpherson (Meeting Minutes)
Present	Committee members: Adrian Alexander (AA), Leonard Chan (LC), Glenda Hewitt (GH), Helen Macpherson (HM), Mary Ann Irvin (MI), Stuart Powell (SP) Sumita Kumar (SK), Ranjit Nair (RN), Plamen Bassarov (PB)
Apologies	Chris Baker (CB), Judi Homewood (JH), Peter van Roekel (PVR), Georgie Roussac (GR)
Disclosure of interest	None
Meeting opened	7:30 PM
Meeting closed	8.47 PM

MINUTES

1. Welcome, apologies and disclosure of interests

GH took the Chair and, noting that a quorum was present, opened the meeting at 7:30 PM, with an Acknowledgement of Country.

2. WCC Councillors Update and Open Forum

2.1 No Monthly update

- No WCC Councillor attended the meeting.

2.2 Open forum

- SP raised the issue of the mail zone on Hampden Road following the closure of the Post Office.

Action Item: GH to liaise with WCC regarding whether there should continue to be a mail zone on Hampden Road following the closure of the Post Office.

3. Confirmation of last Committee Meeting Minutes

- A motion was made to accept the 3 December 2025 meeting minutes.
- Moved: Leonard Chan
- Seconded: Adrian Alexander
- **Motion: Carried.**

4. Update on Action Items

4.1 PVR to investigate and report back regarding ongoing issues with emails not being received

- PVR has followed up with test emails to committee members.

4.2 MI and GH to provide update on rail corridor project

- GH reported that this project is ongoing.

4.3 AA and LC to provide update on handover of treasurer duties to LC

- AA provided a report prior to the meeting. The handover is ongoing, and to be completed before the March committee meeting, including addressing the cost of the MYOB licence.

4.4 Government grant expenditure update

- GH reported that this is a work in progress

4.5 Artarmon traffic black spots

- GH reported that the APA had sent a letter to the WCC confirming traffic black spots following the meeting with the WCC on this issue. CB/GH are continuing to liaise with the WCC.

5. President's Update

- The President's report for January 2026 was circulated before the meeting.
- GH noted the following matters:
 - GH has prepared a document compiling all the planned developments in local/nearby suburbs.
 - Synthetic grass: GH reported that APS does not want the APA to pursue this issue.
 - Small businesses: GH noted that there are currently 10 empty shops on Hampden Road.

- **Action item: GH to draft letter to the State MP regarding the state of the Hampden Road shops.**

6. Secretary's Update

- HM reported that she and GH had met to discuss the secretary role.

- Action item: Each committee member to upload their reports to SharePoint prior to each meeting.

7. Treasurer's Update

- AA circulated the Treasurer's report and correspondence summary before the meeting.
- AA reported that:
 - the APA is currently running at a deficit of \$1669.56 for this year; and
 - the APA has received \$1010 in membership fees this year.
- The following motions were passed as part of the handover process to the new Treasurer Leonard Chan:

1. Moved Glenda Hewitt and seconded Ranjit Nair that: The **Registered Address and Business Address** of the Artarmon Progress Association Incorporated be changed from 3 Cameron Avenue, Artarmon, NSW 2064 to 46 Burra Road, Artarmon, NSW 2064. Leonard Chan has agreed in writing to his home address being used as Artarmon Progress Association Incorporated Registered and Business Address. NSW Fair Trading and Australian Business Number details to be changed including new contacts.

Motion Carried

2. Moved Glenda Hewitt and seconded Plamen Bassarov that: Authorised Signatories on the Artarmon Progress Association Incorporated **Westpac Banking Corporation account** be changed to any two of the following office bearers:
President: Glenda Margaret Hewitt
Vice President: Christopher Kenneth Baker
Secretary: **Helen Macpherson**
Treasurer: **Leonard Chan**

Motion Carried

3. Moved Adrian Alexander and seconded by Stuart Powell that: **Leonard Chan** be appointed **Public Officer** for the Artarmon Progress Association Incorporated and that the Australian Taxation Office be advised accordingly.

Motion Carried

4. Moved Leonard Chan and seconded by Glenda Hewitt that: Authorised Signatories for the Artarmon Progress Association Incorporated **Australia Post**, Post Box 1733, Chatswood, NSW 2057 be anyone of:
President: Glenda Margaret Hewitt
Secretary: Helen Macpherson
Committee Member: Adrian Grant Alexander
With Adrian Alexander to remain the primary contact and collector of mail.

Motion Carried

8. Committee Updates

8.1 Federation of Willoughby Progress Associations

- MI reported on the FWPA, seeking input from committee members on issues of concern for Artarmon residents. One issue noted was the poor consultation from the WCC on the naming of the community hall.

8.2 Traffic

- CB was an apology. GH noted the APA/WCC meeting regarding traffic black spots and WCC's acknowledgement of APA's input on this issue. GH also noted that the Mowbray Rd/Pacific Hwy intersection was "back on the agenda".
- MI to continue to liaise with the WCC regarding the cycleway.

8.3 DAs

- PB circulated a DA report before the meeting, noting that there were no issues raised by the DAs listed in the report.

8.4 Membership

- SK reported on the membership profile for this year – 83 effective members, which is comparable to last year.

9. Other Business

- GH reported that Judy Simpson, who coordinates delivery of gazettes, is retiring. Judy is reaching out to volunteers seeking a new coordinator. GH will also put an advertisement in the next gazette regarding the coordinator role. GH reported that the gazette is on track for publication, but that we still need more advertisers. Lead story is the re-opening of the Artarmon Bowling Club.
- Next PIM: The topic will be how the levels of government work together, with the State MP and WCC mayor speaking.
- GH reported that Music on the Village Green was cancelled due to rain last year. The WCC activation plan should enable a rescheduled music event.

Meeting closed: 9.10 PM

Next meeting & date	Wednesday, 4 March 2026
Time	7:25 PM for 7:30 PM start
Location	Barry Thompson Community Hall, 139 Artarmon Rd, Artarmon NSW 2064