

**COMMITTEE MEETING – MINUTES**

MEETING INFORMATION	
<b>Meeting date</b>	Wednesday, 4 March 2025
<b>Location</b>	Barry Thompson Community Hall, 139 Artarmon Rd, Artarmon NSW 2064
<b>Chair</b>	Glenda Hewitt
<b>Secretary</b>	Helen Macpherson (Meeting Minutes)
<b>Present</b>	<b>Committee members:</b> Adrian Alexander (AA), Leonard Chan (LC), Glenda Hewitt (GH), Helen Macpherson (HM), Stuart Powell (SP), Chris Baker (CB), Judi Homewood (JH), Peter van Roekel (PVR), Ranjit Nair (RN)
<b>Apologies</b>	Georgie Roussac (GR), Mary Ann Irvin (MI), Sumita Kumar (SK), Plamen Bassarov (PB)
<b>Disclosure of interest</b>	None
<b>Meeting opened</b>	7:33 PM
<b>Meeting closed</b>	8.40 PM

**MINUTES**

**1. Welcome, apologies and disclosure of interests**

GH took the Chair and, noting that a quorum was present, opened the meeting at 7:33 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**

No items for discussion.

**3. Confirmation of last Committee Meeting Minutes**

- A motion was made to accept the 4 February 2026 meeting minutes.

- Moved: Ranjit Nair
- 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. PVR has confirmed that the executive committee email address is operational.

##### **4.2 Hampden Road Mail Zone**

- CB to follow up with WCC.

##### **4.3 MI and GH to provide update on rail corridor project**

- GH reported that this project is ongoing.

##### **4.4 Hampden Road shops**

- Letter to State MP in progress

##### **4.5 AA and LC to provide update on handover of treasurer duties to LC**

- AA provided a report prior to the meeting. Adrian has obtained a separate MYOB account. LC and AA are yet to discuss the Gazette finances. The handover is ongoing, and to be completed before the April committee meeting.

##### **4.6 Government grant expenditure update**

- The committee discussed the types of expenditure which are eligible to be covered by the grant money. The \$673 cost of the new MYOB account will be covered by the grant money.
- The committee also discussed whether to reapply for the grant this year (2 April 2026 deadline). CB will take the lead on this application.

#### **5. President's Update**

- The President's report for February 2026 was posted on SharePoint.
- GH summarised the matters set out in the report, including the APA priorities, membership details, the distribution of the current Gazette, activation of Artarmon Village, the opening of the Artarmon Pavilion and the March 11 PIM.

- AA requested that he be given the opportunity to review any Gazette articles with historical content.

## **6. Secretary's Update**

- HM reported on the emails she has received as the committee secretary. HM to circulate all planning emails she receives to AA, CB, GH and PB and to circulate the traffic emails to CB.
- HM reminded everyone to upload their reports to SharePoint.

## **7. Treasurer's Update**

- AA provided a financial update pending completion of the transfer of the Treasurer's duties to LC
- AA reported on the 7 Muttama request as to history of property.
- The committee discussed how invoices are approved.
- AA noted that the Gazette lost \$740 this issue.

## **8. Committee Updates**

### **8.1 Federation of Willoughby Progress Associations**

- No update this month

### **8.2 Traffic**

- CB noted that two parking spots are to be lost on Thomson Lane car park. CB will investigate and determine whether to raise this issue with WCC.
- The Committee discussed Sydney and Artarmon Road traffic.
- CB to circle back with GR for traffic update.

### **8.3 DAs**

- PB noted that there were no issues raised by the DAs listed in the report.

### **8.4 Membership**

- GH noted that she would like the committee to assist with creating greater community awareness of APA, to encourage more Artarmon residents to become APA members.

## **9. Other Business**

- March 11 PIM: The topic will be how the levels of government work together, with the State MP and WCC mayor speaking. GH is chairing the meeting and noted the questions she is intending to put to the State MP and WCC mayor; CB is in charge of the technical support.
- GH reported that Music on the Village Green is still on the APA project agenda.

- GH noted that Wilkes Road will be closed on 16 March 2026 for tree lopping. GH to investigate alternative route to the train station behind the old library building.

**Meeting closed: 8.40 PM**

<b>Next meeting &amp; date</b>	Wednesday, 1 April 2026
<b>Time</b>	7:25 PM for 7:30 PM start
<b>Location</b>	Barry Thompson Community Hall, 139 Artarmon Rd, Artarmon NSW 2064