

COMMITTEE MEETING – MINUTES

MEETING INFORMATION	
Meeting date	Wednesday, 1 July 2026
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), Stuart Powell (SP), Chris Baker (CB), Judi Homewood (JH), Ranjit Nair (RN)
Guests	Councillor Georgie Roussac (GR)
Apologies	Plamen Bassarov (PB), Anna Greco (AG), Peter van Roekel (PVR), Mary Ann Irvin (MI), Sumita Kumar (SK)
Disclosure of interest	None
Meeting opened	7:36 PM
Meeting closed	9:07 PM

MINUTES

1. Welcome, apologies and disclosure of interests

GH took the Chair and, noting that a quorum was present, opened the meeting at 7:36 PM, with an Acknowledgement of Country.

2. WCC Councillors Update and Open Forum

2.1 Monthly update

- GR provided the following update:
 - An update on the outcomes from the June WCC meeting, including that the Council approved the budget, and that the WCC had made a submission on the new state community participation plan. Council is in recess during July, with the next meeting scheduled for 10 August to get through remainder of the business not completed at the June WCC meeting.

- Activation of Artarmon event on 26 June and the upcoming activation events in other local centres including Castlecrag (11 July - French inspired musical trio); Naremburn (25 July - Christmas in July). The next activation event in Artarmon is scheduled for 3 October in Wilkes Avenue. The Committee discussed how to improve communications for these events.

Action Item: GR to circulate the Councilor email regarding this initiative to the Committee.

- New proposed dog recreation strategy: there will be further public consultation in October.

2.2 Open forum

- GH raised the following issues with GR:
 - Chatswood – St Leonards bike route: GR stated that there will be further public consultation on this route and that State funding is available for this initiative as it is a tier one link.
 - Willoughby Leisure Centre: GR stated that an opening date had not yet been announced.
- GH noted that the Chatswood West Ward Progress Association (CWWPA) has locked in 10 August at the Dougherty Centre to run an information evening on proposed State government planning for this area. It will be called “Shaping our future: Balancing Density with community character”. The APA will support and promote this initiative instead of having a PIM in September.

3. Confirmation of last Committee Meeting Minutes

- A motion was made to accept the 6 May 2026 meeting minutes.
- Moved: RN
- Seconded: LC
- **Motion: Carried.**

4. Update on Action Items

4.1 Hampden Road shops

- GH confirmed that the letter to the State MP is in progress.

4.2 GR update emails on upcoming issues to be circulated to all committee members

- GH has actioned this, and GR emails are now being received by all committee members.

4.3 Timing of publication of the cycleway plan

- See item 2.2 above..

4.4 AA and LC to finalise handover of treasurer duties to LC

- AA reported that there is a problem with the MYOB licence which needs to be fixed. This problem arose when he switched to the new licence – he was sold the wrong category of licence.
- AA reported that he also needed to change a few other things, for example, with Fair Trading NSW, and that there is a problem with the Westpac account as Westpac did update the address when the signatories were changed.
- GH and CB expressed their strong view that the handover needs to be completed asap, as the protracted handover is creating unnecessary duplication, errors and risks. In this regard, GH, CB, LC and AA discussed missing amounts/invoices for a number of Gazette advertisers (Fortified Gym, Network Plumbing and Qwik Copy)

Action Item: AA to complete all handover tasks by 15 July 2026.

4.5 Government grants update

- CB reported that we did not receive the Federal Government grant.
- CB noted that we need to reconcile the accounts for the current government grant in September.

4.6 Insurance cover recommendation

- SP circulated a report prior to the meeting
- SP reported that the two covers that appear most relevant are:
 - Voluntary Workers Insurance – to provide cover for volunteers undertaking authorised APA activities, particularly newsletter delivery and other occasional volunteer work.
 - Public Liability / Association Liability Insurance – to protect the Association against claims arising from injury to members of the public, property damage, or other liabilities connected with APA activities.
- The Committee discussed the need for these two types of insurance, with the Committee agreeing that, at the very least, Voluntary Workers Insurance is required. The Committee also discussed the APA's (and the Committee's) liability should there be an incident which was uninsured.
- Next Steps
 - Obtain a quotation for Voluntary Workers Insurance, with the expectation that this cover should be maintained.
 - Obtain a quotation for Public Liability / Association Liability Insurance.
 - Consider whether annual Public Liability / Association Liability cover is justified once pricing is known.
 - If annual Public Liability cover is not taken out, agree that the APA should check insurance requirements before organising any public event and arrange event-specific cover where needed.

4.7 Statewide Community Participation Plan

- GH confirmed that this submission has been sent. Recipients included the Willoughby State Member, Tim James, and WCC (Hugh Phemister).

4.8 Rail Corridor Project

- GH noted that this project is ongoing.

4.9 Active Transport Program

- RN reported that he continues to liaise with APS regarding the different proposed crossings.
- RN reported that the launch of the program for safe walking to school is scheduled for mid-August.

5. President's Update

- GH circulated the President's report prior to the meeting.
- GH noted:
 - June 2026 PIM: Nicolette Boele was an engaging speaker, but the PIM was not particularly well attended. Approximately 35-40 attended.
 - Planning for the next Gazette is underway, with stories being commissioned.
 - The continued to be missing contact details for 3 members, with two new members (Jane and Michael Dawes) having paid their membership fees.

6. Secretary's Update

- HM had no report.

7. Treasurer's Update

- LC circulated a document with an end of year report. LN noted that:
 - May 2026: moved \$12K into fixed deposits. Started to receive interest payments.
 - Cash flow positive (because of the current government grant)
- The Committee discussed the past and future expenses for which the grant moneys can be used.
- The Committee discussed the Gazette financials:
 - AA raised the issue of how advertising units work.
 - The Committee discussed the cost of printing; advertising revenues; and the possibility of reducing the number of issues.
- GH noted the need to boost membership to raise revenues.

Action item: GH to discuss printing cost/options with the printer and to sound out advertisers regarding increasing advertising prices.

8. Project Status Updates

8.1 Gazette

- See item 5.

8.2 PIM

- The Committee agreed to cancel the September PIM, given the 10 August information evening on proposed State government planning for this area.
-

9. Committee Updates

9.1 Federation of Willoughby Progress Associations

- GH noted she and Chris Baker did not attend the last meeting and Mary Ann who did attend is an apology at this meeting.

9.2 Traffic

- CB circulated a black spot report prior to the meeting, and will update this report each month.

9.3 DAs

- No report

9.4 Membership

- No report from Sumita Kumar other than as set out in the President's report.

10. Other Business

- RN proposed that a future activation event could be held near Grace Supermarket. RN to liaise with Grace Supermarket.

Closed 9.07 pm

Meeting closed: 8.53 PM

Next meeting & date	Wednesday, 5 August 2026
Time	7:25 PM for 7:30 PM start
Location	Barry Thompson Community Hall, 139 Artarmon Rd, Artarmon NSW 2064