

COMMITTEE MEETING – MINUTES

MEETING INFORMATION	
Meeting date	Wednesday, 3 August 2022
Location	Artarmon Library Hall, 139 Artarmon Rd, Artarmon NSW 2064
Chair	Kesh Anand (President)
Secretary	Mai Mullins
Present	<p>Committee members: Adrian Alexander (AA), David Roberts (DR), Kesh Anand (KA), Judy Simpson (JS), Mai Mullins (MM), Michael Dawes (MD), Plamen Bassarov (PB), Peter Wang (PW), Winsome Byrne (WB)</p> <p>APA members & guests: Cr. Anna Greco (AG), Cr. Georgie Roussac (GR)</p>
Apologies	Deepak Nair (DN), Mary Ann Irvin (MI)
Disclosure of interest	None
Meeting opened	7:47 PM
Meeting closed	9:27 PM

MINUTES

1. Meeting Introduction

1.1 Welcome

The President took the Chair and, noting that a quorum was present, opened the meeting at 7:47 PM.

1.2 Confirmation of previous minutes

The 6 July 2022 meeting minutes were accepted.

Proposed: Adrian Alexander Seconded: Judy Simpson Motion: Carried

1.3 Restructured agenda

The President outlined some changes to the standing agenda which were made to give airtime to items that required discussion. It is intended that the committee try the revised agenda and provide feedback for refinements over the coming months.

Some of the changes include:

- Creating an open forum slot for guests at the beginning of the meeting so

- guests do not need to wait until the end of the meeting to speak
- Temporarily parking agenda items that do not have updates until they are ready to be re-added to the agenda
- Proposing that committee members provide updates as much as possible prior to the monthly meetings over the exec email mailing list and to use the time at the monthly meetings to discuss finer points.

2. WCC Councillors Update

2.1 Monthly update

- Council was in recess, so a written monthly update was not provided this month however both Councillors Anna Greco and Georgie Roussac were in attendance and provided verbal updates on items the executive committee were interested in:
 - Artarmon Bowling Club – an update was provided by Cr Greco
 - There was discussion on streetscape and the unfavourable visual look of some of the shops in Artarmon Village. Committee members raised that other areas (e.g. Marrickville) had tightened requirements to improve the visual look and feel.

2.2 SBS relocation

- Cr. Greco provided a briefing on the proposed Federal government feasibility study to consider relocating SBS out of Artarmon
- WCC intends to write letters to the Federal and State governments as well as the SBS Board
- Cr. Greco asked for APA support and advised that a working group will be established
- JS raised that ABC has moved to Parramatta, but kept Ultimo as the head office
- Action: AG to circulate the news articles, letters and more information to the APA Secretary for circulation to the APA executive committee

2.3 Guest open forum

None

3. Business arising from previous minutes / outstanding actions

APA's ongoing priorities / initiatives

3.1 Love Your Locals – APA voucher scheme

- The grant has been submitted to Council and will be included in the August council meeting requesting \$7500 in funding for the Love Your Locals campaign
- MD advised there is a contribution amount required by APA of \$500
 - All committee members were in favour
- The loyalty card scheme involves collecting 6 stamps, which is then popped into a drawer/box at a participating shop for weekly collection.
- The loyalty card has QR code to sign up for APA membership
- If the winner is an APA member, they get extra two WCC vouchers to use in addition to the Love Your Locals prize of \$50 to spend at a participating Artarmon business

3.2 Village Green upgrade including bench donation proposal

- MD was referred to Hugh Phemister after sending an email to WCC CEO to progress the bench donation idea (in memorial for Jordana Goodman)
- MD brought the plans along for the executive to look at and has some concerns with the balustrades being from the wrong heritage era and not in keeping with Artarmon's heritage look which should be from the 1920-1930s.

3.3 APA community engagement & membership drive – Artarmon Public School photo competition

- DR and PW reported that the APS and P&C are onboard with the plans
- A major advertisement has been planned in the Gazette
- The flyer/brochure is near finalisation and will be used as flyers for posters and handouts with the students
- The award ceremony is intended to be in Term 4 at the Year 6 Assembly
- JS suggested doing an e-news
- Action: Michael to check if Mailchimp can record responses of how people heard of the APA at the time of joining
- Action: KA to work with DR and PW to put out an e-News about the photo competition

Matters with the MP for Willoughby

3.4 Improvements to Pacific Hwy/Mowbray Rd intersection

- Cr. GR advised a meeting was held with TJ

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

- MD suggested that perhaps Cr. GR might take it on and advocate for this on behalf of Artarmon

3.6 Proposed Herbert Street Precinct (RNHS) development concerns

- No further updates
- Action: MM to take off the agenda and move to the pending/parked table

Concerns / submissions with WCC

- None

4. President's Items

4.1 End of year APA thank you celebration event

- KA currently investigating venues. MD suggested the Dougherty Centre which has a kitchen and can also cater however both are not open on the weekends
- The committee discussed whether to keep the event on the planned date of Sunday, 20 November or moving it to weekday evening such as the first Wednesday in November as historically the thank you event has been held after the November AGM meeting. In the end, the committee agreed to keep the original Sunday, 20 November date.
- Action: JS to supply deliverers names and email addresses to KA

- Action: WB/DR to provide Gazette advertiser names and email addresses to KA
- Action: KA to send out the invitation

4.2 APA Social Media (Facebook) update

- The APA Facebook page has been set up (as of last month) but so far has had no posts and very few followers
- KA suggested more frequent updates – perhaps twice a week and that there is a method to automate/queue up the posts, so the administrative burden is actually relatively minimal
- KA suggested perhaps volunteers could manage posts one month at a time on a rotating basis
- Action: MM to put a list together of planned posts and timing for circulation with the executive committee

4.3 APA Membership

- Glenda Hewitt, a former APA executive committee member has expressed interest in helping out with the Membership Manager role.
- Executive committee members were all in agreement to appoint Glenda to the role
- The committee discussed items to cover when onboarding Glenda:
 - That the Membership role has evolved to be less administrative and more about community engagement and driving membership
 - The committee discussed whether the role might take the lead with social media (i.e. the APA Facebook page) in the future but did not land on a definite position
 - The importance of ensuring the Facebook trial and its parameters were covered in the onboarding process
- Action: MM to contact Glenda to coordinate the onboarding process

5. Committee Reports

5.1 Gazette update

- WR and DR gave an update on the recent activities in getting the Gazette to print which was extra challenging with a shortened cycle
- The Editor reminded the new President that they had the important role as Publisher to read the Gazette before it was printed

5.2 Treasurer's Report

- Treasurer's Report was circulated prior to the meeting

5.3 WCC minutes

- No update as WCC Council is in recess

5.4 Federation of Willoughby Progress Associations (FWPA) update

- JS and DR suggested the new President may like to attend the upcoming FWPA
- JS advised there was an email that was circulated to APA FWPA delegates about the yearly insurance renewal coming up – the Treasurer advised the payment covers volunteers e.g. Gazette distributors
- The executive committee agreed that the insurance should be renewed

5.5 Social media trial

- No further update bar the action in 4.2 to create a backlog of planned posts and to onboard GH as the new Membership Manager, to take a lead in social media.

5.6 Traffic and parking portfolio update – parking in the school

- KA reported the school is considering a walking school bus and installing additional kiss and ride spots. A survey was also conducted.

6. Any other business

None

Meeting closed: 09:27 PM

PENDING / PARKED INITIATIVES				
#	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
2022.2	Proposed Herbert Street Precinct development concerns	MD	Parked pending any updates from State government	03/08/2022

Next meeting & date	Wednesday, 7 September 2022
Time	7:40 PM for 7:45 PM start
Location	Artarmon Library Hall, 139 Artarmon Rd, Artarmon NSW 2064