

COMMITTEE MEETING – MINUTES

MEETING INFORMATION	
Meeting date	Wednesday, 7 September 2022
Location	Artarmon Library Hall, 139 Artarmon Rd, Artarmon NSW 2064
Chair	Kesh Anand (President)
Secretary	Mai Mullins
Present	<p>Committee members: David Roberts (DR), Glenda Hewitt (GH), 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	Adrian Alexander (AA), Deepak Nair (DN), Mary Ann Irvin (MI)
Disclosure of interest	None
Meeting opened	7:45 PM
Meeting closed	9:46 PM

MINUTES

1. Meeting Introduction

1.1 Welcome

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

1.2 Confirmation of previous minutes

The 3 August 2022 meeting minutes were accepted with amendments to reflect that managing the APA's social media was discussed but it was not agreed definitively that the responsibility would be managed by the Membership office role.

Proposed: Judy Simpsons Seconded: David Roberts Motion: Carried

2. WCC Councillors Update

2.1 Monthly update

- Councillors Anna Greco and Georgie Roussac were in attendance and provided verbal updates on items the executive committee were interested in (in addition to the monthly written report provided by Cr. Greco).
- For future meetings, Cr. Roussac requested between one to two weeks' notice of items of anything specific the executive committee wanted response on, to give time to collect the responses before the monthly APA meeting
- Going forward, the Vice President asked for the key topics (headings only) from the monthly report to be read out as a summary to see if any of the executive committee had questions on the items
- Crs. Greco and Roussac advised some years ago was a dedicated WCC priority email address for Progress Associations to send enquiries, where they received priority responses. AG has made enquiries on the status of this priority mailbox and will relay the response to all Progress Associations.
- The committee discussed the recent grant and what else WCC might be able to support the APA with, however, it was noted that a healthy level of independence from the Council was prudent
- Action: MM to add to next month's agenda for exec members to think about any other initiatives where WCC support might be helpful
- Action: Cr. AG to relay response on the priority mailboxes for Progress Associations

2.2 Guest open forum

None

3. New items for discussion

3.1 Proposal to review collection of APA membership fees using online automation

- MD shared that Northbridge PA used a software subscription to manage membership and fees however MD was unable to ascertain definitely from Northbridge PA how successful it was, and upon further reflection had arrived at the conclusion that it was likely not worth the effort for the amount of fees generated
- Some committee members also raised that charging a yearly fee might be a barrier to joining, given one of the APA's priorities was to increase membership
- In the end, the executive committee unanimously agreed not to proceed with the collection of APA membership fees

4. Business arising from previous minutes / outstanding actions

APA's ongoing priority initiatives

4.1 Love Your Locals – APA voucher scheme

- MD gave an update that the flyer with businesses participating in the scheme has been prepared and would be ready to print when construction starts
- MD asked if JS could coordinate for the Gazette deliverers to distribute the flyers
- MD suggested the A4 flyer be folded into three by the printers so they can fit neatly in letterboxes
- The flyer will also be handed out to the school
- The Loyalty cards and posters will go up when construction starts

- Action: JS to coordinate flyer distribution with Gazette deliverers once flyers have been printed

4.2 Village Green upgrade and bench donation idea

- No update yet as MD still waiting on Hugh Phemister, WCC Planning and Infrastructure Director
- Action: MD to continue to follow up and progress

4.3 Community engagement & membership drive – Artarmon Public School photo competition

- DR provided an update that the competition has officially commenced as of Monday 5 September 2022
- Flyers have been handed out at school
- MD queried whether people voting on the photos would be asked to join the APA when they register to vote. PW is currently working on the technicalities.
- GH suggested perhaps a manual two-step process could be the backup solution – that is, collect email addresses and manually bulk import them into the APA membership database
- Outstanding action: KA to work with DR and PW to put out an e-News about the photo competition
- Action: PW to continue to work through technicalities of enabling people voting to join the APA at the same time

Matters with the MP for Willoughby

4.4 Improvements to Pacific Hwy/Mowbray Rd intersection

- No update

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

- At the last meeting, it was suggested that perhaps Cr. GR might take this on and advocate for this on behalf of Artarmon
- Action: MM to follow up with GR

Concerns / submissions with WCC

- None

5. President's Items

5.1 End of year APA thank you celebration event

- The President advised the Save-the-Date invite has gone out
- A few possible venue options were discussed and in the end it was determined that Kids Cottage was the most likely venue
- Action: KA to book Kids Cottage

5.2 How to best engage with and involve Councillors

- This was discussed briefly with Councillors AG and GR at item 2.1
- The committee proposed that this be discussed in more detail at the next meeting

5.3 Having community-focussed sessions in off months

- The President raised the possibility of the APA hosting forums more focused on topics Artarmon residents might be interested in. It was discussed that the upcoming PIM would be a good trial as Artarmon local, Professor John Buchanan had been booked.
- An advertisement has also gone out in the Gazette under 'spotlight' asking readers to nominate other residents who might be highlighted in the Gazette and in the public information meetings.

5.4 APA Annual General Meeting (AGM) and Annual Report in November

- The President and Secretary asked for confirmation on the processes, timings, roles, and responsibilities to prepare for the AGM and Annual Report in November.
- Committee members who had more experience in the APA briefly ran through the process, the role of a returning officer, and who could undertake the role.
- Also discussed were what committee reports would be required for the Annual Report
- GH suggested most of this should be outlined in the APA Constitution
- Action: MM to review documentation again to assess steps/instructions provided

6. Committee Reports

6.1 Gazette update

- The Editor gave an update on how the publication of the Gazette went for this edition
- JS gave feedback that a heads-up when the edition going to print is required in order to ensure sufficient advance notice to coordinate Gazette distributors
- It was noted that the Advertising Coordinator role is still vacant and there were no leads from the first advertisement which ran in the past Gazette edition
- Action: KA to include the vacant role in the e-News that is going out

6.2 WCC minutes review

- MD advised no items of interest to Artarmon except for some parking spots to be converted into further kiss-and-ride near Artarmon Public School

6.3 Treasurer's Report

- The Treasurer was absent, but the Treasurer's Report was circulated prior to the meeting.
- There were no questions for the Treasurer.

6.4 Federation of Willoughby Progress Associations (FWPA) update

- JS reported that the FWPA Annual General Meetings is scheduled to be held in October and that the current FWPA President will not be re-standing for the role. Other updates include the appointment of a representative to the Traffic Committee and that Beaches Link has progressed to conditions of approval.
- It was noted that MI is attending a special public meeting tonight (as a delegate of the APA and FWPA) organised by the North Sydney precincts to urge the NSW Government to halt, review and reassess the Tunnels projects

6.5 Social media trial update

- MM advised there was little progression with the trial as diffused responsibility between the three Facebook page admins and busy schedules resulted in no one taking the lead. MM proposed the trial appoint a lead person who had capacity and capability.
- GH volunteered to take the lead on the proviso that there be trust and autonomy to allow the lead to make sound assessments on posts without circling back to a sub-committee or the wider exec before a post could be published.
- The executive committee discussed various concerns, possible risks and controls and in the end agreed that GH would take over as the Facebook lead.

7. Any other business

7.1 Confirm PIM logistics

- MD has drafted some questions for WCC CEO, Debra Just and took the opportunity to read them out for feedback
- KA has confirmed he will chair the event
- Proposed Timings: 20mins with 10 mins questions each
- Action: MD and KA to get e-News out on the upcoming PIM
- Action: DR to confirm the topic with John Buchanan
- Action: MM to check with AA will be in attendance and can open the hall if required

7.2 Response to a recent letter from an Artarmon family on Artarmon Local Centre Public Domain Masterplan

- MD advised a response to the recent letter had been drafted and reviewed by the executive committee. It is ready to be sent but required the Submissions page on the APA website to be updated to show the complete history of submissions the APA has made in response to the Masterplan
- Action: MM to complete Submissions page on APA website

Meeting closed: 09:46 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, 5 October 2022
Time	7:40 PM for 7:45 PM start
Location	Artarmon Library Hall, 139 Artarmon Rd, Artarmon NSW 2064