



**Artarmon**  
PROGRESS ASSOCIATION  
**COMMITTEE MEETING – MINUTES**

MEETING INFORMATION	
<b>Meeting date</b>	Wednesday, 7 December 2022
<b>Location</b>	Artarmon Library Hall, 139 Artarmon Rd, Artarmon NSW 2064
<b>Chair</b>	David Roberts
<b>Secretary</b>	Mai Mullins
<b>Present</b>	<b>Committee members:</b> Adrian Alexander (AA), David Roberts (DR), Glenda Hewitt (GH), Judy Simpson (JS), Mai Mullins (MM), Mary Ann Irvin (MI), Plamen Bassarov (PB),
<b>Apologies</b>	Kesh Anand (KA), Michael Dawes (MD), Peter Wang (PW), Winsome Byrne (WB)
<b>Disclosure of interest</b>	None
<b>Meeting opened</b>	7:49 PM
<b>Meeting closed</b>	10:05 PM

## MINUTES

### 1. Meeting Introduction

#### 1.1 Welcome

DR took the Chair and, noting that a quorum was present, opened the meeting at 7:49 PM.

#### 1.2 Confirmation of previous minutes

The 5 October 2022 meeting minutes were accepted.

Proposed: Plamen Bassarov

Seconded: Judy Simpson

Motion: Carried

### 2. WCC Councillors Update

#### 2.1 Monthly update

- The committee discussed some items from the written monthly update provided by Cr. Anna Greco.
- **Willoughby Leisure Centre (WLC) upgrade** – the committee spoke about the concerns the Federation of Willoughby Progress Associations (FWPA) had with the reduced parking spots. JS described some of the green transport strategies in

place and planned to be implemented to reduce the reliance on driving and parking.

- The committee agreed that promoting more sustainable transport was a great initiative by Willoughby City Council.
- DR asked about whether, in general, the APA would ever write a letter to commend WCC when they do good work or a job well done. MI suggested we could do that for matters that happen in Artarmon.
- **Advisory Committees** – the committee spoke briefly about the update on the Advisory Committee and whether a request to speak at the upcoming Council meeting should be made.
- **Grants for the Community Program** – the committee noted that Artarmon Village Incorporated recently received a grant to create a new website. The committee spoke about applying for a grant for 2023 to enable further community engagement through the APA's website.
- **Action: GR and DR to meet with PW to discuss applying for a grant for the APA website to enable for future competitions and membership engagement.**

## 2.2 Guest open forum

None

## 3. New items for discussion

### 3.1 Election of 2023 APA executive committee roles

Given the apologies, a quorum was reached to defer the election of the remaining roles to the February 2023 APA meeting.

**Action: MM to add to the February 2023 meeting agenda.**

### 3.2 Special Resolution

Notice of a special resolution is hereby given that Adrian Alexander continues as Treasurer (a requirement of the APA Constitution, given Adrian has served more than four consecutive terms as Treasurer).

Four weeks' notice of a special resolution is required, and the APA will move to carry the motion at the February 2023 APA meeting.

**Action: KA to also arrange for notice of the special resolution in the APA e-News (must go out no later than 1 January 2023).**

### 3.3 APA banking arrangements and Australia Post PO Box

**APA banking arrangements** – currently, the APA has only two authorised bank account signatories left (Treasurer and Secretary), and two are required to jointly authorise withdrawals and cheques. Should something happen to one account signatory, the APA cannot authorise withdrawals until an additional person is added. Therefore, there is a requirement to increase to four authorised signatories (any two to authorise) to allow for greater flexibility and continuity.

**Motion 1:** That any two of the Treasurer, President, Vice-President, and Secretary be authorised signatories to the APA bank account.

Position	Full name
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1. President	Rakesh Anand
2. Treasurer	Adrian Grant Alexander
3. Secretary	Mai Tran Mullins
4. Vice-President	Michael John Dawes

Proposed: Judy Simpson  
 Seconded: MaryAnn Irvin  
 Motion: Carried

**Motion 2** – That the APA close the existing account with Commonwealth Bank Australia and open a new account with Westpac Banking Corporation to enable online banking for dual signatories.

Proposed: Judy Simpson  
 Seconded: MaryAnn Irvin  
 Motion: Carried

**APA Post Office (PO) Box** – currently, the APA has two authorised account representatives (Secretary and Treasurer) with keys and access to the Post Office box. It is proposed that the authorised representative with keys be Treasurer, President, and Secretary.

**Motion 3:** That the Treasurer, President, and Secretary be authorised representatives for the APA PO Box.

Position	Full name
1. President	Rakesh Anand
2. Treasurer	Adrian Grant Alexander
3. Secretary	Mai Tran Mullins

Proposed: Judy Simpson  
 Seconded: MaryAnn Irvin  
 Motion: Carried

### 3.4 Willoughby City Council – Road Safety Plan

- MI proposed that the APA should write a letter/submission on the WCC draft Road Safety Plan
- Action: MI has offered to start the document with JS support
- Action: MM to get the file started on APA SharePoint

### 3.5 Potential volunteer in Artarmon looking to volunteer in local news

- The committee discussed the enquiry that came to the APA about finding volunteer work for a potential volunteer interested in local news
- Regrettably, we need to decline as the APA is not set up to provide adequate support and oversight for the interested party
- Proposed: Judy Simpson
- Seconded: Adrian Alexander

- Motion: Carried
- Action: MD to respond to the email enquiry

### 3.6 APA badges

- MM raised something that would help identify executive members when out and about representing the APA would be helpful. For example, APA PIM nights, representing APA at various events, canvassing shopkeepers, and interviewing people for stories.
- MM proposed looking into APA logo-branded badges that could be pinned to a top.
- AA advised that there are approximately 30 APA-branded green polo shorts in storage (in different sizes) that might provide the same outcome.
- The committee agreed to utilise the existing branded shirts and put the badge idea on pause.
- Action: Committee members may contact AA to drop round and collect a shirt.

## 4. Business arising from previous minutes / outstanding actions

### APA's ongoing priority initiatives

#### 4.1 Love Your Locals – APA voucher scheme

- MD is absent and no further updates are available

#### 4.2 Village Green upgrade and bench donation idea

- MD is absent and no further updates are available

#### 4.3 Photo Competition Debrief

- DR shared a debrief on some lessons learnt on what worked well and what could be improved for future competitions
  - **Confidentiality and privacy** – it should be a condition of entry going forwards that some details of prize winners and competition entrants will be made available (such as first name, last name, age, and school year).
  - **Voting registration and capturing new members for the APA database** – a better way to record and validate voters electronically should be implemented. This includes seamlessly transferring voters into the APA membership database
  - **Promotion in the school** – the promotion at the school could be strengthened with greater alignment with how the parents and students hear about the competition.
- DR also proposed that the photo competition be run again next year in June 2023.
  - Proposed: Judy Simpson
  - Seconded: MaryAnn Irvin
  - Motion: Carried
- DR gave an update on displaying the photos at Chatswood Library and the award ceremony on Friday evening (9 December 2022).
  - The photo frames on the winning entries will be awarded to the winners, with the remaining frames to be given back to the APA.

- DR acknowledged the efforts of WCC Officer Nicholas Yu and Chatswood Library staff in organising and coordinating the display and ceremony.
- Action: DR asked GH to follow up with the new members
- GH advised that there is a plan in place which is in hand, along with other membership improvements

## Matters with the MP for Willoughby

### 4.4 Improvements to Pacific Hwy/Mowbray Rd intersection

- The site visit at Mowbray Rd/Pacific Hwy Intersection with the Willoughby MP, WCC Mayor and councillors, Transport for NSW representatives and APA representatives was held on Friday, 11 November 2022.
- MM and GH were present at the meeting. GH gave a verbal update (in addition to the written update provided to the executive). Both MM and GH reported that the meeting was positive with productive discussions.
- GH proposes a thank you letter from the APA and has volunteered to draft the letter for the President to send to Member for Willoughby office.
- Action: GH to draft the thank you letter

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

- A letter was received from the Member for Willoughby, which included a response from the Minister for Transport. Unfortunately, the response did not address the APA's proposal for a ramp. MD has previously offered to draft a response.
- Action: MD to draft response.

## Concerns / submissions with WCC

- None in progress except for the yet to be submitted Road Safety Plan.

## 5. President's Items

None

## 6. Committee Reports

### 6.1 Gazette update

- The committee gave acknowledgment on the December 2022 Artarmon Gazette edition, which was engaging with the lead story of the local Artarmon shopkeepers.
- DR shared that there are challenges with late submissions for advertisements which causes re-work. The Editor and DR wondered what the committee thought about a proposal to charge a penalty or late submission fee.
- The Treasurer advised that the Artarmon Gazette has not raised its advertising rates in five years
- MI asked what about using a carrot approach might be more effective by providing a discount for ads received by the deadline
- GH said what about whether bringing the deadline one week earlier might help
- In the end, the committee agreed to review the advertising rates and for the Gazette Treasurer to assess and propose a late submission fee for discussion at the next meeting

- JS and DR spoke about the next edition, in March 2023 which will be the 100<sup>th</sup> Artarmon Gazette edition
- AA mentioned some of the historical information that was prepared for the 75<sup>th</sup> edition could be relevant to publish again for the 100<sup>th</sup> edition
- GH suggested the story should be about how the APA has been serving the Artarmon community and the Gazette has been documenting it
- JS suggested there is a possible human-interest story with an Artarmon centenarian resident that would tie in well with the Spotlight section of the 100<sup>th</sup> edition
- Action: AA to re-work the advertising rates and develop the proposed penalty fee
- Action: All executive members are to email the Editor with any ideas for the 100<sup>th</sup> edition
- Action: GH will work on the lead story with AA
- Action: JS to write the Spotlight story

## 6.2 WCC minutes review

- No updates

## 6.3 Treasurer's Report

- Provided. No comments or questions.

## 6.4 Federation of Willoughby Progress Associations (FWPA) update

- **Synthetic Turf**
  - The FWPA will be writing a letter. JS and PB shared some of the environment and safety problems with synthetic turf. DR asked if this is a possible news story for the Gazette.
  - Action: PB to do some research
  - Action: MM to start a Word document for PB
- **Advisory Committee**
  - The committee discussed some of the challenges with the new Advisory Committee.
  - GH suggested it would be worthwhile for the executive committee to read the papers attached the Council minutes.
  - There was discussion about whether to speak at the Council Meeting but the executive did not arrive at an action
- **Beaches Link**
  - JS gave an update on the Beaches Link
- **Private certification**
  - JS advised that the FWPA would like to ask all Progress Associations to collate stories/examples of compliance issues. Other councils have made changes to combat this. GH argued that most people wouldn't know what to look for. PB added that development application (DA) notification usually only goes to adjacent properties, so most residents would be unaware of any upcoming applications.
  - DR asked if this might be another story for the Gazette
  - Action: MM to add this to the Feb 2023 agenda

## 6.5 Social media trial update

- GH reported more that the APA Facebook follower numbers has doubled and that the AVI and other key stakeholders are following the APA now
- GH has asked that exec members send content to GH to post. Examples include upcoming events, potholes, or even immediate stories, such as the recent fire in Artarmon.
- DR has asked for the Photo Competition award ceremony at Chatswood Library to be posted
- MM advised that the trial end date was to be December 2022, but given that GH commenced managing APA's social media halfway through the trial, the members present agreed to extend the trial until February 2023 and to vote at that meeting.
- Action: MM to add this to the Feb 2023 agenda

## 7. Any other business

- None

**Meeting closed: 10:05 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 the State government	03/08/2022

<b>Next meeting &amp; date</b>	Wednesday, 1 February 2023
<b>Time</b>	7:40 PM for 7:45 PM start
<b>Location</b>	Artarmon Library Hall, 139 Artarmon Rd, Artarmon NSW 2064