**Scotland Island Residents’ Association**

**Minutes of Committee Meeting**

**Date:** 16th December, 2018

**Venue:** Community Hall

**Present:** Colin Haskell, Sharon Kinnison, Boyd Attewell, Anne Dennis, Sue Armstrong,

Nadja Fisher, Robyn Iredale, Shane O’Neill, Jane Rich

**Apologies:** Paul Blackband, Fabienne d’Hautefeuille

**Observers:**  David Gledhill, Sergey Shutov

**Opening**: Meeting started at 10:08am

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| ***SIRAC BUSINESS* SIRAC Business** | | |
| # | Item | **Tabled Documents / Actions** |
|  | ***Acknowledgement of Country and Welcome***  ***Appointment of Time Monitor*** | Shane appointed |
|  | ***SIRAC BUSINESS*** |  |
|  | **PRESIDENT’S REPORT**   * Pasadena is applying for an extension of current licence to open bar licence (serve alcohol without food); is on Liquor and Gaming Noticeboard; submissions allowed until 4/1/19 * The Pasadena Pantry packaged liquor licence application is a different matter but Altius P/L will hold the licence   Colin Pitstock of Pasadena Pantry would like to hold public meeting | Notify community in SIRA News – information only (no SIRA position), i.e. what is happening, where to make submissions  SIRA is working with other community groups; will share information with the community  Best after Christmas/New Year period |
|  | **TREASURER’S REPORT**   * See October Accounts and Report and November Accounts and Report   - $5000 deposited into a conservative fund of Australian  Ethical Investments  **Motion**: to add another $5000 to this fund   * Reimbursement Allowance claimed by Treasurer ($50) for November; Sharon would like to see more details accompany claims   Discussion about approving/paying claims per calendar month rather than per SIRAC meeting, for ease of accounting | Reception moved: Boyd; seconded: Anne. Carried  Boyd will report on this each month  Moved: Robyn; seconded: Shane Carried  SIRAC approved by majority. Sharon abstained.  Committee agreed to approve and pay per SIRAC meeting, rather than monthly |
|  | **SECRETARY’S REPORT**  **Correspondence**  ***Northern Beaches Council***  a) 1/11 – James Montgomery, Team Leader Environmental  Health - link to On-site Sewage Management Information  Guide on NBC website; will also be attached to the new  Inspection request letters, until everyone has a new  Approval to Operate an On-Site Sewerage Mgt System  b) 2/11 – Helen Lever, GM Customer and Corporate, replied  about social media code of conduct  c) 16/11 – Ruby Ardren, Project Mgr Water Mgt – update on  Water and Wastewater Commercial Feasibility Study  d) 19/11 - David Munday, Senior Project Engineer – update  on Wharves Project  e) 24/11 – Phillip Devon, Mgr Transport Network – Notice of  Draft SI Traffic Management Plan and Public Meeting  ***Ausgrid***  f) 15/11 – Advised of 2 community info sessions planned for  early 2019 and proposed December Newsletter  ***Other Organisations***  Pittwater Community Alliance  g) 24/10 – Advised names of SIRA office bearers for 2019  h) 29/10 – PCA to Mayor asking for feedback on issues  discussed at 16/8 meeting, including social media code of  conduct  i) 25/11 – Invitation to AGM on 6/12  ***SIRAC***  j) 30/10 - to Altius P/L, via its solicitor, & copy to Liquor and  Gaming NSW, stating offshore Resident Associations  should have been contacted and included as a ‘special  interest’ group in Community Impact Statement process.  k) 11/12 – to NBC re Pasadena application for open bar  licence  l) 12/12 – to Liquor & Gaming re informing offshore  communities about open bar licence application  m) 27/11 – to David Pengilly, Contractor – Facilities  Operations Manager, NBC – about toilets signage and  security door in Hall  ***Members***  n) 26/8 – Advice that donation of $150 made to SIRA  o) 7/11 - to NBC, in support of Pasadena Pantry Packaged  Liquor License Application  p) 15/12 – Queries about SIOCS Community Garden prize  and feasibility of garden  **Membership**  No 350, up from 329 in September | Published in SIRA News 23/11  Published in SIRA News 23/11  Published in SIRA News 23/11  Published in SIRA News 23/11, 25/11, 6/12  Spoke to Taryn Woods about dates for info sessions  28/10 – PCA acknowledged  3/12 – RSVP’d; no-one from SIRA could attend  28/10 - Member thanked |
| 4. | **SUBCOMMITTEE REPORTS**  ***Church Point***  See President’s Report  ***Community Engagement and Communications***   * - Further problems with Website and WordPress; can be * read but not updated; calendar not working * ***Finance and Insurance***   Appointment of Safe Environment Officer – Robyn nominated  ***Governance***   * Hall Booking Officer and Membership and IT Manager Positions advertised 10/12; applications due by 17/12. * One response for Membership & IT Mgr * No applications for Hall Booking Officer yet * ***Hall*** * - SIRA can get a key to the Kindergarten cut to enable * access in case wi-fi not working in the Hall; suggested * that key be stored at Fire Shed; cost - $80.00 * - SIOCS won a prize in 2018 Colgate Community Garden * Challenge (3 garden beds, 2 custom-made benches, 1 * rubbish bin, 1 sign + $500 Bunnings voucher) * ***-*** Stronger Communities Grant for Kindy and Hall * Potential changes to Catherine Park have raised the need for a Park Management Plan which covers planning for the future * ***Roads, Drainage, Traffic and Environment*** * NBC Draft Traffic Management Plan and public meeting was held on 9/12. Community was able to comment. NBC noted issues. In particular, condition of roads was highlighted and NBC have looked at situation on island. * Upcoming drainage works on Cecil Street – lot of money being spent on design * Next big ticket item – the ring road and Catherine Park;   then the top of the island   * ***Strategy and Vision*** * - Aim – to make clear SIRA’s strategy and purpose; drive * positive change for the island * - Proposal - meet with all Sub-committee Team * Leaders to learn what they are working on; create first * draft of document, presenting a holistic view of the work * SIRA does (and what it does not do); share with * community using different channels to reach as many * people as possible; get feedback * ***Water and Wastewater*** * – NBC has now contracted a company to conduct the * Water and Wastewater Commercial Feasibility Study; the * company has visited the island and wants to conduct * house visits * - Water Booking Automation project is progressing; * Hubert is currently working on platform issues * ***Wharves*** * - NBC has approved a company to design the new Bell and * Carols Wharves; they will meet with the Sub-committee in * the new year | Boyd to discuss with Carol Floyd and Membership and IT Manager applicant  Moved: Sharon; seconded: Nadja  Robyn appointed  Organise interview of Membership and IT Mgr applicant; approach IT experts (Jed Fisher and Julian Muir) to be on panel  Extend time for submission of applications for Hall Booking Officer to 31/1/19  Approved by SIRAC  Hall Sub-committee to liaise  Hall Sub-committee to continue to liaise with Emmie  Hall Sub-committee to work on  In future, it is recommended that there be a co-chair/moderator (preferably non-SIRA) at such meetings  Use original Vision which is on the website and Welcome Booklet as guides  Needs to be short, clear and pictorial |

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|  | ***GENERAL BUSINESS*** |  |
| 1. | Toilets  After various views were expressed, it was decided to proceed with original plan to collect data on toilet requests over the summer months, then present data and issues to community with a view to gauging their wishes regarding opening the hall toilets to the public |  |
| 2. | David Gledhill thanked the committee for the work we do. |  |

Meeting finished at 12:08pm

**ROLLING TASK LIST**

| **Group or Person Responsible** | **Topic/Task** | **When** |
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| **SIRAC** | * Meet to discuss/plan strategy to consult community about grant ideas/wishes process; who can drive the grants application process | After AGM |
| **President** | * Write to NBC about their responsibility to care for Catherine Park and manage vehicles in it, as they agreed in 2016 (liaise with Sharon) | ASAP |
| **Treasurer** | * Invest another $5000 in Australian Ethical Fund * Discuss with Carol Floyd and Membership and IT Manager applicant WordPress/website issues which need fixing * Continue to liaise with NBC to get Church Point Reserve Fund statements | ASAP  ASAP  Ongoing |
| **Sharon/Colin, Church Point Sub-committee** | * Publish in SIRA News information about Pasadena application for open bar licence * Contact Colin Pitstock re public meeting about Pasadena Pantry application for packaged liquor licence * Provide information about Pasadena Pantry licence in SIRA News * Write to NBC about timing of CP Parking Review | ASAP  ASAP  As information becomes known  ASAP |
| **Anne, CE&C Sub-committee**  **Anne and Nadja** | * Extend time for submission of applications for Hall Booking Officer to 31/1/19 * Liaise with volunteer about layout of Welcome Booklet | ASAP |
| **Boyd, Finance & Insurance Sub-committee** | * Discuss how other SIRA funds are held and develop recommendations for SIRAC * Identify a free online training course about preventing and responding to reports of sexual assault and harassment; at minimum appointed Safe Environment Officer do the course | By next SIRAC meeting – 10/2  ASAP |
| **Colin, Governance Sub-committee**  **Anne**  **Anne and Boyd** | * Organise interview of applicant for Membership and IT Manager position * Advertise time extension for submission of applications for Hall Booking Officer * Compare present SIRA Constitution with Fair Trading Model Constitution and present paper to SIRAC | Before Christmas if possible  ASAP  Before next AGM |
| **Jane, Hall Sub-committee** | * Get key to Kindergarten cut; arrange to store in Fire Shed * Liaise with Kindy in relation to community garden prize and associated issues * Respond to SIRA member letter raising issues about community garden * Liaise with Emmie in relation to Stronger Communities Grant for Hall and Kindy * Develop a draft Catherine Park Management Plan to put to the community and gauge reactions | ASAP  Ongoing  ASAP  Ongoing |
| **Nadja** | * Ask CP Ferry Service if we can place a notice on the ferries (no toilets, no access to water on SI) and if they can put the same information on the CP Ferry Service website * SIRA to place the same sign at CP |  |
| **Sharon, Roads, Drainage, Traffic and Environment Subcommittee** | * Follow up with Ausgrid about Bushfire Program vegetation clearance * Write thank you letter from SIRA to NBC about recent R&D work on island * Write letter to NBC requesting a path and access way inventory | ASAP |