

HARDWICKE BAY & DISTRICT PROGRESS ASSOCIATION INC.

5 Progress Road, Hardwicke Bay SA 5575

ABN: 28 217 892 181

MINUTES of Regular Meeting held: Thursday, 6 June 2024, 5.00pm Progress Hall

Welcome/Meeting Opened: 5.00pm

Present: Ashley Gordon (President), Geoff Hampel (Vice President), Sue Crook (Treasurer), Marion Zafry (Secretary), Daryl Rhode (Project Manager), Janine Curtis (Catering Manager), Anthony Williams ('Willy' & Bar Manager), Sue Leverton, Barbara Winter, Jim Oliver. **Visitors:** nil

Apologies: Councillor Kylie Gray (rep from Innes Pentonvale Ward, Yorke Peninsula Council (YPC), Bev James, Linda Campbell (Assistant Treasurer/Secretary), Melissa Gilchrist.

Confirmation of Minutes of previous Regular Meeting:

The Minutes of the Regular Meeting of the Hardwicke Bay & Districts Progress Association (HBPA), held on 7 March 2024 were confirmed at the Special Meeting held on Thursday, 29 March 2024 where all regular business was carried forward in order to focus on all the events being held on the Easter long weekend. be confirmed as a true and correct.

Matters arising from previous Minutes: nil

Agenda:

1.1 President's Report – Ashley Gordon

- Newsletter completed. There has been a lot of dumping and tidying up after kitchen refurbishment as acknowledged in the June Newsletter including photos.
- Ashley referred to the tabled document outlining the various status and costs of the the 3 major projects:
 1. **Lookout/Shelter – Grant \$20k (not yet paid).** Cost to date is **\$24,561**. Further to complete is construction costs at **\$13,000**. In respect to construction costs, YPC has **expenditure** agreed to get another quote and Ashley advised that YPC has agreed to pay half). The State Govt grant cannot be paid until the project is completed. Also to note is that the 2 tables with seats for the shelter have been donated. In addition, a grant of \$6K has been received for a BBQ. The only other costs will be wire and wood for fencing around the shelter. As soon as Ashley receives the other quote for construction works, he will seek committee approval to finalise this project.
 2. **Removal of Wall cost (Grant \$14k – already paid).** Costs to date are **\$6,117**. Further costs to come estimated at **\$2k**, leaving a difference of **+\$5k**.
 3. **Kitchen costs (2x\$5k grants = \$10k already paid).** Total costs to date are **\$21,787**. Further costs to come estimated at **\$2,500**. Therefore, total cost will be \$24,500 of which **\$14,500** was previously agreed by Progress Association to come out of Progress funds.

1.2 Treasurer's Report – Sue Crook

- Closing bank accounts for the month (*April 2024*): **Incentive Saver \$69,597), Cheque Ac \$12,339, Total \$81,936, Net loss for the month \$-19,721**. It was moved: Marion, seconded: Geoff, that the **Treasurer's Report be APPROVED**. All in favour. Sue advised we will be starting to use the Incentive Saver account for any big bills that come in. It was suggested that \$20k be moved the working account. Moved: Ashley, Seconded: Geoff that **\$20k be moved to the working account – All in favour**

1.3 Project Manager's Report – Daryl Rhode. As advised by President above as well as the following:

- Re new screen doors – supplier has advised there will be a delay due to emergency work he has to complete prior.
- Rainwater tank filters – Plumber needs to print date and monitor every 3 months to change filter.
Action: Secretary to follow up reminder every 2 months. (Ashley to prune trees.)

1.4 Catering Manager's Report – Janine Curtis

- **Takeaway Night** – to date, 66 orders. Janine has enough helpers
- **Food Safety Supervisor's course.** Both Janine and Craig have completed thanked Janet (Willy's partner for her help with the assessment, such as taking appropriate videos of Janine & Craig completing procedures). The Committee thanked Janine and Craig for their time and effort undertaking this course. Ashley will now complete the final report to Council. Geoff suggested that backups be trained in the future.
- **No Community Dinner in July.** This is due to a private event hire of the hall which falls close to the normal dinner date and which was approved by the Committee in 2023. Ashley advised that the supplier of the pumpkin soup would be able to help with the August Dinner.

1.5 Bar Report – as tabled. Net profit for the month of May was **\$721.93**. There was a small discrepancy due to drinks being provided to volunteers kindly helping with various clean up tasks.

2. Any Other Business

- **Cleaning** – Ashley informed the Committee that Bev James has been unwell and will be unable to attend meetings and clean the hall at the moment. Janine advised she could take on this role and the committee APPROVED this arrangement for now.
- **New Safe** – Sue thanked Geoff for getting new safe, however she is unable to change the code. Geoff said he would help.
- **Wood prices** – it was UNANIMOUSLY AGREED that wood prices would be increased from \$120 std trailer to **\$150** and for large trailer to **\$220**.
- **Hardwicke Bay Photo Competition** – Janine to email the winning photo of Minlacowie to Copy King at Kadina and to get them photo of, and photographer. **Action: Janine & Willy.**
- **Fire extinguishers** – there is a need to purchase a Class F fire extinguisher. Sue to contact Chubb (Barbara may have details) and request them to install as well as provide appropriate signage on how to use.
- **Outdoor BBQ area** – Jim will be putting up blind and fitting louvre window for better ventilation. Jim is also donating fridge for kitchen and it was agreed Ashley and volunteers would help install on the weekend. Thanks Jim!
- **Running man fire exit sign** – one of the fire exit signs does not appear to light up. John Partridge may have one to donate. **Action: Daryl/Ashley to contact our electrical supplier to install.**
- **Sundry requests** – Unused/outdated soap dispensers to be removed from walls in toilets. Buzz zapper is needed for kitchen in time for summer. **Action: Daryl re soap dispensers, Janine re research Buzz zappers.**
- **Volunteer Group** - Willy advised he had already had some interest and he would be meeting with people next Wednesday to work out name of group, times, job allocation etc. He said it was likely to become a set day and time once a week or fortnight.
- **Hall Sign** – Ashley requested that the outside Hall sign be updated. It was UNANIMOUSLY APPROVED that a new sign be purchased for approx. **\$500** and it be called **Hardwicke Bay Community Hall**. Ashley to action.
- **Key Register** – with kitchen refurbishments complete, Marion to ensure key register is updated.

President **thanked all for attending.**

Meeting closed 6.25pm. Next meeting, Thursday 11 July, 5pm.

MINUTES APPROVED _____(President)

DATE: _____