



**Draft Minutes Management Committee Agenda (open to other members)**

**Date:** Thursday 27<sup>th</sup> November 2014

**Time:** 7.00 – 9 pm

**Venue:** 90 Leslie Road, Lenswood (Ann & Rob's house)

**Management committee as of 29<sup>th</sup> August 2014**

Chair: Graeme Schultz

Vice Chair: Peter Stafford

Secretary: Ann Kempe

Treasurer: Ann Kempe

Public Officer: Rob Hall

4 committee members (elected unanimously):

Peter Stafford

Alison Mason

Caroline Chaplin

Chris Grant

Administrator of Association web site: Malcolm Drew:

Chair: Graeme Schultz

1. Attendance/apologies

Graham Schultz, Ann Kempe, Chris Grant, Peter Stafford, Rob Hall, Malcolm Drew, Alison Mason.

Apologies: none received

2. Confirm agenda: slight change to agenda. Secretary moved the discussion about the amendments to the constitution to a Special General Meeting to be held on 26<sup>th</sup> Feb. 2015.

3. Minutes previous Management Committee Meeting (15<sup>th</sup> May 2014):



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3.1: Minutes confirmed: Rob moved, Mal 2<sup>nd</sup>. Passed unanimously.

3.2: Business arising:

3.2.1 Wikipedia update: (Secretary): Still ongoing.

- Motion put by Secretary: we should contact the history group regarding correctness of Wikipedia entries re Lenswood and Forest Range. Put by Ann, seconded Peter. Passed.

**ACTION:** Graham to speak to History Group about the Wikipedia site.

3.2.2 Walks in Lenswood (RH): Rob has started mapping them. Progressing – ongoing;

3.2.3 Photo completion (RH & GS): Rob will progress the photo competition rules, circulate.

3.2.4 Website update: See item 5.

3.2.5 Food trail idea (PS) – see tabled report re survey.

- Peter sent out a letter in July with mock-up map and survey to eight prospective producers. Half replied. One person was very interested and wants to value-add produce by selling direct to the public. Another interested who has self-serve arrangement. One interested for special events. One not interested. Graham mentions that many growers are already committed to weekend markets, which makes it hard for some people to participate.
- Rob suggested we put together a map of sites on the Association website which should be easy to maintain. People can then nominate to have their business included. Website to have location, contact details, scenic walks, photos etc. It could indicate days open or to contact the producer.

**ACTION:** Graham to approach Andrew Flavel about including the cherry growers and get back to Peter. Peter/Graham to confirm names to go on a data-base (Secretary to manage). Update website with the map. Keep this up to date.

**ACTION:** Peter, Caroline, Malcolm and Ann will pull together a map after Graham meets Andrew. Secretary to keep the data-base up to date. Mal to keep the map up to date once the names confirmed.

3.2.6 Special General Meeting re updating constitution (Secretary): Moved to 26<sup>th</sup> February 2015. Secretary will send out the changes to members. Will need non-attending members to submit proxy votes to get it passed. Important to get a good attendance. Proxy forms to be circulated by Secretary. The meeting will also be promoted as a social event for all members.

**ACTION:** Ann to approach Mt Lofty Wines about hosting the Feb meeting and prepare proxy forms and other documentation.

4. Correspondence (15<sup>th</sup> May to November 2014)



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### 4.1 Incoming:

- 9<sup>th</sup> July (email) – Peter Stafford: Request to circulate Scenic Food Trial proposal & documents to Committee for endorsements.
- 9<sup>th</sup> July (email) – Thomas Waterhouse – invoice for one year hosting of website – Secretary has addressed this.
- 21<sup>st</sup> Nov. (email) – John Tons: re World Heritage Community Advisory Group. John was nominated to this group when he was more active in various community groups. However it is felt that it is more appropriate that there be a nomination from Community Association in line with other community representatives on the Advisory Group.

Discussion: How to communicate information about the world heritage bid to our members. Committee decided that details be posted on the website. Chris to forward a report to Secretary – this will be then put on the website and added to meeting reports each meeting. Moved by Alison and 2<sup>nd</sup> by Rob. Carried unanimously.

**ACTION:** Chris Grant nominated to represent the Association. Proposed by Rob and 2<sup>nd</sup> Mal (carried unanimously). Secretary to contact Stephanie Johnston and John Tons to notify them of this decision.

### 4.2 Outgoing:

- 1<sup>st</sup> July (post) – Secretary: To all Association members for membership renewal and notice of AGM.
- 9<sup>th</sup> July (email) – To Management Committee: Request for endorsement of Scenic Food Trial proposal & documents so Peter can distribute to local businesses.
- 9<sup>th</sup> July (email) – To Peter Stafford & Graeme Schultz to request cheque to be signed to pay Thomas Waterhouse
- 27<sup>th</sup> November – To Thomas Waterhouse (We Know IT – web hosting) re problems with Association Website and his plan of action to fix the problem

## 5. Reports & action:

5.1 Website update (Mal Drew/Secretary) – report tabled (attached): Website up to date, but very slow/not functioning at all at sometime. It seems to server is overcommitted. Ann emailed Tom (the provider) for an explanation before we make a decision.

- Should we remove Mt. Lofty Commons from our website? Committee unanimously decided not to do this.
- Should we move to a new free platform? Wait till we hear from Tom Waterhouse and discuss at next meeting.

5.3 Finance report (Secretary/Treasurer) – tabled (attached)



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- Membership update: 23 members (9 people 2013/14 did not continue their membership)
- Financial activity:
  - July: Opening balance - \$480.25; Credit \$100.00 & Debit \$76.45 (website hosting)
  - Aug: Opening balance - \$503.80; Credit \$70.00, no expenses
  - September: Opening balance - \$573.80; Credit \$120.00, no expenses
  - Balance: 30<sup>th</sup> September 2015: \$693.80 – no activity in November
  - Motion to accept the report: proposed Mal, 2<sup>nd</sup> Chris – carried unanimously.

### 6. New business as of May 2014:

#### 6.1: What should be the focus of the Association in 2015?

- The Harvest Festival was discussed. The last Festival took a lot of work and planning over 8 months. It was possibly too big. Indemnity insurance was difficult to get. Not a lot of support to repeat it so far. No chance anything can happen in 2015. We do need projects to be relevant. The working bees are good. Could we do a working bee once a month for about 2 hours on a Saturday morning? Social events are good. Perhaps combine the two?
- 2017 is the Centenary of the naming of Lenswood. All members agreed that it would be great if all the various community groups in Forest Range and Lenswood could combine for an event. There was strong support for a collaborative effort towards an event for the Centenary of Lenswood.

#### **ACTION:**

*Working Bee:* Secretary to send an email to Kevin Coulter of the Lenswood Memorial Park Incorporated offering to help in a working bee in April.

*Celebration of Lenswood centenary:* Discuss this at the Special General Meeting in February 2014 with the aim of progressing the idea as a collaborate effort among the L&FRCA, History Group, Forest Range Oval Trust and Lenswood Memorial Park Inc. and possibly other groups like the school, CFS, Co-op, bowls club and churches etc.

*Moved:* by Rob Hall, 2<sup>nd</sup> Ann (passed unanimously)

### 7. Meeting finalisation

#### 7.1 Summary of Actions required (for secretary)

Item Number	Action required	Who?	By When?
3.2.1	Wikipedia update for Forest Range and Lenswood: Contact the history group regarding correctness of Wikipedia	Secretary & Chair	Ongoing



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	entries re Lenswood and Forest Range. Graham also to speak to History Group about the Wikipedia site.		
3.2.2	Walks in Lenswood map: Continue mapping the walks	Rob (with Cam Stafford)	Ongoing
3.2.3	Photo competition: Progress the competition rules and circulate	Rob	Ongoing
3.2.5	Food trail idea: <ol style="list-style-type: none"> <li>1. List of names of cherry/apple growers to be included in the map &amp; database.</li> <li>2. Develop map. Update website with the map. Keep this up to date.</li> </ol>	<ol style="list-style-type: none"> <li>1. Graeme &amp; Peter (collaborate with Andrew Flavel)</li> <li>2. Secretary re data-base with list from Graeme &amp; Peter. Caroline to develop map with Peter. Mal to keep web up-to-date directed by Sec.</li> </ol>	Ongoing
3.2.6	Special General Meeting 26 <sup>th</sup> Feb. 2015, at Mt. Lofty Ranges Wine – prepare proxy voting forms, paperwork re amendments to constitution and meeting & book venue	Secretary	Mid-Jan. 2015
4.1	Association representation on the World Heritage Community Advisory Group – Association to confirm with the WHCAG (Stephanie Johnson & cc to John Tons) that Chris Grant will be representative.	Secretary & Chris Grant	Emailed 13 <sup>th</sup> Jan. 2015.
5.	Problems with Association website – Secretary to contact Tom Waterhouse for a report and possible solutions.	Secretary with Mal Drew	Feb. 2015
6.1	Focus of Association in 2015: <ul style="list-style-type: none"> <li>• Discuss at Feb. 2015 meeting re 2017 celebration of Lenswood centenary – put on agenda</li> <li>• Approach Kevin Coulter offering help for working bee for Lenswood Memorial Park Inc. every 2 months starting 2015.</li> </ul>	<ul style="list-style-type: none"> <li>• Secretary</li> <li>• Secretary</li> </ul>	<ul style="list-style-type: none"> <li>• Included on Feb. Agenda</li> <li>• Letter to KC sent 13<sup>th</sup> Jan.</li> </ul>



## Lenswood & Forest Range Community Association

### 7.2 Association meetings 2015:

- Thursday 26<sup>th</sup> February 2015 (Special General Meeting)
- Thursday 28<sup>th</sup> May 2015 (Management Committee Meeting)
- Thursday 27<sup>th</sup> August 2015 (Annual General Meeting)
- Thursday 26<sup>th</sup> November 2015 (Management Committee Meeting)

**Meeting ended at: 9.10pm**

**Note:** Ann has a severe hearing impairment and finalised the agenda/minutes from notes made by Chris Grant (with thanks)

DRAFT