

# LENSWOOD & FOREST RANGE *Community Association Inc.*

## Minutes of Special General Meeting (election of new management committee)

**Date:** 30<sup>th</sup> January 2014  
**Time:** 7.30pm (meeting commenced 19.38)  
**Venue:** Lenswood Primary School

Chair: Peter Stafford

1. Attendance: Peter Stafford, Ann Kempe, Rob Hall, Garry Beaton, Caroline Chaplin, Sam Perna, Graeme Schultz, Margaret Fry, Alison Mason, Harleigh Mason, Sally Robins, John Tons, Cam Stafford.
  - Apologies: Natalie Mansfield, Malcolm Gray, Mal Drew, Rodney & Judy Green, Evelyn & John Hay, Susette Peterson, Jo taw, Rose Milton-Head, Molly Pocock & Henry Van Es
  - Proxy votes given to Peter Stafford from: Rodney & Judy Green, John & Evelyn Hay, Susette Peterson, Jo Shaw, Henry Van Es.
  - Proxy vote given to Garry Beaton from Molly Pocock.
2. Confirm agenda (Additional items? Need to re-order the agenda?)
  - No change
3. Minutes previous General Meeting (12<sup>th</sup> November 2013):
  - 3.1 Minutes approved: Moved by: Peter Stafford      Seconded by: Rob Hall
  - 3.2 Business Arising:
    - Road Safety Report issues – August 2013 (school foot path issues- see Correspondence)
4. Correspondence:
  - 4.1 *Incoming:*
    - 19<sup>th</sup> November 2013 from Colin & Margaret Fry requesting that a number of issues be considered re mention of Fry Lane path as a possible access point for children walking to school (as per the Road Safety Report); ACTION: path should not encroach on any property without express permission of property owner – this was decided at an earlier meeting. Path for school to be discussed at committee meeting
    - 29<sup>th</sup> November 2013 from John Tons (email) re update on petition to Council regarding the rubbish accumulating at the old petrol station – note the article in the Courier re this. ACTION: nothing further
    - 2<sup>nd</sup> October 2013 (this item not dealt with earlier): From Russell King (Adelaide Hills Council) re footpath to school issue – see Road Safety Report (need an update on this). ACTION: referred to next committee meeting.

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- 19<sup>th</sup> December 2013, form Rose Bode in Stirling congratulating the Association for the Harvest Festival – saying it helped her and her friends and relatives become interested in local produce and looking forward to the next one. Wishes to know when the next one will be. ACTION: noted.
- 29<sup>th</sup> Jan. 2014: Mal Drew re activity on website and asking for directions re future running of website. ACTION: see below (point 6.)

## 4.2 *Outgoing:*

- 20<sup>th</sup> Nov. 2013, Secretary to Margaret Fry (email) acknowledging her letter and noting the issue will be addressed at the meeting on 30<sup>th</sup> Jan. 2014.
- 3<sup>rd</sup> Dec: Secretary to all members – Highlighting the ABC program on bushfires (thanks to John Tons for the reminder)
- 29<sup>th</sup> January 2014 (email): to Thomas Waterhouse (We Know I.T.) re outstanding invoice and future correspondence – address invoices to Sect.- Treasurer in future

## 5. Finance Report for period 8<sup>th</sup> Nov 2013 to 30<sup>th</sup> Jan. 2014 (circulated)

### 5.1 Business arising/discussion

- Only 1 cheque outstanding to be paid for the website - \$40
- Finance report tabled and accepted

### 5.2 Action required:

- Cheque to be paid (Moved: CS & seconded RH)

## 6. New business – Election of new Management Committee

- Secretary explained the role of Public Officer and asked for elected office bearer to ensure bank and public officer forms signed before meeting closed.
- Rob Hall, Ann Kempe & Peter Stafford stepped down from the committee and Ann and Rob offered to stand again if nominated.
- Cam elected as interim Chair & returning officer for election.
- Call for nominations by Cam with the following people were elected on a show of hands:
  - Chair: Graeme Schultz (nominated by Peter Stafford & elected unanimously)
  - Vice Chair: Garry Beaton (Sam/Ann)
  - Secretary: Ann Kempe (nominated by Alison/Caroline)
  - Treasurer: Ann Kempe (nominated by all)
  - Public Officer: Rob Hall (supported unanimously)
  - 5 committee members (elected unanimously):

Rob Hall  
Alison Mason  
Sam Perna  
Caroline Chaplin,  
Peter Stafford

## 7. Discussion post election:

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- Graeme took the chair and thanked everyone for their support.
- Chair outlined his general approach to the Association.
- *Web-master*: Mal Drew; Secretary read out the email from Mal;
  - Members agreed that Mal should be asked to continue as web-master
- *Objectives of Association*: community development & any practical measures to enhance and maintain community assets
- Discussion about future of Harvest Festival: the meeting understood that the HF was to be organised by the Lenswood Memorial Park Incorporated Committee, however the status of the festival at present is not clear. Chair to approach the Chair of the Memorial Park Committee to discuss their plans & offer a combined approach to any future activity;
- Discussion about meetings: Committee to meet soon to discuss the following:
  - Website (ask Mal to come to meeting)
  - Communication strategy with people of Forest Range & Lenswood
  - Fund raising
  - Minor amendments to the constitution
  - Foot-path issues
  - Orchard festival or similar
  - Any outstanding matter re correspondence

## 8. Discussion about signatures for SA Bank and access to Internet banking

- 3 signatures to be registered and any 2 can sign
- Signature will be Ann Kempe (Treasurer/Secretary); Peter Stafford, and Graeme Schultz (Chair).
- Note: Peter Stafford and Ann Kempe already registered to sign cheques so only new signature will be the Chair

## 9. Summary action items:

Item Number	Action required	Who?	By When?
4.	Outstanding correspondence referred to next Management Committee meeting	Secretary	Committee Meeting
5.	Cheque for Thomas Waterhouse signed & will be posted	Secretary	Completed 31 <sup>st</sup> Jan.
6.	Form re change of Public Officer to be completed and posted to Office of Consumer & Business Affairs	Secretary & Rob Hall	Completed 31 <sup>st</sup> Jan
7.	<ul style="list-style-type: none"> <li>• Web-master to be asked to continue as normal &amp; asked to attend next committee meeting for suggestions re improving the website</li> <li>• Chair to approach Chair of Lenswood</li> </ul>	<ul style="list-style-type: none"> <li>• Secretary</li> </ul>	<ul style="list-style-type: none"> <li>• 7<sup>th</sup> Feb.</li> </ul>

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	<ul style="list-style-type: none"> <li>Memorial Park Incorporated (Andrew Mann) to discuss future arrangements for Harvest Festival &amp; email committee</li> <li>Management Committee to meet shortly to discuss the agenda outlined above</li> </ul>	<ul style="list-style-type: none"> <li>Chair</li> <li>Secretary to coordinate discussion on a date</li> </ul>	<ul style="list-style-type: none"> <li>7<sup>th</sup> Feb.?</li> <li>7<sup>th</sup> Feb.</li> </ul>
8.	<ul style="list-style-type: none"> <li>BankSA forms to be submitted to change signatures for banking &amp; clarification for internet banking facilities</li> </ul>	Secretary	7 <sup>th</sup> Feb.

10. Meeting ended at: 21.22

Next Management Committee meeting: to be advised – but as soon as possible

Note: Ann has a severe hearing impairment and wrote the minutes from notes made by Robert Hall

**This is true record of the meeting:**

**Graeme Schultz**

**Ann Kempe**

**Date:**