



Lenswood & Forest Range Community Association

Draft Minutes

Meeting Association Management Committee

Date: Thursday 15th May 2014

Time: 7.00 – 9 pm

Venue: 90 Leslie Road, Lenswood, 5240 (at Ann & Rob's)

Management committee as of 30th January 2014

Chair: Graeme Schultz

Vice Chair: Garry Beaton

Secretary: Ann Kempe

Treasurer: Ann Kempe

Public Officer: Rob Hall

5 committee members (elected unanimously):

Peter Stafford
Rob Hall
Alison Mason
Sam Perna
Caroline Chaplin

Malcolm Drew: Administrator of Association web site

Chair: Graeme Schultz

1. Attendance/apologies

Committee members present: Graeme Schultz, Garry Beaton, Ann Kempe, Robert Hall, Peter Stafford, Alison Mason, Sam Perna, Malcolm Drew (web administrator).

Apologies: Caroline Chaplin (emailed 16th May)

Other members present: Cam Stafford, Robin (Sam's friend)

2. Confirm agenda: Confirmed (no additions provided prior to meeting)

3. Minutes previous Management Committee Meeting (25th February 2013):

Confirmed: Proposed: Secretary 2nd: Mal Drew

4. Correspondence



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4.1 Incoming:

- 15th May (email) – John Tons: notice that James Rebanks (UNESCO expert advisor) is visiting Adelaide Hills at the invitation of the Mt. Lofty Ranges Heritage bid; dates of his presentations (10-13th June) and his biography included in John's email; John requests we circulate this information.
- 14th May (email) John Tons: update on World Heritage Bid and future of Lenswood Research Centre (see attached report);
- 11th March: John Tons – email re the March edition of "Our Community Matters" – the volunteer newsletter in which there are "Top 10" Volunteer Grumbles: See this link to read this information:
<http://www.ourcommunity.com.au/files/ocmatters/OCMatters-Edition1-2014.pdf>
- 10th April: Jo Shaw – pointing out photo issue on website and typographical error (has been addressed);

4.2 Outgoing:

- 11th April: Colin and Margaret Fry – letter of apology re the footpath issue (emailed and hard-copy sent)

Action? Noted – no further action

5. Reports & action:

5.1 Report from website review group (AK, PS & MD) - circulated 30th April (also on web site) and web site report including special report on sub-domains (25th Feb. to 15th May) from Mal (circulated & on website)

Review of website:

Secretary tabled the above reports and the issues were then discussed.

Motion: That all the recommendations in the report be enacted - (Proposed Rob Hall, seconded Peter Stafford). Specific issues to be addressed:

- Update the Wikipedia pages for Lenswood and Forest Range: **to be actioned by Secretary with input from Peter Stafford and Alison Mason.**
- Work up a description of walks on public properties in the district that will go on the web site: **to be actioned by Robert with input from Cam Stafford.**
- Increase the collection of photos on the website by holding a photo competition: **actioned by Robert Hall with assistance from Graeme Schultz. Rob will compile rules, conditions of entry, collate the entries and judge them.**
- Organise **a feedback link on the website** with the assistance of Mal Drew.
- The group agreed that a "pool" of funds (\$50 yearly) be quarantined within the Association budget for use on the website administration – it may not be used but can be built up for major improvements. **(To be actioned Treasurer).**
- Build up web links to a range of organisations – see table in the website committee report – more suggestions welcome: **(Ann Kempe and Mal Drew to action).**



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Website report (Mal Drew)

Web site report tabled by Mal Drew includes a special report on subdomains (25th Feb to 15th May). Report circulated to committee members & on website.

- Note information re sub-domain created on the Association website for the Mount Lofty Commons Group. Due to time constraints the Association committee members had not been consulted about this addition. Mal apologised for this and said it was easy to remove the sub-domain if the committee so wished.
- Action: Motion (Peter Stafford/Alison Mason): That members be emailed to get Management Committee agreement for such matters in future (carried). Sub-domain for Commons group to remain.

5.2 Report from Lenswood Research Centre (Mount Lofty Common's project)

- Garry Beaton reported that a meeting had been organised by the Mt Lofty Commons to discuss the future of the Lenswood Research Centre. As a result of the meeting a small committee had been formed including Rob Kerin and Trevor Ranford, to further investigate possibilities. Leon Bignell MP (Minister for Agriculture, Food and Fisheries), has been invited to address the group to put forward the government's plans for the centre.

5.3 Report from Lenswood Memorial Park Inc. Storm Damage Appeal

- Peter Stafford reported on progress of the Lenswood Memorial Park Inc. Storm Damage Appeal. He said that the Appeal had reached halfway towards the target of \$10,000.

Action:

- Motion (Ann Kempe/Sam Perna): That the L&FRCA donate \$100 towards the appeal (carried).
- The Management Committee also offers to assist to help with a busy bee is required.
- Chair reported the Forest Range Recreation Ground Trustees also offer the Park Committee \$2000 for the appeal if required.

5.4 Report from Working Bee – 3rd May 2014 (Chair)

- Graeme reported that the Working Bee was very helpful and it was a good day.
- Unfortunately the publicity machine broke down and the wider community were not aware of the event. Secretary apologised and said that the problem was a communication breakdown between the responsible members.
- Balhannah Mitre 10 assisted with a price reduction for the paint.
- Alison Mason has photos of the busy bee for the website (to forward them by SMS or email these to Secretary who will organise to have Mal upload onto the website).

5.5 Update on food trail idea (Chair, PS & GB) – report circulated 30th April.



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- Peter Stafford tabled a report on a meeting to discuss a food trail idea (Chair, PS & GB).

Action:

- Motion: Robert Hall/Peter Stafford: That Peter approach apple producers to encourage them to participate (carried).

5.6 Finance report (Secretary/Treasurer) – report tabled (to go on website)

- One uncleared cheque for \$60 to a performer at Harvest Festival (2013) contacted, new cheque written, old cheque cancelled.
- Memberships due from 1st June for 2014-15 period – treasurer stated the need for a membership drive and some publicity materials would help.
- Publicity materials: new membership form, a flyer about the Association, & poster for the AGM

Action:

- Secretary to send out reminders from 1st June – new membership form.
- New membership form, AGM poster (see below) and flyer. Caroline Chaplin to be asked to assist secretary to develop materials.
- Distribute poster for AGM and membership forms. Flyer to be circulated as well. [\(Note: Suggestion from Chair to secretary 4th June, that we hold the flyer until after the AGM when we can include new committee. Work mainly on getting more people to AGM\).](#)
- Motion: Peter Stafford/R. Hall: That we write to each organisation in the district inviting them to attend the AGM (carried).

6. New business (as of meeting 25th February 2014)

6.1 Memberships due from June (Secretary) – see finance report

6.2 AGM August (election) – general meeting (Secretary)

Action:

- Committee agreed that [AGM to take place at 7pm, Friday, 29 Aug 2014 at Anderson Hill Winery](#). Ben & Claire Anderson to be asked to speak about their wine making. Sam Perna to organise the event. Poster to be organised to publicise the event (see above).

6.3 Secretary raised the issue of nominations for the election for the Management Committee.

- The following people will not be nominating again: Garry Beaton & Sam Perna,
- The following people will stand again: Graeme Schultz (Chair), Ann Kempe (Secretary/Treasurer?), Alison Mason, Robert Hall, Peter Stafford. (Two vacancies). Ann commented that she would like someone else to take on treasurer but will continue if there is no one else.
- Committee decided that all members would make an effort to find others in the community to nominate for the committee.



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6.4 Minor amendments to the constitution – to be reviewed after the AGM (November meeting?) (Secretary)

- A list of possible minor amendments should be developed by the secretary and circulated. These amendments will be based on the issues noticed when the previous Management Committee developed a new draft constitution for the Association in November 2014). The new Forest Range and Lenswood History Group Inc. used that version. However the current Association Constitution could be clearer in some administrative aspects.

Action:

- Motion: Robert Hall/Peter Stafford: That minor amendments to the constitution be circulated by email to Committee Members and if they are not contentious, that they should be presented to the AGM – carried. Secretary to develop the draft for circulation.



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7. Meeting finalisation

7.1 Summary of Actions required (for secretary and members)

Item Number	Action required	Who?	By When?
5.1	<p>Web site changes – based on report from web site group:</p> <ul style="list-style-type: none"> • Update the Wikipedia pages for Lenswood and Forest Range. • Work up a description of walks on public properties in the district that will go on the web site. • Increase the collection of photos on the website by holding a photo competition: Rob will compile rules, conditions of entry, collate the entries and judge them. • Organise a feedback link on the website with the assistance of Mal Drew. • The group agreed that a “pool” of funds (\$50 yearly) be quarantined within the Association budget for use on the website administration – it may not be used but can be built up for major improvements. • Build up web links to a range of organisations – see table in the website committee report – more suggestions welcome: 	<ul style="list-style-type: none"> • Secretary with input from Peter Stafford & Alison Mason • Robert Hall with input from Cam Stafford. • Robert Hall - assistance from Graeme Schultz • Mal Drew & Secretary • Treasurer (ongoing) • Mal Drew & Secretary 	Work towards completion of all the items before AGM
5.3	<p>Lenswood Memorial Park Inc. Storm Damage Appeal</p> <ul style="list-style-type: none"> • L&FRCA donate \$100 towards the appeal. 	<ul style="list-style-type: none"> • Treasurer 	Completed 16 th May



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	<ul style="list-style-type: none"> The Management Committee also offers to assist to help with a busy bee if required. 	<ul style="list-style-type: none"> To be advised if needed 	
5.5	<p>Update on food trail idea</p> <ul style="list-style-type: none"> Apple produces to be approached and encouraged to participate. 	<ul style="list-style-type: none"> Peter Stafford & Garry Beaton 	As soon as can be organised
5.6	<p>Membership drive</p> <ul style="list-style-type: none"> Send out reminders for membership fees from 1st June – new membership form. Develop new publicity material, poster for AGM poster, new membership form and flyer. Write to each organisation in the district inviting them to attend the AGM. 	<ul style="list-style-type: none"> Secretary Caroline Chaplin & Secretary Secretary 	<p>Commence 1st June</p> <p>Commence 1st June</p> <p>June/July</p>
6.2	<p>Annual General Meeting 2014</p> <ul style="list-style-type: none"> Date: Friday, 29 Aug 2014 at Anderson Hill Winery. Ben & Claire Anderson to be asked to speak about their wine making. 	<ul style="list-style-type: none"> Secretary to start organisation & publicity Sam Perna to talk to Ben & Claire 	<ul style="list-style-type: none"> Agenda paper to go our early August.
6.3	<p>AGM election of new committee for 2014/15</p> <ul style="list-style-type: none"> Committee decided that all members would make an effort to find others in the community to nominate for the two vacancies on the committee. 	All Members	By AGM



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6.4	<p>Minor amendments to the Constitution:</p> <ul style="list-style-type: none"> A list of possible minor amendment will be developed and circulated to Management Committee & if not contentious should be put to the AGM for approval – to be based on the issues noticed when the previous Management Committee developed a new draft constitution for the Association (Nov. 2013) which is now the basis of the new History Group (Association) constitution 	<ul style="list-style-type: none"> Secretary to draft and circulate All Committee members to provide feedback & decision about putting on the agenda for AGM. 	By the AGM
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7.2 Next meeting

- AGM at 7pm, Friday, 29 Aug 2014 at Anderson Hill Winery

Meeting ended at: 9.15pm

Note: Ann has a severe hearing impairment and writes the agenda/minutes and thanks to Peter Stafford for taking notes for this meeting

Authorised by:

**Graeme Shultz (Chair)
(Secretary/Treasurer)**

Ann Kempe

Date: