

# LENSWOOD & FOREST RANGE *Community Association Inc.*

## Minutes Management Committee Meeting

**Date:** Tuesday 25<sup>th</sup> February 2014

**Time:** 7.30pm

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

### Management committee as of 30<sup>th</sup> 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: Association web site

Chair: Graeme Schultz

### 1. Attendance:

- Present: Graeme Schultz, Ann Kempe, Sam Perna, Rob Hall, Garry Beaton, Peter Stafford, Caroline Chaplin.
- Non-committee members: Don Harris, Andrew Mann, Mal Drew
- Apologies: Alison Mason

### 2. Confirm agenda: yes

### 3. Minutes previous Committee Meeting (20<sup>th</sup> November 2013):

3.1 Approved: by general meeting 30<sup>th</sup> January 2014 (proposed GB, 2<sup>nd</sup> RH)

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## 4. Correspondence

### 4.1 Incoming:

- 2<sup>nd</sup> October 2013: from Russell King (Acting Manager Assets & Engineering – Adelaide Hills Council) re footpath at school; Reserve improvements; & road safety issues re path. (held-over since 2<sup>nd</sup> October 2014 - attached) – **See item 6.2**
- 12<sup>th</sup> Feb. 2014: from Office of Consumer and Business Affairs - confirmation letter re Robert Hall as Public Officer

### 4.2 Outgoing:

- 2<sup>nd</sup> February 2014: Office of Consumer and Business Affairs – form sent notifying change of Public Officer from Peter Stafford to Robert Hall.
- 11<sup>th</sup> February 2014: to Mal Drew – invitation to attend committee meeting 25<sup>th</sup> Feb.

**4.3. Action:** Letter from Colin and Margaret Fry (19<sup>th</sup> November 2013 action held over till this meeting): Secretary to write letter of apology on behalf of Association for any anxiety caused by correspondence and action related to the school footpath issues – there will be no further action taken in regards to this issue (Proposed PS – 2<sup>nd</sup> AK).

## 5. Reports:

### 5.1 *Chairpersons report: feedback re Harvest Festival? (See Item 6.4)*

- Andrew Mann (Chair of the Lenswood Memorial Park Inc.) reported that there would be no Harvest Festival in 2014. The idea was discussed and if there is to be one, it will probably be in 1<sup>st</sup> Saturday in March 2015. They are planning a community day on the 2<sup>nd</sup> Sunday in November (picnic with park supplying tables, chairs and entertainment). Issue of insurance problematic.
- Chair reported that Festival will be responsibility of Lenswood Memorial Park Inc. and LFRCA can offer support if another Festival is planned.

### 5.2 *Association website report (Mal Drew) – see Item 6.1*

### 5.3 *Finance report (tabled 30<sup>th</sup> January 2-14):*

- No further activity since last report
- All outstanding bills have been paid with only one item of activity (cheque of \$40 for website domain has been presented),
- Form with new signatures to access the Association account with Bank SA lodged.
- Balance in account as of 28<sup>th</sup> February: \$976.30

## 6. New business (as of meeting 30<sup>th</sup> January 2014)

**6.1 Andrew Mann addressed the committee about the Lenswood Post Office – this is his summary of what he talked about:**

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Over the last 6 years there have been at least 10 post offices in the Hills area that have either closed or had to significantly reduce their hours. This has been due to a range of local and national issues that has resulted in these small communities losing a part of their community. The centre of a town is traditionally measured from the Post Office and a community gains much more from it. Licenced Post Offices (LPO's) receive an allowance for their running. This is not enough to pay for the ongoing expenses. LPO's can also sell Australia Post items although some of these have not or little profit margin (e.g. stamps have a profit margin of only 5). For LPO's to survive they need a healthy profitable complementary business, supported by the Community. Lenswood LPO and General Store is no different and needs to have the support of its community. Without the community support, Lenswood will not have a post office, or it will only be open for a max of 2 hours per day run by volunteers (like Forest Range PO). This will result in a significant reduction in services for customers and a need to shift the location of the Post Office. The current location would be unsuitable because of the shared facilities with the attached house. If the Community does not support the business it will lose the Post Office.

**Action:** Include Andrew's briefing in the minutes so that the community are aware of what is happening.

## *6.2 Website report and discussion (Mal Drew):*

- Mal. Addressed the meeting as per his report (the report is available on the Association website);
- **Action:** Small committee elected to draft a action plan on the basis of Mal's report for the next meeting (Ann Kempe, Peter Stafford and Mal Drew agreed to participate – proposed RH, 2<sup>nd</sup> PS)

## *6.3 Communication strategy and Association activities that might engage local community*

- There was discussion about Cam's newsletter through the cold store and other ideas.

### **Action:**

- Working bee to refurbish Forest Range Hall – planned for early May (Caroline Chapman to organise poster to publicise (Saturday 3<sup>rd</sup> May)
- Secretary will put up posters around the area and post and email – need help to get the message out as soon as possible.
- Website reviews and changes should also encourage greater engagement.

## *6.4 Fund raising suggestions? Membership drive?*

- Secretary reported current membership and implications
- There was some discussion about that to do next including food stalls

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- Proposal tabled from Peter Stafford that Association might think about a Forest Food Trail that would link in with similar tourist activities in the Hills

## Action:

- Small group to get together to discuss possible fund raising issues (Graeme, Peter & Garry) – proposed RH, 2<sup>nd</sup> GB.

## 6.5 *Minor amendments to the constitution*

- Secretary reported that during the process of developing a draft Constitution for the History Group, there were a range of minor amendments to the L&FRCA constitution that if support by a general meeting, would clarify the current rules. She noted that while the rules of an Association worked when things are going well, it is only when there are conflicts that weaknesses in the rules are highlighted.

## Action:

- Secretary to put together a briefing document for the committee to review – not urgent

## 6.6 *Foot-path issues*

- Secretary drew attention to the letter from Colin and Margaret Fry (19<sup>th</sup> November) in relation to discussions by previous committee re possibility of a footpath from the school to Plummers Road that might encroach on the Fry property. (See incoming correspondence – above)

## Action:

- Letter of apology from the Secretary (on behalf of this Committee) for any inconvenience caused by the discussion (Proposed PS, 2<sup>nd</sup> AK)

## 6.7 *Orchard festival or similar*

- This discussion not required – see earlier discussions

## 7. Meetings of the committee, general meetings and AGM:

*Secretary proposed 4 committee meetings a year:*

- The first in February: we had that meeting on 25<sup>th</sup> February
- The second would be in May?
- The third would be in August – the AGM (combined general & committee meeting)?
- The fourth would be held November

*The secretary proposed 2 general meetings each year:*

- The general meetings to be combined with the AGM and one other committee meeting (January/February and August)

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- Committee can call other meetings as per current constitution.

Proposed by Secretary unanimously supported by committee

## 8. Summary of Actions required (for secretary)

<i>Item Number</i>	<i>Action required</i>	<i>Who?</i>	<i>By When?</i>
4.3 & 6.6	Letter of apology to Colin & Margaret Fry re footpath issues	Secretary	Completed 11 <sup>th</sup> April
5.2 & 6.2	Small committee elected to draft a action plan re website for the next meeting	Ann Kempe, Peter Stafford and Mal Drew	To meet in the next 2 week: 15 <sup>th</sup> , 17 <sup>th</sup> , 22 <sup>nd</sup> or 24 <sup>th</sup> )
6.4	Small group to discuss possible fund raising issues to follow up PS idea of the food trial	Chair, Peter and Garry	Report by August?
6.5	Amendments to constitution - short briefing document to be prepared for the committee to review – not urgent	Secretary	Not urgent – prepare for May or August?
7.	<ul style="list-style-type: none"> <li>• Next committee meeting in May</li> <li>• Next general meeting will be AGM in August</li> </ul>	Secretary	Between April and May

Meeting ended at: 10.30 pm

Note: Ann has a severe hearing impairment and has written these minutes from notes made by Rob Hall – these draft minutes have been circulated to committee members for comment. These minutes will be confirmed at the May meeting.

Signed by Chair and Secretary: 14<sup>th</sup> May – see hardcopy on file

Confirmed as final minutes at Management Committee meeting 15<sup>th</sup> May 104