

Bundanoon Community Association Inc.
GENERAL MEETING
Supper Room
Bundanoon Soldiers' Memorial Hall
Thursday 21st September 2023
AGENDA

Acknowledgement of Country, and Welcome to members and visitors

Attendance and Apologies

1. **Confirmation of Minutes** – BCA General Meeting, 17 August 2023
Attachment One
2. **President's Report**
Attachment Two
3. **Correspondence**
Attachment Three
4. **Report of Committee Meeting** 7 September 2023
Attachment Four
5. **Treasurer's Report**
Attachment Five
6. **General Business**
 - a) **Business arising** from the previous meeting minutes and correspondence (if any)
 - a. Hall safety – the risk assessment process has been streamlined and updated. An online form will allow users and hirers to complete their risk assessment for their activity. We have created a specific risk register to ensure hirers are able to safely use pieces of equipment. All users and regular hirers will be asked to update their risk assessment for their activities.
 - b) **Alcohol covenant removed:** – Council have advised that the covenant restricting the sale of alcohol of the land parcel of the Hall has been removed from the title. We are following up with Liquor and Gaming as the sale of alcohol may require a Responsible Service of Alcohol qualification.
 - c) **Readiness Expo** – we are holding a readiness expo on Saturday 18 November from 10 to 1 pm. It will be a drop-in event with information displays from most agencies and groups involved in Prevention, Preparedness, Response and Recovery.
 - d) **Christmas celebrations:** We have asked Council if they can fund a "pool party" for their Christmas contribution to the village. They have agreed. There will be no Christmas event in the Hall, everyone will be invited to come to the Bundanoon Swimming Pool for an afternoon and perhaps early evening community celebration. Details are still to be developed. Entry will be free.
 - e) **Burgess Street Storage Facility:** the committee is determining the best way to get proposal from a qualified source to gain a fully costed (turn-key) design for the Burgess Street Storage facility. If any members would like to assist, please let us know.

- f) **External Stairs** – Council are still progressing on remediation of the external stairs to the old projector room. They are obtaining engineering quotes to remediate rather than replace the stairs.

- 7. **Subcommittee Activities (or updates)** –
 - a. **Hall Convenor** - attached
 - b. **Melting Pot Theatre** - attached
 - c. **Bundanoon Ukesters** – attached
 - d. **Our Place Bundanoon** - attached

- 8. **Any Other Business or Announcements?**

- 9. **Guest Speaker/s** – Winsome Hall, Friends of Wingecarribee. Winsome will speak to the next Council elections (September 2024) and the efforts of Friends of Wingecarribee to encourage high-calibre candidates to stand.

Refreshments

Next meeting: General Meeting, 19 October 2023 at 7.30 pm
in the Bundanoon Soldiers' Memorial Hall.

NB meeting will be in the Main Hall as Viv May PSM, Administrator of Wingecarribee Shire Council is our guest speaker

DRAFT

Bundanoon Community Association Inc.
GENERAL MEETING
Supper Room
Bundanoon Soldiers' Memorial Hall
Thursday 17 August 2023
MINUTES

Acknowledgement of Country, and Welcome to members and visitors

Attendance: 17 Members in attendance.

Apologies: Leeanne Tyler -Olsen, Christine Janssen, Lyndell Giuliano, Angela Williamson, Alison Ayers, Jeff Appleton, Peter and Joy Brown

Minutes for the meeting: Trevor Wright

10. **Confirmation of Minutes** – BCA General Meeting, 20 July 2023 moved J. Tonks seconded J. Pollard
11. **President's Report**
Attached
12. **Correspondence**
Attached
13. **Report of Committee Meeting 3 August 2023**
Attached
14. **Treasurer's Report**
Attached
15. **General Business**
 - g) **Business arising** from the previous meeting minutes and correspondence (if any)
 - a. Street safety – see Committee Report
 - b. Hall completion – now complete.
 - h) **Council Delivery program:** – Council responded to the BCA “delivery program” items raised in our response. These are summarised as an attachment.
 - i) **Emergency Management and Resilience Meeting** – Council have arranged a meeting for the Southern Villages at Exeter Hall on 6 September at 5:30 pm. All residents are welcome to attend. There will be briefings from emergency agencies. The BCA will send a representative. It is a public meeting, and all are welcome. See attached flyer. Bookings:
<https://www.wsc.nsw.gov.au/events-directory/Emergency-Management-and-Resilience-Meeting-Southern-Villages>
 - j) **Off-leash dog park** – All are invited to official opening of the fenced off-leash dog park in Jordan's Crossing Reserve at 11 am Saturday 19th August. Dogs are welcome and there are “lucky dog prizes” for those who attend. See attached flyer.

- k) **Place Game** - the second Place Game will take place in the Hall at 10 am Saturday 16 September. Come along and share your thoughts on five important places in Bundanoon – Main Street, Picnic Park, Railway Precinct Oval/Recreation Precinct, and “Tourism”.
- l) **Aging Well Grant** – The BCA has received a grant from Council to rerun the popular “Aging Well in Bundanoon” workshop series. Committee member Jonothan Melrose-Rae will organise the workshops.
- m) **External Stairs** – Council are still progressing on remediation of the external stairs to the old projector room. They are obtaining engineering quotes to remediate rather than replace the stairs.
- n) **Hall safety:** as part of our lease of the Hall, the BCA is responsible for ensuring that all users understand and can manage risks that using the Hall can present. Of concern are the tables which need to have locking sleeves in place to ensure the legs cannot collapse. Other concerns are boiling water in urns, a heavy projection screen, access to the AV loft, electrical equipment, glass, potential trip hazards and a commercial kitchen. Over the next few months, we will create the safe work method statements to describe safe operation of these and other activities and then ask each Hall User (BCA subcommittees and Hiring Groups) to update their risk assessment for their use of the Hall. This is a critical activity to protect all users and attendees and an important component of good risk governance.

16. Subcommittee Activities (or updates) –

- a. **Hall Convenor** - attached
- b. **Melting Pot Theatre** - attached
- c. **Bundanoon Memorial Hall** – attached
- d. **Bundanoon Ukesters** - attached
- e. **Hall Technical Assets** – There is a greater pool of people who can now effectively use the lighting system. Peter Gray arranged for an expert who generously came and provided training to volunteers. For questions on the lights, please contact Peter(peter.gray62@gmail.com). Peter reported on the volunteer assistance provided by Wayne Chee. Wayne is a lighting and sound expert and very generously presented a free 2-day training session for our hall users of our lighting equipment.
- f. **Picnic Park** - Geoff Pollard from Picnic Park gave an update on their activities coordinating with Lions, Bundanoon on Tap and senior council engineers. Picnic Park is 130 metres long but the last northern end (6 metres) is too narrow for further paths etc so car spaces for electric car charging stations is being considered. A pedestrian crossing and 40 kph speed limit are also being included. Public comment on the proposals will be available if it goes ahead.

17. Any Other Business or Announcements?

- a. Lee Borradale asked for volunteers to assist with the "Yes" referendum campaign.
- b. Lee Borradale provided an update that better lighting would be installed at the entrance to the Club precinct off Erith Street for safety.
- c. Christine Miller reported on the Southern Villages Group meeting. There was a presentation on the Highland Trail project and an update on a playgroup and before and after hours care for Bundanoon

Attachment One – Minutes of previous meeting

- d. Peter McDonald spoke about the efforts of the Bundanoon Club to provide events for Bundanoon. The Club is 'Not for Profit' and directors are volunteers. There was a recent Kids Disco with over 80 children and a Car "Show and Shine" is on September 10th.
- e. There is an upgrade to the Heritage listed Bundanoon Railway Station that will allow parts of the Station to be opened on more regular occasions. The work is being done by TAFE, who manage the NSW Transport Assets.

18. **Guest Speaker/s** – there was no guest speaker for this meeting due to a scheduling mix-up.

Refreshments

Next meeting: General Meeting, 21 September 2023 at 7.30 pm
in the Bundanoon Soldiers' Memorial Hall (Supper Room)

President's Report 21 September 2023

RESIGNATION OF VICE-PRESIDENT AND COMMITTEE MEMBER Our Vice-President Trevor Wright and Committee member Belinda Wright tendered their resignations for personal and private reasons. Thanks to Trevor who was Vice-president from April 2021. Trevor and Belinda were instrumental in proposing fencing the off-leash park at Jordan's Crossing Reserve and Trevor has been the flag marshal for flag flying days at the Southern Villages War Memorial. On behalf of the committee and membership our thanks to Trevor and Belinda for their contribution to the BCA and community.

HALL SAFETY Ongoing Hall safety and use of the facilities. There are now light-yellow plastic chains across the tables in storage with a note reminding users to slide the locking sleeve down on the table legs to prevent sudden collapses. The loft access vertical rung ladder has long been a concern and WSC on 18 September came to assess the proposed replaced mezzanine ladder.

PLACE GAME We played the Place Game to a smaller group of people on Saturday 16 September. Many thanks to the table hosts who ran the Game at each of the tables. As always, involvement and feedback are a cornerstone of community. We will be able to present Council with a "leg-up" of information when they begin the formal process of Place Planning for Bundanoon.

EMERGENCY MANAGEMENT AND RESILIENCE MEETING I attended the Emergency Management and Resilience Meeting on Wednesday 6 September at Exeter Hall where Council and Emergency Management Agencies gave an overview of their roles in disaster/emergency management. Council hosts the Local Emergency Management Committee (LEMC) and the committee meet on a regular basis. I approached many of the Agencies to ask for their involvement in our own Readiness Expo on 18 November. They were all very enthusiastic to be a part of the Expo.

CORRESPONDENCE

Correspondence – Summary of major items below from 2 August to 4 September

Correspondence does not list internal correspondence between subcommittees and the committee/President

- a) Council various press releases
- b) Council re external stairs to old projector room
- c) Council re opening fenced off-leash dog park
- d) Vet and Bundanoon Loves Dogs re opening off-leash park
- e) Council re traffic plans
- f) Council re Christmas funding Bundanoon Pool free community event
- g) Council request for two more loft keys
- h) Optus re Bundanoon tower new installation
- i) Birko re urns and replacement lids
- j) ARTC update to our Public Liability
- k) ARTC re new lease for Picnic Park
- l) Regular Hall users advice on folding table safety and specific treatment
- m) JR Richards gravity opening lockable bin lid latch advice
- n) Council re maintenance of Hall gas heaters
- o) Council re ATCOW for safer loft access
- p) History Group re joint letter to Conservation Area owners and lessees
- q) Request for BCA to approve posts on Community Facebook Page
- r) Various re donations to Maui Wildfire appeal
- s) BenQ re data projector
- t) Wash My Soul re our donation
- u) Laterals assistance with Xero reporting
- v) Member letter to Council re University campus for Wingecarribee (for information only)
- w) Bundanoon Swimming Club re Christmas Party at Pool
- x) Various – quotes for Readiness Expo "Show bag" items
- y) Update of Hall Floor Plan
- z) Living Connected Communities Hall use request
- aa) Invitation to Exeter Village Association heritage study presentation
- bb) Council re new title, without alcohol covenant for Hall
- cc) Jesse Fitzpatrick, council candidate request for meeting
- dd) Onemusic annual licence for Bundanoon Sings!

COMMITTEE UPDATE – September 2023

The Committee met on 7 September. Below are items provided for information or comment that were discussed or decided that are not in the business for this general meeting. If you have any questions or would like clarification, please raise this at the end of general business.

Donation to Maui Bushfire Appeal – the committee donated approximately \$500 to three charities in Hawaii following the bushfire crisis.

Urn replacement – the Committee approved a request to replace the two Birko Urns in the kitchen. The safety lids no longer lock, and due to the age of the urns, replacement lids are not available. Birko advised replacement of the urns.

Hall hire rates- the Committee endorsed a proposal for the Hall Hire Rates to remain at the current rates for 1 July 2023 to 31 December 2023.

The Bundanoon Pipe Band made a request to the Committee for some funding for various items. This will be further considered at the October Committee meeting.

We approached the Australian Rail and Track Corporation (ARTC) for a new lease for the area known as Picnic Park. The current lease names BCDA and State Rail as the two parties. Neither party is now a legal entity. We are seeking a 10-year lease as this the cheapest option for legal costs.

BCA Budget – the approximate fixed annual costs for the BCA is approximately \$30,000. The committee endorsed two years contingency funding as an appropriate reserve.

Burgess Street Storage – the committee is determining the best way to get proposal from a qualified source to gain a fully costed (turn-key) design for the Burgess Street Storage facility.

External stairs to projector room – Council are (still) looking at solutions to restore existing stair access to historic projector room.

TREASURER'S REPORT**BALANCE SHEET AS AT 5 September 2023**

	5 SEP 2023	5 SEP 2022
Assets		
Bank		
BCA Inc (4 Months)	50,000.00	-
BCA Inc (6 Months)	50,000.00	-
BCA Statement Account 741	5,389.47	-
BDCU Account	-	8,721.24
BDCU Burgess St Storage/Winterfest Term Deposit	-	68,404.90
BDCU Online Saver	-	48,498.22
BDCU VISA Debit Card	-	713.42
Savings Account	17,363.34	-
Visa Debit Card	506.74	-
Total Bank	123,259.55	126,337.78
Current Assets		
Accounts Receivable	5,351.24	2,435.28
Cash Floats	650.00	650.00
Float	908.00	908.00
Petty Cash Floats	50.00	50.00
Square Balance Adjustments	125.02	-
Total Current Assets	7,084.26	4,043.28
Fixed Assets		
Accum. Depreciation: Computers	(6,284.15)	(6,000.66)
Accum. Depreciation: Equipment	(37,266.91)	(35,032.23)
Accum. Depreciation: Furniture	(26,837.35)	(26,138.99)
Computers at Cost	7,925.25	7,925.25
Equipment at Cost	71,884.09	71,884.09
Furniture at Cost	55,540.55	55,540.55
Inventories	2,616.60	2,871.40
Total Fixed Assets	67,578.08	71,049.41
Non-current Assets		
GST Clearing	(2,244.00)	-
Total Non-current Assets	(2,244.00)	-
Total Assets	195,677.89	201,430.47
Liabilities		
Current Liabilities		
Accounts Payable	90.00	879.00
GST	(1,247.99)	771.59
Hall Bonds Held	2,400.00	750.00
Rounding	-	6.00

Treasurer's Report

Square Balance	125.02	-
Total Current Liabilities	1,367.03	2,406.59
Total Liabilities	1,367.03	2,406.59
Net Assets	194,310.86	199,023.88
Equity		
Current Year Earnings	(25,760.36)	(8,902.98)
Prior Year's Surplus/Deficit	220,071.22	207,926.86
Total Equity	194,310.86	199,023.88

PROFIT AND LOSS AS AT 5 September 2023

	1 JAN-5 SEP 2023	1 JAN-5 SEP 2022
Trading Income		
Advertising Income	17,726.92	18,941.76
Donations Received	650.00	2,738.29
Grants Received	2,000.00	9,874.55
Hall Hire - External	11,221.85	9,327.91
JCG Subscription	-	18.18
Membership Fees	1,828.26	1,155.87
Merchandise Sales	1,081.05	360.00
Raffle Income	631.81	420.00
Refund Income	1,689.09	-
Sponsorship	6,000.01	9,174.60
Square Sales	-	1,010.17
Stalls	2,856.41	4,638.16
Sundry Income	-	301.00
The Good Yard Rent Rebate	6,366.92	6,063.74
Ticket Sales - Events	36,867.60	21,048.05
Total Trading Income	88,919.92	85,072.28
Gross Profit	88,919.92	85,072.28
Other Income		
Interest Income	955.81	132.50
Total Other Income	955.81	132.50
Operating Expenses		
Advertising	(376.18)	830.00
Bank Fees & Charges	89.10	-
Cleaning	6,053.15	5,102.10
Consumables	1,768.10	1,684.85
Depreciation	-	6,196.88
Donations Given	(644.20)	4,187.44
Equipment Purchases	1,790.44	4,269.03
Gifts	1,036.10	-
Hire & Rental Costs	29,326.07	10,476.36
Insurance	6,945.11	6,702.33
License Fees and Films	822.72	2,900.27
Online Subscription	1,436.99	1,953.76
Other Expenses	632.30	581.76
Performer Fees	8,440.91	9,504.55
Piano Tuning	327.28	490.92
Postage	485.56	312.73
Printing	16,248.18	15,514.54
Production	8,362.41	-

Treasurer's Report

	1 JAN-5 SEP 2023	1 JAN-5 SEP 2022
Professional Services	16,434.21	8,501.00
Refreshments	3,039.66	1,577.63
Refunds	260.01	-
Reimbursements	1,689.09	521.38
Samples/Promotion	148.36	-
Signage	-	127.27
Square Fees	65.79	21.64
Stationery	780.17	362.49
Storage	3,387.24	2,840.32
Trade Services	-	2,394.11
Transport Hire	581.82	660.00
Utilities	1,879.20	1,735.12
Volunteer Expenses	39.09	-
Waste Removal	1,313.04	1,093.37
Workshop Providers & Tutors	3,274.37	3,565.91
Total Operating Expenses	115,636.09	94,107.76
Net Profit	(25,760.36)	(8,902.98)

Hall Convenor

The best news in town is that after 18 months of following up with Council and the Land's Title, the covenant of not allowing alcohol to be sold in the Hall set in 1934, has finally being lifted. This means we can choose to continue to have 'donations', or we can set a price of a glass of wine at events.

The old Birko urns are soon to be replaced with safer urns with lids that can be locked, as the old lids have had the locking tabs broken and the lids are unfortunately not replaceable. The new Birko urns are double walled so the outside of the urns will remain only warmish. The old urns will be sent off to be scrap metal.

There is a new Risk Assessment Jot form for all hirers to complete. A guide of Risks Register for the Hall is also attached on the Hall link page on the BCA website.

We now have a true to scale floor plan of the Hall which will help hirers have a good oversight of the Hall and the layout and will help with planning events.

We are still waiting for approval from Council for the new loft stairs to replace the vertical ladder. We would like to see the year out with a safer way of accessing the loft. Fingers crossed.

We and many people of the community welcome the return of the Bundanoon Makers Market back to the Hall on the third Sundays of the month. The first market back was on Saturday September 16 and was a great success.

I am still looking for a volunteer who would like to take over the Hall bookings. This is now a much easier job as (unless wished) the next volunteer will not need to learn Xero as Andy has now taken over the task of creating the invoices. Also, all inquiries and bookings are encouraged to use the live booking Jotform.

I again thank the Hall Willing Workers (HWW) for their checking and maintaining the regular needs of the Hall such as filling up tissues in the toilets, removing rubbish, making sure the lights/heating/refrigeration is switched off to checking all doors are locked after each booking.

The Hall has many bookings from now until the end of the year.

Thank you also to the Hall hirers who use the Hall and leave it in excellent condition as this does lift the burden of the HWW.

Lyndell Giuliano

Hall Convenor and acting Hall Booking Volunteer

Melting Pot Theatre

MPT has chosen the cast for "The Haunting - Stories from Beyond the Grave", and all actors are in rehearsal. Due to a request from an existing Pill Factory booking, there has been a date change from the original advertised dates in the JCG. The new and confirmed dates are: Tuesday 17, Wednesday 18, Wednesday 25, and Thursday 26.

"The Haunting" is a series of Victorian "esc" ghost stories, recitations, and readings set in Bundanoon's favourite building, The Pill Factory. The audience will move through the historic house, starting at the fire pit. A menu of gourmet canapes by local caterer Chief in Your Kitchen will be served as the production unfolds, along with local wines from some of the Southern Highlands' best producers.

Ticket sales are strong, with almost 50% of the allocation sold at the time of writing this report.

MPT had a great Crash Test Drama in August with more actors attending than roles (a first in four years!!!). All plays were of excellent quality. The winners were: Best Play + Best Director - Rachel Gregg for "Monster", Best Actor: Vania McMahon - "Monster", Best Actor - Jock Bidwell for "Murder They Wrote", and People's Choice Award - "How to Get Rid of Your Boss" by Donna Andrews.

Our next Crash Test Drama is on 11 November.

Ted Ayres
Melting Pot Theatre Convenor

Bundanoon Ukesters

We played at the Maker's Market on Father's Day 3 September on a beautiful Spring morning. We welcomed Anton back from his northern adventures.

We are working towards our annual Concert on Saturday 14 October. Plenty of sing-alongs and happy ukulele players. Tickets are now available on Trybooking <https://www.trybooking.com/CLQRS>.

We meet in the Supper Room at 7 pm each Monday and newcomers are always welcome. As a non-auditioned group everyone is able to play along and Sing-along.

Andy Carnahan
co-convenor, Bundanoon Ukesters

Our Place Bundanoon

We held the second round of the Place Game on September 16. Thanks to those who attended and gave their input to the five places in Bundanoon – Main Street, Picnic Park, the Railway precinct, the Oval

Convenors Reports

Precinct and “tourism”. Picnic Park is now a mature plan thanks to the efforts of the Picnic Park subcommittee and their extensive consultation.

Our plan is now to hold an online survey of four of the places to gain a wider input to the Places.

We are working on a letter to owners and residents within the Bundanoon Conservation Area. The letter will be from the BCA, the History Group and Council. As Council are currently undertaking a large heritage communication process, we will wait until this has progressed.

Andy Carnahan

Convenor, Our Place Bundanoon