

Bundanoon Community Association Inc.
GENERAL MEETING
Supper Room
Bundanoon Soldiers' Memorial Hall
Thursday 21 March 2024
To be held directly after the Annual General Meeting
AGENDA

Acknowledgement of Country, and welcome to members and visitors

Attendance and Apologies

1. **Confirmation of Minutes** – BCA General Meeting, 15 February 2024
Attachment One
2. **President's Report – welcome by new President**
3. **Correspondence**
Attachment Three
4. **Report of Committee Meeting 7 March 2024**
Attachment Four
5. **Treasurer's Report**
Attachment Five
6. **General Business**
 - a) **Business arising** from the previous meeting minutes and correspondence (if any)
 - a. External stairs – repairs underway.
 - b. Loft safer access – completed.
 - c. Steet parking/picnic park – Disabled parking spot and new 2 hour limit place in place
 - d. Flag flying at southern villages War Memorial – we have contacted the Bundanoon RSL Subbranch indicating we are willing to fly flags as advised by the Commonwealth Flag Officer on days that the RSL not flying flags.
 - e. Steam Train visit – working with Transport Heritage Museum on dates to accommodate track work, events in Bundanoon. Date not yet finalised.
 - b) **Foundation Stone Trowel** – at the 2024 History Group AGM, the President, on behalf of the BCA was presented on permanent loan with the memorial trowel used to commemorate the first stone laying of the Soldiers' Memorial Hall in 1934. The Committee is deciding on a suitable permanent exhibition location. At present it is in the Foyer on a small table where the old projector is displayed.

- c) **Road overbridges** – Following an incident on the Penrose Road/Erith rail overpass and publicity, Transport for NSW (TfNSW) have advised there are no plans to upgrade the bridges at Bundanoon. Council’s Administrator has requested that TfNSW be approached to provide five and ten year plans for all overbridges in the Shire. The BCA has written to both Council and TfNSW asking that better warning signs be in place such as a 20km/h suggested speed and narrow bridge advisories.
- d) **Picnic Park** – Convenor is meeting with Council to discuss lease with view that Council will take over the lease with ARTC. This will formalise the maintenance of the area and still allow the upgrades and suggestions to be made by the Subcommittee.
- e) **Welcome to Warrigal staff** – Lyn Morehen will provide an update

7. Subcommittee Activities (or updates)

8. Any Other Business or Announcements?

Refreshments

Next meeting: General Meeting, 18 April 2024 at 7.30 pm
Bundanoon Soldiers’ Memorial Hall.

DRAFT

BUNDANOON COMMUNITY ASSOCIATION INC.
GENERAL MEETING
Supper Room Bundanoon Soldiers' Memorial Hall
Thursday 15 February 2024

MINUTES

Attendance: 32 Visitors: 2 Apologies: Dean Carey, Jo le Cheminant, John Grono

1. Confirmation of Minutes – BCA General Meeting, 21 December 2023 Attachment 1

Accepted: Andrew Rennie 2nd Ted Ayres

2. President's Report Tabled

3. Correspondence Tabled

4. Report of Committee Meeting 1 February 2024 Tabled

President advised of new committee members: Dean Carey and Donna Andrews

5. Treasurer's Report Attach. 5

President mentioned 'depreciation' to be included at AGM, which should be similar to 2022.

Accepted: Jonathan Melrose-Rae 2nd Henk Janssen

6. General Business

a) Business arising from the previous meeting minutes and correspondence

a. Correction to minutes of November meeting has been made

b. External stairs – to be repaired over three-week period from March 11.

c. Loft safer access – completed.

e. Stolen trees – replacement trees marked with blue forestry paint

f. Electrical storm and Hall damage – the replacement component for the lighting system was \$1980. We have made an insurance claim for this.

g. Pedestrian rail crossing sound – ARTC have adjusted the tones of the warning siren which is closer to the sound of the warning bells.

b) Winterfest Steam Train visit – Jonathan Melrose-Rae reported on the Transport Heritage Museum steam train excursion from Sydney to Goulburn coinciding with Winterfest. It will be the official opening of the museum in the Bundanoon Railway Station with dignitaries and the opportunity to screen the 50th anniversary of 'A Steam Train Passes'.

c) Annual General Meeting – Thursday 21 March. Nominations for positions must be received by the secretary by Thursday 14 March.

d) Warrigal Workers Welcome – Lyn Morehen reported on what is being done by group and plans for an event, possibly in September.

7. Subcommittee Activities

a. Hall Convenor – Reported on works undertaken to maintain Hall and that the Hall would be closed between 9 am and 5 pm Monday to Friday from the 11 March to 29 March inclusive for remedial work.

A request was made for volunteers for the Hall Willing Workers (HWW) roster, as 3 couples who have been doing the work for many years were stepping down.

b. Cinema Rex advised on future screenings, and success of 'Supper Club'.

c. Bundanoon Sings! – Convenor thanked President for printing of music, which has reduced their costs by 60 – 70%.

d. Picnic Park – Convenor reported on lease situation and discussions with ARTC and Council re current responsibility of BCA. Plans for refurbishment are on hold until a decision is made.

e. Bundanoon Pipes & Drum Band – Trevor Wright thanked all who had assisted at the very successful Robbie Burns Supper. \$750 had been raised and will come to BCA.

It was proposed that the 2025 Robbie Burns Supper would be held in the Soldiers' Memorial Hall to better accommodate the numbers. The Hall has been booked.

f. WINTERFEST – Convenor reported on the many exciting plans for the 6th and 7th July 2024.

g. MPT – Convenor advised more plays were needed for Crash Test Drama, and that a new short play would be performed. There were a number of nominations for the CAT awards and those nominated will be travelling to ceremony.

h. JCG – Convenor advised magazine was at the printer. Theme for June “Weird Things In Your Backyard”.

8. Other Business or Announcements

i) BCA Storage Ann Rocca asked several questions regarding the proposed Burgess Street BCA storage facility:

a) if there had been any consultation with convenors and other groups that require storage, before committee decided to put building of new facility on hold and to redirect income received from Good Yarn rental to Hall maintenance fund. President advised that discussions had taken place with all stakeholders, and they had agreed with decision.

b) if the lease with Council re BCA financial responsibilities for Hall had been consulted. President advised that the lease had been examined and that the financial commitment of BCA was stated in lease.

c) if Hall charge rates were sufficient. President advised that they were commensurate with charges for other Hall charges in the Shire.

ii) QUEST – visitor Donna Portland advised of courses being conducted by QUEST and that village residents could attend for free, but no accommodation was included.

iii) FLAG FLYING – Lee Borradales advised that he had been speaking to media re RSL decision to not fly the Aboriginal flag at the village Memorial Garden. President was in attendance at the branch meeting of the RSL. BCA is awaiting response to letter to Subbranch hoping that flag flying can continue. BCA has advised they will not fly flags until this is clarified.

iv) Denis Day, Bundanoon resident reported on resident's concerns on:

a) Urgent need of safe footpath on Erith St

b) Removal of old asbestos pipes from footpath on Railway Avenue

He advised that the issues had been reported to Council, Land and Environment, and Wendy Tuckerman. President advised all residents to continue to lobby respective bodies.

Meeting concluded at 8.50 pm

Refreshments served

Next meeting:

Annual General Meeting, 21 March 2024 at 7.30 pm Bundanoon Soldiers' Memorial Hall.

Minutes of February meeting tabled, followed by March General Meeting

CORRESPONDENCE

Correspondence – Summary of major items below from 1 February to 6 March 2024

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

- a) Council various press releases
- b) Council re repairs to external access stairs
- c) Council re Disabled Parking Spot
- d) Council – decline offer of Seniors Event, except for Aging Well program
- e) National Symbols Office – various flag flying notifications
- f) Council – Museum of History in Hall planned for Seniors Week
- g) Laterals (our auditors) Financial reports
- h) Bundanoon RSL Subbranch – request to reconsider flag flying duties
- i) Transport for NSW Wollongong office – update on rail bridge maintenance
- j) Council – treatment of rail overbridges with signage
- k) Council – feedback on 2023 Christmas funding
- l) Public Liability and Director’s Insurance renewals
- m) Council invoice for Good Yarn rebate 2023
- n) Council – repairs to external stairs - dates for works
- o) Council re loft ladder inspection for sign-off
- p) Council/Quest – invitation to Resilience Workshop funded by Council organised by Quest
- q) Various – steam train visit and potential dates
- r) Various – Hall sound system concerns
- s) Southern Villages Group – Bundanoon report for meeting
- t) Office of Environment and Heritage – advice for listing projector room on State Heritage Register
- u) Council of Australian Ambulance Authorities – ideas to promote Call/Push/Shock
- v) Exeter re demonstrating CPR manikin at their general meeting
- w) ARTC various on Picnic Park and Erith Street land parcel leases

COMMITTEE UPDATE – March 2024

The Committee met on 7 March. 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.

Foundation Stone Trowel – at the 2024 History Group AGM, the President was presented with the Memorial Trowel presented at the first stone laying of the Soldiers’ Memorial Hall in 1934.

Conditions of Hire for Hall – several amendments were requested by the Hall Convenor, and these were endorsed. They clarify our liability for booking, use of the Hall during catastrophic fire danger, and exclusive use of the Hall over discontinuous periods.

Flag protocol – the President tabled a letter to the Bundanoon RSL Subbranch responding to their correspondence. The letter asks for cooperation and to seek clarification from Council on their Memorials Policy. The meeting endorsed a proposal that Council is asked for clarification on their Policy and on community use of flagpoles at Memorials using the Commonwealth Flag Officer protocols and notifications.

Road Overbridges – we have written to Council asking that better advisory signage is placed at each side for the two main road / rail overbridges.

Constitutional Updates – the President flagged for the 2024 Committee the need to update our Constitution to adopt to 21st century practices as per the Fair Trading Model Constitution for NSW Associations.

Winterfest – the Winterfest Convenor presented the Winterfest 2024 plan and budget. The Committee commended the Convenor on the work to date by the Subcommittee and endorsed the program and budget.

Grant Applications – the Committee re-endorsed a previous practice that when Subcommittees or members apply for a grant, it must be first endorsed by the Committee. This is because a number of grants only allow one application per organisation and some only allow one grant per time period

Strategic Plan – the Committee endorsed a proposal to hold a strategic planning “day” with subcommittees to develop a strategic plan for the Association.

TREASURER'S REPORT

Balance Sheet

Bundanoon Community Association Incorporated
As at 29 February 2024

29 FEB 2024

Assets

Bank

BCA Inc (4 Months)	51,357.46
BCA Inc (6 Months)	50,959.86
BCA Statement Account 741	491.78
Sandhurst Select 90 Fund	25,000.00
Savings Account	4,978.65
Visa Debit Card	467.95
Total Bank	133,255.70

Current Assets

Accounts Receivable	17,637.26
Petty Cash Floats	560.00
Total Current Assets	18,197.26

Fixed Assets

Accum. Depreciation: Computers	(6,725.45)
Accum. Depreciation: Equipment	(42,409.59)
Accum. Depreciation: Furniture	(28,710.95)
Computers at Cost	7,925.25
Equipment at Cost	71,884.09
Furniture at Cost	55,540.55
Inventories	2,273.60
Total Fixed Assets	59,777.50

Total Assets **211,230.46**

Liabilities

Current Liabilities

Accounts Payable	2,530.00
GST	3,096.04
Hall Bonds Held	1,800.00
Total Current Liabilities	7,426.04

Total Liabilities **7,426.04**

Net Assets **203,804.42**

Equity

Current Year Earnings	(1,322.85)
Prior Year's Surplus/Deficit	205,127.27
Total Equity	203,804.42

Profit and Loss

Bundanoon Community Association Incorporated For the period 1 January 2024 to 6 March 2024

1 JAN-6 MAR 2024

Trading Income

Donations Received	300.00
Hall Hire - External	1,840.27
Membership Fees	62.97
Merchandise Sales	107.27
Refund Income	67.09
The Good Yard Rent Rebate	7,428.07
Ticket Sales - Events	1,255.89
Total Trading Income	11,061.56

Gross Profit 11,061.56

Other Income

Interest Income	785.28
Total Other Income	785.28

Operating Expenses

Bank Fees & Charges	3.24
Cleaning	976.78
Consumables	198.71
Equipment Purchase - Capital	1,800.00
Equipment Purchases	16.62
GST Payment	1,798.00
Hire & Rental Costs	225.00
Insurance	2,952.09
License Fees and Films	167.38
Online Subscription	215.13
Other Expenses	13.64
Performer Fees	1,950.00
Professional Services	2,788.64
Refreshments	62.01
Refunds	512.72
Repairs & Maintenance	172.56
Stationery	55.39
Storage	785.46
Trade Services	5,183.60
Utilities	600.15
Waste Removal	120.64
Total Operating Expenses	20,597.76

Net Profit (8,750.92)