

**Bundanoon Community Association Inc.**  
**GENERAL MEETING**  
**Supper Room**  
**Bundanoon Soldiers' Memorial Hall**  
**Thursday 19<sup>th</sup> October 2023**  
**AGENDA**

Acknowledgement of Country, and Welcome to members and visitors

**Attendance and Apologies**

1. **Confirmation of Minutes** – BCA General Meeting, 21 September 2023  
*Attachment One*
2. **President's Report**  
*Attachment Two*
3. **Correspondence**  
*Attachment Three*
4. **Report of Committee Meeting** 5 October 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. External stairs – advice from Council is that only 50% of funding is available to repair and make safe stairs. We have written to Council asking for urgent funds release in the next “quarterly review”.
    - b. Loft safer access – in progress
    - c. Steet parking/picnic park – convenor is in discussions with Council. Disabled parking spot identified as outside Morton Café.
    - d. Request for improved medical facilities in Bundanoon. Acute tertiary clinical services are provided at tertiary hospitals in Area Health Service. There is a process of triage and escalation at each intervention point. If patients are dissatisfied with their standard of care, there is a complaints process.
  - b) **Loan of Artwork** – Catherine Hanes entered and displayed a collage artwork titled “Under the Wings” in the Winterfest Art Competition. We asked Catherine if the BCA could display the artwork in the Hall as it symbolises themes that are close to the BCA – Belonging, Place and Home. Catherine kindly agreed and the artwork will be displayed in the Supper Room on permanent loan along with her Artist's Statement on the work.
  - c) **Bundanoon Heritage Station:** – The Bundanoon History Group and Transport for NSW's Heritage Arm have been working on a project to provide an enhancement to the Station. The BCA have also been involved in the project. There will a presentation and information session at the next History Group meeting on

Monday 13 November at 10:30 am in the Hall. Please come along to learn more about what is a wonderful initiative for Heritage and Tourism. All are welcome.

- d) **Readiness Expo** – Saturday 18 November 10 am to 1 pm: call for volunteers – we need volunteers to: “meet and greet”, accept post-event feedback forms, demonstrate, and encourage others to try CPR on our manikin, demonstrate and encourage snake bandage application on manikins. You do not need to be an expert to do CPR nor apply a bandage. The CPR manikin has feedback lights to let you know once you are doing it “right”. And both have the potential to save a life. We will provide demonstration training. Please see the volunteer sheets at the sign on table at the Thursday BCA meeting.
  
  - e) **Christmas celebrations:** Planning continuing – hoping for “open precinct” to include Pool, barefoot bowls, and tennis tryouts. Entry will be free.
  
  - f) **Drop in Heritage and Transport Strategy:** Council’s planners are holding a drop-in session this Thursday 19 September (meeting day) in the Supper Room between 1 pm to 5 pm. You can find more detail on the Heritage Study here: <https://www.yoursaywingecarribee.com.au/community-heritage-study> and the Transport Strategy here: <https://www.yoursaywingecarribee.com.au/wingecarribee-integrated-transport-strategy>
- Obviously, you will need to attend before the BCA General Meeting. Council are keen for feedback on both items.
- g) **Theft of trees at Jubilee Memorial** – two of the six trees at the Jubilee Memorial appear to have been stolen. This is very disappointing to the BCA as we applied for and received a grant for the late Queen’s Jubilee celebration and memorial. We have reported this to NSW Police and will determine the best way to replace the trees. Each tree was around \$300 as they were advanced saplings.
  
  - h) **Appleton’s Gala Screening** – We have the world premiere and only “public” screening of the Appleton Ladies Potato Race in the Hall on Friday 20 October. Due to Paramount licensing restrictions, it is a free event and invitation only. There is a waiting list for tickets – if you are chasing a ticket, contact Rex Cinema. [rex.cinema@bca.asn.au](mailto:rex.cinema@bca.asn.au)
  
  - i) **Bundanoon Garden Ramble** - The annual Bundanoon Garden Ramble is almost here. Another set of beautifully loved gardens to be admired. Tickets are available

from: <https://www.bundanoongardenramble.org.au/> and on the weekend of 28 and 29 October in the Hall

**7. Subcommittee Activities (or updates) –**

- a. **Hall Convenor** – attached
- b. **Bundanoon Pipe Band** – Sausage sizzle at Bunnings on long weekend raised about \$1,000. Well done.
- c. **Melting Pot Theatre** - attached
- d. **Bundanoon Ukesters** – attached

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

9. **Guest Speaker** – Viv May, PSM, Administrator Wingecarribee Shire Council. Mr May will provide an update on Council and also take questions.

**Refreshments**

**Next meeting: General Meeting**, 16 November 2023 at 7.30 pm  
Supper Room, Bundanoon Soldiers' Memorial Hall.

**DRAFT**

**Bundanoon Community Association Inc.**

**GENERAL MEETING**

**Supper Room**

**Bundanoon Soldiers' Memorial Hall**

**Thursday 21st September 2023**

**MINUTES**

Acknowledgement of Country, and Welcome to members and visitors

Attendance: 27

Apologies: Pamela Jane; Ted Ayes; Trevor Wright; Belinda Wright

1. Confirmation of Minutes – BCA General Meeting, 17 August 2023 Confirmed Greg Olsen Seconded Jonathan Melrose-Rae

2. President's Report – advised that Trevor Wright and Belinda Wright had tendered resignations to Committee. Invited anyone who would like to join Committee as a casual vacancy to contact President.

3. Correspondence - Tabled with Agenda

4. Report of Committee Meeting 7 September 2023 - Tabled with Agenda

Ann Rocca queried donations to organisations outside of Bundanoon. President advised that the BCA Constitution does not prevent donations outside of Bundanoon.

Christine Miller queried why letter from Bundanoon History Group and BCA hadn't been sent to WSC regarding Heritage Area. President advised that the letter had been delayed pending release of the Heritage Listing. Ann Rocca advised to changes to zoning in Bundanoon.

5. Treasurer's Report- Tabled with Agenda – Confirmed Jonathan Melrose-Rae 2<sup>nd</sup> Nigel Wainwright

6. General Business

a) Hall safety – the risk assessment process has been streamlined and updated.

b) Alcohol covenant on the sale of liquor in the Hall has been removed. Ongoing inquiry into the requirements for sale, donation and providing alcohol.

c) Readiness Expo Saturday 18 November – Application for grant was successful. There will be GO BAGS for attendees who complete survey. Peter Gray queried if the 3 'Community Fire Units' in Bundanoon would be included. President confirmed.

d) Christmas celebrations will be a 'Pool Party'. Details are still to be developed. Entry will be free.

e) Burgess Street Storage Facility: Ongoing.

*Attachment One – Minutes of previous meeting*

OTHER BUSINESS

a) External Stairs – Ongoing. Council are obtaining engineering quotes to remediate rather than replace the stairs.

b) Loft Stairs – Council has approved design

7. Subcommittee Activities (or updates) –

a) Bundanoon Pipe Band will be performing in Canberra as ‘Bundanoon’ and not part of another band. They will be conducting fundraiser at Bunnings on October 1<sup>st</sup>.

b) JCG – request for submission of paragraphs for December magazine on the theme, “The Best Gift Ever”.

c) Rex Cinema – Screening of “Appleton Ladie’s Race” on October 20<sup>th</sup>.

d) Melting Pot Theatre - - Tabled with Agenda

e) Bundanoon Ukesters – - Tabled with Agenda

f) Our Place Bundanoon – - Tabled with Agenda

8. Any Other Business or Announcements?

Christine Miller advised that Henry Ramage has requested the BCA pursue improved medical facilities for Bundanoon.

9. Guest Speaker – Winsome Hall, Friends of Wingecarribee.

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.

## President's Report 19 October 2023

October has been and continues to be a busy month.

I am delighted we have three new Committee members to bring the Committee up to eight. I am concerned that in March the current Office Bearers will have run their terms. There is a strong Committee and I hope some members feel inspired to contribute to the Association. Our Constitution does not allow an Office Bearer to hold a position for more than three years. I have indicated I am willing to stand as Treasurer to provide continuity to the systems and back-end processes that keep everything running smoothly.

The theft of two of the Jubilee memorial trees is disappointing as it is a theft of a community asset and to extend, a theft of the volunteering efforts that are made. The Green Team also reported the loss of two newly planted trees up near the Information Bay. Theft in a community, from a community, diminishes us all, most of all the thief – whether a resident or visitor.

On a more positive note, well done to the Bundanoon Pipe Band for their fundraising at Braemar Bunning's Sausage Sizzle on the long weekend. And for the refreshments supplied at the David Bridie concert as a BCA activity.

Two projects I am very excited about are the Resilience Expo and the Christmas Event.

The Expo will provide a smorgasbord of resilience resources for our Village. We have some preparedness "goodies" for attendees and the organisations participating have plenty of information and good advice to help build a "resilience ready" Bundanoon.

The Christmas party is aiming to delight and involve all ages. A pool party (free entry), Barefoot Bowls (free) and social tennis (free) are the attractions. Fingers crossed for fine weather.

## CORRESPONDENCE

**Correspondence** – Summary of major items below from 4 September to 4 October

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

- a) Thank you letter from Pam Davies and Ralph Clark
- b) Council various press releases
- c) Council re Christmas funding \$3,000 for Bundanoon
- d) Council re meeting with President and General Manager
- e) Council re street hydrants maintenance and marking
- f) Council re "lost" \$18,000 for visitors signage upgrade
- g) Southern Villages Group – risk assessment process for BCA and our Hall and noting lightweight tables also used at other Council run facilities
- h) Ordering mezzalad for loft
- i) F&RNSW re community noticeboard for recruitment
- j) Angus Taylor thanking for extra Australian flags
- k) Council re ATCOW for safer loft access
- l) Tyro re eftpos terminals for Ramble
- m) BenQ re data projector
- n) Non-member asking if BCA will hold "No" information evening – reply no, as our event was not 'Yes' or 'No'
- o) Southern Highlands News re tulip planter boxes
- p) Bundanoon Swimming Club re Christmas Party at Pool
- q) Various agencies – invite to exhibit at Resilience Expo
- r) Various – quotes for Readiness Expo "Show bag" items – bags, hivi vests, solar/battery chargers, snake bandages
- s) Sue Reid Living Connected Communities Hall use request

## **COMMITTEE UPDATE – October 2023**

The Committee met on 5 October. 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.

Visitors – potential committee members – due to a number of vacancies, Genevieve Grayson, Siobhan Flattery and Andrew Rennie attended the Committee meeting as observers. All three indicated their willingness to join the Committee and the Committee endorsed their positions as casual vacancies.

Urn replacement – the Hall Convenor advised Birko urns have been replaced with safer urns.

Hall Risk Assessment – the Hall Convenor advised requests for risk assessments have been sent to regular hirer's, both external and BCA subcommittees.

Winterfest 2024 Budget – convenor presented 2024 Winterfest budget to Committee. Committee endorsed with proviso that BCA cannot fund to same degree that was funded in 2023 (almost \$10,000 with grant excluded). Convenor advised there are funding proposals to ensure this is the case.

Winterfest Art competition loan of entry. Convenor has arranged for a piece of Art from the Winterfest Art Competition to be loaned and displayed in the Supper Room. Presentation to occur at next General Meeting.



## TREASURER'S REPORT

### BALANCE SHEET AS AT 30 September 2023

	30 SEP 2023	31 DEC 2022
<b>Assets</b>		
<b>Bank</b>		
BCA Inc (4 Months)	50,629.86	-
BCA Inc (6 Months)	50,000.00	-
BCA Statement Account 741	3,231.58	-
BDCU Account	-	10,280.97
BDCU Online Saver	-	137,306.13
BDCU VISA Debit Card	-	1,737.86
Savings Account	10,363.34	-
Visa Debit Card	352.60	-
<b>Total Bank</b>	<b>114,577.38</b>	<b>149,324.96</b>
<b>Current Assets</b>		
Accounts Receivable	11,310.38	4,808.00
Cash Floats	650.00	650.00
Float	908.00	908.00
Petty Cash Floats	50.00	50.00
Square Balance Adjustments	125.02	125.02
Trade Debtors	-	3,236.85
<b>Total Current Assets</b>	<b>13,043.40</b>	<b>9,777.87</b>
<b>Fixed Assets</b>		
Accum. Depreciation: Computers	(6,284.15)	(6,284.15)
Accum. Depreciation: Equipment	(37,266.91)	(37,266.91)
Accum. Depreciation: Furniture	(26,837.35)	(26,837.35)
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	2,616.60
<b>Total Fixed Assets</b>	<b>67,578.08</b>	<b>67,578.08</b>
<b>Non-current Assets</b>		
GST Clearing	(2,244.00)	-
<b>Total Non-current Assets</b>	<b>(2,244.00)</b>	<b>-</b>
<b>Total Assets</b>	<b>192,954.86</b>	<b>226,680.91</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	206.00	(20.00)
Accruals	-	2,100.00
GST	(1,430.08)	2,841.67
Hall Bonds Held	2,700.00	1,050.00
Square Balance	125.02	125.02

*Treasurer's Report*

	30 SEP 2023	31 DEC 2022
Trade Creditors	-	513.00
<b>Total Current Liabilities</b>	<b>1,600.94</b>	<b>6,609.69</b>
<b>Total Liabilities</b>	<b>1,600.94</b>	<b>6,609.69</b>
<b>Net Assets</b>	<b>191,353.92</b>	<b>220,071.22</b>
<b>Equity</b>		
Current Year Earnings	(28,717.30)	12,144.36
Prior Year's Surplus/Deficit	220,071.22	207,926.86
<b>Total Equity</b>	<b>191,353.92</b>	<b>220,071.22</b>

## PROFIT AND LOSS YTD 30 September 2023

### Trading Income

Advertising Income	23,245.01
Donations Received	700.00
Grants Received	8,694.00
Hall Hire - External	12,576.52
JCG Subscription	18.18
Membership Fees	1,879.40
Merchandise Sales	1,119.55
Raffle Income	631.81
Refund Income	1,689.09
Sponsorship	6,000.01
Stalls	4,042.80
The Good Yard Rent Rebate	6,366.92
Ticket Sales - Events	37,422.96
<b>Total Trading Income</b>	<b>104,386.25</b>

**Gross Profit** 104,386.25

### Other Income

Interest Income	1,585.67
<b>Total Other Income</b>	<b>1,585.67</b>

### Operating Expenses

Advertising	(148.91)
Bank Fees & Charges	89.10
Cleaning	6,773.15
Consumables	2,015.31
Donations Given	(644.20)
Equipment Purchases	5,743.02
Gifts	1,036.10
Hire & Rental Costs	29,442.89
Insurance	6,945.11
License Fees and Films	822.72
Online Subscription	1,468.81
Other Expenses	1,122.30
Performer Fees	10,970.46
Piano Tuning	327.28
Postage	485.56
Printing	22,362.73
Production	8,831.50
Professional Services	19,316.03
Refreshments	3,158.57
Refunds	260.01

Reimbursements	1,689.09
Samples/Promotion	148.36
Square Fees	65.79
Stationery	813.58
Storage	3,763.60
Trade Services	14.55
Transport Hire	581.82
Utilities	1,879.20
Volunteer Expenses	39.09
Waste Removal	1,433.68
Workshop Providers & Tutors	3,274.37
<b>Total Operating Expenses</b>	<b>134,080.67</b>
<b>Net Profit</b>	<b>(28,108.75)</b>

## Profit and Loss to 30 September by Subcommittee

Account	Income	Expense	Net Profit
Administration	17,727.15	18,831.42	-1,104.27
Arts Bundanoon	9,127.52	10,970.46	-1,842.94
Bundanoon on Tap	179.90	14.81	165.09
Bundanoon Pipe Band	745.45	732.27	13.18
Bundanoon Sings!	1,302.85	2,464.74	-1,161.89
Bundanoon Ukesters	248.18	0.00	248.18
Garden Ramble	3,633.68	2,707.07	926.61
Green Team	0.00	383.82	-383.82
Hall (Soldiers' Memorial Hall)	13,258.33	10,221.28	3,037.05
Hall Technical Assets	0.00	110.59	-110.59
JCG Jordan's Crossing Gazette	22,581.38	25,144.65	-2,563.27
Melting Pot Theatre	20,073.27	16,659.13	3,414.14
Membership	2,414.61	349.23	2,065.38
Our Place Bundanoon	0.00	213.95	-213.95
Rex Cinema	1,872.76	1,858.43	14.33
Winterfest	12,806.84	43,393.82	-30,586.98
Unassigned	0.00	25.00	-25.00
<b>Total</b>	<b>105,971.92</b>	<b>134,080.67</b>	<b>-28,108.75</b>

NB there is approx. \$2,875 income from Music @ Ten, and \$1,315 for Rex coming in from Trybooking.

## **Hall Convenor**

### Hall loft ladder

The Hall is now very close to having a new safer loft ladder installed. WSC have approved the new ladder installation design, and a local licensed builder has been selected to install the ladder. The ladder has arrived and is currently stored off sight until work will begin late October.

This is great news especially to anyone who has to climb the current vertical ladder to loft area.

### Sale of alcohol

We had our first "Speakeasy" bar operating at the David Bridie concert where we could sell wine now that the 100-year Methodist Church covenant of not allowing alcohol to be sold in the Hall was lifted. This was close to a 12-month process between the BCA President, WSC and Lands Title Office. The night was a great success and thank you to Cat, Ted and Stuart as the Speakeasy volunteers and Lisa for the chalk wall signwriting!

### Volunteer Position Vacant.

We are looking for a volunteer who has about 10 - 20 hours a week spare to have some fun and engage with the community. The position is for the Hall Hire Booking Volunteer. You just need access to a computer and good basic computer skills and attention to detail. You will work closely with the Hall Convenor who is a nice person and you don't even have to worry about invoicing as the current President will do the invoicing once you have confirmed the booking and costing with the hirer. You just need to follow up the paper work such as insurance and risk assessments and pre-payments from the hirer before their event. Also from time to time, meet with a possible hirer to show them around the Hall. Lots of fun.

The best thing is you will know what events are coming to Bundanoon before anyone else!

### Bundanoon Garden Ramble

We are looking for volunteers for the BCA stall in the Hall on the Garden Ramble weekend of 28 and 29 October. We will be selling the popular Bundanoon on Tap water bottles, tote bags and T-shirts and the BCA wildlife cards. We will be presenting our 2023 Wildlife Christmas Card once again drawn by our award winner local artist Sonja Bowden.

It would be excellent if you know how to take Square Reader sales or be prepared to learn how to use the Square Reader but not necessary, as you could help with inquiries about the BCA and be the companion for the other person manning the stall. Please contact Lyndell on 0415 680 018 if you have two or so hours to spare on either Saturday or Sunday. All volunteers will receive a little thank you gift (yet unknown even to me what that will be)

Lyndell Giuliano

Hall Convenor and acting Hall Booking Volunteer

## **Melting Pot Theatre**

### *Convenors Reports*

MPT had sold out all four shows of *The Haunting*, but due to a bereavement, we've had to postpone the season to May 2024. All ticket holders have been contacted and so far only a handful have requested a refund. All ticket sales will remain in the TryBooking account until after the final performance. The new dates will be finalised in the coming weeks and The Pill Factory has generously given us permission to run 2 additional nights.

Crash Test Drama returns to the hall on 11/11/23. Currently, we have four plays, with hopefully another two to make up the 6 required. We also have some 10-minute plays from international playwrights. If performed, these will be outside of the CTD competition but will ensure that the next CTD is a wonderful success.

We will also be showcasing a performance of *Larval Masks* by Stefan and Alesha Elbourne. This form of actor training was developed by Jacques Lecoq in Paris at The International School of Theatre. The performance will be dedicated to the recently deceased, Bill Blaikie, who trained Alesha and Stefan.

Ted Ayres  
Melting Pot Theatre Convenor

### **Bundanoon Ukesters**

Our concert on 14 October was a joyous affair for both performers and audience. Our hard work over the past six months really shone through and a few talents are emerging. Thanks to all the Ukesters, to Peter McDonald for the sound, Dean Carey for the lights and Barbara and Lyndell who managed the dressing of the Hall.

When you are at the Ramble, if you would like to hear us play, come to Garden 2 (4 Larkin Avenue) around 2 pm for a treat as we will be playing some garden themed favourites.

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

Andy Carnahan  
co-convenor, Bundanoon Ukesters