BUNDANOON COMMUNITY ASSOCIATION INC.

General Meeting

Doors Open at 7.15pm for 7.30 pm start

15th May, 2025

Supper Room, Soldiers' Memorial Hall

AGENDA

Attendance:

Apologies: Tina Pollard, Geoff Pollard, Lisa Sweeney

1. Acknowledgement of Country:

The Bundanoon Community Association acknowledges the Gundungurra People as the Traditional Custodians of the land on which we live, work, and gather. We pay our deepest respects to Elders past and present and recognise their enduring connection to Country—its lands, waters, skies, and culture.

*We also acknowledge **all since** who have **made** this place home, cared for the land, built community, and **created all we value now** . Together, we **commit to** the spirit of inclusion, respect and shared responsibility to **enrich** our community today.*

2. The BCA welcomes Peter Rocca – President of the Highland Gathering – to provide an update on the very successful Brigadoon 2025.

3. The BCA acknowledges and thanks the RSL Bundanoon Sub-Branch for their recent commemorations and celebrations for ANZAC Day. The dignity, respect and tradition were a welcome reminder of the sacrifices made for the community we live in.

4. The BCA congratulates Melting Pot Youth Theatre for their current production of "Finding Nemo". With particular thanks to Greg Miller, Tina Pollard, Ted and Alison Ayers and the crew of volunteers behind stage. Thank you for bringing a little bit of magic to Bundanoon!

5. The BCA would like to take this opportunity to remind everyone that the Ukesters Concert is on Saturday 17th May, with tickets currently on sale via Try Booking. It will be a great night!

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6. Confirmation of Minutes: General Meeting of 17th April, 2025
Attachment 1

7. Presidents Report & Report of Committee Meeting of 01st May, 2025
Attachment 2

8. Correspondence
Attachment 3

9. Treasurer's Report
Attachment 5

10. Business Arising:

(a) The Committee has endorsed a request from Our Place Bundanoon to commence the redevelopment of the Information Bay at the southern end of the village. The first stage will be to remove all out of date information, make good the infrastructure for future signage and to update the services directory. This work is estimated to cost $3,000 and will commence in July. Further updates on the other elements of the Bay will be provided later in the year.

(b) The Committee has resolved to restructure the accounts to provide for clarity over the retained funds for Burgess Street, sustainability and continued accountability for annual accounts. The outcome of which will provide the Committee with clarity on the amount of funding that can be returned into the community annually.

(c) Following the successful funding of the replacement screen and projector, work has commenced with the supplier. A timeline for the installation and first screening will be available in the next few weeks.

(d) The Committee has resolved to attend to the matter of Policies. There is a range of policies for the BCA that ensure that we are compliant with regulations, legislation, best practice and reflect the communities' requirements. We are calling for a volunteer with some experience in Risk Management, Compliance or Policy to assist the Committee in conducting an audit and to make recommendations on required changes.

11. New Business

Next Meeting: **19th June, 2025**

Guest Speaker: **John White – Convenor – The Green Team (TBC)**

Attachment One

DRAFT MINUTES BUNDANOON COMMUNITY ASSOCIATION INC.

General Meeting 7.30 pm 17th April, 2025
Soldiers' Memorial Hall

AGENDA

Attendance and Apologies

Apologies: Lisa Sweeney, Donna Andrews, Anne Rocca, Greg Olsen, Pamela-Jane,

12. Introduction of new Committee Members and Executives.

a. President – Jonathan Melrose-Rae
b. Vice-President – Donna Andrews
c. Secretary – Lisa Sweeney OAM
d. Treasurer – Andy Carnahan
e. Committee Member – Geoff McCubbin
f. Committee Member – Geoff Pollard
g. Committee Member – Tina Pollard
h. Committee Member – Dean Carey
i. Committee Member – Jeremy Tonks

13. The BCA welcomes and update from WSC Councillor – Rachel Russell. – *Councillor Russell advised that WSC is looking at making a rate variation and requested support in response. Further details will be forward to the Committee for distribution.*

14. The BCA welcomes our guest speaker Colin Maslen, Trustee and a member of the RSL Bundanoon Sub-Branch Executive Committee. *– Mr Maslen recounted his experience of service and his membership with the Bundanoon RSL Sub-branch noting that both the RSL Sub-branch and the BCA are moving forward in reconciliation.*

15. The BCA Committee would like to extend their congratulations and gratitude to the Highland Gathering on Brigadoon 2025. Such a marvellous day, well deserved success for a hard working group of passionate volunteers. Thank you for all you do for Bundanoon and congratulations.

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16. Confirmation of Minutes: General Meeting of 20th March, 2025
Attachment 1 – Adopted Jeremy Tonks, Seconded Elizabeth Cranny

17. Presidents Report & Report of Committee Meeting of 03rd April
Attachment 2 - Noted

18. Correspondence
Attachment 3 - Noted

19. Treasurer's Report

Attachment 5 – Adopted by Peter Brown seconded by Geoff McCubbin

20. Business Arising:

(e) The Plastic Free sub-committee will be formally wound up, given the NSW Government's ban on single-use plastics there is no longer a requirement for the sub-committee. The BCA would like to acknowledge and congratulate the Convenor Greg Olsen and previous convenors and committee members for their incredible work in making Bundanoon Plastic Free as We Can Be!

(f) The committee reaffirmed its commitment to retaining the Music@11 brand and is meeting with interested members of the community regarding stepping into the shoes of Pamela Jane and continuing this amazing program under Arts Bundanoon.

(g) Due to changes beyond their control, the future of the Welcome to Bundanoon initiative remains under consideration. More details will be bought to the members in the coming months to seek feedback and ideas.

(h) Update on the Information Bay at the northern entrance to the village will be provided at the May meeting.

21. New Business

Meeting Closed 8.31pm

Attachment Two – Presidents Report & Committee Meeting Report 01st May, 2025

It is my pleasure to present this report on behalf of the Bundanoon Community Association (BCA), reflecting on the recent activity of the Committee. Since our April General Meeting, the Committee has continued to pursue several projects, for community connection, creativity, and contribution.

Financial Stewardship and Future Planning

Our financial position remains sound, income to date this year has outpaced the same period last year. However, this has been offset by necessary expenditures across insurance, printing, and performer-related costs, resulting in a modest year-to-date deficit of $2,258.96.

In response to this, and with an eye to long-term sustainability, the Committee has endorsed a strategy to create a layered financial structure. This includes:

- Allocating $70,000 to the proposed development at Burgess Street.
- Preserving two years' worth of operating costs to protect our capacity during financial downturns; and
- Maintaining an additional year of operating costs to prevent the need to draw down on capital or restricted funds during regular operations.

To deliver the above strategy we have also resolved to close the Sandhurst Account and transfer those funds for greater efficiency and oversight.

Moving forward, interest earned on BCA accounts will be reinvested into the community through a dedicated annual grant or initiative in December. Further details will be available in the coming months.

Project Updates and Community Initiatives

Several projects have advanced this month:

- **Screen Replacement at the Hall**: We are pleased to confirm that the grant for replacement has been secured and contracts signed. Sturmers has been selected as the installation contractor, with a timeline now progressing through planning and consultation with Council.
- **Christmas in Bundanoon**: Planning is well underway for the 2025 event, including carols and the much-loved Christmas tree. We have been in correspondence with both the Sydney Lord Mayor and the Wingecarribee Shire Council regarding potential donations of decommissioned trees. Council has acknowledged our request and is following up.
- **Information Bay Signage**: The Committee has endorsed the proposal to prepare and install updated services signage in July, with an allocated budget of $3,000. We thank Ian Town and Peter Macdonald for their contribution to this project.
- **Child Safety and Responsible Persons Policies**: the BCA has formally adopted its Child Safety Policy, and Lisa Sweeney as BCA Secretary, has been formally appointed as our Child Safety Officer. In addition, the new Responsible Persons Policy has been endorsed, ensuring that all Committee members meet the highest standards of governance, integrity, and community safety.

- **Social Media Strategy**: Our newly endorsed strategy provides a structured and inclusive framework for communication with our community. We encourage all subcommittees to engage with this process by providing regular updates for the monthly newsletter and utilising the central BCA social media platforms to promote activities and events. Further details will be emailed to Sub-committee convenors.

Subcommittees

Our subcommittees remain the beating heart of the Association. Highlights from this period include:

- **Melting Pot Theatre** is currently in production for *Finding Nemo*, which has been a great success in both engaging a younger performing audience and delighting attendees.
- **Music@11** continues to be a cherished feature of the arts calendar, and planning is underway to renew and broaden this initiative as part of a reimagined Arts Bundanoon collective. A meeting is scheduled for 14 May to begin this conversation.
- **Green Team** and **Picnic Park** activities continue, with ongoing discussions about land leases and public liability insurance.
- **Plastic Free as We Can Has** been formally wound up, its purpose largely fulfilled with the success of state-wide bans on single-use plastics.
- **Garden Ramble** is in full development and planning phase for a stunning Spring event for 2025.
- **The Ukesters** are rehearsing for their 17th May event in the Soldiers' Memorial Hall. Tickets are still available via Try Booking.
- **Soldiers' Memorial hall** – thank you to the convenor, hall booking office and the army of willing workers who continue to make this an amazing community asset.

Upcoming Events and Strategic Planning

We are delighted to confirm that a BCA Strategy Day will be held on 26 June from 4:00–9:00pm. This is an important opportunity to reflect on our direction, set priorities, and ensure that our Association continues to grow in alignment with community needs. We look forward to presenting the outcomes of that session to the community over the coming months.

Other matters on the horizon include the replacement of the Hall flagpole (approved at a cost of $500), ongoing sewer odour concerns (to be addressed via formal correspondence to Council).

My sincere thanks to the Committee, Subcommittee convenors, volunteers, and our wider membership. Your continued engagement and support make Bundanoon and exceptional community.

Jonathan Melrose-Rae
President

Attachment Three – Correspondence

Penrose Community – Speakeasy promotion
WSC Press Release – Falls prevention
WSC Press Release – FRRR grants notification
DCJ Press Release – Youth Volunteer of the Year nominations
RSL Bundanoon Sub-branch – Email acknowledgement of thank you from BCA for recent ANZAC commemorations and celebrations.

Attachment Five - Treasurers Report – all figures are EX-GST

Balance Sheet

Bundanoon Community Association Incorporated
As at 30 March 2025

	Account	30 Mar 2025	30 Mar 2024
Assets			
	Bank		
	BCA Inc (4 Months)	37,869.49	51,357.46
	BCA Inc (6 Months)	53,019.51	50,959.86
	BCA Statement Account 741	9,169.26	3,597.63
	Sandhurst Select 90 Fund	17,237.73	25,000.00
	Savings Account	19,922.98	1,962.86
	Visa Debit Card	1,264.44	564.35
	Total Bank	**138,483.41**	**133,442.16**
	Current Assets		
	Accounts Receivable	17,605.29	6,330.00
	Petty Cash Floats	560.00	560.00
	Total Current Assets	**18,165.29**	**6,890.00**
	Fixed Assets		
	Accum. Depreciation: Computers	(7,026.84)	(6,774.85)
	Accum. Depreciation: Equipment	(47,385.52)	(43,119.14)
	Accum. Depreciation: Furniture	(30,403.46)	(28,988.41)
	Computers at Cost	7,925.25	7,925.25
	Equipment at Cost	76,864.09	71,884.09
	Furniture at Cost	55,540.55	55,540.55
	Inventories	2,273.60	2,273.60
	Total Fixed Assets	**57,787.67**	**58,741.09**
Total Assets		**214,436.37**	**199,073.25**
Liabilities			
	Current Liabilities		
	GST	105.25	522.27
	Hall Bonds Held	850.00	1,500.00
	Total Current Liabilities	**955.25**	**2,022.27**
Total Liabilities		**955.25**	**2,022.27**
	Net Assets	**213,481.12**	**197,050.98**
Equity			
	Current Year Earnings	(4,485.19)	(8,031.29)
	Prior Year's Surplus/Deficit	217,966.31	205,082.27
Total Equity		**213,481.12**	**197,050.98**

Profit and Loss

Bundanoon Community Association Incorporated
For the period 1 January 2025 to 27 April 2025

Account	1 Jan-27 Apr 2025	1 Jan-27 Apr 2024
Trading Income		
Advertising Income	8,478.09	7,616.38
Donations Received	2,320.80	578.35
Grants Received	0.00	1,000.00
Hall Hire - External	4,997.24	3,409.65
JCG Subscription	36.36	0.00
Membership Fees	417.19	138.93
Merchandise Sales	0.00	125.05
Performer Contributions for productions	3,164.32	0.00
Raffle Income	640.91	386.36
Refreshments Income	0.00	50.00
Refund Income	0.00	67.09
Sponsorship	0.00	227.27
Sundry Income	130.00	0.00
The Good Yarn Rent Rebate	7,019.54	7,428.07
Ticket Sales - Events	7,401.50	6,184.61
Total Trading Income	**34,605.95**	**27,211.76**
Gross Profit	**34,605.95**	**27,211.76**
Other Income		
Insurance payments made	0.00	1,300.00
Interest Income	636.29	803.70
Total Other Income	**636.29**	**2,103.70**
Operating Expenses		
Advertising	0.00	(293.64)
Bank Fees & Charges	3.40	3.24
Cleaning	3,780.00	2,696.78
Consumables	1,047.50	550.66
Costumes and uniforms	3,334.08	0.00
Depreciation	0.00	1,571.91
Distribution Costs	498.40	451.82
Donations Given	50.00	550.00
Equipment Purchase - Capital	0.00	1,800.00
Equipment Purchases	156.54	16.62
Hire & Rental Costs	0.00	1,538.24
Insurance	3,080.23	2,952.09
License Fees and Films	3,034.34	514.20
Online Subscription	382.96	654.23
Other Expenses	447.85	13.64
Performer Fees	2,727.27	3,940.91
Piano Tuning	163.64	0.00
Postage	360.40	258.79
Printing	5,823.63	6,820.00
Production	0.00	570.97
Professional Services	2,788.64	3,981.48
Refreshments	5,335.48	5,486.78
Refunds	0.00	240.00
Repairs & Maintenance	1,082.25	172.56
Square Fees	0.00	3.41

Stationery	342.75	124.95
Storage	1,637.28	1,178.19
Subscriptions	92.55	0.00
Trade Services	0.00	5,183.60
Utilities	979.93	600.15
Waste Removal	352.08	361.92
Total Operating Expenses	**37,501.20**	**41,943.50**
Net Profit	**(2,258.96)**	**(12,628.04)**

Treasurer's notes:

1 These figures reflect the accounts prior to the last Committee meeting.
2 Donations given has been corrected as donation FROM Good Yarn was included in error – will appear in next report
3 Equipment Purchases – new account created "Costumes and Uniforms" to reflect expenses for theatre production costumes and performance uniforms – Pipe Band and Ukesters – will appear in next report
4 Refreshments include $3,000 catering and $1,800 wine etc for 90th celebrations. The excess wine will be used for BCA meetings