

## Minutes of Ordinary General Meeting

<b>DATE OF MEETING</b>	Saturday, 19 August 2023		
<b>MEETING TIME:</b>	2.10pm	<b>MEETING LOCATION:</b>	North Arm Cove Community Hall

ITEM NO.	ITEM	KEY INFORMATION	ACTION
1.	<b>Welcome and apologies</b>	<ul style="list-style-type: none"> <li>Reminder this is an Association that requires member engagement and involvement- new members and Committee members are encouraged. <b>B.R. advised we are 56 yrs. old and have achieved many things over the years. Council not doing advanced planning, have less monies to spend, less maintenance. We need to step up and fill this gap in funding. We need to attempt to gain Grants by pursuing available grants. We need new residents to become involved and need new committee members.</b></li> <li>Apologies from <b>Anthony Burn, Pat Brennan, John Carter, Christine Sylvaney, Kath Kohlhoff, Tony Hahn, Sandy Chappelow, Lynette Knight</b></li> </ul>	Nil
2.	<b>Minutes from NACCAi 13<sup>th</sup> May meeting</b>	<ul style="list-style-type: none"> <li>Minutes were posted on website and are to be endorsed.</li> <li><b>Proposed: Nigel Tully Seconded by Tim Nolan. Approved unopposed.</b></li> </ul>	Nil

ITEM NO.	ITEM	KEY INFORMATION	ACTION
3.	Outstanding actions from previous meeting	<ul style="list-style-type: none"> <li>▪ Compliance issues Update on asbestos dumping: reported to Council and EPA in February. Landowners advised to remove from site even though they did not dump it. Illegally dumped by tradies as was wrapped in plastic as it should be. B.R. advised letters were only sent in July. B.R. had meeting with Gary Mead (MCC). Some issues acted upon however G.M. now left council. Adam Matlawski again handling the issues raised. B.R. then had meeting with Paul Gazell re issues and he advised he would get legal advice re what constitutes a rural fence. B.R. gave update explanation of the various issues raised. Enforcement action taken in most cases however there is no follow up action by Council. B.R. believes Compliance Department a shambles with information supplied is incorrect. Comments from L.Y. and D. K. re rules and lack of action over 10 years of reporting non compliances</li> <li>▪ MCC program of maintenance in NAC. No set maintenance plan. Council seems to only react to pressure from residents. Heros and soft fall to playground actioned due to ongoing pressure. Residents will need to step up to ensure maintenance of our parks.</li> <li>▪ NACCAi parks/amenities upgrade survey B.R. advised that Parks survey done earlier in the year was used in our submission to Council re “Open Space Strategy”. Council has now adopted the plan and it includes all issues in our submission with priority to Heros Beach (short term priority subject to funding availability) and Beauty Point (0-3 year priority). Beauty Point owned by Walker Corp. Council and Walker having discussions of a transfer of ownership process. N.T.</li> </ul>	<p>Nil</p> <p>Nil</p>

ITEM NO.	ITEM	KEY INFORMATION	ACTION
		<p>raised issue of access road and costing. B.R. advised present access not practicable and that Council has been advised to look at Bracken Bay area in discussion with Walker Corp. Discussion of Heros Beach Committee initial planning that had already occurred. Master plan has already been approved by Council 10 years ago. We need to rejuvenate the subcommittee working with people who live in area and Council. Need volunteers who hopefully live near Heros. Comments from S.M. whether locals really want this development.</p> <ul style="list-style-type: none"> <li>▪ Update of meeting of combined Community Groups meeting (including Yallarwah Park rock placement issue, Community Signage Board) B.R. advised that Group has started working on Residents Information Pack to help new residents. Grant of \$2000 was achieved from Council to go towards this project. May have printed copies for new residents and putting on website or memory stick for existing residents. May have excess funds to spend in other areas. Community Group had discussion re parking issues around Community Hall and Yallarwah Park. Discussion of possible upgrade of playground equipment and location. A master plan of development in this area will be the next project for this group. Approval required by Council. Discussion from floor re openness of process to develop new masterplan.</li> <li>▪ Yallarwah Park equipment and working bee. B.R. advised that equipment now fully repaired, and we need a working bee late in September to complete minor works near path edges. We have approx. \$2500 to spend of grant for signage or similar. All monies must be spent.</li> </ul>	

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		<ul style="list-style-type: none"> <li>Defibrillator access code B.R. advised Code on notice board. B.R and other residents door knocked Cove advising residents of Code or left a note asking them to contact him. BR advised that first step is to call 000. Discussion whether to leave the defibrillator unlocked BR advised last 4 numbers after 1300 number is code. It was agreed that the defibrillator should be kept locked.</li> </ul>	Need to do follow up of Code number with new residents															
4.	Membership	<ul style="list-style-type: none"> <li>Current membership below as of 18/08/2023</li> </ul> <table border="1"> <tr> <td colspan="5">Paid To</td> </tr> <tr> <td>30 June 23</td> <td>30 June 24</td> <td>30 June 25</td> <td>30 June27</td> <td></td> </tr> <tr> <td>30</td> <td>66</td> <td>2</td> <td>2</td> <td></td> </tr> </table> <ul style="list-style-type: none"> <li>7 new members and others dropped off. We have 3 new people (Ian Cullen, Gweneth Lawrence, Jennifer Strong) with unknown details.</li> <li>Unfinancial members will have their membership cancelled. Membership fee is only \$10/person and if you wish to resign an email to President or Secretary would be appreciated</li> </ul>	Paid To					30 June 23	30 June 24	30 June 25	30 June27		30	66	2	2		B.H. to send reminder to unfinancial members after which they will be deleted from membership register
Paid To																		
30 June 23	30 June 24	30 June 25	30 June27															
30	66	2	2															

ITEM NO.	ITEM	KEY INFORMATION	ACTION
5.	Correspondence	<p><b>Correspondence: Listed below and available for viewing if interested</b></p> <ul style="list-style-type: none"> <li>▪ MCC re mowing schedule</li> <li>▪ MCC re Compliance and Enforcement</li> <li>▪ MCC re Annual Donations Application</li> <li>▪ MCC re Beauty Point</li> <li>▪ MCC re open space and reserves strategy</li> </ul>	Nil
6.	Finance	<ul style="list-style-type: none"> <li>▪ The Finance report had been distributed with the agenda and motion to approve required.</li> </ul> <p><b>Discussion relating to individual funds.</b>  <b>Proposed: Nigel Tully    Seconded: Grant Selwood B.H.    Approved unopposed.</b></p> <p><b>BR advised that some funds were surplus. Committee had meeting where we discussed reallocation.</b></p> <p><b>Separate website account to be established.</b></p> <p><b>Defib account needs to have at least \$500 for new battery and pads every 5yrs (2.5yrs old now). Propose to leave \$500 in this account and move \$1275 to a future project to be defined.</b></p> <p><b>Yallarwah Park funds will spend up to \$1000 towards landscaping leaving \$1500 towards future signage. Potential use \$456 in Stronger Communities Project towards signage.</b></p> <p><b>NACCAi funds slowly building up . (\$600-\$700 more income than expenditure every year)</b></p>	Nil

ITEM NO.	ITEM	KEY INFORMATION	ACTION
		<p>Thought to release some to future project (say \$3000). This money could be used in future grant allocation applications.</p> <p>T.N. questioned whether \$2000 grant for welcome pack is fully committed.</p> <p>Will allocate line in Finance report for future.</p> <p>Discussion on Friends of Fame Cove funds. To remain untouched as came from other Sources.</p>	
7.	Reports	<ul style="list-style-type: none"> <li>▪ <b>Fame Cove (see report attached)</b> LY advises Council may provide more information by next meeting.</li> <li>▪ <b>Roads and drainage (attached)</b> G.S. gave verbal summary of report attached. Discussion of burnouts on Gooreengi Rd. Has been reported to Council and Police. K.A.G. asked if flashing light could be installed at highway intersection with Gooreengi Rd. Discussion of realignment of Carrington Rd intersection with NAC Rd. Unlikely to occur due to funding.</li> <li>▪ <b>Aquaculture ((no report)</b></li> <li>▪ <b>Heros Beach (no report)</b></li> <li>▪ <b>Website (attached)</b> BR gave update on upgrade to website to drupal 10. D.K. advised he has volunteers to help migration. BR thanked DK for 12 years of effort into the website.</li> </ul>	<p>B.R. to follow up with Council.</p> <p>G.S. to follow up</p>

## 8. Other Business

ITEM NO.	ITEM	KEY INFORMATION	ACTION
8.1		<ul style="list-style-type: none"> <li>BR raised issue of Bushfire Preparation. BR thanked J.H and T.H. for organizing workshop. BR advised every house needs own fire management protection plan. Also, the need for a plan for the village. We need volunteers to be involved so we can put them in touch with experts available to advise in the preparation of the village plan. <b>WITHOUT VOLUNTEERS IT IS NOT GOING TO HAPPEN!</b> Comments from floor T.N., S.M., L.Y. re procedure to follow during bushfire.</li> </ul> <p>No other new business raised. K.A.G. requested that discussion of an Arts Trail be discussed at next meeting</p>	
		Meeting closed 3.40pm	

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## Meeting Dates

<b>NEXT MEETING DATE:</b>	Saturday 11 November 2023
<b>NEXT MEETING TIME:</b>	2-4 PM

Attachments:

- Draft Minutes May 2023 Ordinary General Meeting
- Finance Reports
- Subcommittee Reports

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## Financial report

<b>May 2023 Financial Report</b> from 1/5/2023 to 31/5/2023		
<b>Balances</b>	<b>Opening</b>	<b>Closing</b>
Friends of Fame Cove	406.06	406.06
NACCAi	6921.66	6937.06
Stronger Commun Project	456.53	456.53
Defibrillator	1775.00	1775.00
Yallarwah Park Fitness Track	2833.94	2669.42
Community Garden Potting Shed	14000.00	10609.91
	<b>26393.19</b>	<b>22853.98</b>
Beyond Bank	26393.19	22853.98
<b>Total</b>	<b>26393.19</b>	<b>22853.98</b>
<b>Plus Income to 31 May</b>		
Interest	15.40	
<b>Total Income</b>	<b>15.40</b>	
<b>Less Expenditure to 31 May</b>		
Yallarwah Park Fitness Track	164.52	
Community Garden Potting Shed	3390.09	
<b>Total Expenditure</b>	<b>3554.61</b>	
<b>Closing Balance</b>	<b>=</b>	<b>22853.98</b>

<b>June 2023 Financial Report</b> from 1/6/2023 to 30/6/2023		
<b>Balances</b>	<b>Opening</b>	<b>Closing</b>
Friends of Fame Cove	406.06	406.06
NACCAi	6937.06	6918.27
Stronger Commun Project	456.53	456.53
Defibrillator	1775.00	1775.00
Yallarwah Park Fitness Track	2669.42	2669.42
Community Garden Potting Shed	10609.91	6582.04
Welcome Pack	0.00	2000.00
	<b>22853.98</b>	<b>20807.32</b>
Beyond Bank	22853.98	20807.32
<b>Total</b>	<b>22853.98</b>	<b>20807.32</b>
<b>Plus Income to 30 Jun</b>		
Welcome Pack	2000.00	
Interest	13.21	
<b>Total Income</b>	<b>2013.21</b>	
<b>Less Expenditure to 30 Jun</b>		
Community Garden Potting Shed	4027.87	
Hall Hire	32.00	
<b>Total Expenditure</b>	<b>4059.87</b>	
<b>Closing Balance</b>	<b>=</b>	<b>20807.32</b>

<b>July 2023 Financial Report</b> from 1/7/2023 to 31/7/2023		
<b>Balances</b>	<b>Opening</b>	<b>Closing</b>
Friends of Fame Cove	406.06	406.06
NACCAi	6918.27	7505.36
Stronger Commun Project	456.53	456.53
Defibrillator	1775.00	1775.00
Yallarwah Park Fitness Track	2669.42	2669.42
Community Garden Potting Shed	6582.04	3793.71
Welcome Pack	2000.00	2000.00
	<b>20807.32</b>	<b>18606.08</b>
Beyond Bank	20807.32	18606.08
<b>Total</b>	<b>20807.32</b>	<b>18606.08</b>
<b>Plus Income to 31 Jul</b>		
Interest	17.09	
Member subscriptions	570.00	
<b>Total Income</b>	<b>587.09</b>	
<b>Less Expenditure to 31 Jul</b>		
Community Garden Potting Shed	2788.33	
<b>Total Expenditure</b>	<b>2788.33</b>	
<b>Closing Balance</b>	<b>=</b>	<b>18606.08</b>

## **Fame Cove Sub Committee Report August 2023**

Since our last report there has been very little action on the site.

Following from the Federal Court matters the Lee's have been released from the Federal Court freeze on their assets.

They are however still bound by the NSW Land and Environment Court Orders demanding the repair and reclamation of the Fame Cove property and we understand are involved in negotiations with MidCoast Council regarding these matters.

Mrs. Lee is now the sole shareholder of the Fame Cove Land and their eldest son and lawyers are involved with Council and their lawyers.

Because of the sensitive and not yet determined final outcome Council Officers have not been willing to pass on any details to our group and the community despite several requests.

However Adam Matlawski the Council Major Project and Compliance Manager has agreed to meet with our group when an outcome is finalized, probably in the next month.

In the meantime the only work that can be carried out on the site is in accordance with the Land and Environment Court Orders which includes maintenance to drainage to prevent any further degradation of the land.

## Website Report August 2023

### Website upgrade

On Saturday 17<sup>th</sup> July the committee met with Doug Kohlhoff to discuss upgrading the website. Doug had built it a decade ago as a community website for the North Arm Cove community, based on a specification by the then committee.

The website runs on the open source Drupal (version 7) content management system which is now 10 years old. Drupal has been updated over time with versions 8, 9 and now version 10. As part of the upgrading process security support for Drupal 7 will cease soon and some of the supporting modules are not being updated and will eventually cease functioning. When the security support ceases websites using Drupal 7 will be at much greater risk of hacking.

In the discussion on the 17<sup>th</sup> Doug explained how the website was developed, and what would be involved in upgrading it to Drupal 10. The committee also discussed alternatives such as developing a new website using a system such as Wix. Before the meeting Tim Nolan had spent some time trying out website development using Wix and had developed a very simple website as an example.

After discussing the pros and cons of upgrading to Drupal 10 versus developing a new website using a system like Wix, it was decided that since Drupal 10 would enable us to maintain existing functionality and records, and it would take less work than starting from scratch with Wix or an equivalent, upgrading to Drupal 10 would be the best option. One of the benefits of Drupal is that being an open-source system means that it is freely available without cost.

Upgrading to Drupal 10 will enable us to develop a much cleaner more modern website that we currently have which will be much easier to administer than the existing one. The upgrade process involves doing some tidying up of the existing website modules to make it suitable for upgrading, doing trial migrations to identify any errors, migrating the website to Drupal 10, and then improving its style to make it cleaner and more modern.

If all goes according to plan the migration to Drupal 10 would be done over a weekend, with improving the style of the website being done afterwards.

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We are aiming to do the migration and style improvement over the next couple of months. Whilst the migration is being done we will have to put the website into a read-only mode where users can access it and read what's on it, but won't be able to post any articles or comments.

We are very fortunate that Doug Kohlhoff is able to manage the upgrading process for us, and indeed do much of the programming work that is needed to make the upgrade successful. We have already started tidying up the modules and doing trial migrations.

### **Website advertising**

The fee for placing an ad on the website is very modest – it is only \$50 per year and has not increased for 10 years. The website has the capacity for 24 ads, with 12 at present. The income from the ads helps pay for the website hosting and domain fees, and our insurance and running costs.

Advertising on the website is good for advertisers, it fares well on Google searches for North Arm Cove and is generally at the top of the list above real estate companies. Benefits for advertisers include exposure to the North Arm Cove and wider community, good Google ranking, lots of hits, a link from the ads to their own website, and being seen supporting their local community.

When we have finished the upgrade, we will be endeavouring to increase the number of ads up to the 24 ad capacity, and will look at increasing the charge from the current rate and adding a premium offering for advertisers.

### **Roads and Signage Report to Residents 19.8.2023**

The heavy rains across the MCC area resulted in extensive damage to roads. A drive to Tea Gardens is example enough. The massive unplanned repair costs in money and labour has meant most of the works we had requested of Council have not been budgeted for or started yet.

We will be meeting with Council Roads Staff before the end of this year to restart attention to our requested works including Signage.

As you have seen, part of the road into the village has been widened and a number of pot holes filled as part of ongoing maintenance.

One issue we were able to have addressed was the damaged road surfaces in Merriwa Blvd. north end and also near the corner with Eastslope Way. The result of Cross Road Flooding. The cause of the flooding however is work in progress in both locations. The corner with Eastslope Way involves enlarged under road pipes and an enlarged drainage pit, major works that are scheduled for completion this financial year.

As you would be aware from our wonderful website, completion works near 89 to 93 Cove Blvd. are also underway from about 21 August and scheduled for completion in October. This has been an area of major flooding onto two properties.

Your Committee will also start efforts to reduce the speed limit in residential areas to 40km.per hr. this year. It is anticipated the process will be lengthy

### **Drainage Report to Residents 19.8.2023**

Our number one Drainage priority for Council to fix, we can now advise is completed. This was in Promontory Way near the Heros Beach turnoff. Flooding here was entering a residents' home. A big thank you to MCC Staff, Evan Vale and Engineer Michael Millang and their Teams. Our second priority was an inadequately sized drainage pit and under road pipes in Eastslope Way. Council has scheduled a major rebuild for completion this financial year.

The main drainage issue affecting some residents remains Cross Road Flooding where rain water overflows the road onto downslope properties. There are 4 main reasons for this flooding.

1. Inadequately maintained or shallow Table Drains.
2. Driveways with Dish type shape (no Culvert Pipe).
3. Driveways that feed surface water onto the Bitumen Road.
4. Driveways with Culvert Pipes but the pipes are blocked with debris.

Table Drains are Council responsibility. Driveways in total area are the residents' responsibility. Council clears the Table Drains on an as needed basis. Up slope residents can assist their neighbours across the road by some basic maintenance, helping to keep their Table Drain clear through debris removal or trimming. I do practice what I preach.

Priorities for the year ahead include:

1. All drainage pits to have childproof entry.
2. Some undersized pits to be enlarged.
3. Deepening of some table drains that are too shallow.
4. Requesting Council to ensure all new driveways on up slope properties use culvert pipe design.

Gary Sylvaney.