

MINUTES OF GRA COMMITTEE MEETING - 03/08/2021

Date:	8 August 2021	Time	19:30~21:27			
Venue:	Committee Meeting Room, Greenhithe Village Community Hall	Minutes Taker	Ivy Lu			
Attendance: Ab = Absent Ap = Apologies P = Present *: Executives	Committee Members					
	Brian Carran*	P	Trish Cassone*	P	Steven Oh*	P
	Ivy Lu*	P	Chris Fraser	Ap	Michelle Heald	Ap
	Nika Maltseva	Ap	Tricia Moore	P	Mick Sinclair	P
	Dennis Thornton	P	Robert Xu	Ab	Karl Vetter	Ap
	Annie Yong	Ap	Ehsan Zabihi	Ap		
	Guests					
1. Margaret Miles (UHLB); 2. John Watson (Auckland Council)						

1. WELCOME, INTRODUCTIONS & APOLOGIES

Chairman Brian Carran called the meeting open at 19:30.

Chairman extended heartfelt welcome to Councilor John Watson.

Apologies had been received from Anna, Uzra, Annie, Karl, Ehsan, Michelle, Nika, and Karl.

➔ **Motion #1**

MOVED by Brian, Seconded by Trish

That the apologies are accepted.

Carried.

2. CORRESPONDENCE

- a. The Committee received residents' correspondence forwarded by MP Vanushi complaining about the Pipe Vents installed outside 2 Isobel Road for the Interceptor Wastewater Pipeline. Margaret offered support to investigate into the case.

3. MINUTES FROM PREVIOUS MEETING

3-1. Actions/tasks updates

Only status was updated in the list; details of each item were recorded in corresponding parts of the minutes.

Action Items	Owner	Status
1. OSB Roof replacement	Brian	Quotes acquired, pending for funds
2. OSB window resealing and painting	Brian	Quotes acquired, pending for funds
3. Main hall flooring overlay	Chris	Quotes acquired, pending for funds
4. Exterior painting	Karl	Quotes acquired, pending for funds

Action Items	Owner	Status
5. Replacement of Foyer Carpet	Michelle	Quotes acquired, pending for funds
6. Listing GRA halls on venue hire websites	Michelle & Trish	In progress
7. Finalize land sale deal with Mr Xu	Mick	In progress
8. Design and cost replacement Pylon	Nika	In progress
9. Curtain replacement	Tricia	Quotes acquired, pending for funds
10. Lawn repatriation	Tricia	Suspended for better season and weather condition
11. Chair and Table replacement	Trish, Michelle	Quotes acquired, pending for funds
12. Hall Booking System Re-development	Ivy, Ehsan, Steven, Michelle	Plan changed
13. GRA website redevelopment	Ivy, Steven, Ehsan	Cancelled and closed
14. 'Community Hall' or 'Village Hall' questions	Nika	Completed
15. Limitation on fund accumulation and possible restriction	Steven	Pending
16. Toy Library funding	Brian	Closed
17. Sea Scout storage 'Boat Shed'	Brian	In progress
18. Pursue a meeting with Mr Zhang re Salthouse property	Brian, Annie	Suspended
19. Optimal solution for Rame Road	Brian, Karl, Tricia	Pending
20. Road safety concerns (speeding)	Karl, Brian	Pending

3-2. Approval of Previous Meeting Minutes

Minutes of the previous meeting dated 1 June 2021 were circulated prior to the meeting.

➔ Motion #2

MOVED by Ivy, Seconded by Steven

That the minutes are accepted and approved as a true and correct record.

Carried.

4. TREASURER'S REPORT

4-1. Financial Overview

- a. Steven walked the Committee through Profit & Loss and Balance Sheet.
- b. Income level had been improved compared with same period last year, which was greatly affected by COVID-19. Spending on maintenance and repair of Community Hall resulted in a loss. Generally, major expenses were in line with income level.
- c. Brian reminded that after completion of projects we should claim back GST. Steven would follow up.

4-2. Funding updates

No new funding was granted.

4-3. Approval of Financial Statements

➔ **Motion # 3**

MOVED by Steven, Seconded by Mick,

That the financial statements are accepted as correct and accurate.

Carried.

5. HALL REPORT

5-1. Hall Booking

- a) Bookings were steady.
- b) There was a 5-day booking for the Committee Room, hopefully more would come.

5-2. Hall Management

Running as normal.

5-3. Land Sales

Land sales had not been concluded due to slow response of the Buyer. A member suggested the deal might need re-assessment if completion of transaction would be delayed further.

6. HALL MAINTENANCE/ BUILDING PROJECTS

6-1. Community Hall

- a) Floor Replacement – Chris recommended composite floor with a hardwood layer on top. Chris was waiting for some samples of different level of costs and would present when available. Floor pricing ranged from \$16k+GST to \$32k+GST depending on product selected.
- b) Painting the exterior – Karl’s report with costing had been received. Estimated cost would be NZ\$12,000 + GST (for budgeting purpose; same as below).
- c) Foyer carpet – Michell obtained two quotes from Commercial Carpet and Ian Hunt Flooring; Chris would investigate the specification and provide recommendation. Estimated cost would be NZ\$4,220 + GST.
- d) Curtains or blinds – the Committee discussed options of curtain or blinds, both had pros and cons. Tricia presented 3 quotes. Estimated cost was NZ\$3,000 + GST for budgeting.
- e) Furniture – Trish had got a quote of NZ\$ 11552 + GST for 120 chairs and 4 trolleys. Quote for tables was pending.
- f) Official name of the Hall – different names of the hall had been used over time, i.e. “Greenhithe Village Hall” and “Greenhithe Community Hall”; for better branding management Nika proposed that the Association should decide on one name.

➔ **Motion #4**

MOVED by Chris, Seconded by Steven

That “Greenhithe Village Community Hall” is confirmed as the official name of the Hall, and signage, advertisement, publicity etc. materials will use the official name.

Carried.

- g) Tricia called for attention on the undermaintained exterior bit underneath the ramp and the stairs. Brian confirmed that part would be included in the re-painting project when funds would become available.
- h) Tricia suggested to put a low maintenance garden or planting under the corner where the sponsor sign is to make the place more pleasant. Brian agreed that a hedge around would be a good idea and would look into it later.

6-2. Old School Building

- a) Re-roofing and spouting – Brian had got three quotes, NZ\$21,000 would be a reasonable estimate for budgeting purpose (including NZ\$3,000 contingency)
- b) Re-puttying and painting of window frames – three quotes collected, estimated NZ\$3,400.
- c) Window glazing – the Committee agreed that re-glazing with 4mm toughened safety glass would be an appropriate decision. NZ\$7,000 + GST was estimated for budgeting.

7. COUNCIL/LOCAL BOARD REPORT

7-1 No updates from local board.

7-2 Councillor John Watson advised that due to Auckland Council’s tight financial positions, it was unlikely that big projects being planned in Greenhithe in the next few years, if not longer. However, Greenhithe had been, and would be, benefitting greatly from transport projects or development projects in peripheral areas, such as Hobsonville. Councillor John Watson commended Upper Harbour Local Board members for their active involvement in community affairs and bridging up local residents and Council; Councillor also appreciated GRA’s role in proactively advocating for community well-being. Brian thanked Councillor John Watson for his continuous support.

8. COMMUNITY PROJECTS

8-1. Greenhithe Emergency Management

Greenhithe Resilience Emergency Group had a focus on Greenhithe School students, through whom they were able to reach Greenhithe families and extend coverage of our emergency plan. So far, their projects, such as Safer Greenhithe 2021, were going on well.

8-2. Toy Library

Due to new requirement of a substantial building rather than a shed, and lack of funding, the project had been suspended until funds available.

8-3. Rame Road Waterfront Project

No further progress had been made.

8-4. Sea Scouts Storage Shed

Tauhinu Sea Scouts had been investigating the site on Rahui Road next to the Sea Scouts Hall for an equipment shed. The project had been submitted to Council for resource consent.

9. MARKETING AND PUBLICITY

9-1. Wi-fi Connection

Previously interested sponsor pulled out; the project had to restart to find another way out.

9-2. Redevelopment of Website and Separate Booking System

The previous proposal of integrating all Greenhithe community organisations' websites into one information hub was not practical. GRA would keep its current website until funds become available for a re-vamp.

Amanda of GCT suggested a venue booking online system Skedda.com. Ivy and Michelle were testing whether it met our needs and negotiating for an affordable subscription plan.

10. GENERAL BUSINESS

10-1 Radio Survey for GERG

Dennis reported the North Shore Amateur Radio Emergency Communications ("AREC") conducted a radio coverage survey of Greenhithe area in support of emergency preparedness activities of Greenhithe Emergency Resilience Group ("GERG"), to test whether Ultra High Frequency ("UHF") handheld radios would provide reliable communication between GERG's base and the rest of the suburb in the event of a disaster or other emergency. The survey suggested that a pole-mounted external antenna at the base would provide adequate coverage throughout Greenhithe area. Dennis suggested Committee members to check out the report if interested.

10-2 Discussion about GRA membership fee

- a) The Committee discussed ways to spur up member recruitment, and how to tone publication to attract residents. It was agreed across the Committee that we need residents' support more than membership fees.
- b) Tricia designed and drafted a flyer providing rationale of joining GRA.
- c) Brian suggested that we discuss the issue in December meeting when members would have time to think through.

NEXT MEETING(S)

- a) The next regular Committee meetings will be on 5th October 2021 and 7th December 2021.

11. ADJOURN

There being no further business the meeting was adjourned at 21:27.

12. SUMMARY OF PROJECTS ACTIONS

Note: actions are re-numbered after each meeting; completed, dropped, or closed actions are not listed.

No.	Category	Projects/Actions	Owner(s)	Status /Notes
1	Hall Related	OSB Roof replacement	Brian	Pending for funds
2	Hall Related	OSB window resealing and painting	Brian	Pending for funds
3	Hall Related	Main hall flooring overlay	Chris	Quotes pending
4	Hall Related	Exterior painting	Karl	Pending for funds
5	Hall Related	Replacement of Foyer Carpet	Michelle, Chris	Chris to evaluate quotes
6	Hall Related	Listing GRA halls on venue hire websites	Michelle & Trish	To report to October meeting
7	Hall Related	Finalize land sale deal with Mr Xu	Mick	Transaction pending for further confirmation
8	Hall Related	Design and cost replacement Pylon	Nika	To report to October meeting
9	Hall Related	Curtain replacement	Tricia	Pending for funds
10	Hall Related	Lawn repatriation	Tricia	Pending for appropriate weather condition
11	Hall Related	Chair and Table replacement	Trish, Michelle	Pending for funds
12	Hall Related	A low maintenance garden or hedge around the hall corner	Tricia, Brian	To investigate a solution
13	Hall Related	OSB Window Glazing	Brian	Pending for funds
14	General	Hall Booking System Re-development	Ivy, Ehsan, Steven, Michelle	To evaluate Skedda.com and obtain cost
15	General	Limitation on fund accumulation and possible restriction	Steven	Report to October meeting
16	Community Related	Sea Scout storage 'Boat Shed'	Brian	Liaise with Sea Scouts
17	Community Related	Pursue a meeting with Mr Zhang re Salthouse property	Brian, Annie	Report to October meeting
18	Community Related	Optimal solution for Rame Road	Brian, Karl, Tricia	Liaise with Upper Harbour Local Board
19	Community Related	Road safety concerns (speeding)	Karl, Brian	Liaise with Upper Harbour Local Board