

## MINUTES OF GRA COMMITTEE MEETING - 07/12/2021

<b>Date:</b>	7 December 2021	<b>Time</b>	19:32~21:40			
<b>Venue:</b>	Committee Meeting Room, Greenhithe Village Community Hall	<b>Minutes Taker</b>	Ivy Lu			
<b>Attendance:</b>  Ab = Absent Ap = Apologies P = Present *: Executives	<b>Committee Members</b>					
	Brian Carran*	P	Trish Cassone*	P	Steven Oh*	P
	Ivy Lu*	P	Chris Fraser	P	Michelle Heald	P
	Nika Maltseva	Ap	Tricia Moore	Ap	Mick Sinclair	P
	Robert Xu	Ap	Karl Vetter	P	Annie Yong	P
	Ehsan Zabihi	Ap				
	<b>Guests</b>					
1. Alice Rycroft; 2. Anna Atkinson (UHLB) 3. Margaret Miles (UHLB)						

### 1. WELCOME, INTRODUCTIONS & APOLOGIES

Chairman Brian Carran called the meeting open at 19:32.

Participants lamented the loss of long-term Committee Member Dennis Thornton.

Chairman extended heartfelt welcome to Spatial and Interior Designer **Alice Rycroft**.

Apologies had been received from Uzra, Trish, Robert, Nika, and Ehsan

#### ➔ **Motion #1**

MOVED by Brian, Seconded by Ivy

That the apologies are accepted.

*Carried.*

### 2. CORRESPONDENCE

We received a letter from our neighbour suggesting that the tree in front garden growing out to block the driveway be removed; the Committee agreed on the suggestion.

### 3. MINUTES FROM PREVIOUS MEETING

#### 3-2. Approval of Previous Meeting Minutes

Minutes of the previous meeting dated 3 August 2021 were circulated prior to the meeting.

#### ➔ **Motion #2**

MOVED by Ivy, Seconded by Brian

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 the Profit & Loss Statement and the Balance Sheet (Presented on the meeting and attached herewith)
- b. Steven highlighted a couple of unexpected income items:
  - i. Delayed cash-in from Paypal from casual hirers.
  - ii. The Resurgence Support Payment from the Government; Steven added that due to possible discrepancy of understanding of application criteria, Council might re-examine the grants and the amount could be adjusted.
- c. Steven was concerned that budgeted Council rebate for rates might not be granted; Local Board Members assured that GRA was qualified for the rebate; but the process might take longer during this transitional period.
- d. Brian and Steven appreciated and thanked Michelle for her kind-hearted and generous declination of salary payment for her Hall Manager role during lockdown; since the Association received salary subsidy from the Government, the Hall Manager was entitled to the payment.
- e. Brian thanked Committee Member Ehsan for his generous donation of \$4,000 to GRA as a support during this difficult time. Ehsan also kindly offered interest-free loan to GRA if needed. The Committee acknowledged Ehsan's contribution with gratefulness.
- f. The Committee went through the 8-month cashflow; and Brian thanked Steven for the forward-looking cashflow (Presented on the meeting and attached herewith).

#### **4-2. 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 was resuming back to normal operation.

#### **5-2. Hall Management**

- a) Hall had been managed as normal.
- b) Brian and Michelle thanked Tricia for tidying up the front garden.

#### **5-3. Land Sales**

The transaction was pending for the Buyer's Resource Consent approval.

---

### **6. HALL MAINTENANCE/ BUILDING PROJECTS**

#### **6-1. Community Hall renovation design**

- a) Designer Alice presented her proposal of colour palette for renovation and explained the rationale, philosophy, and inspiration behind it. Alice invited feedback from Committee Members. Design plan should be attached herewith.

- b) Committee members discussed the proposal and had questions clarified; members were satisfied with the colour palette and the ideas behind.
- c) Alice suggested the next steps be looking into actual materials in line with the palette.
- d) The Committee thanked Alice for the proposal and Alice agreed to provide guidance along GRA's future renovation projects.

➔ **Motion # 4**

MOVED by Annie, Seconded by Brian,

That the Committee accept the look and feel presented in the design proposal.

*Carried.*

**6-2. Proposed works for January**

- a) Pre-paint repair work
- b) Tree removal – Karl had arranged removal of the tree (which was blocking our neighbour's driveway) the next day.
- c) Exterior Painting (with the same colour as the one currently on)
- d) OSB windows

➔ **Motion # 5**

MOVED by Brian, Seconded by Michelle,

That the pre-painting repair work, external painting, and OSB window repairs projects be carried out in January, in line with previous budget and quotes.

*Carried.*

**6-2. Deferred works (Feb – May, funds permitting)**

- a) Chairs
- b) Interior painting
- c) Hall floor
  - i. Chris introduced and recommended the Duracore flooring system, which featured 100% waterproof, dent-resistance, easy installation, easy replacement, and cost-effectiveness.
  - ii. The Committee agreed to proceed with further research of the recommended flooring system, i.e. visits to site with installation, warranty terms, and other information relevant.
  - iii. Margaret suggested that another flooring system, Quick-Step Majestic, could be worth doing some research.
- d) Curtains and Blinds
- e) Foyer Carpet
- f) Hall and pylon signage

The Committee discussed the signage design options Nika provided (attached herewith) and agreed that:

- i. For Hall front exterior wall: the current font and size remained; change to full name “Greenhithe Village Community Hall”; add in our current logo.
- ii. For Pylon: the current pylon should remain and have a do-up; new plates be fitted; additional plates be fitted to post important events – details to be discussed in February meeting.

### **6-3. Deferred to next summer**

- a) OSB roof replacement

---

## **7. COUNCIL/LOCAL BOARD REPORT**

**7-1.** Local Board Members updated that equipment for the Greenhithe War Memorial Park playground had been ordered, installation subject to shipment. The new equipment and the Park would be an upgraded version of the existing one.

**7-2.** In response to Auckland Council’s action to “Climate Change” which was part of the Long-Term Plan, Local Board were planning to spend the grants in projects that the Greenhithe community would benefit from, e.g.: more frequent buses; extended and connected cycle lanes; more playgrounds for local residents etc.

**7-3.** Michelle thanked Local Board Member Uzra for solving the water leakage issue with Watercare and Council.

### **7-4. Footpath repair completion**

Some parts of the footpath repair hadn’t been completed yet; Margaret agreed to follow up.

### **7-5. Rahui pathway to Scout den**

AT once assured that they would reinstate and pathway, but nothing had happened; Anna agreed to follow up.

### **7-6. Traffic calming on Rame Rd**

Referring to the high-risk issue of speeding on Rame Road, Karl had been in contact with community constable and was advised that a fixed camera be installed. Margaret suggested talking to AT, addressing the safety issue, asking for the traffic calming spikes first. Next step would depend on further investigation and assessment.

---

## **8. COMMUNITY PROJECTS**

### **8-1. Greenhithe Emergency Management**

No updates.

---

## **9. MARKETING AND PUBLICITY**

### **9-1. New Booking System**

- a) Current status
  - i. The Skedda booking system was recommended by Amanda of Greenhithe Community Trust and had been trialled by Executive members and the Hall Manager.
  - ii. Subscription plan had been activated.
  - iii. Ivy had been redeveloping the booking page and presented it to the Committee. The Committee agreed on the changes.
  - iv. Michelle would finalise the setting.
  - v. The new booking system would be put into use in January.
- b) Costs: USD348 p.a. - \$234 for the booking system, and \$114 for the payment gateway; a discount of 40% had been applied.
- c) Future proposals
  - i. Ivy suggested to remove the online membership payment option, for easier maintenance of the website.
  - ii. Once the new booking page should be confirmed, the whole website would be replaced by a new, duplicate, streamlined website (unnecessary functions like the membership payment gateway removed), due to the un-updateable old platform and historical issues with the custom developed booking system that might result in an unfixable breakdown.

➔ **Motion # 6**

MOVED by Ivy, Seconded by Brian,

That the above-said website-booking system plans be proceeded.

*Carried.*

---

**10. GENERAL BUSINESS**

**10-1 AGM date**

AGM 2022 would be scheduled on 24<sup>th</sup> May 2022 (Tuesday).

**10-2 AGM speaker or activity**

Some possible speakers that members came up with: Chris Luxon, David Seymore, and Prof. Grant Schofield.

**10-3 Secretary Role**

Ivy resigned from the Secretary position, since she would be moving out of Greenhithe early 2022; Tricia was willing to take over the role.

➔ **Motion # 7**

MOVED by Brian, Seconded by Ivy,

That Tricia be appointed as Secretary Elect, taking over the role in February.

*Carried.*

#### **10-4 Other**

- a) Mike Yates from Shore Grace Church asked whether they could use our Community Hall's carpark for Christmas carols for free. The Committee agreed.
- b) Steven would be leaving New Zealand sometime next year; the Committee should consider successor candidates from now.

---

#### **NEXT MEETING(S)**

- a) The next regular Committee meetings would be on 1 February 2022.

---

#### **11. ADJOURN**

There being no further business the meeting was adjourned at 21:40.

#### **Attachments:**

1. Financial statements (P&L, Balance Sheet)
2. Cashflow Forecast
3. Greenhithe Community Hall Renovation Proposal
4. Hall and Pylon Signage Design