

# GREENHITHE RESIDENTS ASSOCIATION

## MEETING MINUTES

*Tuesday 3<sup>rd</sup> Dec 2019, Old School Building, Greenhithe*

Chairman Brian Carran called the Greenhithe Residents Association regular meeting to order at 19:30.

### Present:

**Chairman:** Brian Carran

**Deputy Chairman:** Trish Cassone

**Members:** Michelle Heald, Ivy Lu, Dale Morris, Nika Osbourne, Annie Yong-Mewburn

**Guests:** Uzra Casuri Balouch

### Apologies:

Steven Oh, Mick Sinclair

### **1. Approval of new committee member nomination**

Nika Maltseva Osbourne agreed to join in GRA Committee after attending GRA's regular meeting on 8<sup>th</sup> October 2019. Brian warmly welcomed and appreciated her interest in participating, and nominated her as GRA Committee Member.

MOVED by Brian, Seconded by Trish:

**That the Committee accepts nomination of Nika Maltseva Osbourne as Committee Member.**

CARRIED

### **2. Minutes of the previous meeting**

a) Minutes of the previous meeting dated 8 Oct 2019 were circulated prior to the meeting.

MOVED by Ivy, Seconded by Trish:

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

CARRIED

### **b) Matters arising**

- i) The compliance certificate of the Community Hall after platform change had not yet been available from Rocon Builders; Brian would follow up.
- ii) Since website and email server migration all committee members were offered at least one organisation email account; Brian suggested that members designate preferred email account for internal correspondence. (Present) members decided as follows:

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Brian - [chairman@greenhithe.org.nz](mailto:chairman@greenhithe.org.nz); Trish - [kiwi.trish@xtra.co.nz](mailto:kiwi.trish@xtra.co.nz) and [t.cassone@massey.ac.nz](mailto:t.cassone@massey.ac.nz); Ivy - [secretary@greenhithe.org.nz](mailto:secretary@greenhithe.org.nz); Dale - [dale\\_mmorris@hotmail.com](mailto:dale_mmorris@hotmail.com); Michelle - [info@greenhithe.org.nz](mailto:info@greenhithe.org.nz); Nika - [nika.maltseva@gmail.com](mailto:nika.maltseva@gmail.com); Annie - [a.yong@barfoot.co.nz](mailto:a.yong@barfoot.co.nz)

### 3. Treasurer's Report

- a) The Balance Sheet and Profit & Loss Statements were circulated prior to discussion.
- b) From the figures on book, the financial status of the Association was considered generally healthy.

MOVED by Brian, Seconded by Annie:

**That the financial statements are accepted as correct and accurate.**

CARRIED

### 4. Hall Bookings

- a) As the last school term was finishing, bookings were expected to drop;
- b) The Playgroup had not replied to GRA's offer of two-month free use of hall; and was not likely to continue hiring the hall.

### 5. Community Hall Renovation

- a) Kitchen completion: the shutter needed a final coat of paint;
- b) Toilet Vanity: Application for funding had been submitted, installation was expected to be done in January;
- c) Hall main entry flexi door: Michelle had ordered, installation date had not been confirmed;
- d) Hall Bifold door: Leon had arranged Engineer design; Zane Raphael had been booked for January;
- e) Deck: Outdure deck agreed to partially sponsor the deck, which was expected to be installed by the end of January. Michele was authorised to make the choice on materials;
- f) Stage side doors and Hallway doors: work in progress, Brian completed and hung side doors; corridor door work was in progress, to be finished and hung before Christmas;
- g) Rear yard project - actions required:
  - i) Michelle will send photo to Tree King for a quote on chopping huge trees;
  - ii) Volunteer team was called to clear trees and mulch at 9am on 7 December (Saturday) morning;
  - iii) Brian and Leon would assess and purchase materials for fence and gates, which was expected to be built in February or March;

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- iv) Annie was organising to tidy up the lawn and to plant garden;
- h) Official opening (of renovated Hall and garden) was targeted at AGM 2020, where sponsorship (such as Ryman Healthcare, Outdure etc.) would be acknowledged.
- i) New heating system would be the next hall project; the committee would discuss options and seek costing later.

## 6. OSB Restoration

- a) Painting was a work in progress, thanks to GCT Men's work group;
- b) OSB roof

Recommendation from investigating the roof and consulting specialists was to replace the roof. It was quoted at \$14,500 for painting and scaffolding; or \$18,500 for replacing and scaffolding. Brian and Leon would seek a few more quotes for funding purpose.

MOVED by Brian, Seconded by Annie:

**That the Old School Building Restoration will proceed with the option of re-roofing.**

CARRIED

## 7. Budget Planning

Brian went through a drafted three-year budget plan with members present.

## 8. Publicity/website

- a) Publicity of Membership
  - i) No other membership subscription had been received in the past two months except that of GRA new Committee member Nika;
  - ii) Ivy would send renewal reminders to members approaching end of 2019 financial year.
- b) Facebook: Ivy posted an advertisement on GRA Facebook page using Facebook's paid boost service, but bookings didn't seem benefit from it; Michelle suggested posting on Greenhithe Community Group page;

### c) Improvements to Web-site

In the previous committee meeting, Steven and Michelle proposed to remove the Paypal gateway due to inconvenience in use and unnecessary transaction fees. Recently Michelle reported that some people received unsolicited booking confirmation from the system.

Ehsan and Ivy had website developer to look into GRA website (especially booking) system from the backend; the findings were:

- i) GRA's website management system was a strictly closed system allowing no flexibility for customisation (even settings allowed were minimum); any change required a new platform;

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- ii) One option the developer offered was to build a link from GRA booking page to a sophisticated online booking application (clients book and pay, and owners collect payment, through third-party service); cost of embedding the link would be \$300 plus GST; afterwards every booking would incur 3% transaction fees (could be paid either by owner or hirer) and 30c (paid by hirer);
- iii) The second option the developer offered was to rebuild GRA website to an eCommerce platform at the cost of \$1,300 plus GST;
- iv) The developer confirmed that transaction fees (similar to the Paypal rates) were unavoidable for any online payment method/gateway.

Members present discussed the options, and concluded that the current problem was not substantial enough for changes involving costs, considering GRA's current financial position. Michelle would instruct mistaken email receivers to spam such email.

### 9. Sponsorship recognition

As part of GRA's commitment to sponsors, boards with sponsors' names had been put up in both halls. Brian would like to thank our sponsors for their generous support and put the promised 5-year recognition arrangement into writing.

MOVED by Brian, Seconded by Trish:

**That the sponsorship recognition arrangement will continue for 5 years starting from 1<sup>st</sup> January 2020.**

CARRIED

### 10. Council/Local Board Report

- a) Potholes – solution pending for further discussion and decision; GRA would seek a long-term resurfacing solution.
- b) Uzra suggested that it would be more efficient for residents to directly log in problems or issues through Council's online report system, or call 09 3010101; then local board members could follow up the reference number.
- c) Rame Road improvements – would be updated on 19 December 2019.
- d) Member Portfolios – the Upper Harbour Local Board had delegated board members as Topic Area Leads ("TAL") to be responsible for different areas. However decision would continue to be made by the full Board and the concept of TAL could be reviewed at any time by the board.
- e) Chairperson – as announced publicly Margaret Miles was elected as Chairperson for the period 31 October 2019 to 28 April 2021; and Lisa Whyte the Chairperson for the period 29 April 2021 to the end of the 2019-2022 political term.

### 11. Footpath safety programme

- a) The Committee went over the Greenhithe Footpath Safety Programme (see attachment); Dale took up the role of Roads & Footpaths Project Manager, and Brian

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would seek Steven's support in the Parks & Reserves part. Progress reports were expected at February meeting, targeting presentation at April meeting.

MOVED by Brian, Seconded by Dale:

**That the Committee adopt the Greenhithe Footpath Safety Programme as presented.**

UNANIMOUSLY CARRIED

### 12. Men's workshop group

- a) Brian was checking availability for possible assist with painting community hall rear exterior and stage door lintel and foyer.

### 13. Emergency Plan

- a) AED (defibrillator) had been installed at the fire station for a while; should make it known to more local residents.

### 14. General Business

- a) GRA Committee had 1 vacancy looking for additional practical skills;
- b) Trish proposed that we should post on Facebook page telling people what had been happening in Greenhithe, such as the AED, footpath programme;
- c) Uzra advised that Local Board plan would be ready for consultation probably in February;
- d) Annie reported that traffic on Upper Harbour Drive started jamming again; Uzra would get update on 19th December; Brian would contact Owena asking to check the sequencing again, copying Margaret and Uzra;
- e) Nika observed that a lot of people walking dogs in the Greenhithe did not pick up after the dogs; Brian appreciated her observation, unfortunately GRA was not in a position to enforce any action.

There being no further business the meeting was adjourned at 20:53.

The next regular meetings will be 4<sup>th</sup> February, and 7<sup>th</sup> April 2020.

Attachment 1: Halls Budget

Attachment 2: *Greenhithe Footpath Safety Programme*