

MINUTES OF GRA COMMITTEE MEETING - 06/04/2021

Date:	6 th April 2021			Time	19:38~21:37	
Venue:	Committee Meeting Room, Greenhithe Community Hall			Minutes Taker	Ivy Lu	
Attendance: Ab = Absent Ap = Apologies P = Present	Brian Carran	Ap	Trish Cassone	P	Steven Oh	P
	Michelle Heald	P	Ivy Lu	P	Nika Maltseva	P
	Tricia Moore	P	Mick Sinclair	Ap	Dennis Thornton	P
	Robert Xu	P	Annie Yong	P	Ehsan Zabihi	P
	Upper Harbour Board Members					
	Margaret Miles	P	Lisa Whyte	Ap	Uzra Casuri Balouch	Ap
	Anna Atkinson	Ap				

1. WELCOME, INTRODUCTIONS & APOLOGIES

Deputy Chairman Trish Cassone called the meeting open at 19:38.

Apologies had been received from Brian, Mick, Uzra and Anna.

➔ **Motion #1**

MOVED by Trish, Seconded by Ivy

That the apologies are accepted.

Carried.

2. CORRESPONDENCE

2-1. Labour Party Secretary - Local MP connecting with community.

Vanushi Walters, MP for Upper Harbour, would like to connect with Greenhithe community; Brian invited her to speak at our 2021 AGM. Speech topic to be confirmed.

3. MINUTES FROM PREVIOUS MEETING

3-1. Actions/tasks updates

Minutes of the previous meeting dated 2 February were circulated prior to the meeting.

Action 1. To audit 2020/2021 financials - Steven

- In progress.

Action 2. Flooring options – Brian, Trish, Annie

- One quote with floor samples had been provided; two more quotes would be available in one week.

Action 3. Discuss marketing campaign – the Committee

- The Committee preliminarily identified marketing media and audience: Facebook and Website targeting Greenhithe residents.
- An open-door day for residents could be planned.
- It was proposed that the 2021 AGM rescheduled to 29 May at 3:00pm, followed by the open-door event of the Hall. Subject to further confirmation.

Action 4. Listing GRA halls on venue hire website – Trish and Michelle

- Pending for reply

Actions deferred from earlier meetings:

1. Funeral package – the Committee
 - Bookings had been rather full, there was no need for a funeral promotion. The Committee decided there would be no specific funeral package offered. Interested hirers could book a one-day package as weddings. Action closed.
2. Website updates with funeral services information – Ivy and Michelle
 - Michelle would register the halls with funeral directories.

3-2. Approval of Previous Meeting Minutes

➔ **Motion #2**

MOVED by Michelle, 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

Due to COVID-19, income dropped 31% from last year, and expenses dropped in line. Thanks to Upper Harbour Local Board, the Lottery Board, and the Korean church for their grants and donation, GRA got sufficient funding on account for the air-con project.

4-2. Funding updates

- a) Korean Church and Parishioners donation of \$6,000.

4-3. Approval of Financial Statements

It was pointed out that the grants source on the financial statements should be specified Auckland Council or Upper Harbour Local Board as appropriate.

➔ **Motion # 3**

MOVED by Michelle, Seconded by Annie,

That the financial statements are accepted as correct and accurate.

Carried.

5. HALL REPORT

5-1. Hall Booking

Both halls had been busy, almost fully booked. Weekend parties were picking up. Guests were very impressed with the new backyard.

5-2. Hall Management

- a) Impact of Covid Lockdowns

Bookings were affected by the lockdown and income fluctuated dramatically, but post-lockdown impact was minimal.

- b) Closures for renovations 19/4 to 31/4
- c) Marketing of New Facilities
 - i. Sub Committee nominees

Ivy, Nika, and Robert were nominated and appointed.

- ii. Rate increase - From 1st May 2021

The Committee decided the Grace period for regular users be extended to 1st June to avoid short notice. Fee increase for casual users would be effective as of the time when the price on booking system could be changed.

- iii. Budget for Marketing (if required)

Pending for clarification.

5-3. Hall fees

- a) Estimated cost of operating heating/cooling is 5% (coin control discontinued)
- b) Last increase was 15% for GST about 3 years ago
- c) Recommended "That fees be increased from 1st June by 5%. Rounded.

Michelle and Ivy would investigate into the booking system to allow for the price change. Highly likely a new booking plug-in would be needed. Ehsan recommended an IT expert who could help with developing a booking system, whom we may resort to if needed.

➡ Motion # 4

MOVED by Trish, Seconded by Ivy,

That hourly rate be increased from \$30 to \$35 for casual hirers, and from \$23 to \$24 for regular hirers, to be effective from 1st June 2021.

Carried.

5-4. Site Sale Report

The Committee had had a round of discussion and voting on the proposal through email correspondence, which were filed separately. Vote taken were 11 for 1 against.

The subcommittee would proceed to prepare a Sale and Purchase Agreement that would be vetted by Steven/Mick/Brian to assure that it is in line with the agreement made with Mr Xu (ie \$138,000 GST Inclusive plus all expenses included for 122 sq/m).

In absence of Legal Advisor at the meeting, the Committee requested legal clearance regarding the land sale before further proceeding of the transaction:

- a) There should be written document from legal specialist clearly stating the sale is legitimate and valid according to all governing constitution, laws and legislations; and Committee members should not be taken action against by any party or individual.
- b) It was not clear whether there were limits on accumulation of funds on a charitable society's account like ours.

Other important considerations:

- c) A "no complaints" covenant clause should be registered to the title of the subdivided sections with regards to possible noise incurred by the nature of the hall's business.
- d) GRA should set up separate accounts for spending of future funds, specifying daily spending or project specific spending.

6. HALL MAINTENANCE/ BUILDING PROJECTS

6-1. Community Hall

- a) Air-conditioning – commence 19th April
- b) Suspended ceiling – commence 22nd April
- c) Lawn repatriation – End April
- d) Hall exterior clean-up – Done (thanks to committee volunteers)
- e) Hall floor replacement – Next priority. Annie and Brian investigating. Report to June Meeting. Meeting Solid Floor specialist on site 31st March.
- f) From 'what if list' – Chairs and table replacement, Trish and Michelle to investigate options. Report to August meeting.
- g) From 'what if list' – New foyer Carpet. Michelle, report to August meeting.
- h) Disposal of old heaters – does anyone want one? (Michelle, save one for the toy library)
- i) Canopy installed over deck.

6-2. Old School Building

- a) Exterior Painting - completed
- b) Re-roof – Summer 2021/2022 if funds available
- c) Re-puttying and painting of window frames – to be investigated!

7. COUNCIL/LOCAL BOARD REPORT

7-1. Roading improvements – Greenhithe Rd (and round-about)

Residents had seen some repairs done on a few streets. Improvement are in progress.

7-2. Footpath improvements – What do the white markings mean?

White marking means repair needed, repair time subject to availability and priority of AT resources.

7-3. 10 Year plan and budget – Impact on Rates

Submission was closed and the two options (rates increase by 3.5% or 5%) were under examination.

7-4. 10 Year Transport Plan

The 10 Year Transport Plan is currently out for submission; residents are encouraged to have a say.

7-5. Memorial Park Playground

Submission had been closed and no further updates available at the moment.

8. COMMUNITY PROJECTS

8-1. Greenhithe Emergency Management – Michelle

No updates.

8-2. Toy Library

- Seeking more funding to expand size and improve building quality.
- GCT may channel project through our books to enable GST recovery.

8-3. Rame Road Waterfront Project – no new progress

Still need to connect with Mr Zhang or his advisors.

8-4. Sea Scouts Storage Shed

Proposed site was negated after site survey; new sites were being sought and considered.

9. GENERAL BUSINESSES

9-1. 2021 AGM

a) Speaker confirmation

Brian was in contact with Upper Harbour Electorate MP.

b) Publicity via social media, street signs

Marketing Subcommittee would discuss.

c) AGM Agenda

Brian & Ivy would work out.

d) Accounts/Audit

Steven would organise.

e) Venue

Michelle would confirm (new date and time may have to be considered).

f) Membership Subscriptions

Steven would give it a thought.

g) New Committee members

- 3 vacancies available, need people with practical and leadership skills.

- Michelle had one candidate in mind, would approach.

9-2. Marketing & Publicity

a) Wi-Fi connection

Michelle was in contact with a resourceful resident who would talk to Vodafone for viable wi-fi connection plans.

b) Separate Booking Website

Specifications unclear, item dropped.

10. NEXT MEETING(S)

a) The next regular Committee meetings will be on 1st June 2021.

b) AGM was planned to be held on 25th May 2021 at Community Hall, the Committee proposed a reschedule to 29th May; pending for confirmation.

11. ADJOURN

There being no further business the meeting was adjourned at 21:37.

12. SUMMARY OF ACTIONS

Note: actions are re-numbered after each meeting; closed actions are not listed.

No.	Actions	Owner	Status /Notes
1	20/21 Annual financial audit	Steven	Would be ready before AGM.
2	Marketing Campaign	Ivy, Nika & Robert	Subcommittee formed: Ivy, Nika, Robert Need more input from Executives (e.g.: before or after floor replacement, budget available, coverage etc.)
	Listing GRA halls on venue hire website	Michelle & Trish	Report to June Meeting
	Register halls with funeral directories	Michelle	Report to June Meeting
3	AGM reschedule (from 7:30pm Tue 25 May to 3:00pm Sat 29 May); agenda, publicity and other related arrangement	Ivy	1. Confirm feasibility (Brian and Mick) 2. Confirm speaker(s) (MP) 3. Confirm venue (Michelle) 4. Confirm budget 5. Subcommittee discussion

No.	Actions	Owner	Status /Notes
4	Price change in booking system	Ivy & Michelle	Before new prices go effective
5	Legal clearance for the land sale	Brian & Mick	Before further proceeding of land sale
6	Limitation on fund accumulation and possible restriction	Steven	Report to June meeting
7	Lawn repatriation	Brian	By end of April
8	Floor replacement project	Brian & Annie	Report to June Meeting
9	Chair and table replacement project	Trish and Michelle	Report to August Meeting
10	New foyer carpet	Michelle	Report to August Meeting
11	Disposal of old heaters	Michelle	May consider toy library