

## MINUTES OF GRA COMMITTEE MEETING - 02/02/2021

<b>Date:</b>	2nd Feb 2021		<b>Time</b>	19:30~21:00		
<b>Venue:</b>	Committee Meeting Room, Greenhithe Community Hall		<b>Minutes Taker</b>	Ivy Lu		
<b>Attendance:</b>  Ab = Absent Ap = Apologies P = Present	Brian Carran	P	Trish Cassone	P	Steven Oh	P
	Michelle Heald	P	Ivy Lu	P	Nika Maltseva	Ap
	Tricia Moore	P	Mick Sinclair	P	Dennis Thornton	P
	Robert Xu	P	Annie Yong	P	Ehsan Zabihi	Ap
	Margaret Miles	P	Lisa Whyte	Ap	Uzra Casuri Balouch	P
	Anna Atkinson	P				

### 1. WELCOME, INTRODUCTIONS & APOLOGIES

Brian welcomed and thanked meeting participants.

Apologies had been received from Nika, Ehsan, and Lisa.

#### ➡ **Motion #1**

MOVED by Mick, Seconded by Annie

That the apologies are accepted.

*Carried.*

### 2. CORRESPONDENCE

#### 2-1. Lottery Board

GRA had received \$27,370 (incl. GST) from Lottery Grants Board as funding to the air-conditioning project of the community hall. Brian wrote to thank Lottery Board for their generous support.

#### 2-2. Andrew Kerr

Brian contacted and met Andrew Kerr of Steadfast New Zealand Foundation to discuss possible funding for \$8,000 shortfall of the air-conditioning project; a proposal would be sent later.

#### 2-3. Jay Park

Brian would be meeting Jay Park of Eternal Vision Church to discuss possible contribution or donation to the same project since the Church would be the biggest beneficiary of the project.

#### 2-4. Deepal Chand (Council) on OSB Lease Renewal

Council representative Deepal Chand advised that GRA's Lease of OSB would expire June 2020 and requested renewal submission.

#### ➡ **Motion #2**

Moved by Trish, seconded by Michelle

That GRA Committee agree to renew the agreement for the lease of the land under the Greenhithe Old School Building.

*Carried.*

### 3. MINUTES FROM PREVIOUS MEETING

Minutes of the previous meeting dated 1 December 2020 were circulated prior to the meeting.

#### 3-1. Correction to the previous meeting minutes:

a) Page 2, Item 4 a) vi., which reads "...among which \$8,000 had been reserved for paying for OSB exterior painting" should be "...among which **\$2,500** had been reserved for paying for OSB exterior painting."

b) Page 2, Item 5 Action #1, which reads "Michelle would contact fire alarm company to find out fire alarm requirements of OSB" should be "Michelle would contact fire alarm company to find out fire alarm requirements of the **Community Hall**."

c) Page 5, Item 13 c) viii., which reads "OSB plumbing – Year 3 plan" should be "OSB plumbing **and roof** – Year 3 plan."

#### 3-2. Actions/tasks updates

**Task a)** Community Hall fire alarm - Michelle

Completed.

**Task b)** Website updates (crockery) - Ivy & Michelle

Completed.

**Task c)** Website updates (funeral services) - Ivy & Michelle

Deferred.

**Task d)** Funeral package - the Committee

Deferred.

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

##### ➡ **Motion #3**

MOVED by Michelle, Seconded by Brian

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

*Carried.*

### 4. TREASURER'S REPORT

#### 4-1. Financial Overview

10 months income dropped 35% from budget; expenses was down by 19%, mainly incurred from repairs of OSB; most of the expense was reduced in line with the income level. Operating loss for the 10 months to January versus last year was higher.

##### ⇒ **Task #1**

Steven would prepare financials for yearly audit and AGM.

#### **4-2. Funding updates**

GRA received Lottery Board's grants of \$23,800 (excl. of GST) on 8 January 2021.

#### **4-3. Approval of Financial Statements**

##### **➔ Motion #4**

MOVED by Steven, Seconded by Mick

That the financial statements are accepted as correct and accurate.

*Carried.*

#### **4-4. Funding for the air-con/suspended ceiling project**

Discussions:

a) Various contractors had been contacted and quoted for the project. With grants from Lottery Board and GRA's own fund, there was still \$8,000 shortfall for the project.

b) GRA had received considerable number of complaints over years on the intolerable heat in the hall during the summer.

c) Participants all agreed that adding the suspended ceiling would generate more agreeable and productive results in terms of the look, energy saving, and general rentability of the hall.

d) The best time to install the project would be school holiday; and the best time to present the renovated hall to the community would be the AGM in May; ideally the project should be completed in April.

e) Council grants (to be concluded mid-year), even GRA's application is successful, would not be in place in time for the project.

g) Brian approached a few possible funding sources and had been in contact with Korean Church and Steadfast New Zealand Foundation.

##### **➔ Motion #5**

MOVED Brian, seconded Steven,

That the association proceed with the hall renovation project to air-condition and add suspended ceiling with new lighting and fire alarm fittings. The project will be funded either by further donations, or, if required, borrowing.

*Carried.*

---

## **5. HALL REPORT**

### **5-1. Hall Booking**

All regular hirers in 2020 stayed with us in 2021; OSB after-school hours were almost fully booked; Community Hall was getting more bookings for weddings. Both halls were rather busy at the moment.

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

a) Proposal on marketing ads on venue hiring websites.

To be discussed under another topic.

---

## 6. HALL MAINTENANCE/ BUILDING PROJECTS

### 6-1. Community Hall

#### a) Air-conditioning & Suspended ceiling

As discussed, GRA would pursue funding from Korean Church, and Steadfast if Korean Church would not be able to contribute; GRA aimed to complete the project in April.

#### b) Lawn repatriation

The project would be postponed until June.

#### c) Hall exterior clean-up

A working bee day would be set up on 20th March, or 27th if rainy, to carry out the project. Members were expected to recruit volunteers.

#### e) Hall floor replacement

GRA would seek multiple proposals and find the most efficient way to replace the floor.

### ⇒ **Task #2**

Annie recommended a floating flooring system, Annie and Brian would start the floor project in March.

### 6-2. Old School Building

#### a) Exterior Painting

The project had been completed and paid for. The Committee were satisfied with quality of the work.

#### b) Re-roof

Priority of this project falls after the Community Hall floor replacement; the committee would revisit this project 18 months later (with installation aimed at late 2022 or early 2023)

---

## 7. COUNCIL/LOCAL BOARD REPORT

a) Local Board members introduced the Upper Harbour Community Volunteer Award. Nomination would be open until 28 February.

b) Local Board budget was limited for the current year, big projects were less likely to be funded. For small improvement of the community, e.g.: re-planting of dying trees, residents should actively log in problems with Council through phone 301 01 01 or Council's online platform. Once a reference number is generated, it would be easier to track and for Board members to follow up when necessary.

---

## 8. COMMUNITY PROJECTS

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

The "A Resilient Greenhithe" booklet had been distributed and messages were spread. The Committee congratulated The Greenhithe Emergency Resilience Group on the successful move.

### **8-2. Toy Library**

GRA provided space and electricity for the project. The platform had been put down and the project was underway with funding from Local Board.

### **8-3. Rame Road**

No further updates.

### **8-4. Kyle Road Footpath**

The first stage funding for this project had been approved.

### **8-5. Waterfront Property**

The building was on a two-year lease. GRA would keep seeking communication with the owner.

### **8-6. Sea Scouts Storage Shed**

The project was progressing: Sea Scouts NZ, AT, and the neighbour had no objection; they found a surveyor and draft person to survey and draw the plan for free; moving would also be sponsored. The next step was to seek more funding support and get permission from Wellington.

### **8-7. Memorial Park Children's Playground Renewal**

The proposal was open for consultation in November 2020; no further update was available. The Committee expected it to be rebuilt to the standards of Huntingdon playground.

---

## **9. GENERAL BUSINESSES**

### **9-1. 2021 AGM & Small Businesses Show**

a) The Committee was planning a small business show on AGM, similar to the community organisation evening at AGM 2019.

b) Nika was appointed to lead the project, Michelle, Robert and Ivy would support.

### **9-2. Marketing & Publicity**

#### **⇒ Task #3**

The Committee agreed that a marketing campaign for the renovated hall would be best launched in May; discussion would be deferred to April Meeting.

a) Wi-Fi connection

Discussion was deferred until next meeting.

b) Separate Booking Website

A participant suggested installing an eCommerce plug-in instead of developing a separate booking website. The topic would be brought up again when Committee's IT expert presents.

c) Trish suggested listing GRA halls with a venue hiring website; Michelle did research and got a pricing level of approx. \$85 p.a. as starting cost; participant recommended an agency named "Open2View" which might provide free property photographing.

⇒ **Task #4**

Trish and Michelle would work further to enable our listing on selected venue hire website(s).

**9-3. Other issues:**

a) A committee member had been concerned about the rough road sealing materials used on Orwell Road.

Board members explained that a road built will follow general maintenance schedule and has to be repaired once it breaks up; AT would be responsible for balancing costs between build and maintenance. When issue arises, residents should log in complaints and AT has to respond. Local Board members could follow up only with a logged reference number if the reporting resident fails to get prompt response from AT.

b) A committee member had been concerned that community facilities maintenance standard for Old Greenhithe was lower than that for New Greenhithe; for instance, Old Greenhithe roads do not have sweeper cleaning as New Greenhithe roads do; and she became further concerned that less visible facilities like drainage would have bigger issues due to insufficient maintenance.

Board members suggested logging in any issues spotted or identified and offered to follow up on residents' behalf with the report reference number. They also reminded that AT is separate from Council and that residents should log under the right department/platform.

Brian advocated that Committee members acting as "eyes and ears" of the community and log in issues actively once become aware of it.

c) Dennis updated on Rahui Road projects: the watercare project and toilet block project had been completed. However there were still two prominent issues: one was the gang men speeding on the road; another was random dig-up of the road and improper repair of the holes.

Participants suggested: for issue 1: call the Police on the spot; be cautious of safety issue if talking to offenders; issue 2: log in with AT when issues arise.

---

**10. NEXT MEETING(S)**

a) The next regular Committee meetings will be on 6th April 2021. Brian will be absent, and Trish would take charge.

b) AGM will be held on 25th May 2021.

---

**11. ADJOURN**

There being no further business the meeting was adjourned at 20:58.