

## WANDI PROGRESS ASSOCIATION (Inc)

### MINUTES OF THE MEETING HELD ON WEDNESDAY 17<sup>th</sup> APRIL 2024 AT 7.00 PM AT WANDI COMMUNITY CENTRE

#### 1. ATTENDANCE

Rod Cocks (President), Mark Wells (Secretary), Debbie Cocks, Les Whiddett (Vice President), Chris Barnes

Apologies, Wayne Tentori, Debbie Tentori, Mark Okle (Treasurer)

2. WELCOME: Rod Cocks opened the meeting and welcomed all.

3. CONTRIBUTIONS OF RESIDENTS/GUESTS:

Nil

4: CONFIRMATION OF MINUTES:

Chris Barnes MOVED that the minutes of the meeting held on March 20<sup>th</sup>, 2024, be accepted. Seconded by Les Whiddett, PASSED.

5. BUSINESS ARISING:

1. Nil

6. CORRESPONDENCE IN/OUT - As per agenda

Correspondence In/Out:

1. In/Out Various dates. Confirmation of community planting day Lake Magenup on June 23<sup>rd</sup>, 2024.
2. In/Out Various dates. Correspondence to the City of Kwinana regarding a request for the installation of air conditioning to the Wandi Hall.
3. In/Out Various dates. Gallagher insurance brokers. Advice of Public Liability Insurance renewal. It was MOVED Mark Wells SECONDED by Les Whiddett that the WPA appoint CGU as Public Liability insurer until 30 April 2025 and the WPA pay \$1450.28 to CGU as the premium for the policy. PASSED. Mark W to advise Gallaghers of the decision.
4. In/Out 27 and 28 March. Advice to the COK re problem with Pavillion water supply and Resource Centre UV tube replacement. Site meeting was held on 2<sup>nd</sup> of April which is covered in Projects report.
5. In 4 April. Sinead Gilligan. Thank you for Neighbour Day 2024.
6. In 5 April. Weebly. Advice of annual website hosting fee renewal. It was MOVED Rod Cocks, SECONDED Chris Barnes that the WPA renew web site hosting with Weebly at the cost of US\$144 until 17 April 2025. PASSED. Weebly only accept Credit Card payments and the charge will be made on Mark Wells Credit Card, and he will present the invoice for reimbursement at a later date.
7. In 16 April. Invite to COK Mayor Sundowner on 1 May. Rod Cocks and one other committee member to attend. Rod to RSVP to the invite.
8. In 16 April. Jenny Marslen. Networking workshop on 24<sup>th</sup> of April featuring how to use Canva.

7. REPORTS

7.1 President:

1. Rod thanked all who are assisting with Neighbour day. Rod especially wished to acknowledge Debbie Tentori for all her efforts in the organising the day. There was positive feedback on the

day from the Wandri Community. Rod thanked Alan Williams and John Lombardo for their assistance on the day.

#### 7.2 Treasurer:

1. Mark Okle emailed a statement for up to 31 March 2024. The current bank balance for the WPA is \$136049.16. There were cash receipts of \$308. The decline in the balance was due to payments associated with Neighbour Day.
2. There were bills presented for approval for payment. The accounts were \$1017.50 to P Square Agencies for management and cleaning fees March (37 hours booked mainly due to issues with the Pavillion water supply), \$142.85 to Debbie Cocks for purchases made for ND (food, condiments, and napery), \$51.90 to Debbie Cocks for purchase of cleaning and pest control items, and \$180 to Baldivis Transport for tanker load of water for the Pavillion.
3. It was MOVED Les Whiddett, SECONDED Chris Barnes that the Treasurers report be accepted, and the payments itemised in point 2 be paid. PASSED.

#### 7.3 Facilities:

1. Debbie Cocks gave an update on the current bookings.

#### 7.4 Projects:

1. The UV system for the Wandri Hall is still to be repaired. The system has been turned off to stop reports of the alarm.
2. There was paint splashed by persons unknown on the new playground equipment. Most has been removed with remnants still present.
3. Playground equipment. The COK has conducted some remedial work on the playground. The swing has been lowered and more sand placed in the pit to improve the landing from the slide. Some sand for the playground was left in the car park which has blown to other parts of the community centre. The COK has been advised.
4. There was an alarm sounding on the ATU unit in the Clubrooms. The issue was an electrical problem which was noticed when COK representatives were on site. Repairs required to 3 components which was completed on 6<sup>th</sup> of April.
5. There was a site meeting on 2<sup>nd</sup> April with Rod and Les attending. The meeting was with Karl and Katrina (COK), Ballantyne and Mackie Plumbing (COK Contractors), Elixicom Electrical (COK Contractors) and 2 other COK employees who are responsible for venue hire in the COK. All outstanding maintenance issues was itemised by Rod. Some of the issues are being experienced by other facilities in the COK. The primary issue is the water supply to the Pavillion. The supply ran out just prior to Easter which required the WPA to organise a tank of water to be delivered at short notice. The shortage of water was caused in our opinion as system failure as the water depletion was sudden and probably caused by constant running of water in a faulty toilet (which was subsequently repaired). The COK also provided a tanker load of water, and the levels are being monitored. During the water shortage Rod was visiting the Pavillion for each hirer to ensure the hirers had access to toilets in the Resource Centre and water for amenities.  
The result of the site meeting was the ATU for the Pavillion required to be repaired and the tanks to be cleaned. The tanks are believed to be cleaned and Rod met with the technician who serviced the system. Rod was given an itemised summary of the work carried out and was advised 1 pump and 2UV systems still require maintenance. A COK work order for the repairs will have to be raised prior to the work being carried out.
6. Pavillion Zip Heater. The unit required maintenance and filter changed due to the water issues. There is only one spare filter. It was noted that the filter was changed earlier than to be expected.
7. The AC in the Resource Centre is still to be repaired. The COK were made aware of the problem again at the April 2 site meeting.

#### **7.5 Communication Officer (Mark Wells) including Website/Facebook:**

1. Mark and Rod gave an update on the current Facebook postings.
2. ND 2024 photos are on the website.

#### **7.6 Social:**

1. Debbie C on duty for May.

#### **7.7 Landcare:**

1. Les has enquired about the COK providing planting tube stock to be given to local residents for planting day. The City are unable to supply. The committee discussed alternatives including provision of vouchers to local nursery or purchase of plants for distribution on the day. Les Whiddett to make enquiries at the King Road Nursery about the options.
2. The City of Kwinana have allowed a \$100 budget for food on the day.

#### **8. NIEGHBOUR DAY**

1. Rod thanked all for their efforts on the day and Debbie T for her work in organising the day.
2. A review was held. The laser tag should be re sited to be a bit closer to the other activities. The time should be amended to 2.30 to 5.30pm. The prebooked attractions will have to advised of the time change.
3. Donation to the Rugby Club is outstanding. Mark W to follow up with Debbie T and Mark O.
4. Acquittal form is outstanding.
5. It was noted that in the future we needed to check more on how the kitchen was going.
6. A review on the amount of food used. We need more little water (about 120 next year), less meat (suggest about 18kg), more sausages (suggest about 300). Total buns needed was about 450 with the other items quantity about right. We currently have 100 large waters in stock.

#### **9. GENERAL BUSINESS**

1. Nil

Meeting closed at 9.15 pm.

**NEXT MEETING: Wednesday 15th 2024 at the Wandi Community Centre.**