

**Minutes of Meeting of the HOC GemLife Pacific Paradise AGM  
Held in the Tennis Room  
On the 12<sup>th</sup> of March 2024**

**Present:** Graham Butler (Chairperson), Jillian Rickertt (Secretary), Tanneke Booth (Treasurer), John Harvey (Deputy Chairperson) Glen Hall, Julie Hume (Bar Manager), Jim Walsh, Lorei Blunden, Greg Blunden, Gerald Keatinge, Julie Hume

Acting Chairperson Graham Butler welcomed Committee Members, thanked everyone for their attendance and opened the meeting at 9.26 am.

Apologies: **Sonia Smithers**

**Social Committee Report.**

Jude Hall submitted her report for circulation prior to meeting. Highlights are as follows:

<b>Discussion</b>	<b>Action</b>	<b>Who</b>	<b>Status</b>
<b>Newsletter</b>	The newsletter continues to be well received, recording the fun activities which have taken place, and advertising upcoming events. Greg and Lorei intend to focus on different specialist groups each month.	Greg Blunden	<b>Ongoing</b>
<b>Communication</b>	Lynn continues to keep everyone up to date with the happenings in the village	Lynn Roper	<b>Ongoing</b>
<b>Raffle</b>	The first big monthly raffle of 2 dinner meat trays, 2 breakfast meat trays and 2 fruit trays was highly successful. A profit of just over \$280 was realised for the benefit of the community through the HOC	Gail May	<b>Ongoing</b>
<b>Sausage Sizzle</b>	Ian and Angie's first sausage sizzle went well with 62 sausages sold, realising profit, even though Ian had to buy cleaning products and BBQ pebbles to ensure the BBQs were in a pristine condition.	Ian & Angie Stittle and helpers	<b>Ongoing</b>
<b>Numbers Board</b>	Jude and Tanneke. 2 boards were completed in February, with \$190 going out in prizes and \$200 for the HOC.	Jude Hall/ Tanneke Booth	<b>Ongoing</b>
<b>Events</b>	Thanks to Wendy Potter for her hard work and commitment to the Events team. Wendy has now resigned for personal reasons.  Thanks also to Lorei for stepping in. Lorei brings so much experience to the team as she and Greg were the original events team in 2020! There were no big events during February, but the usual activities such as Bingo, cards, Happy Hour and LCR continued to entertain!	Jude Hall, Sue Story, Lorei Blundel	<b>Ongoing</b>

<p><b>Future Event – St. Patricks Day 17<sup>th</sup> March 2024</b></p> <p><b>Future Event - April</b></p>	<p>St. Patrick's celebrations will take place on Sunday 17th March, with pie and mushy peas on the menu for \$10 per serve. The Ukulele group will play a selection of Irish songs for everyone to singalong to! The bar will provide a 'green' cocktail and Guinness will be on sale!</p> <p>There will be a prize for the best dressed male and female!</p> <p>A proposed 60/70s night is being planned for April.</p>		<p><b>Ongoing</b></p>
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### Bar Managers Report

Bar Manager Julie Hume provided an update as circulated prior to the meeting. Highlights of the report are as follows:

Discussion	Action	Who	Status
<p><b>Liquor Sales Analysis</b> Due to the increase in liquor excise, and other price increases an increase of \$1 was suggested for wine, standard and premium beer. <b>Effective 1<sup>st</sup> March 2024</b> All agreed that the bar should remain a gathering place for residents, with a profit margin of approximately 30% to cover expenses.</p>	<p>Profit margin for Pacific Paradise GemLife resort to be analysed over the next six weeks, and any increase will occur on <b>1<sup>st</sup> April 2024</b>. Committee member to consult with other GemLife resorts to get a ballpark figure for wine, standard and premium beer.</p>	<p>Jim Walsh</p>	<p><b>Approved</b></p>
<p><b>Logistics of managing multiple bars once Clubhouse is complete</b></p>	<p>Closed as a poll will now be conducted with residents.</p>	<p>Bar Manager Gerald Keatinge HOC</p>	<p><b>Closed</b></p>
<p><b>New Stubbie Holders for Bar – Julie provided various options.</b></p>	<p>Park Owners have agreed to fund 50% of the cost.</p>	<p>Park Owners</p>	<p><b>Closed</b></p>
<p><b>New Shirts for Bar Staff</b></p>	<p>Volunteers to explore options for cooler shirts for Bar Volunteers. Request for HOC to fund the shirts.</p>	<p>Ross Paine to explore and report prices back to HOC for consideration.</p>	<p><b>Open</b></p>
<p><b>New Loan Fridge in Downstairs Storeroom</b> Julie extended thanks to Dee and Joe, who have kindly donated an extra fridge to store more bottles/cans as our population continues to grow.</p>	<p>HOC took this opportunity to get an electrician to test and tag all electrical equipment associated with the bar.</p>	<p>HOC Committee/Julie/Joe &amp; Dee</p>	<p><b>Closed</b></p>
<p><b>Bar Manager Debit Card</b></p>	<p>Debit Card to be issued by 15/3/2024</p>	<p>Julie/Tanneke</p>	<p><b>In Progress</b></p>
<p><b>Recruitment Campaign for Bar Volunteers</b></p>	<p>16 new bar volunteers as a result of the recruitment campaign, with more interest for further down the track.</p>	<p>Bar Manager</p>	<p><b>Closed</b></p>

Discussion	Action	Who	Status
<b>Under Bench Bar Fridges in Clubhouse</b>	Jacinta Fraser advised by phone that, depending on cabinetry already installed, Bar Fridges would either be Full height, or above bench.	Jacinta Fraser/HOC	<b>Ongoing</b>

### Garden Gems Report

Chairperson spoke to the Garden Gems report as circulated prior to the meeting.

<b>Accepted: Social Committee Report, Garden Gems Report, Bar Managers Report</b>	<b>Moved: Glen Hall</b>	<b>Seconded: Graham Butler</b>
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### Progress Report – Activity Centre

Discussion	Action	Who	Status
<b>Location of Activity Centre</b> Jacinta Fraser advised by phone that the request to re-locate the existing Resident Workshop (current Library) to the proposed Park Mangers Workshop (current gym). is still under discussion.	Awaiting final decision	Ben Livingstone	<b>Ongoing</b>
<b>Greg Blunden pointed out the following:</b> <ul style="list-style-type: none"> <li>• The library glass doors will need to be replaced.</li> <li>• The adjoining storeroom was also originally earmarked for the workshop.</li> <li>• Fob access will need to be disabled due to WHS issue.</li> </ul> Budget allocations for other resorts: <ul style="list-style-type: none"> <li>- Palm Lakes 45K</li> <li>- Maroochy Quays 26K</li> <li>- Living Gems Caboolture 6K</li> </ul> <ul style="list-style-type: none"> <li>• Pacific Paradise has requested 40K</li> </ul>	Further discussion	Activity Centre Committee and Park Owners	<b>Ongoing</b>
<b>Park Owners awaiting list of tools/equipment and pricing to fit out workshop.</b>	Activity Centre Working Group to re-convene and provide list., which will then be vetted by Park Owners.	Jim Walsh/Greg Blunden to facilitate	<b>Ongoing</b>

### Progress Report –Pickle Ball Court

Discussion	Action	Who	Status
<b>Surfacing</b> Park Owners are looking to trial a new surface at an existing resort (Highfields) first.	If the residents endorse this new surfacing system, then they will consider rolling out at additional resorts like Pacific Paradise.	Park Owners	<b>Open –</b>

### Progress Report – Gem Life Pacific Paradise Lawn Bowls

Discussion	Action	Who	Status
<b>GemLife Pacific Paradise Lawn Bowls Club way forward</b>  Ross Sloane provided a documented plan for sketching out what we want to achieve as a community from having a lawn bowls facility available.	<b>Considerations:</b> <ul style="list-style-type: none"> <li>• What is GemLife providing and are they adequate?               <ul style="list-style-type: none"> <li>○ Lighting</li> </ul> </li> <li>• Visits to other resorts to help develop understanding.</li> <li>• . Budget &amp; Access to funding sources</li> <li>• Communication</li> <li>• Timeline to chart progress</li> </ul> Park Owners have advised they will review all of Ross’s requests and advise in due course.	Ross Sloane	<b>On Hold – Awaiting Park Owners Response</b>
<b>Communication with PP GemLife, Neighbouring resorts Residents and Wider Community</b>	HOC Secretary to collaborate with Ross to begin communication with relevant stakeholders.	Ross Sloane HOC Secretary	<b>Ongoing</b>

Greg and Lorei Blunden left the meeting at 10.16am.

### Liquor Licensing Update

<b>New Club House Liquor Licence Gerald Keatinge attended and provided an update for the Club House Licence. Three options were presented:</b> <ol style="list-style-type: none"> <li>1. Extend existing Pavilion licence.</li> <li>2. Obtain a new licence for Club House, which would mean two licences in place.</li> <li>3. Transfer existing Pavilion Licence to Club House and leave Pavilion unlicensed.</li> </ol>	Licensing have advised that they will not visit until a license application is received.  HOC to conduct a poll with all residents to determine the preferred option.	Gerald Keatinge/Julie Hume/Jillian Rickertt//Residents	<b>Ongoing</b>
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Gerald Keatinge and Julie Hume left the meeting at 10.38.

### Minutes from Previous Meeting

The Chairperson called for discussion on the minutes of the previous meeting and reviewed action items. There being no amendments to the Minutes, the Chairperson asked for the Minutes to be adopted.

<b>Accepted:</b> Minutes of HOC Meeting 13th February 2024	<b>Moved:</b> Graham Butler	<b>Seconded:</b> John Harvey
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**Treasurer's Report:** Tanneke Booth did not add to her report as circulated prior to the meeting.

**Secretary's Report:** Jillian Rickertt did not add to her report as circulated prior to the meeting.

Discussion	Action	Who	Status
<b>Accepted:</b> Treasurer's & Secretary's Report for February 2024		<b>Moved: Glen Hall</b> <b>Seconded: Graham Butler</b>	

### Agenda Items

Discussion	Action	Who	Status
<b>Topping up of Villa Cards (Replacing Villa Cards with a Debit or Credit Card)</b>	Research has been carried out by Lorei Blunden (resort expert on current Villa Card system) and our Treasurer (Tanneke Booth). Lorei presented a list of Pros and Cons for moving from a Villa Card to a Credit or Debit Card. The biggest advantage was deemed to be less room for error at the bar, and no need to top up the Villa Card.		<b>Closed</b>
<b>Motion: Transition to Debit/Credit card. Residents to use their Villa Card until it has a zero balance, then commence using a Credit or Debit Card</b>		<b>Moved: Tanneke Booth</b> <b>Seconded: Jim Walsh</b>	
<b>Events Booking System Extra EFTPOS machine</b>	Treasurer (Tanneke Booth) has researched options for taking payments for events such as sausage sizzles, Numbers Board etc.		<b>Closed</b>
<b>Motion EPOS machine to be purchased @ \$30 per month to take payments for events such as sausage sizzles, numbers boards etc.</b>		<b>Moved: John Harvey</b> <b>Seconded: Graham Butler</b>	
<b>Special Interest Groups on Website</b>	Requests for information and photos for Special Interest Groups are beginning to filter through.	HOC Secretary/ Graeme Simpson	<b>Closed</b>
<b>Mahjong &amp; Canasta – Replace felt on tables.at a cost of \$71.50.</b>	Approved out of meeting 15 <sup>th</sup> Feb 2024.	HOC/Mahjong Canasta Group	<b>Closed</b>
<b>Gardening Gems – request for \$200 towards cost of a shade Structure.</b>	There is a spare Gazebo in store that can be provided to Gardening Gems for this use.	<b>Moved: Glen Hall</b> <b>Seconded: John Harvey</b>	
<b>Stitching Gems requests:</b>		Stitching Gems	<b>Ongoing</b>
<b>1. New Iron</b>	3 quotes to be provided to HOC		
<b>2. Thread – 5 colours @8.00 ea.</b>	Declined - consumables -	N/A	<b>Closed</b>
<b>3. Service Sewing Machine provided by GemLife \$100</b>	Sewing machine provided by GemLife. Take to Park Managers Meeting	Park Managers	<b>Closed</b>
		<b>Moved: Jim Walsh</b> <b>Seconded: Glen Hall</b>	

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Discussion	Action	Who	Status
<b>Stitching Gems Design Queries:</b> <ul style="list-style-type: none"> <li>• # Windows in craft room</li> <li>• Power points from ceiling</li> <li>• Cutting Table 2m x 1m</li> <li>• Ironing Board</li> <li>• Kitchenette</li> <li>• Paper Towel Dispenser</li> <li>• Request Air Threading Overlocker</li> </ul>	Take queries to Park Managers meeting to take up with Park Owners	HOC Secretary	<b>Closed- - referred to Park Managers</b>
<b>Nortons AntiVirus on HOC Secretary's Laptop</b>	To be removed on expiration of subscription on ?????	HOC Secretary	<b>Ongoing</b>
<b>Coffee Machine:</b> It may be possible to convert the coffee machine to accept a Villa Card tap for coffee. Cost of conversion around \$700.	On hold until new clubhouse is complete, as we may acquire a larger coffee machine – Transfer to Park Managers meeting	Park Managers	<b>Closed – Refer to Park Managers</b>
<b>HOC Insurance</b> Insurance due on 10 <sup>th</sup> Mar. Business pack \$2364.39 (up from 2183.61 last year).	Paid		<b>Closed</b>
<b>Dept of Fair Trading and GemLife Pacific Paradise Resident Association – Grievance Procedure</b>	Grievance Procedure Constitution changes complete. Ready for implementation on July 1 <sup>st</sup> , 2024.	Jillian Rickertt	<b>Closed</b>
<b>Dept of Fair Trading and GemLife Pacific Paradise Resident Association – Remuneration Disclosure</b> Any remuneration paid to Committee members must be disclosed. If no remuneration (as is the case for GLPP), zero remuneration must be stated at the AGM and minuted.	Placeholder inserted into the AGM minutes for 2024 as a reminder.	HOC secretary	<b>Ongoing</b>
<b>Police Drive Through</b>	Commenced	John Harvey	<b>Closed</b>
<b>Police Visit to Residents</b> Offer from Coolum Beach Police to visit and present to interested residents.	Meeting scheduled for 9 <sup>th</sup> April 3pm. and residents advised	Graham Butler/Jillian Rickertt	<b>Closed</b>
<b>NAB/Bendigo Change of Bank</b>	Treasurer has notified all creditors of new bank account details. Will keep NAB account open until all is verified as correct with Bendgio Bank.	Tanneke Booth	<b>Ongoing</b>
<b>Online Booking System – Requirement for at least one other Committee member to be a backup administrator of the online booking system and associated calendar.</b>	Glen Hall completed training to on 3 <sup>rd</sup> Mar 2024 and is confident in carrying out the process.  Thanks to Glen for taking on this role.	Glen Hall/Graeme Simpson	<b>Closed</b>

Discussion	Action	Who	Status
<b>Large Buggy in Storage</b> Currently inoperable	Email Park Manager to check out and fix. Explore option of weatherproof cover. Follow up at next Park Managers meeting.	Park Managers	<b>Closed – Referred to Park Managers</b>
<b>Date for Next AGM</b> The Constitution states that Annual General Meeting must be hold within 3 months of 30 <sup>th</sup> June 2024.	Meeting date set for Tuesday 6 <sup>th</sup> August 2024.	HOC	<b>Closed</b>
<b>Training for HOC Members when Managers Off Site</b>	Take up at Park Managers Meeting	Park Managers	<b>Closed Referred to Park Managers</b>
<b>Induction - who to conduct in future.</b>	Glen Hall will conduct the next induction on 26 <sup>th</sup> March at 9.00pm. Thanks to Glen for taking this on.  Jillian Rickertt to provide Facilitator Guide.to Glen and advise all residents of date/time.	Glen Hall/Jillian Rickertt	<b>Open</b>

### General Business

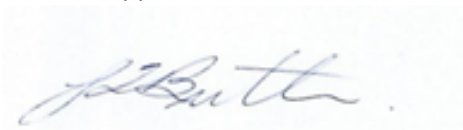
#### Additional Aqua Class

Discussion	Action	Who	Status
<b>Proposed New Aqua Class 7.30am Monday Mornings commencing 18<sup>th</sup> March.</b>  Class organised by residents in conjunction with Office Manager. Residents advised 6 <sup>th</sup> March.  Feedback from other residents put the class on hold temporarily	Issues raised by other residents resolved. Class to commence on 18 <sup>th</sup> March as planned.  Letters and emails sent to residents with issues as a result of the announcement.  Poll to be conducted for residents seeking a later class.	Jillian Rickertt	<b>Closed</b>

#### Meeting closed at 12.08am

Next Meeting: to be held on April 9th, 2024, in the Tennis Room at 9.30am.

Minutes approved:



Signed Graham Butler  
Acting Chairperson