

**Minutes of Meeting of the HOC GemLife Pacific Paradise AGM
Held in the Tennis Room
On the 15th of April 2024**

Present: Graham Butler (Chairperson), Julie Hume (Secretary), Tanneke Booth (Treasurer), Jim Walsh, Glen Hall, Sonia Smithers, Lyndall & Richard Armstrong (Bar Manager), Margie Smith (Gardening Gems), Sue Storey (Social Committee), Gerald Keatinge (New Clubhouse Liquor Licence)

Acting Chairperson Graham Butler welcomed Committee Members, thanked everyone for their attendance and opened the meeting at 5:05pm.

Apologies: **John Harvey (Deputy Chairperson)**

Bar Managers Report

Previous Bar Manager Julie Hume provided an update as circulated prior to the meeting. New Bar Manager Lyndall & Richard will provide the bar report next month. Highlights of the report are as follows:

Discussion	Action	Who	Status
Liquor Sales Analysis Profit continues to decline. The sale of cocktails for the St Patrick's Day event was the only item keeping the profit above 30% for the month.	HOC to hold further discussions about price increases	HOC	Open
New Stubbie Holders for Bar – Julie provided various options.	Park Owners have agreed to fund 50% of the cost.	Park Owners and Bar Manager	Open
New Shirts for Bar Staff	Volunteers to explore options for cooler shirts for Bar Volunteers. Request for HOC to fund the shirts.	Bar manager to provide costing to HOC for consideration	Open
Bar Manager Debit Card	Debit Card being arranged	Lyndall/Tanneke	In Progress

Garden Gems Report

Margie Smith spoke to the Garden Gems report as circulated prior to the meeting.

Discussion	Action	Who	Status
Garden Gems Update	After a long wait due to the intense heat over summer, the Gardening Gems were able to plant carrots, radishes, cabbages, lettuce, silverbeet & broccoli. The citrus trees are looking very healthy, with some fruit developing on some of them. It was great to welcome new members, Lynne Ollerton and Simon Hoffer.	Margie Smith	Closed
Mural	Exploring painting a mural on the blockwork near the garden.	Margie Smith	Open

Social Committee Report.

Sue Storey submitted her report for circulation prior to meeting. Highlights are as follows:

Discussion	Action	Who	Status
Newsletter	The newsletter continues to be well received. Greg promotes future events and introduces a group each month, eg Garden Gems	Greg Blunden	Ongoing
Bingo	An afternoon bingo was held but unfortunately another group had planned an activity at the same time. Residents organising events need to check the calendar before booking an event. Dee will continue with the dates as planned for evening and afternoon bingo and then reassess.	Dee Beath	Ongoing
Sausage Sizzle	62 paid customers attended this popular event. Thanks to Ian and Glen who intend to pressure clean the racks.	Ian and Angie Stitt	Ongoing
Money Board	Continues to be most popular and realises funds for the HOC as well as prizes for residents.	Jude Hall	Ongoing
Communication	Lyn's work in ensuring residents are continually updated has proven to be invaluable	Lynn Roper	Ongoing
Raffles	The monthly Friday raffle is popular among residents. Our sincere thanks to the organisers of the raffle prizes.	Gail May	Ongoing
Future Events – ANZAC Day 25th April 2024	Ceremony is planned for 9am downstairs at the Pavillion. We are asking any resident Veterans to be involved with the ceremony if they wish. The Social Committee plan to make rosemary pins for residents. Would the HOC consider purchasing a remembrance wreath (either real or plastic) to be laid at the ceremony ? Tea, coffee and Anzac biscuits will be served. Two up is planned from 2pm in the Pavilion - Dave and Steve Turk to officiate. The bar will be open and residents asked to bring a plate of goodies for afternoon tea.	Sue Storey, Jude Hall, Lorei Blunden	Ongoing

Future Event - May	A proposed 60/70s night is now being planned for May	Sue Storey, Jude Hall, Lorei Blunden	Ongoing
Food Safety Course	To volunteer in the new Clubhouse kitchen, residents will need to have completed a Food Safety course. dofoodsafely is a free, non-accredited, online learning program provided by the Department of Health Victoria and proudly supported by Queensland Health, South Australia Health and Tasmania Health	Sue Storey	Ongoing

Sue Storey and Margie Smith left the meeting at 5:25pm.

Liquor Licensing Update

Discussion	Action	Who	Status
New Club House Liquor Licence Gerald Keatinge attended and provided an update for the Club House Licence. Three options were presented: <ol style="list-style-type: none"> Extend existing Pavilion licence. Obtain a new licence for Club House, which would mean two licences in place. Transfer existing Pavilion Licence to Club House and leave Pavilion unlicensed. 	<p>Gerald has written to his contact at Liquor Licensing Queensland with some questions to help with this decision.</p> <p>Gerald is going away on Friday for 7 weeks so will hand over paperwork etc to Chairperson Graham Butler (Chairperson).</p>	HOC / Lyndall & Richard Armstrong	Ongoing

Gerald Keatinge and Lyndall & Richard Armstrong left the meeting at 5:40pm.

Progress Report – Activity Centre

Jim Walsh (HOC Committee member) tabled an email from Greg Blunden re meeting with Park Owners representatives and equipment quotes.

Report – Coffee Machine

Jim Walsh (HOC Committee member) tabled an email from Greg Blunden re responsibility for servicing coffee machine falls to HOC.

Minutes from Previous Meeting

There were no amendments to the Minutes from previous meeting.

Treasurer’s Report: Tanneke Booth did not add to her report as circulated prior to the meeting although it was noted that future bar reports will not itemise alcohol items.

Secretary’s Report: Julie Hume did not add to her report as circulated prior to the meeting.

Agenda Items

Discussion	Action	Who	Status
Asset Register	Needs updating	HOC Secretary, Jim Walsh, Tanneke Booth	Closed

Hard Drive for Sound System	Back up of all music has been completed. Jim to keep hard drive at home until we move to new clubhouse.	Jim Walsh	Closed
Nortons Anti Virus on Secretary Computer	Update due in July.	HOC Secretary	Closed
NAB/Bendigo Change of Bank	Bendigo is all sorted – still trying to close NAB accounts	Tanneke Booth	Open
Villa Cards Phasing Out	All in hand	Tanneke Booth	Closed
Extra Eftpos Machine	Machine received and being utilised	Tanneke Booth	Closed
Discussion	Action	Who	Status
EPOS – current contract & Costing	Discussion re fees and charges Treasurer to provide a cost report for transparency purposes	Tanneke Booth	Open
Events Booking Software	Waiting on Graeme Simpson to return Discussion re residents who do not use the internet	HOC Secretary/ Graeme Simpson	Open
Special Interest Groups on Website	Waiting on Graeme Simpson to return	HOC Secretary/ Graeme Simpson	Open
Stitching Gems request for new Iron	New iron purchased	Stitching Gems	Closed
HOC Insurance	Paid – waiting on policies to be received. Julie to follow up	HOC Secretary	Closed
Dept of Fair Trading and GemLife Pacific Paradise Resident Association – Remuneration Disclosure 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	Ongoing
Police Drive Through	Commenced. Visits are random and based on when they have personnel	Graham Butler	Closed
Police Visit to Residents Coolum Beach Police visited and presented to interested residents.	Meeting occurred 9 th April 3pm – update to be provided in the next HomeOwners update	Graham Butler	Closed
Induction	Next date for induction is 9am on Friday 26 th April 2024	Glen Hall	Open

General Business

Discussion	Action	Who	Status
Helping Hands process	Send requests to Sonia Smithers	Sonia Smithers	Closed
HOC Mail Inbox process	Clarified process of leaving emails as unread unless actioning them	HOC Secretary	Closed
HOC correspondence	Reviewed and actioned	HOC Secretary	Closed

Meeting closed at 7:20pm

Next Meeting: to be held on Monday April 13th, 2024, in the Tennis Room at 4.30pm.

Minutes approved:

A handwritten signature in black ink, appearing to read "G. Butler", is centered within a light blue rectangular background.

Signed Graham Butler
Acting Chairperson