

Minutes of Meeting of the HOC GemLife Pacific Paradise
Held in the Tennis Room
On the 9th of January 2024

Acting Chairperson Graham Butler welcomed Committee Members, thanked everyone for their attendance and opened the meeting at 9.29 am.

Present: Graham Butler (Chairperson), Jillian Rickertt (Secretary), Tanneke Booth (Treasurer), John Harvey (Deputy Chairperson), Jim Walsh, Sonia Smithers, Sue Storey (Social Committee Co-ordinator), Julie Hume (Bar Manager), Ross Sloane (Lawn Bowls Convener)

Apologies:

Glen Hall

Social Committee's Report.

Sue Storey spoke to her report as circulated prior to meeting. Highlights are as follows:

Discussion	Action	Who	Status
Christmas Luncheon: Venue: the TWIN WATERS GOLF CLUB Attended by approx. 150 residents. Many positive comments have been received. Some residents have asked if they could reserve a table at the next function.	Booking a table will be possible as long as the residents are able to fill their table. It was decided that due to the cost of buses and the short distance to travel, residents would need to provide their own transport. There appeared to be no issues with this.	Social Committee	Closed
New Years Eve Party 2023/2024– Totally Charlie event.: Unfortunately, Covid reared its head again in the village. HOC asked residents to decide if they still wished to attend the event.	Approx 50 residents attended. Approximately 25 residents cancelled. Those residents attending stated that they had a wonderful evening, mostly due to Totally Charlie.	Social Committee	Closed
New Years Eve Party 2024/2025	Charlie is available for next NYE at a cost of \$950. He will hold the booking for us until 12 th January 2024.	HOC	Closed
Accepted: Social Committee to book Charlie for 2024/2025 NYE at a cost of \$950.		Moved: Graham Butler	Seconded: Sonia Smithers
Sausage Sizzle	To date we do not have a co Ordinator therefore the SS will not be held until a volunteer is nominated.	Social Committee	Ongoing
Numbers Board	This will continue when Jude Hall returns from vacation mid-January. She will be assisted by Tanneke Booth.	Social Committee	Ongoing
Events Team	Glenda Larsen has retired, and we thank her for her untiring commitment. The Events Team requires another member and will commence the search for another resident who wishes to commit to volunteering with the Team.	Social Committee	Ongoing

Bar Managers Report

Bar Manager Julie Hume provided an update as circulated prior to the meeting.

Discussion	Action	Who	Status
Liquor Sales Analysis Julie suggested the following:	<ul style="list-style-type: none"> Continue offering cocktails on special occasions. Run out stock of German beer @ \$3.00 then discontinue. Continue Pear Cider at existing price until run out. Crisps to be sold for \$5 per packet. Rose Piccolo to be priced at \$6. Introduce Malify Gin (trial 1 bottle) @ \$4 	Bar Manager	Approved
Logistics of managing multiple bars	Julie/Gerald Keatinge to get together re licensing. Committee to assist Bar manager re clubhouse logistics.	Bar Manager Gerald Keatinge HOC	Open
New Stubbie Holders for Bar – Julie provided various options.	Committee to explore the option of approaching local businesses to provide stubby holders advertising their business. Check with Park Owners that it is OK to explore such commercial opportunities.	John Harvey/Jim Walsh Chairperson Secretary	Open
Julie is using her own credit card to purchase bar supplies.	Motion: HOC to obtain a debit card in the name of HOC GemLife in order for bar manager to purchase bar supplies.	HOC	Closed
Accepted:	Moved: Jim Walsh	Seconded: Jillian Rickertt	

Garden Gems Report

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

Accepted: Social Committee Report, Garden Gems Report, Bar Managers Report	Moved: Jim Walsh	Seconded: Sonia Smithers
-----------------------------------------------------------------------------------	----------------------------	------------------------------------

Sue Story and Julie Hume left the meeting at 10.15am.

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.

Accepted: Minutes of HOC Meeting 12 th December 2023	Moved: Graham Butler	Seconded: John Harvey
---------------------------------------------------------------------------	--------------------------------	---------------------------------

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
Accepted: Treasurer's & Secretary's Report for November 2023		Moved: Sonia Smithers Seconded: Graham Butler	

GemLife Pacific Paradise Lawn Bowls Club

Discussion	Action	Who	Status
GemLife Pacific Paradise Lawn Bowls Club way forward Ross Sloane provided a documented plan for sketching out what we want to achieve as a community from having a lawn bowls facility available.	Considerations: <ul style="list-style-type: none"> • What is GemLife providing and are they adequate? <ul style="list-style-type: none"> ○ Lighting • Visits to other resorts to help develop understanding. • . Budget & Access to funding sources • Communication • Timeline to chart progress 	Ross Sloane	Ongoing
Communication with PP GemLife, Neighbouring resorts Residents and Wider Community	Jill to collaborate with Ross to begin communication with relevant stakeholders.	Ross Sloane Jillian Rickertt	Ongoing
Moved Ross Sloane to become Lawn Bowls Convenor rather than Acting Lawn Bowls Convenor		Moved: John Harvey Seconded: Jim Walsh	

Activity Centre

Discussion	Action	Who	Status
Progress report pending. Communication required with interested residents and Park Owners.	Follow up with David Cawte and Ross Sloane	Ross Sloane David Cawte	Ongoing

Agenda Items

Discussion	Action	Who	Status
Topping up of Villa Cards	Treasurer is researching the option of a portable till that could be used specifically to top up Villa Cards away from the bar to free up bar service.	Tanneke Booth	Ongoing
Events Booking System	Treasurer is researching online events booking software that would enable residents to book and pay online for events.	Tanneke Booth	Ongoing
Local Councillor Visit	Division 8 Councillor Jason O'Pray will address interested residents on 9 th January at 2pm. HOC have organised the event in conjunction with an initiative instigated by Jeff Weir.	Jeff Weir HOC	Closed

Discussion	Action	Who	Status
<p>Card Games in the Upper Pavilion</p> <p>Whilst card games are going on in the upper pavilion it may be necessary for residents to attend the area for various maintenance-related reasons.</p>	<p>Attending residents are asked to go about any business quietly and respectfully without interruption to any game in progress.</p> <p>Card players are requested to permit entry of residents for reasonable maintenance-related reasons until our new clubhouse is complete, providing those residents don't interrupt any activity being conducted by the group who have booked the pavilion.</p> <p>If the Pavilion is required for any major event, organisers are requested to notify the contact for any special interest group who have booked the pavilion and negotiate a change of venue if practicable.</p>	All residents	Ongoing
<p>Coffee Machine:</p> <p>It may be possible to convert the coffee machine to accept a Villa Card tap for coffee. Cost of conversion around \$700.</p>	On hold until new clubhouse is complete, as we may acquire a larger coffee machine,	HOC	Ongoing
<p>Unruly behaviour over Xmas break by Residents Guests</p>	Take up at Managers Meeting	Park Managers	Closed
<p>No Dogs sign in pool area</p>	Take up with Park Managers	Park Managers	Closed
<p>Special Interest Groups:</p> <p>Provide a list of Special Interest Groups to Webmaster for inclusion on our website</p>	<p>Jill to ask residents to submit details of:</p> <ul style="list-style-type: none"> • Special Interest Group • Small description • Contact details of Organiser <p>To be collated and sent to Web Master.</p>	Secretary	Ongoing
<p>Budgeting for Social Committee:</p> <p>Secretary has developed a spreadsheet to assist budgeting for events. It will calculate breakeven/profit for each event and track results over all events.</p>	Implement spreadsheet for future events.	Secretary Treasurer Social Committee co-ordinator.	Ongoing
<p>Professional Cleaning of BBQs</p>	Determine responsibility/how often/ who checks the standard. Carry over to Managers meeting.	Park Managers	Closed

Discussion	Action	Who	Status
HOC Committee Access to Data Room: Recently a storm took out the power in the resort, leaving the modem in the data room inoperable. Managers were absent and resulted in manual processing of bar takings on New Years Eve.	Provide HOC with access to the Data Room or re-locate the modem to an area that can be accessed by HOC. Carry over to Park Managers meeting.	Park Managers	Ongoing
Archiving of old emails in HOC Mailbox There were over 2000 emails in the HOC inbox at the start of this HOC's term. Processing for many Committee members was slow.	Secretary and Assistant Secretary have manually transferred these to a new repository where they can be accessed if needed. Processing time within the HOC inbox is much faster. Another migration to occur in the future so that when new HOC is elected the mailbox will be manageable.	Secretary Assistant Secretary	Closed
Microsoft Office 365 Family Subscription – up to 6 HOC users	Purchase subscription for \$139 per annum and allocate to HOC related users as required.	Secretary	Ongoing

General Business

Next Meeting: to be held on February 13th, 2024, in the Tennis Room at 9.30am.

Discussion	Action	Who	Status
Relocation of Library Books	Committee members and Residents willing to assist with sorting out of books.	Tanneke Booth Jim Walsh	Ongoing
Concrete Road Repairs in Stage 1 Untidy and not sustainable.	Carry over to Park Owners Meeting,	Park Owners	Closed
Amount of \$286 to be reimbursed to Steve Turk for Footy Tipping & Melbourne Cup betting tools.	Moved: Jillian Rickertt Seconded: Tanneke Booth		Carried
Youth Crime in Pacific Paradise: Face Book commentaries for Pacific Paradise report a lot of break and enters/car stealing in streets surrounding the resort. The entire resort is vulnerable as the Construction gate is open throughout the day, and easily accessible at night.	Ensure Secure gate at Stage 2 Entrance. Investigate possibility of random local police drive throughs. Carry over to Park Owners meeting.	Secretary Secretary Park Owners	Ongoing
Meeting closed at 11.45am.			

Minutes approved:



Signed Graham Butler
Acting Chairperson