

**Minutes of Meeting of the HOC GemLife Pacific Paradise
Held in the Clubhouse Conference Room
On the 19th of November 2024**

Chairperson Shane Storer welcomed Committee Members, thanked everyone for their attendance and opened the meeting at 9.28 am.

Present: Shane Storer (Chairperson), Mary Earnshaw (Secretary), Tanneke Booth (Treasurer), John Harvey, Ian Nichol , Amanda McDowell, Lyndall Armstrong (Bar Manager) and Lorei Blunden (Social Committee Treasurer)

Apologies: Gary Savill

Committee Reports accepted:

Disseminated prior to meeting. Moved: Shane Storer. Seconded Amanda McDowell.

Bar Managers (BM) Report

Discussion	Action	Who	Status
Rostered Volunteers for busy nights and events	BM using 5 volunteers during the busy time. Bar Manager requests that HOC Social Committee and any other events give her adequate notice to allow for rostering. At the moment, not enough notice given. The BM reports directly to the HOC.	Bar Manager	Open
Request HOC open an account with Star Liquor for the purchase of alcohol etc	HOC to open an account with Star Liquor with a limit of \$3,000.00. BM incidentals card to be reduced to \$1,000.00. All in Favour. Carried Secretary to contact Star Liquor to organise account. Treasurer to reduce Bar Manager limit.	Secretary and Treasurer	Closed
Locked Box Key system Non Bar volunteers appear to be entering the Bar area as most residents now know the Bar locked box Code. Very difficult to police.	Monitor situation and perhaps change the code more regularly.	Bar Manager	Open
New Volunteers 6 new volunteers starting next month and will need T shirts.	Agreed BM to order 6 T shirts as required.	Bar Manager	Closed
Resident approaching Bar Manager over free drinks query BM very disappointed that a resident was very upsetting in the manner in which the issue of free drinks was approached.	No action required but should be noted that this was not a BM issue and members of the HOC were present. HOC should have been approached.		Closed
Purchase of trolley to house glasses as they come from the dishwasher and need cooling.	BM to purchase trolley as displayed in BM Report. All in Favour. Carried	Bar Manager	Closed

Discussion	Action	Who	Status
Very difficult to keep up with housekeeping and glass cleaning when it is busy.	MC to ask residents to bring empty glasses, bottles and general rubbish on tables back to the Bar instead of leaving on the tables.	Chairperson	Closed
Ice Machine not keeping up with demand	Chairperson has purchased bags to transport ice from the ice machine in the pavilion when needed.	Chairperson	Closed
Cleaning of Bins All bins are very dirty and smelling.	Approach Ross Paine to ask if Bins could be cleaned once cans etc are emptied. Call for expressions of interest in cleaning the bins on a regular basis.	Secretary	Open
Cost Review	HOC to continue monitoring Bar Profits.	HOC	Ongoing

Bar Manager left the Meeting at 9.54am

Social Committee (SC) Report: Discussion from Report.

Discussion	Action	Who	Status
Ongoing BBQ events No BBQ this month. Will commence in 2025 with Australia Day celebrations. It is planned the BBQ will be accompanied with a Bush Dance. Logistics as to how the BBQ will be cooked etc still to be organised.	SC to keep HOC informed as to their intentions and advise Bar Manager well in advance.	SC	Open
Set Up for Christmas Lunch. Caterers will use the area outside the kitchen to set up the "Spit" as required. Clean up person has been engaged. Kitchen will be used but not for cooking.	Caterers to be engaged by SC and relevant paperwork to be submitted to SC and HOC – Public liability and Food Licence for outside venues.	Secretary	Open
Training on operation of kitchen equipment. SC members that have Food Handling Certificates would like training on the equipment.	SC to advise Secretary of those interested along with dates that suit. Secretary to advise Matt and organise date and time.	Secretary	Open
Raffles: SC looking at a new ticketing system via the TV	SC to keep the HOC informed.	SC	Closed
SC query as to whether The Band "Standing Room Only" could charge for playing as one of the members is a resident.	Chair advised it is the Band that is getting paid, not the resident, therefore it is appropriate and supported by the HOC.		Closed

Discussion	Action	Who	Status
Kitchen use and procedures unclear as to who the kitchen supervisors are.	Chair advised that it was very early days, and everyone was still trying to find their feet. Kitchen supervisors report directly to the HOC. Supervisors are not police but are there to check all paperwork is completed after events and that appropriate cleaning has been carried out. Suggest folder on the wall for all checklist and laminated checklists be displayed	Secretary	Open

Lorei Blunden left the meeting at 10.23 am

Lawn Bowls:

Discussion	Action	Who	Status
Bowls Green maintenance query from Bowls report may have been addressed with the visit from the Bowls professional. No response from last month's query as to the outcome of that meeting.	Follow up with Ross Sloane as to the outcome of that meeting.	Chairperson	Open
Lockers in Bowls area These lockers are for all residents to store personal equipment etc when they are playing Bowls. The HOC endorses the PO's request that locks be removed and if the situation continues, locker doors be removed.	Advise Ross Sloane accordingly	Chairperson	Open

Gardening Gems: No report this month

Acceptance of Previous Meeting Minutes.

Accepted: Minutes of HOC Meeting 8 th October 2024.	Moved: Amanda McDowell Seconded: John Harvey
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Treasurer's Report

Accepted: Treasurers Report	Moved: Ian Nichol Seconded: Mary Earnshaw
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Secretary's Report

Accepted: Secretary Report	Moved: Shane Storer Seconded: John Harvey
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Update from Previous Meeting

Discussion	Action	Who	Status
Kitchen Management & Supervision. Still more discussion and clarification needed.	Liaise with Matt re list of equipment and resident training on equipment	Secretary	Open
Clubhouse & Pavilion Rules Still No Rules given. Draft is not Resort specific and lacks clear guidelines.	Secretary to create a site specific draft for the PO to consider.	Secretary	Open
Update on GemLife full liquor licence application.	Liaise with GemLife and seek update.	Secretary	Ongoing
Positioning of Pool Tables.	Pool table has been moved. Waiting on lighting to be reinstated and racks moved.	Secretary	Open
Workshop Set Up. Location confirmed. Now calling for EOI from residents to assist in the setting up.	Liaise with PO as to timeframes and layout. EOI sent to residents requesting interest by the 27 th of November.	Secretary	Ongoing
Arts & Crafts Area. Location has been confirmed. Layout and set up to come.	Liaise with PO as to timeframes and layout.	Secretary	Ongoing
Clock with second hand for lap pool/Sauna area.	Awaiting an ETA. Follow up with PM.	Secretary	Open
No Bar Fridge on the rooftop area.	Awaiting ETA. Follow up with PM.	Secretary	Open
Use of Buggy	Review again next Meeting.	Chairperson	Open
Exercise Class survey Pilates & Yoga preferred	One Pilates instructor contacted. Still waiting on documentation.	Secretary	Open
Asset Register	Still waiting on response from PO. Bring up at PM meeting.	Secretary	Open

New Agenda Items

Discussion	Action	Who	Status
Inappropriate kitchen sink usage.	Advise residents in Owners Update.	Secretary	Closed
Bin Area responsibility. Who cleans the bin storage area?	Clarify with PM at meeting.	Secretary	Open
Use of air condition controls Residents setting temps way too low and not resetting to 23.	Ask PM to set 23 degrees and advise residents that the A/c comes on when you enter building and may take a little time to cool area down.	Secretary	Open
Gas burners in stove not lighting automatically	Advise Matt via PM Meeting.	Secretary	Open
Inappropriate items being flushed in toilets	Advise residents in Owners Update.	Secretary	Closed
DVD Storage in Cinema	Request with PO and still waiting for a response. DVD's stored in consult room at the moment.	Secretary	Open
Backup for Treasurer.	Revisit next meeting.	Secretary	Ongoing
Suggested new email addresses via website.	All agreed that we should stick with what we have for the time being.	Secretary	Open
Dedicated Kitchen Manager	Not a lot of interest at this stage. Revisit at later date.	Secretary	Open

Discussion	Action	Who	Status
Bocce Court. Not being used. Bocce Balls are housed in the Lawn Bowls office cupboard. Could this area be better utilised? Eg As a Putting Green.	Agenda item for PM meeting and conduct a survey to gauge residents preference if PO agrees.	Secretary	Open
Appointment of massage person. OK with PM to use the consulting room All treatments \$120.	Contact masseuse and seek further information and certificates etc. Secretary to gauge resident interest.	Secretary	Open
Residents giving website password to outsiders. Resident suggested changing password to something more difficult or allocating personal passwords.	Discussion: Changing passwords or allocating personal passwords will not stop residents giving passwords to relative etc.	Secretary	Open
Purchase of 3 extra Ukulele shirts	Approved.	Secretary	Open
Fire Wardens Training	Residents are not fire wardens. We are independent living, and the common areas are PM responsibly.	Secretary	Open

Meeting closed at 11.12am

Next meeting: Tuesday 14th January 2025 at 9.30am in the Clubhouse Conference Room.

Minutes approved: Date 20th November 2024



Shane Storer
Chairperson