

# Downer Community Association Minutes- 6 May 2024

Meeting opened 7:00pm – closed 8:10pm.

## Agenda item 1

- Apologies:
  - Robyn Sirr; Sue Dyer; Miles Boak.
- In attendance at the meeting:
  - Jacqui, John, Amit, Leon, Peter, Aniko, Amy, Robyn, Suzanne, Jane.
  - Peter Comisari attendance as new nominee of the DCA.
    - **ACTION:** Jacqui to complete relevant paperwork to confirm nomination and another DCA member to second.

## Agenda item 2 – Correspondence

- Refer attached correspondence list (and as updated by Jacqui).
- Added to the list of correspondence was an invitation to an ACT Government planning invitation on 9 April 2024.
- Feedback from Amy – yoga group, also expressed concern at the lack of space with the extra chairs and tables. **But (!)** also a number of compliments from some of the other tenants, not only the updated tables and chairs, but also expressing the appreciation of the new heating/cooling units. It was noted that the old tables and orange chairs were slated for disposal.
  - Appreciation was expressed to Amit for the procuring of the updated tables and chairs.

## Agenda item 3 – Minutes

- **AGREED** that the previous minutes (1 April 2024) of meeting be approved and signed (with thanks to Jacqui for producing a hardcopy).

## Agenda item 4 : Action Items arising from previous meeting

- **ACTION:** Amit will program the split systems to automatically turn off at 10:00pm.
  - **Action complete.**
- **ACTION:** New signage for information on the split systems, alerting people that it automatically switches off after an hour of being switched on – Amit to action.
- **ACTION:** Amit and Amy to obtain additional information from predecessor, Stephen, to enable full functionality so as to perform all the actions required of Centre Liaison role.
  - Nil further information available.
  - **Action complete.**
- **ACTION:** Miles to approach Floriade for annual allocation of Floriade bulbs.
  - Miles completed an application for bulbs.
  - Unsure if the application was successful.
  - No plantings have been done.
  - **ACTION: Amit will follow up with ACT Government.**
- **ACTION:** DCA agreed to purchase more permanent ‘maze garden tunnel’ (or similar device) to protect flowers – approved up to \$500, to be acquitted on receipts. Amit to action.

- No bulbs = no need for garden cover.
- **Action considered complete.**
- **ACTION:** Amy to purchase clocks for centre hall.
  - **Action complete**

#### **Agenda Item 5 – Centre Liaison Report – Amy**

- Update provided.

#### **Agenda item 6 – Treasurer’s report**

- Treasurer's report circulated.
- Revised report presentation was noted and appreciated by the Committee members.
- New functionality and accessibility – with four different people able to access the new online banking system.
  - **ACTION: Amit will provide an online demonstration of the new banking system at the next DCA meeting.**
- Transferred \$50,000 from operational account to the savings account, because it provides a higher rate of return.
- Previous Treasurer still has access to the superannuation accounts – this needs to be resolved.
  - **ACTION:** Amit /Amy will purchase an e-sim capability to support accessibility to the accounts, to support Amy’s access to the account.
- All of the access to the emails is through the former Treasurer’s drop-box and previous personal email addresses. Discussed that this needs to be rectified.
  - **AGREED** to create new email addresses and passwords to overcome this difficulty.
- Discussion of cleaner’s pay rates.
  - Previous agreement to provide an increase in pay rates, inadvertently resulted in an overpayment, which now needs to be rectified.
  - This was for noting and the overpayment will be rectified in the next Treasurer’s report.

#### **Agenda Item 7 – SEEChange**

- Meeting with ACT Government about EV charging.
- At this stage, the charging stations will only be available to SEEChange.
- There is an issue with heritage, meaning that there can be no changes to the façade of the building. Might move closer to the frog pond.
- Which would then mean that cabling would need to be trenched.
- Discussions are ongoing, for SEEChange to action and drive the agenda.
- DCA to note.
- No further action for DCA.
- Separately, SEEChange were approved to replace a gate with a wider gate.

#### **Agenda Item 8 – NCCC Meeting Report**

- Leon provide update from NCC.
  - Amended previous February 2024 NCCC Minutes and then approved.

- Chair's report – issues for the October ACT election include renters' rights, public housing, housing supply and public infrastructure (eg, maintaining green spaces).
- Treasurer's report – proposals for funding by NCCC should identify how the proposed projects will affect the target groups of the NCCC funding agreement.

#### **Agenda Item 9 – Matters Arising from Correspondence**

- Dealt with previously in the meeting.

#### **Agenda Item 10 – Other Business**

- Discussion of **the options for the booking system software**, noting Amit has circulated details to DCA members as requested. DCA members to come prepared to express view.
  - Broad discussion of the initial proposed booking system – SpacetoCo – regarding advantages and potential disadvantages.
  - Exploration of an alternative proposal booking system – charging 15% from client, and 3% from DCA, based out of the south coast. Will also process all the funding, links to website, etc.
  - **ACTION:**
    - Amit to circulate details of the alternative system.
    - Amy to review and advise opinion and her preference for the alternative system.
    - Suzanne to review the proposed user agreement for the alternative system.
  
- **Website and publication of bookings/schedules:**
  - Has link to the PDF to the schedule of bookings for 2023; now need a newer version for 2024 of the regular bookings. This is to give potential tenants and clients some idea of the types of organisations using the space, and whether or not the time they are seeking are already booked.
  - Note: comment after meeting – any reference to who or what organisations book the rooms should be as general as possible.
    - **ACTION:** Jacqui to remove the old 2023 pdf document from the website.
    - **ACTION:** Amy to give consideration as to how this might be communicated to an external audience, in due course, *after* the implementation of the new booking system.
  
- **Discussion regarding Gang Gang music festival – 25-27<sup>th</sup> October 2024 (inclusive)**
  - Discussion of the need to settle on appropriate chargers for room hire during the Gang Gang music festival.
  - Loss of income from nine bookings over the same period = equivalent to \$510 of lost income.
  - **AGREED** that an amount of \$500 would be recovered from Gang Gang to compensate for the loss of income.

- **AGREED** that any advertising should note that the event was supported by the DCA.
  - This was applicable not only to the Gang Gang café event, but also to any future activity, if supported by the DCA, should acknowledge DCA sponsorship in any advertising.
- **ACT Electoral Commission – Election 19 October**
  - Completion of numerous forms for the
    - **ACTION:** Amy and Amit to work together to complete the forms.
    - **AGREED** to charge \$800 for hire of the room for election purposes.
- **Soap dispensers in toilets**
  - **AGREED** to purchase automatic soap dispensers for the toilets.
- **Email domain names**
  - **AGREED** to obtain property domain names (and pay the registration fees).
    - **Amit to action.**

**NEXT MEETING:** Monday 3 June 2024- 7pm

Convenor- Robyn Rennie  
Date:

Acting Secretary  
Date: