

MINUTES

RPCF INCORPORATED AGM

RIVERSIDE PARK COMMUNITY FACILITY

THURSDAY 2ND NOVEMBER 2017, COMMUNITY LOUNGE

ATTENDEES: MANAGING CHAIR – PATRICK WASER (PW), TREASURER – REBECCA DONALDSON
 COMMITTEE: (RD) SECRETARY – STEPHANIE DAVEY (SD)
 MEMBERS: C BOULTER, H KANE, G KING, T WELCH, M LUXFORD, R ROSE, J COWIE, R GEARY, S KIRK, T MOLTENO

DISTRIBUTION: ALL MEMBERS

APOLOGIES: S VOGEL, T MACKAY, E DAVIDSON, A MOLTENO

COMMENCING: 6.00PM

ACTION	AGENDA ITEM	
	1.	Introduction from Chairperson
SD		<p>Copies of the Agenda and Proposed Budget were handed out and a clipboard was passed around for attendees details.</p> <p>PW introduced the Managing Committee and thanked all members present for taking the time to attend the AGM.</p> <p>PW then gave updates from last AGM:</p> <ul style="list-style-type: none"> - BBQ's – Two are working and the remaining two still need to be re-connected. SD is waiting on Mclvor Plumbing & Gas to come back with a solution and quote for this. - Shade Sail – Members are still keen to have some shade. <p>Member had discussions earlier with Chris Carter – a new member (and roofer) who has offered to put some steel over the pergola. We are happy for this to go ahead. SD will coordinate.</p> <ul style="list-style-type: none"> - Pool Maintenance – We have new pool contractors on board. Richard Sheldon operating as Aqua now has the contract and Helen Steward (local resident) is assisting part-time. Some of you will remember Richard as working for Infinity – we love his work and are confident that the pools will be kept in great shape this summer. - We had to replace two items in the gym over the past year, the static bike and the elliptical cross trainer. The new equipment is of commercial quality and is a great addition to the gym. All equipment is now being regularly maintained by Shane Semani , our gym maintenance contractor. - PW advised that we need to look at re-staining the north/north-west walls of the facilities. It was suggested that the members might participate in a working bee

SD		<p>rather than have the cost of a professional. SD will look at quotes and advise before undertaking any work.</p>
PW		<ul style="list-style-type: none"> - Security – Lucien Gordon still does the nightly lock-up and can be called for after-hours security matters. His mobile no. is 027-3507577. - Some tiles need to be replaced in the gym. PW has organized a contra-deal with a tiler to fix in exchange for access to the pools this summer. - Our drive for more members continues. We still need to boost membership numbers significantly to enable us to implement any improvements. There was further discussion on this later in the meeting.
	2.	Financial Report & 2017/18 Budget
		<p>RD presented the budget. The budget for the last year shows a loss of \$30,095 which Infinity continues to subsidise. Break-even membership numbers based on this years' budget would be 184 with current memberships totalling 137, therefore we need another 47 more members.</p> <p>Costs that exceeded last years' budget were ground maintenance/mowing, pool costs and management costs including accounting (Infinity). These are all areas that have undergone change, either in contractor or been time consuming administratively e.g. the establishment of the Society. Other costs are as expected and/or close to what was budgeted for.</p> <p>Memberships are increasing as the sub-division gets built out but if we had 200 members for example, there would be a nice surplus/slush fund and the Society could look at spending money.</p> <p><i>Q. Member asked about having a six months membership rather than the full year.</i> RD explained that this would be counter-productive as people would choose this option and how would the facilities be funded for the remaining six months. If we did a six month option we would need to double the fee to \$90 per month.</p> <p>Until a surplus is achieved there is no money available for any improvements.</p> <p>RD advised that the rules of the Society allow for members to ask for an independent review of the budget or appoint an auditor. This would of course be at the Society's cost. RD recommended no further action and there was no objection. RD asked for acceptance of the budget. Agreed and Harvey Kane seconded.</p>
	3.	How members & community can take more of a role in managing the facility
		<p>Member would like to discuss the future of the facilities once Infinity has handed it over to the Society to run as we are now 18 months into the 5 year handover period. Discussion points as follows:</p> <ul style="list-style-type: none"> - Member feels that the facilities should have their own website and move away from the Riverside Park Infinity driven website. Application forms etc. would be uploaded

<p>SD</p> <p>SD</p>		<p>and people could apply online.</p> <ul style="list-style-type: none"> - Need to look at reducing the admin/management involvement of Infinity thereby reducing costs. - The website could include an e-wave payment option so payment could be made and then it would just mean picking up the swipe card from the Infinity office. - Send out a request to members for those keen to have some involvement in running the facilities to join the committee. The committee could then meet every 3 x months to discuss issues/requirements and what progress has been made. - More emphasis on e-marketing and regular updates to members. - Existing advertising and paperwork suggest facilities are exclusive to Riverside Park which is no longer correct. Need to change this in all future advertising. - We need to update the current Application form and Rules to a more generic format. - Suggestion of potential to vary membership fees e.g. 12 x months, 6 x months and the Holiday Pass daily option (which worked well last summer). No decisions made on this at this stage although the Holiday Pass will again be available this summer. - A member of the Albert Town Community Association suggested they work with the new committee which could have crossover benefits for both. Could have a link on each-others website for example. They have 160 members – RPCF Inc should target them for membership. - Suggestion that we need an updated sign on the gate for membership enquiries. SD to action but wait until new website address known. <p>Harvey Kane has offered to prepare a proposal for a new website incl hosting costs. SD will work with HK on this. SD will also coordinate and work with committee members.</p> <p>PW feels that this is a very positive step towards self-management and confirms the team at Infinity will be happy to assist in implementing the changes suggested above.</p>
	4.	General Business
		<p>SD gave an update on health and safety. There is now a health & safety manual in the drawer in the kitchen, along with the First Aid Kit. Any accidents or injuries should be noted in the manual and advised to SD in the Infinity office immediately. Emergency numbers and the location of the nearest defibrillator can be found in the manual.</p> <p>Pool safety and awareness were again highlighted. Remember no children under 16 allowed in the facilities unsupervised, and children under 8 need to be actively supervised by an adult. All members need to monitor their children and ensure rules are followed.</p> <p>Suggestion of signs asking people to stop using the thermal covers as floats in the main pool or from damaging them. Could write on the floats themselves as in the past although this comes off quite quickly. We will need to order replacement covers soon.</p> <p>SD will consider any marketing suggestions and will get the leaflets updated before any new printing run. Members asked to grab a handful of leaflets and deliver to new houses and local areas on their walks. Some leaflets are in the kitchen area with more at the Infinity office.</p> <p>Member requested putting a hole in the existing tables for umbrellas. Tim Welch & Mark Luxford got straight onto it and this has now been done! Thanks Guys!!</p>

		<p>Members are welcome to bring their own umbrellas and may want to store them in the community lounge. However, if they are not brought in daily they could be damaged in the winds. Members will be responsible for their own property.</p> <p>Chair asked if there was any other business – there was none. Members were thanked for attending and the meeting was formally closed.</p>
<p>Meeting concluded at: 7.10pm Next meeting: October 2018</p>		

RPCF Incorporated

Accounts for 12 Months Ending 30 Sept 2017 & 2018 Budget

	Proposed 2018	12 Months Ending 30 September 2017			6 Months 30 Sep 2016
	Budget	Actual	Budget	Variance	Actual
Income					
Owners levy - Riverside Park	50,243	45,321	38,504	6,817	17,375
Owners levy - Riverside Terraces	2,348	2,191	2,817	(626)	1,252
Owners levy - Riverside Village	11,739	12,952	17,374	(4,422)	7,083
Interest Income		1	3	(2)	1
Total Income	64,330	60,466	58,698	1,768	25,710
Expenditure					
Bank Fees	400	514	400	(114)	143
Cleaning	3,500	3,283	3,500	217	1,760
Electricity	18,000	16,446	20,000	3,554	8,700
General Supplies Expense	500	579	500	(79)	63
Health & Safety Compliance	1,400	1,375	800	(575)	325
Insurance	4,250	3,996	4,000	4	2,557
Ground Maintenance & Mowing	2,000	2,076	1,000	(1,076)	523
Marketing	300	220	0	(220)	0
Pool Costs/Chemicals	20,000	21,883	18,000	(3,883)	7,324
Project Management & Accounting	16,000	22,576	15,000	(7,576)	8,939
Rates	4,000	3,919	4,000	81	1,968
Repairs & Maintenance	4,000	4,039	3,000	(1,039)	1,073
Rubbish & Recycling	1,000	454	1,000	546	93
Security	6,000	5,771	7,000	1,229	3,506
Internet (Gate Control)	1,200	1,213	1,200	(13)	593
Depreciation Expense	2,000	615	0	(615)	0
Interest Expense	1,600	1,600	1,600	0	800
Total Expenditure	86,150	90,560	81,000	(9,560)	38,368
Profit/(Loss)	(21,820)	(30,095)	(22,302)	(7,793)	(12,658)

REPRESENTED BY

Bank Account	182	4,503
Accounts Receivable	(1,285)	(1,125)
Prepaid Insurance	4,224	3,996
GST Receivable	529	1,096
Gym Equipment	5,042	-
Buildings	32,000	32,000
	40,692	40,470

Less

Accounts Payable	(2,264)	(11,215)
Peninsula Bay Joint Venture - Advance	(49,180)	(9,913)
Peninsula Bay Joint Venture - Loan	(32,000)	(32,000)
	(83,444)	(53,128)

Net Assets

	(42,752)	(12,658)
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Previous Years (Profit)/Loss

	12,658	-
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Balance

	(30,095)	(12,658)
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