

# MEETING MINUTES

## THE HIGHGATE FORREST PARK PLAYGROUP INC. COMMITTEE MEETING

**DATE:** 12 August 2024

**VENUE:** Online

**TIME:** 8:00pm

**PRESENT:** Rosie Paul (RP), Michael (Mike) Christiansen (MC), Xui-Ting (Ivy) Huang (XH), Monika Mečević (MM) & Viola Poppe (VP)-8:45 attendance.

**APOLOGIES:** Shuri Mitteregger (SM), Yumiko Tokiwa (YT) & Hiroe Yoshioka (HY)

**GUESTS:**

### 1. MEETING OPENING

#### 1.1 Welcome & Apologies

RP opened the meeting at 8:35pm.

#### 1.2 Declaration of Interest

No conflicts of interest were raised at this time.

#### 1.3 Minutes from Previous Meeting

Minutes from 10 June 2024.

Moved - RP

Seconded – MC

#### 1.4 Business Arising from Previous Meeting

| ACTION LIST<br>FROM MEETING HELD 10 June 2024 |                                      |             |             |                   |                         |
|---|--------------------------------------|-------------|-------------|-------------------|-------------------------|
| Item  | Action                               | Date Raised | Responsible | Original Date Due | Revised Due Date        |
| A.  | Grant opportunities to be explored   | 5/2/24      | MM          | 11 MAR            | STANDING UNTIL COMPLETE |
| B.  | New signage for playgroup organised. | 11/3/24     | RP          | 8 APR             | 1 JULY                  |

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|    |  |         |             |         |                         |
|----|--|---------|-------------|---------|-------------------------|
| C. | Playgroup sponsorship options.   | 11/3/24 | MM          | 8 APR   | STANDING UNTIL COMPLETE |
| D. | \$10k term deposit setup.  | 8/4/24  | RP          | 6 MAY   | 1 JULY                  |
| E. | Major purchases to be consider before end of financial year.   | 13/5/24 | SM, YT & HY | 30 JUNE |                         |
| F. | Determine reason behind capacity limits for playgroup sessions.  | 13/5/24 | RP          | 10 JUNE | 1 JULY                  |
| G. | Follow-up with the City of Vincent on repairs  | 13/5/24 | RP          | 10 JUNE | 1 JULY                  |
| H. | Follow-up with Westpace regarding term deposits.   | 10/6/24 | RP          | 1 JULY  |                         |
| I. | Check with the City of Vincent and Playgroup WA if there are any requirements/stipulations around session capacity limits. | 10/6/24 | RP          | 1 JULY  |                         |
| J. | Invitations to be sent out for the AGM.  | 10/6/24 | RP          | 1 JULY  |                         |
| K. | Vote on busy bee date options.   | 10/6/24 | RP          | 1 JULY  |                         |
| L. | Book Forrest Park for 30 November.   | 10/6/24 | RP          | 1 JULY  |                         |
| M. | Major purchases to be finalised prior to EOFY.   | 10/6/24 | HY, SM, YT  | 1 JULY  |                         |
| N. | Friday session to be removed from trial bookings and the current session timetable on the Highgate Playgroup website.      | 10/6/24 | RP          | 1 JULY  |                         |
| O. | Signage options to be explored for the xylophone equipment to discourage sitting.  | 10/6/24 | RP          | 1 JULY  |                         |

|   |        |
|---|--------|
| <b>New Action (Not Yet Due)</b>           | White  |
| <b>Completed Action</b>                   | Green  |
| <b>Action in Progress (Past Due Date)</b> | Orange |
| <b>Action Not Completed</b>               | Red    |

## 2. MATTERS FOR DECISION

### 2.1 Baby Playgroup Session Expansion

RP advised the Monday 12pm-2pm session which was restricted to children under 24 months had requested an expansion of their session time due to difficulties coordinating session times with nap schedules across the session. It was proposed they be allocated the vacant 2.30pm-4.30pm session as well so the families had more flexibility.

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The Committee unanimously approved but noted that a group rep would need to be allocated for each session.

➤ **Decision/s:**

- a) Monday "Baby" playgroup session to be 12pm-4.30pm weekly.

➤ **Actions/s:**

- a) Update Monday session on the website.
- b) Confirm Monday second session group rep.

### 2.2 Party Hire Bond Refund Guidelines

MM raised that a recent party hirer had not completed the post-party hire checklist and had left a mess for the Monday playgroup session to clean-up. However, there had been no damage to property so it was difficult to determine if and how much the bond would need to be deducted.

RP recommended that they get set pricing and availability from external cleaners so that, if the instance was to occur again, a set fee could be charged for inadequate return of venue.

MM would liaise with the hirer to determine if any further actions were required.

➤ **Actions/s:**

- a) Source cleaning quotes.

## 3. MATTERS FOR DISCUSSION

### 3.1 Christmas Party

VP had been coordinating the end of year Christmas Party. MC nominated to book Forrest Park for the event.

### 3.2 AGM

Committee members were encouraged to attend the AGM. RP noted that, if members were able to attend earlier and post-AGM, the meeting could also double as a busy bee.

A reminder with all of the meeting papers would also need to be circulated to members.

➤ **Actions/s:**

- a) AGM reminder email sent to members.

## 4. MATTERS FOR NOTING

### 4.1 Finance Update

MC was currently working on the end of year report for the AGM. MC would double-check our reporting/auditing requirements to align with ACNC guidelines.

➤ **Actions/s:**

- b) Confirm reporting requirements for ACNC.

## 6. MEETING CLOSE

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### 7. NEXT MEETING

The next Annual General Committee Meeting will be held on **7 September 2024**.

Meeting closed at 9.25pm.

MINUTES APPROVED BY:

Date: 7 September 2024

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Rosie Paul - Chair

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| D.  | \$10k term deposit setup.   | 8/4/24      | RP          | 6 MAY             | 1 OCTOBER               |
| E.  | Follow-up with Westpace regarding term deposits.                                  | 10/6/24     | RP          | 1 JULY            | 7 SEPTEMBER             |
| F.  | Vote on busy bee date options.  | 10/6/24     | RP          | 1 JULY            | 7 SEPTEMBER             |
| G.  | Book Forrest Park for 30 November.  | 10/6/24     | MC          | 1 JULY            | 7 SEPTEMBER             |
| H.  | Signage options to be explored for the xylophone equipment to discourage sitting. | 10/6/24     | RP          | 1 JULY            | 7 SEPTEMBER             |
| I.  | Update Monday session on the website.   | 12/8/24     | RP          | 7 SEPTEMBER       |                         |
| J.  | Confirm Monday second session group rep.  | 12/8/24     | RP          | 7 SEPTEMBER       |                         |
| K.  | Source cleaning quotes.   | 12/8/24     | RP          | 7 SEPTEMBER       |                         |
| L.  | AGM reminder email sent to members.   | 12/8/24     | RP          | 7 SEPTEMBER       |                         |
| M.  | Confirm reporting requirements for ACNC.  | 12/8/24     | MC          | 7 SEPTEMBER       |                         |