

MEETING MINUTES

THE HIGHGATE FORREST PARK PLAYGROUP INC. COMMITTEE MEETING

DATE: 11 August 2025

VENUE: Online

TIME: 8:00pm

PRESENT: Rosie Paul (RP), Michael Christiansen (MC), Mona Humphreys (MH), Momoko Seki (MS)

APOLOGIES: Monika Mečević (MM), Dhyana Ishibashi (DI) & Viola Poppe (VP)

GUESTS:

1. MEETING OPENING

1.1 Welcome & Apologies

RP opened the meeting at 8:01pm.

1.2 Declaration of Interest

No conflicts of interest were raised at this time.

1.3 Minutes from Previous Meeting

The July meeting minutes will be approved at the AGM.

1.4 Business Arising from Previous Meeting

ACTION LIST FROM MEETING HELD 7 JULY 2025					
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.	Playgroup sponsorship options.	11/3/24	MM	8 APR	STANDING UNTIL COMPLETE
C.	Develop new member information pack.	7/9/24	RP	30 NOV	4 AUG

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D.	Remove leaving Committee members from accounts.	10/2/25	RP/MC	10 MAR	4 AUG
E.	Book Committee catch-up	10/2/25	RP	10 MAR	4 AUG
F.	Contact the soccer club regarding kids swinging on the timber gate.	10/3/25	RP	14 APR	4 AUG
G.	Get quotes for muralists.	14/4/25	RP	30 JUN	4 AUG
H.	Run a like, follow, share competition on social media to win the toy box.	14/4/25	DI	19 MAY	4 AUG
I.	Add trampoline to the AGM agenda.	19/5/25	RP	1 SEP	
J.	Project manage flooring repairs.	19/5/25	MC	1 JAN	
K.	Update ABN details.	19/5/25	RP	16 JUN	4 AUG
L.	Update Associations Online account.	19/5/25	RP	16 JUN	4 AUG
M.	Committee member call-out.	16/6/25	RP	7 JUL	4 AUG
N.	Provide alternative options to hirer.	7/7/25	RP	8 JUL	
O.	Artwork drying option presented.	7/7/25	MH	4 AUG	OCT
P.	Group reps advised of new lockbox code.	7/7/25	RP	8 JUL	
Q.	Create additional term deposits for Highgate Playgroup.	7/7/25	RP	7 AUG	
R.	Sunflower artist quote.	7/7/25	VP	4 AUG	

2. MATTERS FOR DECISION

2.1 AGM

The Committee confirmed the AGM would be held on 22 September and that papers would be ready to be distributed to members on 8 September. It was raised that the AGM would probably not be appropriate for children but that a softplay area would be setup should children attended.

➤ **Actions/s:**

- a) Schedule AGM for members.

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3. MATTERS FOR DISCUSSION

3.1 Group Rep Discount

The Committee approved the proposal of a group leader discount for 2026. The proposal would be for a 30% discount for one group rep and a 15% discount if there were two group reps.

➤ **Decision/s:**

- a) Group rep discount to be proposed at AGM.

3.2 Engaging an Employee for Playgroup

The Committee discussed potentially engaging an employee to complete the administration of playgroup. It was noted that with a larger Committee, the administration burden would be shared more. It was also noted that potentially engaging a bookkeeper may be beneficial should the Committee lose the Treasurers skills and this would also mean less liability than hiring an employee.

It was also discussed that an option be added to the AGM booking and member form to ask all members if they would be interested in joining the Committee.

➤ **Action/s:**

- a) Add 'Would you like to join the Committee' on member form.

3.3 Unlimited Session Option

It was raised that there had been an issue with some members attending closed sessions under the guise that they had purchased the 'unlimited session upgrade'. Although it is noted that this upgrade is only for open sessions, some members were still getting confused.

Because of this, it was recommended that this upgrade option be removed and only give the opportunity for people to attend one additional session at a time and only 'open' sessions be available. The proposed 2026 pricing would be \$25 for an extra session and \$25 for an extra child.

➤ **Decision/s:**

- a) Session upgrade options to be proposed at AGM.

4. MATTERS FOR NOTING

4.1 New Cleaner

RP noted that a new cleaner had been engaged and was already doing a wonderful job. The cleaner would be coming Monday afternoons or early Tuesday morning (before session starts).

4.2 Issues with Vacuum

RP also flagged that there had been issues with the vacuum not working. MC advised that they would try to fix it and that it was likely a battery or filter issue.

➤ **Actions:**

- a) Repair vacuum cleaner.

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4.3 Accidental Full Refund Party Hire (party hire repurchased)

MC flagged that they had accidentally refund the entirety of a party hire order rather than just the bond. Through Stripe, MC managed to repurchase the amount that was accidentally refunded. MC flagged this issue directly with the customer to ensure they were aware of the issue should they see the bank transaction. MC did not receive a response and it is inferred that the customer did not find any issues with the explanation.

5. GENERAL BUSINESS

5.1 City of Vincent Meeting

MC raised that the City of Vincent had still not coordinated a time to meet at playgroup to discuss repairs. Key issues to be discussed were:

- Flooring
- Mounting first aid kit
- Patching wall
- Chain on toilets fence

MC noted Tuesday week after 20-25 August - morning 9am would be preferred.

➤ **Actions/s:**

- a) Coordinate meeting with City of Vincent and MC.

5.2 Accidental Committee Member Purchase

MH noted that a member had accidentally enrolled as a Committee member. The membership had been cancelled and the member asked to reenrol as a regular member.

5.3 WhatsApp Issue

MC raised that there had been an increase of WhatsApp scams and that all members should be wary of clicking links, especially those that may say "There's an issue with your WhatsApp account".

6. MEETING CLOSE

7. NEXT MEETING

The next General Committee Meeting will be held on **22 September**.

Meeting closed at 9:36pm.

MINUTES APPROVED BY:

Date: 22 September

Rosie Paul

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FROM MEETING HELD 11 AUGUST 2025					
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P.	Add 'Would you like to join the Committee' on member form.	11/8/25	RP	22/9/25	
Q.	Repair vacuum cleaner.	11/8/25	MC	22/9/25	
R.	Coordinate meeting with City of Vincent and MC.	11/8/25	RP	22/9/25	