

# Bellarine Springs Residents Association

## MINUTES

**Committee Meeting – Wed 12th Nov 2025**

Meeting Room 3.30 pm.

**Present:** Sue Kuter, Kaz Peach-Shultz, Glynis Jones, Delia Jenkins, Jayne Huson, Maree Burn, Sandra Adams, Gayle McNiece (zoomed in).

**Apologies:** Rick Goss

**Meeting Start:** 3.30 pm.

**Chair:** Welcomed the new Committee and went through some house keeping items.

- 1. Apologies & quorum**
- 2. Declarations of Conflict of Interest**
- 3. Correspondence**

Received:

Thank you card from Rod Wellard

Email from Graeme Goonan thanking the Committee

Email from Colin seeking support for a Trivia night on the 1st Dec - funding application under requests.

Waiver form re privacy issues from Anthony.

Request from Rita re a NYE event with a funding request (see below).

Thank you email from Sandra for BSRA support for the Cup Day event.

Email from Sandra enquiring about booking a musician for NYE.

Email from Justin re fishing trips. Information will be on the notice board.

Sent:

Email of appreciation of support to Graeme

Responded to Rita that it will be discussed at the next meeting.

Reply to Colin that his request will go to the upcoming meeting.

Will take the waiver form to the next Management meeting for discussion.

Replied to Sandra congratulating her on a great event.

Emailed Sandra explaining we don't organise a NYE.

Emailed Justin to say we could pass this information on. Asked him to drop in some flyers and pamphlets.

#### **4. Minutes of previous meeting (*previously circulated*)**

a) Moved to accept Minutes: Jayne Huson                      Seconded: Delia Jenkins

b) Business Arising from Minutes

#### **Christmas event:** confirmed

- \$22 per head - BSRA to subsidise \$10
- \$130 travel fee each trip
- Confirmed with Melissa on 9th Oct
- No serviettes, knives, forks & paper plates

**Coasters** are completed and many thanks to Pat Goss for all the work.

**Survey** has been responded to - thanks Delia.

**Communications problems** re people moving in: Gayle spoke to Kent and will be working with Hayley for this information in the future.

## 5. Treasurer's Report - Rick Goss

### a) Financial Report, including current balance (circulated)

The November financial report shows a Surplus of **\$451.36**. Bar sales in Oct were exceptional, with \$4, 162.77 being taken. Several special events boosted sales, these included the Pickeld Onion Band Sunday event, Clive Ibberson's Music Afternoon, Anne Nettley's birthday party, and a visit from the Jenkins Fish & Chip Van. It is believed this is the largest monthly bar sales figure achieved since the bar's inception. This allowed a larger than normal transfer of funds from the Bar to General A/C which helped support this month's expenditure.

The BSRA Christmas Lunch & Dinner is coming up in a few weeks. This will be the main expenditure item for the BSRA for the year which will distort our figures somewhat. Once that is out of the way, we will be better able to gauge our finances for the rest of the financial year.

Due to a planned overseas trip I needed to compile this report at a time when the Bar Stocktake had not taken place. Therefore, the value of Bar Stock listed in the attached report is an estimate.

#### Non-Bar Stock Expenditure

|                                    |                   |
|------------------------------------|-------------------|
| - Morning Tea & Catering Supplies  | \$ 143.00         |
| - Melbourne Cup Event Contribution | \$ 250.00         |
| - RRVV Membership for Secretary    | \$ 30.00          |
| - Bar Loyalty Card Printing        | \$ 89.99          |
| - Hole Punch                       | \$ 13.60          |
| - BBQ Cleaning Products            | \$ 48.00          |
| - Music Afternoon Contribution     | \$ 400.00         |
| - Double Handled Cups              | \$ 60.00          |
|                                    | <b>\$1,034.59</b> |

## Financial Report as of 31st Oct 2025

| Date                                    | Current Month<br>1st Oct – 31st Oct | Year to Date<br>1st Jul - 31st Oct |
|-----------------------------------------|-------------------------------------|------------------------------------|
| <b>Income</b>                           |                                     |                                    |
| Bar Sales                               | \$4,162.77                          | \$10,603.27                        |
| Social Events                           | \$0.00                              | \$771.40                           |
| Internal Transfers - In                 | \$1,500.00                          | \$3,500.00                         |
| Fundraising - In                        | \$0.00                              | \$0.00                             |
| Interest                                | \$3.50                              | \$17.86                            |
| Misc. Income                            | \$50.00                             | \$99.00                            |
|                                         | <b>\$5,716.27</b>                   | <b>\$14,991.53</b>                 |
| <b>Expenses</b>                         |                                     |                                    |
| Bar Purchases                           | \$2,683.72                          | \$6,837.05                         |
| Social Events                           | \$650.00                            | \$2,853.94                         |
| Internal Transfers - Out                | \$1,500.00                          | \$3,500.00                         |
| Morning Teas/Catering                   | \$189.60                            | \$798.18                           |
| Fundraising - Out                       | \$0.00                              | \$0.00                             |
| Activity Group Funding                  | \$0.00                              | \$200.00                           |
| Stationery & Admin.                     | \$13.60                             | \$13.60                            |
| Equipment Purchased                     | \$0.00                              | \$0.00                             |
| Misc. Expenses                          | \$227.99                            | \$501.00                           |
|                                         | <b>\$5,264.91</b>                   | <b>\$14,703.77</b>                 |
| <b>Summary</b>                          | <b>\$451.36</b>                     | <b>\$287.76</b>                    |
| <b>A/C Balances as of 31st Oct 2025</b> |                                     |                                    |
| Cash - Bar A/C                          |                                     | \$1,447.71                         |
| Cash - General A/C                      |                                     | \$6,771.46                         |
| Cash - Petty Cash                       |                                     | \$41.90                            |
| Cash - Bar Float                        |                                     | \$40.00                            |
|                                         |                                     | <b>\$8,301.07</b>                  |
| <b>Assets - Bar Stock</b>               |                                     | * \$1,000.00                       |
| <b>Overall Financial Position</b>       |                                     | <b>\$9,301.07</b>                  |

\* Estimated Valuation

Moved to accept Report: Delia Jenkins

Seconded: Kaz Peach-Shultz

## **6. Committee Reports**

### **a) President's Report - Sue Kuter**

What a great way to kick-off November with a well run Melbourne Cup Luncheon. Congratulations to Sandra Adams and everyone involved in the pre-day preparations and on the day festivities.

If you managed to pick up/print off or read the monthly newsletter you will have seen the welcome to the 2025-2026 committee. Collectively we will endeavour to work towards the betterment of the entire village. As we have been in the past we are open to suggestions to any ideas or activities residents may feel would be of benefit to our lifestyle. The list of committee members of the BSRA for 2025-2026 is attached to these minutes.

A huge thank you goes out to those residents who already contribute by running activities. Information on all of these can be found posted/advertised at the activity station in the community centre foyer.

Sincere thank you to Geoff Turner and Judith Jones for your time, effort and dedication in conducting the Remembrance Service to honour those service men and women who fought to keep Australia safe.

We are entering a busy period with (dare I say it) Christmas almost on our doorstep. Keep a look out for the Christmas luncheon/dinner, date/time/cost due to be finalised and advertised soon.

Again, with respect, I would like to point out how important it is for residents to read the notice board, emails and TXT messages as these are the main methods of transmitting important information to residents.

### **b) Secretary's Report - Glynis Jones**

I would just like to reiterate Sue's comments about reading emails in particular. Any emails sent from the Committee are usually relatively important and have information that may be of interest to the residents. For those who don't get emails, we try to have copies in the library so if you can spread the word if you know anyone who doesn't have email, that would be much appreciated.

Proxies - I think we all learnt an important lesson about leaving a proxy vote for the AGMs in particular. This year was an unusual event in that we had a vote, however a proxy also gives you the right to vote on a motion. If you know you are going to be absent for an important meeting please arrange a proxy form.

Finally a huge thank you again to Terry Baker (Returning Officer), Kaz Peach-Schultz (Auditor), Peter Downes for ensuring a quorum for the AGM and to Judith Jones for putting in place the procedures to ensure a fair and honest election.

### **c) Bar Report**

This month has been a transitional period from David to me. So far I am happy with how it's going especially being thrown into the deep end with The Pickled Onion band one afternoon and then Cup Day but we managed to get through both those events.

Looking forward to the busy Christmas/New Year period which will keep us on our toes. As I said when taking the bar over I will do it until the end of the year and if everybody is happy I will continue.

Sales - \$4211.90

Purchases - \$2388.82

Stock - \$1008.40

### **d) Welcome Group - Gayle McNiece**

Welcome to our new residents: Deb & Bruno Ferella.

Deb & Bruno have moved into a new home!

I am sure they will be very happy living in our village once they settle in, as we all know it takes time. They attended the Melbourne Cup Event and had a lovely time.

### **e) Social Activities Report - (Including Upcoming Events) Gayle McNiece**

Our social calendar has been buzzing with exciting events lately. It's been wonderful to see our lovely residents joining in for these fun activities.

One of our Friday nights was a huge hit with the Jenkins Fish & Chip van. And let's not forget about our regular Dim Sim night. It was a successful Friday night, a big shoutout to Jayne and her amazing team for taking care of the catering for Dim Sims and Morning Teas.

Clive Ibbeson's music afternoon was a true hit. Thanks to Clive & Anne for all your hard work in making it such a memorable event. Melbourne Cup Day organised by Sandra Adams. WOW!!! The day was fantastic! It was amazing to see the residents come together and celebrate. A special thank you to all the volunteers who helped Sandra make this day a success.

For those who gathered for Remembrance Day and the Morning Tea, we would like to express our gratitude for the commendable efforts made by some of our residents.

Oh, and don't forget to sign up at the Activity Station if you're interested in joining in any activities!

#### **Upcoming**

Nov 25th Jills Shoes

Dec 12th Jenkins Fish & Chip Van

Dec 14th Christmas Lunch/Dinner

Dec 31st New Years Eve

## **f) IT/Communicatons Report - Delia Jenkins**

The new committee is off to a great start with all new members being introduced to the BSRA Google Drive (and existing members that wanted a refresher) where all our documentation and emails can be found. It is exciting to see some really proficient users of technology grasping this task easily. The privilege of being able to access all this information comes with the added responsibility of the confidentiality that comes with it.

The latest copies of the BSRA Members lists were emailed to all residents and a couple of updates and amendments were made - thank you to those who notified us of any changes. Please remember that if you change any of your details with the Village Management, the BSRA does not get any notification, so please ensure you notify us by email or a note in the BSRA mail box, as well.

Flyers and sign up sheets for our Christmas lunch/dinner will be up ASAP. Please ensure you follow all directions with regards to payment.

## **g) Website Report - Rick Goss**

The number of residents accessing the website in October has shown a pleasing increase, I am unsure if this can be linked to any particular reason but it will be interesting to see if this momentum continues into November.

We have a plan to review and update the Home page that currently contains Village News and Village Events. This will need to await my return from an overseas trip in early December. More news on this to come .....

### Statistics:

Between 1<sup>st</sup> and 31<sup>st</sup> October there were 73 Unique Visitors (residents accessing) and 135 Site Sessions (number of times someone has accessed site).

This month, Mobiles were the most used device to access the website with 50% followed by Desktops/Laptops with 44%, with Tablets taking the remaining 6%.

## **h) Management Report - Kent Hodgson**

### **Village Operations & Maintenance**

- Fire service contractor completed monthly inspection, Community Centre emergency lighting faults replaced completed
- Stage 1 to 9 lawn coring completed
- Bili filters to taps in the Community Centre & zip tap filters replaced in the Pavilion
- Added Speed sign road markings along Harrison Rise
- Replaced storm damage trees
- Remarked the Pickleball lines on tennis court.

## Compliments/complaints

- None

## Hazards

- None

## Insurance claims

- One insurable event with Works carried out by the Village, cost of repairs was under policy excess.

## 7. Requests for Funding

- a) NYE event - Rita Summers \$150 for decorations and additional food to what may be supplied by residents. Passed
- b) Trivia Night - \$100 for prizes. Passed
- c) Replacement of old garden table in the veggie garden - \$150 (Steve is happy to do it). Maria Ryan. Passed.

## 8. Other business

- a) Information reminders for Committee
- b) Photos for New Committee Flyer for noticeboard to be taken at the end of the meeting.
- c) New portfolios - who is doing what? Sandra to take on Social Portfolio and is going to form a sub-committee..... follows onto to d) .....
- d) New Social committee outside of BSRA - should we have residents who are interested in organising social events to liaison with a Committee member.
- e) Feedback from Survey - Action to take?? We look for some activities during the day particularly in Winter. Any suggestions from residents happily received.
- f) NYE event for the village - Rita is happy to organise this with our support. Given the go ahead and funding agreed.
- g) Christmas lunch/Dinner - Organisation/Flyers etc. - ready to go. Christmas tree to be erected on Sunday 30th November.
- h) Use of the word Chairman in our documents - change wording to **Chair** where needed.
- i) Waiver as suggested by Anthony - will take this to Management. That's a no from Management.
- j) Do we need Christmas stamps? Yes. Glynis is to buy a book of stamps.
- k) Publishing of The Survey - careful with wording.
- l) Nomination Process - was discussed but will continue as is.
- m) Steps for footrests in the theatre room - Steve is making these.
- n) Each Committee member can purchase small items to cover their BSRA expenses without funding request form, if needed eg Jayne with purchasing dim sims which is then refunded once a receipt is submitted.



## **9. Meetings with management**

Committee to nominate at least 2 Committee members and suggest a third person to attend the next Management Meeting. 27th November.

Sue Kuter, Gayle McNiece

## **10. Next Committee Meeting**

Wednesday 10th December

**Meeting Closed:** 5.15 pm.

*I confirm these Minutes are a true and correct record of the meeting of 18<sup>th</sup> January 2023.*

*Signed: ..... Date: .....*

(Mrs Sue Kuter, President, Bellarine Springs Residents Association)

## **2025 - 2026 COMMITTEE:**

**PRESIDENT:** Sue Kuter

**VICE- PRESIDENT:** Kaz Peach-Shultz

**TREASURER:** Rick Goss

**SECRETARY:** Glynis Jones

**ORDINARY MEMBERS:** Delia Jenkins, Gayle McNiece, Jayne Huson, Sandra Adams, Maree Burn.

**ACTION LIST FOR MANAGEMENT MEETING**

| <b>Agenda Item</b> | <b>Action</b> | <b>Responsible Person</b> |
|--------------------|---------------|---------------------------|
|                    |               |                           |
|                    |               |                           |
|                    |               |                           |
|                    |               |                           |
|                    |               |                           |