

**GEMLIFE WOODEND HOME OWNERS ASSOCIATION INCORPORATED NO. A0109666M  
MINUTES OF THE HOME OWNERS' COMMITTEE (HOC) MEETING ON 11<sup>th</sup> DECEMBER 2023**

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**Present:** Paul Niblett (President & Chairman), Rose Allan (Treasurer), Jenny Bussinger (Secretary & Minute Taker) and Susan Lawson (Events Coordinator) - committee members Aileen Campbell, Geoff Symons & Stephen Pickels.

**Absent & Apologies:**

**Opening:** Paul Niblett opened the meeting at 7pm for all those present.

- **Acceptance and Confirmation of Minutes from Previous Meeting (27/11/23).**
- **Amendments to previous meeting minutes:- Minutes dated 27/11/23 –**

Mention of Susan Lawson being present – This is to be deleted as she was in fact absent and Bob Levis was acting as events coordinator proxy. This was a typing error Secretary makes apology. Also omission of Stephen Pickels name on Minutes - Stephen was in fact present. Secretary makes apology again. This has been rectified on the previous Minutes notes.

Omission of comments in regards to the purchase of supplies for the kitchen was left out of previous minutes: These supplies consisted of Serviettes (bulk purchase), cooking oil, and Dish Liquid. It was approved to purchase these items at last meeting and Jenny to purchase with a budget up to \$180.00. These items have now been purchased under budget. Again Secretary apology for this error.

**New Issues:**

**Solar Battery Installation:** - Received email from resident – Shane Doyle regarding the Solar Battery installation –

- In the meeting held with Mark Langdon on the 29<sup>th</sup> November - When Mark Langdon was asked about the date he did say he is not committed to a specific date - He did say however, his best date would be around August 2024.

**Caravan RV compound:**

Map supplied by Tony Liversidge – although we have requested from Ben Livingstone a copy; we have not received one from him as yet. Tony has supplied us with the copy that he has to hand. Please be advised that there could be slight changes to the one supplied.

**Woodend Flood Study:** Email received from resident - requesting detailed presentation of the impact and implications of the recent Woodend Flood study on our location here at Gemlife. Implications for future home insurance premiums etc.... Leanne in Managers office has responded stipulating that she has sent this query to Head Office for advice and will let us know when she receives a reply.

**Hearing Wellness Consultations:** The ladies from Scherer & Deane have been conducting Audiology tests in our consulting room and Meeting room this month - It has been going well by all accounts and a lot of our residents are receiving excellent help and assistance with their hearing problems.

The hearing program that has now been started are conducting several rounds of service the first of which was the:

1. Soundwell 365 Introductory Seminar - November 16<sup>th</sup> - *Completed*
2. Soundwell 365 Program Eligibility & Assessment (*This round started on the 13<sup>th</sup> December and is finishing on the 20<sup>th</sup> December*)

The next round of dates for Soundwell 365 Clinic 1 has been confirmed and added to our calendar and diaries.

## MINUTES continued

DATE	EVENT	TIME SDA is On-site	NOTES
Nov 16 <sup>th</sup>	Soundwell 365 Introductory Seminar	Completed	Residents EOI/opt-in
Dec 13 <sup>th</sup> , 14 <sup>th</sup> , 18 <sup>th</sup> & 20 <sup>th</sup>	Soundwell 365 Program Eligibility & Assessment	Full day	Residents assessed, status, funding applications reqd
Feb 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup>	Soundwell 365 Clinic 1	Full day	Predicted 3-day requirement, based on demand
May 13 <sup>th</sup> , 14 <sup>th</sup> , 15 <sup>th</sup>	Soundwell 365 Clinic 90	Full day	Predicted 3-day requirement, based on demand
Feb 2024 (TBC)	Soundwell 365 Clinic 365	Full day	Soundwell 365 concludes, residents graduate

### Safety:

It has come to our attention that people are removing bottles from the Clubhouse and also retrieving bottles and cans from the dumpsters.

We cannot approve of this behaviour as it has several unintended consequences/ and this causes several issues –

1. It being a safety risk when retrieving bottles and cans from dumpster – and within the dumpster there is broken glass and of course this also presents a safety risk.
2. By removing bottles from the Clubhouse this again gives us two issues:
  - Safety risk when people are carrying bottles risk of dropping them from the club
  - Risk of bottles being left around the village

Site managers will be issuing a group email reiterating this matter and their position on this matter.

### Capital Works Issues:

- **Exercise Bike -**

The Exercise bike has been delivered and accepted. This bike will be suitable for certain residents within Gemlife. We are however, pursuing purchase of another bike which will be more suitable for other residents within our Gemlife Village.

### Interest group funding requests:-

#### What has been Approved/Declined

#### Library:- Living Legends Book -

- Graeme has submitted a request for contribution towards publishing of the Living Legends Book - This proposition is being considered and a discussion will be had one full information is forthcoming.

#### Ten Pin Bowling competition:

- Request from Rob Lawson for the winners of Ten Pin Bowling competitions receiving Bar Vouchers - this has been Approved by the committee.

**Crazy Christmas nights prizes** have also been approved by the committee

**MINUTES continued**

**Bowling Green Group:** Request for the purchase of a Special Bowling Arm \$350.00 - subject to them filling out form and awaiting approval.

**Embroidery Group:** Request for two Magnifying lamps to be purchased - Form to be filled out and supplied to Aileen – interest group coordinator. Average price of these lamps around \$120.00 to be approved upon receipt of form.

**Treasurer’s Report - Financial Management: (reports attached)**

- Treasurer’s Report.
- Monthly Financial Reporting.
- Workshop reconciliation for October

Interest Group Financial Requests

The Treasurer provided a brief summary of Monthly Cash Flow, Budget and Events reports.  
 The Account Balance as of 11<sup>th</sup> December - \$30,352.25  
 Term Deposit – \$10,127.01.  
 Discussed the Interest Group Financial Requests & HOC approved these requests refer to above item Interest Groups.  
 Extra Expense for the Anzac Day expenditures \$78.87 - Approved by committee.

**EVENT COORDINATOR REPORT – NOVEMBER 2023**

**Event Coordinator’s Report – Susan Lawson**

**DECEMBER CALANDER:-**

Sunday 3rd Dec	Sunday Session – Callan Turner
Tuesday 5 <sup>th</sup> & 12 <sup>th</sup> Dec	Gemlife Christmas Dinners
Thursday 14 <sup>th</sup> & 28 <sup>th</sup> Dec	Trivia Night
Saturday 16 <sup>th</sup> Dec	Crazy Christmas Villa Draw
Thursday 21 <sup>st</sup> Dec	Pied Piper Carol Singing
Sunday 31 <sup>st</sup> Dec	NYE Western Theme

**REPORT ON PREVIOUS EVENTS**

<p><b>Saturday 11th Nov</b>    <b><u>REMEMBRANCE DAY</u></b></p> <p>Funds Raised:        \$517.55                  Donated to ‘Soldier On’</p> <p><b>Sunday 3<sup>rd</sup> Dec.</b>  <b><u>SUNDAY SESSION – CALLAN TURNER</u></b>                  Enjoyed by all who attended.</p>	<p><b>Tuesday 5<sup>th</sup> &amp;        <u>CHRISTMAS DINNERS</u></b>  <b>Tuesday 12<sup>th</sup> Dec.</b></p> <p>5<sup>th</sup> Dec 120 Residents attended.                  12<sup>th</sup> Dec fully booked to capacity of 150 Residents.</p> <p>Expenditure:</p> <table border="0"> <tr> <td>Catering:</td> <td>5<sup>th</sup> Dec</td> <td>\$4428.00</td> </tr> <tr> <td></td> <td>12<sup>th</sup> Dec</td> <td><u>\$5400.00</u></td> </tr> <tr> <td><b>Total Catering Cost</b></td> <td></td> <td><u><b>\$9828.00</b></u></td> </tr> </table> <p>Hampers:                                \$308.34                  Decorations:                            \$343.97                  Bar costs:                                Unknown as yet</p> <p>Ticket Sales:                  Actual Revenue: -                  (120 + 150 = 270 x \$20 = \$5400)</p>	Catering:	5 <sup>th</sup> Dec	\$4428.00		12 <sup>th</sup> Dec	<u>\$5400.00</u>	<b>Total Catering Cost</b>		<u><b>\$9828.00</b></u>
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<b>CURRENT EVENTS TO BE HELD:</b>										

**MINUTES continued**

<p><b>Saturday 16th Dec</b>    <b><u>CRAZY CHRISTMAS IN CONJUNCTION WITH VILLA DRAW</u></b></p> <p>Time:                    5.00pm – 8.00pm          Clubhouse Lounge – Bar Open          Organizer:            Event Coordinator with Volunteer assistance          Budget:                \$200.00          Bring your own food.          Christmas Games/Prize. Best Dressed.          Villa Draw prize approved to be raised to \$500.00. To be won on the night.</p>	<p><b>Thursday 21<sup>st</sup> Dec</b>    <b><u>'PIED PIPER' CAROL SINGING</u></b></p> <p>Time:                    4.00pm – 6.00pm</p> <p>To travel around Gemlife Village ending in Clubhouse Lounge</p> <p><b>Organizer:</b>            Sue Barnes, Jean Dinsdale &amp; Karen Usher</p> <p><b>Budget:</b>                \$300.00</p>
<p><b>EVENTS TO BE HELD:</b></p>	
<p><b>Sunday 31st Dec</b>    <b><u>NEW YEARS EVE-COUNTRY &amp; WESTERN NIGHT</u></b></p> <p>Time:                    8.00pm – Midnight          Clubhouse Lounge – Bar Open  <b>Organizer:</b>            Event Coordinator with Volunteer assistance  <b>Budget:</b>                \$1,000.00</p> <p><b>DJ Retro:-</b> (\$785.00 + Refreshments \$40)</p> <p><b>Decorations:-</b> \$175.00</p>	<p><b>Friday 12 Jan. 2024</b>    <b><u>MUSIC OF THE BEATLES – COME TOGETHER</u></b> (Tribute Show)</p> <p><b>Time:</b>                    7.00pm to 9.00pm  <b>Clubhouse Lounge</b>    Bar open @ 5.00pm  <b>Organizer:</b>            Dav Crockett  <b>Cost:</b>                    \$3000.00</p> <p>Ticket sales to go online &amp; sold at the Bar Wed 20<sup>th</sup> &amp; 27<sup>th</sup> December.</p> <p>\$20.00 to resident only. Depending on ticket sales up to this date.</p> <p>May open to guests @ \$30.00 ea.</p>
<p><b>Wed 17<sup>th</sup> Jan 2024</b>    <b><u>MORNING MELODIES – BRENDAN SCOTT</u></b></p> <p>Singer/musician who performs 'Morning Melody' shows at many of the Victorian venues.</p> <p><b>Time:</b>                    10.00am – 12noon  <b>Clubhouse Lounge</b>    (2 session of 45 Min)  <b>Organizer:</b>            Eric Nothard V200 + Event Coordinator</p> <p><b>Budget:</b> \$440 + Entertainer refreshments + \$160.00          Morning Tea supplies (\$600)</p> <p><b>Ticket Sales:</b>            \$10.00 to Residents &amp; Guests (Expected numbers 60-100)</p>	

**MINUTES continued**

<p><b><u>UPCOMING EVENT PROPOSALS:-</u></b></p> <p>Will send out call for Australia Day organizer. Friday 26<sup>th</sup> January.</p> <p>Possible planned Event for Valentine’s Day Wednesday 14<sup>th</sup> Feb 2024 Food Truck dining &amp; musical Entertainment. Numbers to be limited to 150.</p>	<p>These events discussed with Events Coordinator and HOC-</p> <p>Approved \$500 for the music Approval for the food truck – Geoff to fill out the events form. Discussion of the amount of deposit for food truck to be formalized on the events form and then the Balance of the monies owing prior to event.</p>
<p><b><u>BAR MANAGER &amp; ASSISTANTS ROLE;</u></b></p> <p>The HOC are seeking out Expressions of Interest from people interested in Assisting with the Bar Managers Role. It is to be said that this role has been <i>broken down into several sections thus making the role not so encompassing</i> – i.e. several people carrying out certain roles.</p> <p>We need to fill these roles as soon as possible so expressions of interest is of great importance to getting these roles filled as soon as possible - There will be training and handover.</p>	<p>The type of roles that need to be filled are people with the following:</p> <ul style="list-style-type: none"> <li>• Financial knowledge,</li> <li>• Purchasing knowledge,</li> <li>• Inventory control,</li> <li>• Consumables e.g Beer,wine,spirits.</li> <li>• Good management &amp; People skills</li> </ul>
<p><b>The Bar Group</b> would like to hand over the running of Raffle Night (Previously Happy Hour) and the Villa Draw Nights in 2024.</p>	<p>Suggestion that for Raffle nights in 2024 we will <b><i>Trial a Buffet Night on the 5<sup>th</sup> January 2024</i></b> to see how this goes – Jenny Bussinger to organize with assistants. <b>Funding of \$500 APPROVED.</b></p>

**HOC opt in forms from new residents accepted:**

In accordance with the motion passed at the HOC meeting on 16 June 2023, the membership acceptances processed by the Secretary to be ratified at this meeting are:

Accepted 22/11/23: Villa 145 – Barry Phillips & Carrol Glen

Accepted 22/11/23: Villa 192 – Maurice Crook & Patricia Radford

HOC Accepted entries of New Residents.
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• **Other Business / Reports / Requests / Items for Discussion**

Myotherapist presented a business case for discussion/approval. Upon review of this business case we the HOC have decided that this would not be a suitable uptake of services, based upon his rather expensive rates for his services. We will send a “Thank you but No thank you letter”.

The Chairman declared the meeting closed at 9.00pm

Next Meeting:

15<sup>th</sup> January 2024@ 7pm

12<sup>th</sup> February 2024 @ 7pm

Paul Niblett – President / Chairman.