

**GEMLIFE WOODEND HOME OWNERS ASSOCIATION INCORPORATED NO. A0109666M**  
**MINUTES OF MEETING FOR THE HOME OWNERS' COMMITTEE (HOC) MEETING ON**  
**9th September, 2024**

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**Present:** Greg Allen (President) , Iain Macrae (Vice President), Jenny Bussinger Secretary & Minute Taker), Jeff Adams (Treasurer), Geoff Symons (Events Coordinator)- committee members Aileen Campbell, Tony Lennie, Kerry Humphreys, Paul Niblett

**Absent & Apologies:**

**Opening:** Greg Allen opened the meeting at 10.00am for all those present.

- **Acceptance and Confirmation of Minutes from Previous Meeting (18/07/24).**

**Follow up items covered:**

**New Committee Requirements:-**

- **Email addresses** - Kent to send instructions on setting up email accounts. Received email from Kent on Monday evening saying he has sent instructions on email account set up. Test email sent to committee to gauge those who have been able to receive HOC emails. Greg requested that Paul cleanse the President Inbox.
- **Profile photos for website:** - All photos received and have been uploaded to the Web page
- **Profile set for new Committee members:** Discussion around the table at meeting profiles have been set for each committee member they being:
  - **President** – President / New resident Liaison
  - **Vice President** – VP / New resident Liaison
  - **Treasurer** – Financial Management /Bar Liaison
  - **Events Coordinator** –Event coordinator & liaison, Event publicity Assist, Event flyer stands management, Public & Private Event Notification to Web Calendar
  - **Secretary** – Secretariat /HOC residents Database
  - **Aileen Campbell** - Assistant Secretary
  - **Tony Lennie** – Assistant Treasurer / Sports Liaison
  - **Paul Niblett** - Workshop Liaison
  - **Kerry Humphreys**- Interest Group Liaison
- **Banking** - New credit cards: - Jeff Adams received very recently a reissued card which he has activated. It was decided for the time being we would use this card for Treasurer/Bar card. To also update the streaming and other services payments to this card.
- **Interest Group Financial requests:**

**Aquaswim** - As of November Gemlife will not paying for this. It was suggested that an Interest group will need to be formed. Kerry Humphreys will have to liase with Aqua and inform them that a group will have to be formed; and to supply them with Interest Group Form for HOC consideration for funding. [Update on this Geoff Symons sent email 10/09/24 to HOC to discuss this further as he was approached Aqua girls regarding funding. He is requesting an out of sessions meeting.](#)

Also discussed was the importance of Interest Groups supplying TAX INVOICES for GST purposes for the Treasurers accurate input into the XERO program.

Kerry to be in touch with interest Groups to do a monthly check on Group finances to see how they are running. Each group has been issued a sum based on their Group Budgets issued for the 1/7/24 – 30/6/25 period.

## MINUTES continued

Treasurers report:-

### Profit and Loss

Gemlife Woodend Home Owners Association Inc  
For the 2 months ended 31 August 2024

JUL-AUG 2024

<b>Trading Income</b>	
Bar Takings	19,921.45
Coffee Takings	3,115.00
Events Income	4,672.72
Interest Income	0.60
<b>Total Trading Income</b>	<b>27,709.77</b>
<b>Gross Profit</b>	
<b>27,709.77</b>	
<b>Operating Expenses</b>	
Bank Fees	38.08
Bar Admin	147.04
Bar Supplies	10,048.73
Coffee Supplies	1,213.11
Event (Charged) Expenses	4,131.62
Event (Free) Expenses	1,665.30
Genealogy	258.74
Group Equipment	576.73
HOA Administration	324.36
Insurance	1,183.57
Miscellaneous Expenses	234.00
Mosaics	392.82
Pay Tv Expenses	1,034.46
Quilting	187.50
Web Internet & Software Fees	637.50
Workshop	3,795.91
<b>Total Operating Expenses</b>	<b>25,869.47</b>
<b>Net Profit</b>	<b>1,840.30</b>

**Greg Allen:** Suggested we let the finances run for the next 3 months the same, then refer to the balance sheet, review the GST factor, and what is owed to the ATO. This will be a guideline then review again after 12 months.

**Motion:** Aileen Campbell Accepted Seconded by Kerry Humphreys

**Cinema upgrade** Audiology ladies arriving Wednesday 11<sup>th</sup> September, donating a unit for the Cinemas allowing those with hearing disability to attend cinemas and have the sound go directly to their hearing aids. Paul Niblett to make contact with them on Wednesday to assist them with the installation of this unit and Rick Bussinger will also be there to assist with the hearing aid connection. Iain Mentioned that Cinema will be occupied between 2.30 – 5.30, so this installation will have to be done before that time.

**Jeff Adams brought up Recycling of cans:** Discussion brought up about recycling and it was suggested that we table this item for next meeting due to other issues to cover today.

## MINUTES continued

### Event Coordinator's Report

Refer to Event coordinators report

#### PROPOSED EVENTS

##### CHRISTMAS CRAFT MARKET

Organiser: Susan Lawson

Fund request \$200

Date: 30<sup>th</sup> November @ 1.30 pm

Donation to Neighbourhood house food drive.

**Motioned:** HOC Accepted.

##### GRAND FINAL DAY 28<sup>TH</sup> September @ 1pm

Suggestions for the day:

Invite residents to dress their tables up

Dress themselves in team colours

Sing their team song

Trivia Questions

Sausage Sizzle \$2.00

Buy Sausages, serviettes, Balloon in team colours Approved \$250

Coin Donations

\$250 funding

**Motioned:** HOC Accepted

#### UP COMING EVENTS

September 13<sup>th</sup>... **Frankie Vallie and The Beach Boys.**

Time: 7pm-9pm

Organiser: Geoff Symons

Cost: \$2900

**APPROVED**

TICKETS: Residents: \$20.00 Guests \$ 25.00

October 5<sup>th</sup> - **The Substitutes – music of the 60's, Classic music from UK, US, & Australia**

Time: 6pm – 9pm

Organiser: Geoff Symons

Cost \$ 2500

**APPROVED**

November 8<sup>th</sup>... **9 piece Frank Sinatra band.**

Time: 7pm – 9pm

Organiser: Geoff Symons

Cost: \$3300

**APPROVED**

TICKETS: Residents: \$20.00 Guests \$ 25.00

**1<sup>st</sup> March 2025 - Fleetwood Mac**

Time: 7pm

Organiser: Heather Lloyd/Geoff Symons

Cost: \$4200 Online/Bar Sales \$20 Residents \$25 Guests

**Heather Llyod to supply Band Insurance**

## MINUTES continued

### CHRISTMAS DINNER:

December 13<sup>th</sup> xmas lunch 11am -3pm

December 18<sup>th</sup> xmas dinner 5pm 8pm

December 20<sup>th</sup> xmas lunch 11am – 3pm

Organiser:

Cost: \$20 /person

### APPROVED

Ticket Sales at Bar Only. Will be up for sale 3<sup>rd</sup>, 6<sup>th</sup> 7<sup>th</sup> November

At least 100 per seating max 120 per seating.

Free champagne upon arrival

Bob to pay Deposit

Jackie to source Champagne

### Other Matters:

**Leg Press Gymnasium** - This is arriving Thursday 12<sup>th</sup> September. Tony Liversidge will be there to receive it. Gymnasium will have to be reorganised to house this piece of equipment. Upon the arrival of this Tony will then make contact with Gemlife QLD to arrange for Josh the Professional trainer to make a visit to Woodend and conduct presentation on use of equipment in our Gym and set programs for residents physical health benefits.

**Treasurer's position** - Bob to conduct a proper handover to the New Treasurer Jeff. Tony to be also available when the handover is conducted with Jeff to ensure all information has been passed on.

Jeff & Tony to arrange meeting with External accountant to arrange shared access rights to XERO

**Vice President:** Iain would like to conduct a Q & A on HOC Presentation 23/9 at 11:00am: Explanation of our Constitution, Incorporation, GST, Excel v Xero and external accountant to Gemlife residents. To send out group email to residents. Motioned: HOC accepted.

Cabella Mia Fashion Show: Next show of Summer range - Put to HOC if this show can proceed.

Jenny to contact Georgia and confirm a date. Possibly 7<sup>th</sup> February TBC

**Motioned:** Accepted.

**Proud Mary Presentation:** Paul to make contact with Roz Miler and advise her that 7<sup>th</sup> October is Flight Centre Travel Expo, and if she wished she could join in on this event to make her presentation. Paul sent invite email 09/09/24

**16<sup>th</sup> October ProActive Health to make presentation on the exercise physiology and its benefits.**  
**– Geoff Symons has information please send to Jenny for input to events form.**

**Beauty Therapist:** Charlee Perry to supply Jenny with Price menu and service offerings. Jenny to discuss with Woodwork shop the assembly of a privacy screen. Jenny received menu and also discussed with Woodwork shop and they can assemble screen without cost to HOC. Jenny to meet and discuss design of screen. Also to discuss locks for cabinets. Otherwise arrange Locksmith.

## **MINUTES continued**

**Resident construction issues:** Brief discussion on HOC assistance with resident issues. We need to pick our fights. What we need to achieve is a Test Case with Gemlife regarding 12 month warranty excuse made by Gemlife as compared to what is actually a Building Warranty issues. This to be discussed further at another meeting.

**Gemlife Woodend Website:** Iain Macrae mentioned that he would like to fully review the purpose of our website – what is current – what needs to change – what needs updating.

Jeff Adams would like to have **Treasurers emails to also be sent to Tony**. To see if this can be arranged. Approach Kent to see if this can be arranged.

### **Homeowner Occupancy**

Currently there are 238 Villas occupied with 389 homeowners.

**Meeting Close 12.30pm**

**Next meeting:** 14<sup>th</sup> October @ 10am