

Minutes from meeting held 2 May 2023 @ 7pm

1. INTRODUCTION

Attendees [Russell Thoms](#), [Abbey Mocke](#), [Alexa Forbes](#), [Natasha Rowe](#), [Dee Molnar](#), [Wendy Sherlock](#)
Apologies [Amanda Robinson](#)
Minutes of previous meeting [Approved by Alexa Forbes](#)

2. MANAGEMENT OF FCA MEETINGS

Future meetings & location going forward [Next two meetings Te Atamira. Confirm new location for July at June meeting.](#)

May meeting: [Te Atamira. Airport attending. Wendy to confirm details as location may change.](#)

June meeting: [Civil Defence - Te Atamira](#)

3. MANAGEMENT OF INFORMATION

Google drive / folders [Wendy to send info to committee by end of week](#)

Trello - Management of projects / feedback [Wendy will sort Trello and storage this week.](#)

4. WEBSITE, SOCIAL MEDIA & COMMUNICATIONS

Sub-group: [Alexa & Dee](#), [Natasha Rowe to be added](#)

Website (Wendy) [Website report Wendy](#)

- [Users last year 1200 per year](#)
- [Time spent 1.54 min](#)
- [83% bounce rate](#)
- [30 second average time spent on website](#)
- [Reduced rate of \\$280 offered. Conclusion to keep website for now, establish how long contract is for an to look at alternative in future.](#)
- [Add minutes and next meeting details to website.](#)

Social Media (Alexa & Dee)

- [Review of people with admin access \(incl. reviewing removal of previous committee members as admin\)](#)
- [Old members deleted. Natasha Rowe to be added as admin so she can post on Facebook.](#)
- [Checking through followers to remove Frankton residents in Hamilton.](#)
- [Review qualifying questions for Facebook.](#)
- [Purpose of social media – Review other local community groups FB & social media for best approach. Fernhill has separate business page](#)

[Social media goal/content: Increase interaction](#)

[Agreed to allow general posting \(lost dogs!!\) by public but strong preference for Frankton based \(either you live in Frankton or the business is in Frankton\). Review in 12 months](#)

Facebook posts planned:

- Invitation post on Queenstown trading
- Set up the 30 May Airport as an event on FB so we get an idea of numbers attending
- 27 June civil defence meeting
- Civil defence Community Response Group meeting

Communications

Email database: if they wish to remain on the database and/or make a voluntary annual donation)

FCA emails – generic FCA plus separate for Chairperson and Treasurer. [Wendy has completed.](#)

5. FINANCE

Banking

Funds in. Funds out. Balance.

[David advises no revenue incoming currently, only outgoings. Russell advises balance approx \\$8,000](#)

Access to FCA Bank account

[David now also a signatory for the FCA bank account](#)

6. FCA FORMALITIES

Constitution

[Esther to investigate and approach Abbey Locke for advice re: Constitution.](#)

Incorporated society

[David Smart update on any templates from other community associations. Potentially approach Amanda Robinson for advice](#)

[Abbey to send to David information to help](#)

[David to sign up the FCA generic email for incorporated society newsletter.](#)

QLDC Annual Community Grant

[On hold. Need to be incorporated to apply for funding.](#)

MOU – for annual grants

[Amendment needed. Abbey from QLDC to confirm. There can be a community grant of \\$5,000 per year.](#)

[Can be used as seed funding for bigger projects, as occurred with Frankton beach bbq areas.](#)

- [Community surveys and plans to apply for grant.](#)
- [See what priorities are](#)
- [What events you plan](#)

[Evidence of projects that connect your community. Invoices required.](#)

7. FEEDBACK / CONSULTATION / CONNECTIONS

Short term consultations (add any dates due)

- [Frankton track sealing. Wendy to supply Alexa comment response.](#)
- [FCA submissions – greater weight than singular submissions to QLDC
Major feedback from FCA does has greater weight.
Request for service from FCA = 1 count](#)

Longer term consultations / Connections

- iii. Airport –*Subcommittee: Committee members wishing to attend include Wendy, Amanda, and Natasha. Check if Erin Taylor wishes to attend due to her knowledge. Erin Taylor confirms she wishes to continue.*
- iv. Transport / NZ Upgrade Program / Kā Huanui a Tāhuna.
Russell plans to ask, "What have you got planned to make life easier for Frankton residents during this process?"
Meeting to be scheduled mid-may. Russell to arrange meeting.
- v. *Subcommittee: Alexa*
- vi. Other community associations
Subcommittee: Wendy

8. ACTIVITIES / PROJECTS

Te Atamira – outdoor space – letter of support.

Completed. New owners of Te Atamira property so unsure if this will still go ahead.

Civil Defence Emergency Management.

Subgroup required. Community Response Group (CRG) to be set up. Lots of resources available.

Meeting for Frankton & Quail Rise residents scheduled for 16th May at 7pm at Civil Defence office.

List of projects – priority & discussion

Activities/projects ideas

- *Drive Ins*
- *Permits - Xmas party*
- *Reserve area fruit trees/community reserve, nut tree, foraging list*
- *Frankton long lunch*

Need subgroups - David

Alexa - community resilience. Composting. Reduced waste.

9. OTHER BUSINESS

Green drinks could be a good event for the FCA to attend.

8.15pm Meeting closed.