

Minutes for FCA Meeting on 28 March 2023 @ 7pm.

In Attendance

Wendy Sherlock (chair), David Smart (treasurer), Dee Molnar, Alexa Forbes, Natasha Rowe, Esther Whitehead

Apologies

Amanda Robinson, Russell Thomas, Abbey Mocke

Minutes

Draft minutes of previous meeting from the AGM will be sent out to the committee.

a) MANAGEMENT OF FCA MEETINGS

FCA Roles

Russell has resigned as Secretary. Dee Molnar offered to act as interim secretary until 30 June. All approved.

Meeting location going forward

All agree to hold at Te Atamira for next quarter. June meeting Civil Defence speakers to be invited. Location to be reviewed then.

Meeting process

Speakers as required (20 mins prior to meeting). E.g. Airport representative, Civil Defence.

b) MANAGEMENT OF INFORMATION

Google drive / folders. Set up a new FCA Gmail account in order to create a Google drive for all information. Where possible, separate folders with specific access.

- Treasurer
 - Meetings/Minutes
 - Website & database passwords & instructions
 - Subcommittees / subgroups meeting notes
- All agree. Wendy to action*

Management of projects / feedback

Trello or similar? *All agree with Trello. Wendy to action.*

c) WEBSITE, SOCIAL MEDIA & COMMUNICATIONS

Website

Discussed whether it is worthwhile to continue with the current website as some time needed for management & updating of website, it still contains logos of local businesses who assisted with initial set up costs (long ago), potential to approach new businesses.

Investigate to see if there is a cheaper website option as currently costs approx. \$500 - \$750 p.a.

In the meantime, Facebook and direct email to database will remain primary methods of communication.

Social Media

Requires ongoing management, review of people with admin access (including reviewing removal of previous committee members as admin), plus checking through followers to remove Frankton residents in Hamilton.

Review qualifying questions for FB.

Discussed the purpose of social media – whether it should be just posts for FCA, QLDC (e.g. road closures) and other Frankton related business or wider areas like lost dogs/selling items, etc. If only FCA related posts, could be quite boring. Other posts (e.g. lost dog) does create greater engagement for Frankton.

Review other local community groups FB and social media presence for best approach.

All agree a communications subgroup is to be established with Alexa Forbes and Dee Molnar to head up. Meeting arranged for next week.

Communications

Discussed existing email database as needs management and potentially ongoing communication written.

Action: Email the database to as if they wish to remain on the database and whether they wish to make a voluntary annual donation.

Current FCA email is quite clunky due to how it's set up (not a singular email address). Propose changing to one email for FCA plus separate for Chairperson and Treasurer.

All agree there should be three emails set up. Chairperson@fca., Treasurer @ fca... and FCA@fca....

d) FINANCE

Banking – nominate adding David Smart as signatory – *nominated by Wendy, seconded by Alexa.*

David to join as signatory alongside Wendy Sherlock and Russell Thoms.

Invoicing previous members to say payment is voluntary.- *All agree*

e) CONSTITUTION

Discussed if it needs to be completed by a lawyer (if yes, funding to be agreed prior or request pro bono from a local Frankton lawyer).

All agree we would prefer to do so without contacting a lawyer to save funds. Esther Whitehead willing to investigate and approach Abbey Locke for advice re: Constitution.

f) INCORPORATED SOCIETY

Need to re-register as an incorporated society. New law changes are coming from Oct 2023. We have to re-register now if we wish to make submissions.

David Smart agrees to investigate any templates from other community associations. Potentially approach Amanda Robinson for advice (if required).

g) QLDC ANNUAL COMMUNITY GRANT – 3 REQUIREMENTS

- Allocation of previous financial funds
- Submissions of invoices (what you used the funds for)
- Summary of activities from last year & summary of activities for this financial year.
E.g. Family fun day / buy native plants / social media person / hire a professional for a project (e.g. planner)

h) MOU – FOR ANNUAL GRANTS

Amendment needed.

Abbey from QLDC to confirm.

i) FEEDBACK / CONSULTATION/ CONNECTIONS

Need a minimum of 2 people to attend with a person nominated as project lead. Report back at committee meetings plus written notes for future reference.

Short term consultations (add any dates due)

- i. Frankton track sealing. *Comms team to submit a summary of the FB survey response, including screenshots. Response required date to be confirmed.*

Additionally, create a post with “What would you like to see to make Frankton ‘A Better Place to Live’?”

Post on QT Trading and any Frankton residents invite to join.

- ii. QLDC Annual Plan to be discussed at next meeting.

Longer term consultations / Connections

- iii. Airport – previously Peter attended. Would be good to find any meeting notes.
Subcommittee: Committee members wishing to attend include Wendy, Amanda and Natasha. Check if Erin Taylor wishes to attend due to her knowledge.
- iv. Transport / NZ Upgrade Program / Kā Huanui a Tāhuna.
Russell to provide an update.
Subcommittee: Alexa
- v. ORC
Subcommittee: Alexa
- vi. Other community associations
Subcommittee: Wendy
- vii. Councillor Esther Whitehead
- viii. QLDC Abbey Mocke - Community Associations Relationship Manager.
Subcommittee: Wendy plus any other committee members to contact Abbey as needed.

j) ACTIVITIES / PROJECTS

Te Atamira – outdoor space – letter of support. All agree

Civil Defence Emergency Management.

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

Civil Defence Group speakers request June or earlier? Wendy to meet with beforehand to discuss.

k) PROJECTS

Discussed long term group goal for the FCA.

- How do we make ‘Frankton a better place to live’? What is achievable?
- Use info from AGM, 5 point plan, work in positive space,

- A bigger group. Increased engagement. Increased community closeness.
- Achievable short term goals. E.g. Improve playground facilities at Kawarau Falls playground. Dog poo bins, fun community events.
- Ask for facebook survey for community preferences - Easter egg hunt, Halloween scramble, Reserve activity, pre-Christmas event, quarterly speakers/social night

Meeting closed at 8.30pm

List of Actions

Wendy Sherlock - to set up:

- Google Drive for storage
- Trello for management projects/feedback
- Investigate cheaper website options
- Confirm FB qualification questions.

Wendy or Comm's team?

- Email database to ask if you want to remain on the database/do you want to make a voluntary annual donation?

Esther Whitehead - to approach Abbey Locke for advice re: Constitution.

Incorporated Society Requirements – David Smart. Are there any templates available we can use?

Dee/Alexa Comm's team

- Response required to Frankton tracks sealing. Summary of survey response. Required when?
- Summarise data from AGM. FB post with screenshot and summary of issues. What would you like to see to make Frankton 'A Better Place to Live'?
- Post on QT Trading and any Frankton residents invite to join.
- QLDC Annual Plan response – required when?

Long term group goal

- How do we make 'Frankton a better place to live'? What is achievable?
- Use info from AGM, 5 point plan, work in positive space,
- A bigger group. Increased engagement. Increased community closeness.
- Achievable short term goals. Improve playground facilities at Kawarau Falls playground. Dog poo bins
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GROUP TO DECIDE ON EVENTS

- Quarterly events with speakers. 1st one Civil Defence. Invite the community. May or June?
- 3 other speakers TBC (ask for community feedback)