

Queen Elizabeth II Seniors Advisory Committee

Meeting Minutes

Meeting Name	Queen Elizabeth II Seniors Advisory Committee	Meeting No.	D-14-73997
Meeting Date	Wednesday 15 October 2014		
Meeting Time	9:05am – 9:50am		
Meeting Location	Queen Elizabeth II Seniors & Community Centre		
Attendees	Cr Bob Hall (chairperson) Cr Victor Tanti Janell Kopplhuber (Coordinator Community Engagement) Beryl Scott (National Seniors Inc) Sue Hunter (Piccadilly Dance Club) Christine Mullender (Geraldton & Districts Seniors Action Group) (from 9:09am) Edna Freeman (Over 50's Gentle Gym Class) Gae Slade (Friendly Squares Dance Club) Louise O'Malley (QEII Seniors & Community Centre Relief Officer) (minute taker)	By Invitation	
		Apologies	Rosetta Finlay (QEII Seniors & Community Centre Coordinator) Renee Ellis (Manager Community Development & Empowerment) Chris Budhan (Manager Arts, Culture & Heritage) Verna Scully (Pensioners Social Club)
		Distribution	As above

1. Welcome & Apologies The chair welcomed all to the meeting. Apologies were received from R Finlay, V Sully, C Budhan, R Ellis	
2. Confirmations of Minutes of Previous Meeting Passed by S Hunter and seconded by C Mullendar	
3. QEII Monthly Reports and Attendance Figures for August & September 2014 Passed by S Hunter and seconded by B Scott L O'Malley advised that the Independent Living Van display was successful with a large number of people attending this display and that the Chess group and Scrabble group have both started and have been having a regular attendance.	
4. Positive Ageing Strategic Plan Update Janell advised that the first draft has been completed.	
5. Patio & Storage Area Update – Storage allocation <ul style="list-style-type: none"> Storage cupboards have been allocated to User Groups Keys will be labelled with a permanent paint within the next week Edna wanted it noted that she is very thankful for the Over 50's Gentle Gym 	

<p>cupboard.</p> <ul style="list-style-type: none"> • Cr Hall wanted to confirmed that a register of all keys issued, whether it be permanent or temporary keys, be compiled to ensure who is responsible for the contents of each cupboard. Also to ensure that one key is kept in the Coordinators office. 	
<p>6. Defibrillator Request & Purchase</p> <ul style="list-style-type: none"> • An Defibrillator has been ordered at a cost of \$1900 • Cr Hall commented on the location of were the defibrillator will be and requested that it be placed in a highly visible position • Also it was noted that there should be instructions on how to use the defibrillator located with the machine and also it be noted in the induction package for all Centre Users • It would advisable for User groups and staff to have some basic training on the use of the defibrillator 	
<p>7. 2014 Seniors Week</p> <p>1500 programs were printed by the printers which have been distributed around town and 300 more are being printed in-house</p>	
<p>8. New Program Proposal – Pickleball</p> <p>A new program has been proposed by two centre users who were introduced to Pickleball in the United States who are prepared to run the program if it can be introduced.</p> <p>The following are points that the Committee needed clarification on:</p> <ul style="list-style-type: none"> • Options for the courts <ul style="list-style-type: none"> ○ Tape (eg painters tape) - they felt that tape would not be viable as someone would have to tape the courts out on a regular basis and if tape was left on the floor it would leave a tacky residue ○ Carpet (similar to the carpet bowls mats) – would be an ideal option, but the storage of these mats on rolls would be an issue as it would take up a large amount of room as the courts measure 20 feet x 40 feet each. ○ Grass outside the rear of the centre having linemarking done – the volunteers suggested that this is not practical as the ball does not bounce on grass ○ Look into any other options that may be suitable • Costs associated with the start up <ul style="list-style-type: none"> ○ Need to confirm costs of start up, a number of people need to be committed to play before extensive amount of funds are spent 	
<p>9. Cleaning Contract Update</p> <p>L O'Malley advised that HOT Cleaning were awarded the contract which started on the 1st October 2014. Advised that there have been a few issues to date which have mainly arisen due to no walk through of the Centre with the Centre Co-ordinator and HOT Cleaning having been conducted prior to the start of the contract, these issue are being addressed. Also advised that there is no copy of the cleaning contract located in the Centre.</p> <p>J Kopplhuber will follow up and ensure that a copy of the Cleaning Contract is sent to the Centre Co-ordinator</p>	

10. QEII Safety/Security Issues Brodie is conducting a full Safety and Security Audit of the Centre and the findings will be relayed to the Committee once completed	
11. Any Other Business <ul style="list-style-type: none"> • Fire Blanket in kitchen – needs to be replaced. There is another smaller blanket located above the sink but the large one needs to be replaced. A request has been made to the Health Department and Risk Management for this to happen • Groups have requested that the orange mop/sweeper be left out for groups to sweep floors at the end of their events. Noted that the previous cleaners took these and we are in the process of purchasing new ones that will be left out. • An update was requested on the installation of overhead screen and projector in the Upper Hall 	
12. Next Meeting Wednesday 17 December 2014 at 9:00am at the QEII Seniors & Community Centre	
13. Close Meeting closed at 9:50am	