

0016 | Queen Elizabeth II Seniors Advisory Committee

Meeting Minutes

1 | 15 February 2012

Rosetta Finlay | QEII Seniors & Community Centre Coordinator

Meeting Name.	Queen Elizabeth II Seniors Advisory Committee	Meeting No 10	
Meeting Date	Wednesday 15 February 2012		
Meeting Time	12pm – 1pm		
Meeting Location	QEII Seniors & Community Centre		
Attendees	Cr Bob Hall (chairperson) Rosetta Finlay (QEII Seniors & Community Centre Coordinator) Karen Godfrey (Manager, Economic Development & Marketing) Chris Budhan (Manager, Arts, Culture & Heritage) Sue Hunter (Piccadilly Dance Club) Beryl Scott (Association of Independent Retirees) Diana Keighran (Friendly Squares Dance Club) Christine Reynolds (Geraldton & Districts Seniors Action Group) Verna Scully (Pensioners Social Club) Edna Freeman (Over 50's Gentle Gym Class) Eric Whyatt (Geraldton Probus Club)	By Invitation	Joanne Panter (Events & Booking Officer)
		Apologies	Cr Neil Bennett Eric Sheilds (Geraldton Probus Club)
		Distribution	Cr Bob Hall (chairperson) Cr Neil Bennett Rosetta Finlay (QEII Coordinator) Karen Godfrey (Manager, Economic Development & Marketing) Chris Budhan (Manager, Arts, Culture & Heritage) Edna Freeman (Over 50's Gentle Gym) Verna Scully (Pensioners Social Club) Sue Hunter (Piccadilly Dance Club) Diana Keighran (Friendly Squares Dance Club) Eric Sheilds (Geraldton Probus Club) Beryl Scott (Association of Independent Retirees) Christine Reynolds (Geraldton & Districts Seniors Action Group) Kylie Paine (PA) Records

1 Confirmation of Minutes of Previous Committee Meeting Held on 14 December 2011 – As Circulated.

COMMITTEE RESOLUTION

MOVED: S HUNTER SECONDED: C REYNOLDS

That the minutes of the previous QEII Seniors Advisory Committee meeting held on 14 December 2011 be adopted as a true and correct record of proceedings.

CARRIED

2 QEII Seniors & Community Centre Coordinator's Report – December 2011 & January 2012

Reports circulated with agenda.

COMMITTEE RESOLUTION

MOVED: D KEIGHRAN SECONDED: V SCULLY

That the QEII Coordinator's report for the months of December 2011 and January 2012 be received.

CARRIED

3 Attendance figures including comparisons

Reports circulated with the agenda.

December 2011 and January 2012 QEII Seniors & Community Centre Coordinator's reports stated total centre usage was 5319.

4 Correspondence

Nil

5 General Business

5.1 Mr Chris Budhan, Manager, Arts Culture and Heritage

As part of his role Mr Budhan oversees the asset management of the QEII Centre.

5.2 Joanne Panter – Events & Booking Officer

J Panter's position is comprised of two roles, organising mayoral functions/events and processing non senior bookings at the centre.

5.3 Stairs in Lower Hall

The wooden stairs in the Lower Hall didn't adhere to building standards and have been replaced.

5.4 QEII Solar Panels

Work has begun on the installation of 48 panels on the QEII roof and should be completed within a week. There will be no major disruption to centre services.

5.5 Update on Main Kitchen

Ideas put forward on restoring the kitchen floor

- Tiles – Average of \$50 per square metre plus laying costs.
- Polished concrete - \$120 per square metre
- Concrete floor with rubber mats – can be a trip hazard

K Godfrey will contact the City's Environmental Health Department in regards to requirements.

5.6 Alcove Storage

K Godfrey advised costing has been included in the 2012/13 budget to refurbish the alcove area into a storage area.

5.7 Relocation of storage room

J Panter suggested one of the storerooms in the Upper Hall being turned into a bar area.

Storage of the chairs would be an issue but the majority could be stored in the corner of the room. The committee discussed the issue but a resolution wasn't made.

5.8 After hours events

Ongoing problems from after hour events including alarm callouts, asset damage, stolen equipment has raised the issue on whether a staff member should be present if the event is deemed to be high risk.

K Godfrey advised it wasn't cost efficient to have a staff member present and for security reasons there would have to be two staff members on the premises. It was suggested a security firm was engaged for events and the cost charged to the hirer.

R Finlay will research if the CCTV cameras at the centre are recording.

5.9 2012/13 QEII Fees & Charges

The committee were issued with the 2011/12 centre fees and charges and requested to review the fee structure particularly within their groups. Proposals to be given to Rosetta prior to the next advisory meeting so it can be collated.

6.0 Building Asset & Renewal Schedule

C Budhan will liaise with the City's Building Department in regards to a building assets & renewal schedule for the centre.

6.1 2012/13 Budget

C Reynolds has requested on behalf of the Seniors Action Group air conditioning to be installed in the Lower Hall. The group are willing to contribute \$5000 towards the cost. C Budhan will research the feasibility and follow up the request.

Committee members were asked to discuss capital budget requests with their respective groups and present them at the next meeting for C Budhan to action.

6.2 Committee membership & responsibility

Concerns have been raised from a centre user on the conduct of committees in regards to following the constitution, financial matters and accountability. Decisions made by a committee should be binding and comply with constitutional rules. R Finlay will contact the Department of Commerce to request a speaker to explain roles & responsibilities of a committee.

7 Actions from meeting

- R Finlay to contact IT Department in regards to CCTV monitoring at the centre
- C Budhan to contact Building Department regarding building asset & renewal schedule
- C Budhan to follow up request of installing air conditioning in the Lower Hall
- Committee members to review 2011/12 Fees & Charges
- C Budhan to follow up request of installing air conditioning in the Lower Hall
- Committee members to list capital expense requests for the upcoming budget
- R Finlay to contact Department of Commerce and speaker to explain committee responsibilities.

8 Close

Meeting closed at 1:05pm

Next meeting date is on Wednesday 18 April 2012 at 12 noon.

DATE

CONFIRMED

PRESIDING MEMBER