



## RESIDENTS 3000 INC. COMMITTEE MEETING

HELD ON TUESDAY, 26<sup>TH</sup> APRIL 2016

AT THE KELVIN CLUB, 14 – 30 MELBOURNE PLACE, MELBOURNE  
FROM 6.30PM

### MINUTES

1. **Welcome:** The President, John Dall'Amico welcomed all present.  
**Present:** Robyn Bunting 3/5, Rafael Camillo 4/5, John Dall'Amico 5/5, Artur Hajda 5/5, Denise Reynolds 3/5, Susan Saunders 4/5 and Merle Willis 5/5.
2. **Apologies:** Steven Myrteza 4/5, and Shelley Roberts 3/5.
3. **Quorum:** A quorum was declared.

#### 4. Confirmation of Previous Minutes

The minutes of the previous committee meeting held on Tuesday, 29<sup>th</sup> March 2016 had been circulated to the committee, and was taken as read.

**Motion to Accept** the minutes

**Moved:** Susan Saunders

**Seconded:** Rafael Camillo

**MOTION CARRIED**

#### 5. Business Arising

#### 6. Correspondence In / Out

Susan Saunders advised that the following correspondence had been received:

- a) The writer and manager of the app "Snap, Send, Solve" had contacted Susan Saunders following the article written in the CBD News, and indicated their interest in meeting with R3000. Susan has provided a written response and it was agreed that Susan and John Dall'Amico would meet with them with a view to potential sponsorship or being a speaker at one of the R3000 events.
- b) A MetroRail researcher had been in contact with Susan Saunders and requested to meet with R3000.
- c) An email was received from Roger Mathews in response to the latest article on Noise in the CBD News, and Susan Saunders accordingly responded.
- d) Mail received today from the City of Melbourne to CBD Residents regarding the Melbourne Planning Scheme Amendment C270 (Central City Built Form Review), with a response date of 30 May 2016.

**Action:** Shelley Roberts to prepare an article to explain what the government is proposing, and also an article about busking to upload to the R3000 website and/or for CBD News.

#### 7. Treasurers Report – DR

The Treasurer, Denise Reynolds had distributed financial reports to the end of March 2016 to the committee and these were taken as read.

**Motion to Accept** the financial reports.

**Moved:** Susan Saunders

**Seconded:** Rafael Camillo

#### Budget discussion

Susan Saunders **tabled** a draft budget for review and discussion by the committee, and a discussion was accordingly held particularly with regard to grant income, sponsorship, membership, and 3000 steps expenditure.

Grant Application **Action:** Robyn Bunting to arrange to send in a grant application for R3000 before the due date for \$3,000 to fund monthly meetings/events, to assist in performing its slogan activities, "Connect, Support, Represent".



Sponsorship Denise Reynolds noted that Fawkner May and Hocking Stuart sponsorships were due this month, and it was noted that John Dall'Amico would approach and discuss this with the sponsors. It was noted that the LG Electrical sponsorship is due in August 2016.

Membership A discussion was held with regards to current membership numbers and expected memberships for the year. It was noted that the aim was to sign up 10 new members for each drinks night.

Hocking Stuart \$10 R3000 memberships A discussion was held regarding how to practically implement memberships for new owners of properties sold by Hocking Stuart in the CBD. Robyn Bunting proposed that a R3000 certificate with a membership brochure could be presented to owners as a value add pack when Hocking Stuart hand over the keys to the new owners. R3000 will be able to track the Hocking Stuart registrations when they are redeemed on the R3000 website. Instead of invoicing Hocking Stuart for each new \$10 membership every few months and to account for each new membership, it was proposed that Hocking Stuart's sponsorship amount instead be increased slightly to cover this. **Action:** John Dall'Amico to follow this up and discuss further with Hocking Stuart.

3000 Steps \$2,500 grant expenditure A discussion was held with regards to how much would be spent per walk and how to account for the \$2,500 grant. It was noted that an acquittal form would need to be lodged with the COM to report on the program and expenditure. It was agreed that given the reduction in the grant applied the project plan had to be amended, that it would be best to forward remaining grant funds to Fiona of Hidden Tours to organise all planned walks and café expenditure for the period, and for her to accordingly invoice Residents 3000 for the total.

## 8. Membership

### a) Membership database status

It was noted that much work had been done by Susan Saunders and Artur Hajda in updating the database and that membership procedures have been put in place to make it easier for new or current committee members to administer the database if/when required.

### b) Report re new system and demo – SGS and AH

Artur Hajda and Susan Saunders briefly demonstrated the database and its capabilities including reporting. Artur demonstrated the database mobile app and advised that a receipt and SMS can now very easily be sent when renewal payments are received. He noted that there is now no longer as much need for paperwork, and that attendees and registration at events can easily also be entered and tracked via the mobile app as well as the desktop version.

Artur updated the committee on database/subscriber numbers, which have increased. Robyn Bunting thanked Susan and Artur on behalf of the Committee for their substantial efforts and time working on updating the database, and noted the value of the database.

### c) Request for update of FileMaker app to v14

Susan Saunders updated the committee regarding the current version of FileMaker, and how it has been used previously, and recommended an upgrade to FileMaker Pro version 14, which has more functionality and a mobile app version that can be purchased for \$239.

**Motion:** That Susan Saunders be authorised to spend up to \$300 for the most effective and economical upgrade of FileMaker Pro 14, which may include subsequent automatic updates.

**Moved:** Robyn Bunting

**Seconded:** Artur Hajda

**MOTION CARRIED**

### d) Membership drive – brochure distribution

## 9. Marketing / Promotion

### a) CBD News / articles, advertising and promotion

It was noted that monthly R3000 articles being contributed to the CBD News were progressing well, and that Robyn Bunting would write a couple of articles for inclusion in the paper, one being regarding short term rentals.



John Dall'Amico advised that the planned delivery strategy of the CBD News by R3000 was being carried out monthly.

**b) Action plan re Hocking Stuart / R3000 survey**

This was discussed earlier in the meeting under the budget.

**10. Fundraising / Grants / Sponsorship**

**a) City of Melbourne Community Grants**

As noted earlier in the meeting, Robyn Bunting would submit a R3000 grant application.

**b) Action plan re sponsors renewal and new sponsors.**

This was discussed earlier in the meeting. John Dall'Amico to follow up sponsorships.

**11. Website Discussion / Update**

It was noted that this would be discussed at the next meeting.

**12. Social Media Update**

Steven Myrteza to provide an update at the next meeting.

**13. Events – Plan for 2016 Drinks Nights and AGM**

Rafael Camillo updated the committee, and requested that the committee plan questions for Adam Bandt and Ellen Sandell, the proposed speakers at the June event. It was agreed that the committee would put together a priority list, after discussing with members at the next drinks night.

Proposed upcoming drinks nights the rest of the year, are currently as follows:

- May 2016 - Owners Corporation issues – Rick Deering, Rob Beck and Anton Block.
- June 2016 - The Australian Greens – Adam Bandt and Ellen Sandell
- July 2016 - City of Melbourne – Waste Projects Office and Green Infrastructure/beautifying laneways
- August 2016 - Trivia Night
- September 2016 - Council Election
- October 2016 - AGM
- November 2016 - Water Project

**14. Projects and Programs**

**a) Residents 3000 Policy Positions**

A discussion was held and Denise Reynolds suggested that R3000 as an organisation that represents and supports residents in the CBD do not need to have formal policy positions, however that the council needs to have policies that it abides by and that R3000 has a role in communicating with and informing council to consider adjusting their policies when/as required.

**b) 3000 Steps – project update**

This was discussed earlier in the meeting.

**c) Meet the other Associations**

It was noted that Denise Reynolds and Rafael Camillo would attend CoRBA meetings.

Denise Reynolds suggested adding other associations to the R3000 subscriber list. Some of these contact details can be obtained from CoRBA's website and regular emails distributed by CoRBA where email addresses are deliberately being made available. It was also noted that contact details of COM Grant recipients would also be sought.



#### 15. General Business

Robyn Bunting advised that she would obtain the contact details of the Sustainability contact person at council in relation to recycling by businesses. Denise Reynolds noted that she would obtain contact details for the Participate Melbourne "Sunlight to Public Space" project where the City of Melbourne is seeking feedback in trying to better understand the importance of sunlight in the public space for Melbourne's inner urban communities.

Rafael Camillo reminded the committee to discuss R3000 goals as raised by Stephen Myrteza. It was noted that the R3000 slogan "Represent - Support - Connect" already very concisely expresses the goal and purpose of R3000 and as a small organisation R3000 may not need to more formally document any Key Performance Indicators (KPI's) at this stage. A discussion was held including how R3000 currently performs and plans to perform its slogan activities.

Denise Reynolds advised that she would be away until 12 May 2016.

#### 16. Next Meeting

Meetings are set to be held on the last Tuesday of the month (and the second last Tuesday of the month if coinciding with the same week as the drinks night). It was confirmed that the next meeting would be held at 6.30pm on Tuesday, 24 May 2016.

#### 17. Meeting Close

The meeting was declared closed at 8.10pm.

Confirmed as correct.

[signed]

John Dall'Amico, President

Date: 24 May 2016