

COMMITTEE MEETING MINUTES
28th November 2019
LANDLORDS' ASSOCIATION (S.A.) INC.

DATE :- 28.11.19 at 19.05 pm

LOCATION :- LASA Office

CHAIR PERSON Rodney Webb was appointed and acted as Chairperson for the meeting.

PRESENT :-

 Vacant **President** Margaret KOHLHAGEN **Vice President**
Rodney WEBB **Secretary** John WYK **Asst Secretary**
Patricia WEBB **Treasurer** Margaret BUNFIELD **Asst Treasurer**
Marco ARNESE **Committee** Peter ALLEN **Committee**
Stan HERESZTYN **Committee** Garry BATOR **Committee**
Liz DINGLE **Committee**

APOLOGIES

Margaret KOHLHAGEN

PROXY TO

Rodney WEBB

GUEST/S

QUORUM

A Quorum was declared as there were 6 out of possible 10 members present.

~~A Quorum was not declared as there were _____ out of possible 10 members present~~

MINUTES OF THE PREVIOUS MEETING

It was resolved that the Minutes of the Committee Meeting held on 31st October 2019 be accepted as:

~~a true and accurate record~~ / amended as a true and accurate record.

Next meeting date corrected.

Moved Rodney WEBB **Seconded** Liz DINGLE **Carried** Yes

BUSINESS ARISING

Nil

ADDITIONAL AGENDA ITEMS

Nil

CORRESPONDENCE IN

Commonwealth Bank – Statements

Emails from Fullarton Park Community Centre seeking a copy of our insurance renewal certificate.

Inofacture account for consultation fee.

Margaret BUNFIELD claim for travel expenses

Moved _____ Rodney WEBB _____ Seconded _____ Patricia WEBB _____ Carried ___ Yes ___

CORRESPONDENCE OUT

Only emailed receipts

Two outstanding members’ kits

Moved ___ Patricia WEBB _____ Seconded _____ Rodney WEBB _____ Carried ___ Yes ___

REPORTS (All reports should show mover & seconder)

President

Vacant position

Moved _____ Seconded _____ Carried _____

Vice President

Absent

Moved ___ Margaret KOHLHAGEN ___ Seconded _____ Carried _____

Secretary

I put forward for committee not to meet on the 26th December, Boxing Day. Our constitution requires the committee to meet at least ten times per year. I suggest that our next committee meeting be the 30th January 2020.

Newsletter articles by the end of December please?

Moved _____ Rodney WEBB _____ Seconded ___ Margaret BUNFIELD ___ Carried ___ Yes ___

Assistant Secretary

Absent

Moved _____ John WYK _____ Seconded _____ Carried _____

Treasurer

Status of our Insurance Policies: Renewed 28.11.19

- As per provided copy of financial report

- Income : \$240.00
- Expenditure : \$2,873.82
- Bank Reconciliation : \$6,877.96
- Term Deposit : \$57,000.00
- Total Accounts : \$63,887.96

Moved ___ Patricia WEBB _____ Seconded ___ Liz DINGLE _____ Carried ___ Yes _____

Assistant Treasurer

Attended Seofast office for WordPress tuition in order for the association to self-manage operations of the new website.

Margaret move a motion that: The current acquisition of the photocopier to be stationed at the WEBB household while either of them are on committee due to the usage of the machine being predominately their tasks. Rodney and Patricia agreed with the concept as this will save them considerable time by not having to travel to the association's office to print any documents. No one spoke against the motion.

Moved ___ Margaret BUNFIELD ___ Seconded ___ Marco ARNESE ___ Carried ___ Yes ___

Database: 1 enquiry to add info, still waiting for return of form.

Membership Officer:

Current membership 166 members.

One new membership applied for then decide not to proceed

Moved ___ Rodney WEBB ___ Seconded ___ Margaret BUNFIELD ___ Carried ___ Yes ___

Committee

Liz Dingle has arranged for her accountant to include one of our flyers in her mail outs to her clients. Rodney to post her a copy of our printed application form which also serves as an advertising medium.

Liz also suggested that we include "**The Barefoot Investor**" in our email list for our newsletters, Rodney to check.

Marco Arnese suggested a new laser printer and sourced some possible options available at Office Works. R WEBB stated that he would investigate the machines available. The result was that the only printer that they stocked to print on A3 sized paper was an inkjet, the same as the unserviceable one we already have.

Peter Allen suggested by email that we buy a new photocopier giving us new machine performance and warranty. His response was after the commitment was made to purchase the machine from Margaret KOHLHAGEN so the suggestion did not get investigated.

Moved ___ Marco ARNESE ___ Seconded ___ Patricia WEBB ___ Carried ___ Yes ___

AGENDA ITEMS and GENERAL BUSINESS

- Insurance policy requirements regarding committee member names – will contact the company to determine the policy requirement for naming committee members with the insurance company. Action – Rodney and Patricia
- Formation of a sub-committee – again to be checked with our insurer.
- ESCOSA re water billing to rentals – outstanding Rodney
- Water Billing MP David Speirs for November General Meeting _ Offer of alternative rep. Liz suggested accepting the offer as the rep would be from the minister's office – all agreed.
- Guest speaker _ February General Meeting _ What about Phil Moss – Yes, action Liz
- Bank account authorisations – outstanding, Rodney to start from scratch. Patricia W suggested the current signatories are all valid. Rodney W to check.
- Choolie pursuit – Louise to follow up. Letter has been sent and we will follow up. Last comment from Louise was that her lawyer contact was off on sick leave. Liz D would like to see a copy of the court process documents.
- nbn connection to be pursued. Outstanding - Rodney
- Newsletter articles – lack of being addressed.
- Invoice printing issues. Patti feels that she is overloaded with tasks. Need to look at how to do this via email merge. Outstanding – Margaret K has offered to assist Patricia with the use of email merge. Patricia W considers this event is not needed.

- EPSON printer not usable at present. Margaret has provided us with a photocopier, a KYOCERA brand colour photocopier/printer Model TASK alfa 3051ci for \$1000. Action – To be paid for.
- Advertising in our newsletter of more than one advert per product type. Committee decision is to allow for more than one classification of advertising. Margaret K was advised as she had been approached for newsletter advertising by a company. Advertisement still outstanding from the company.
- Advertising rates on our website – no ideas at this stage, Marco A suggested that our website adverts would not be useful as people use “Google search” and other platforms for sourcing information, products and services. It was suggested that newsletter advertisers be given a mimic advert as a service to them. Committee agreed – to be implemented when website is live.
- Liz D questioned the availability and proficiency of use of a defibrillator as well as was one stationed in Epworth Building? There is not a management owned defibrillator in Epworth Building. Proficiency in the usage of one to be investigated. **Action:** According to general information available using an internet search it appears that the application is very simple and does not require a trained person to operate, the instructions are with the device.
- Liz D contacted me in relation to an article in the Advertiser, Monday Money, by Anthony Keane. We used to send him a copy of our newsletter until a previous committee decision stopped the practice. We also used to mail to the Australian Investors’ Association. Should we resume these mail outs? Committee agreed to resume mail outs to the above and to attempt direct contact with Anthony Keane with the view to increase our exposure to the public.
- Gino LEUCI, a current member, has suggested a representative from Wicks Building Group to be a guest speaker at one of our meetings. Suggestion taken for future reference.
- A past member has been in contact with his local MP, Fraser ELLIS, state member for Narungga, regarding the unfairness of the landlord having to pay the SACAT application fee even if the tenant is in the wrong. He is seeking to have this legality put in place by the previous Labor government reversed. He has suggested our association’s involvement in order to raise the profile of his efforts. He also discovered that no one within Consumer and Business Services has the authority to impose the fines documented in the Residential Tenancies Act (1995).
- Sympathy card to Mrs Filomena FALCO regarding the death of her husband Sam. They both were past committee members and have been long term members together. Rodney to post signed sympathy card.
- Marco A suggests hiring TICA services for the unlimited usage of our members for an annual fee payable. Committee agreed with the concept but voted to delay the process until the new website is operational.
- Rodney W to contact Seofast regarding the inclusion of the updated membership access list to the new website. Rodney W to also scan recent printed signed off minutes and email the pdf versions to Margaret B for uploading to the new website.

NEXT COMMITTEE MEETING to be held at Office on 30th January 2020

MEETING CLOSED AT 20.22

CHAIRMAN 

DATE 30-01-2020