

# MEETING MINUTES

## THE HIGHGATE FORREST PARK PLAYGROUP INC. COMMITTEE MEETING

**DATE:** 7 July 2025

**VENUE:** Online

**TIME:** 8:00pm

**PRESENT:** Rosie Paul (RP), Michael Christiansen (MC), Mona Humphreys (MH), Dhyana Ishibashi (DI) & Viola Poppe (VP)

**APOLOGIES:** Monika Mečević (MM) & Momoko Seki (MS)

**GUESTS:**

### 1. MEETING OPENING

#### 1.1 Welcome & Apologies

RP opened the meeting at 8:00pm.

#### 1.2 Declaration of Interest

No conflicts of interest were raised at this time.

#### 1.3 Minutes from Previous Meeting

The April and May meeting minutes were approved.

Approved: DI

Seconded: RP

RP to circulate June meeting minutes to the Committee for approval.

#### 1.4 Business Arising from Previous Meeting

ACTION LIST FROM MEETING HELD 16 JUNE 2025					
Item	Action	Date Raised	Responsible	Original Date Due	Revised Due Date
A.	Grant opportunities to be explored	5/2/24	MM	11 MAR	STANDING UNTIL COMPLETE

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B.	Playgroup sponsorship options.	11/3/24	MM	8 APR	STANDING UNTIL COMPLETE
C.	Develop new member information pack.	7/9/24	RP	30 NOV	7 JUL
D.	Remove leaving Committee members from accounts.	10/2/25	RP/MC	10 MAR	7 JUL
E.	Book Committee catch-up	10/2/25	RP	10 MAR	7 JUL
F.	Contact the soccer club regarding kids swinging on the timber gate.	10/3/25	RP	14 APR	7 JUL
G.	Purchase new child locks.	10/3/25	RP	14 APR	7 JUL
H.	Get quotes for muralists.	14/4/25	RP	30 JUN	
I.	Add weekly clean to the 2025-26 budget.	14/4/25	MC	1 JUL	
J.	Run a like, follow, share competition on social media to win the toy box.	14/4/25	DI	19 MAY	7 JUL
K.	Add trampoline to the AGM agenda.	19/5/25	RP	1 SEP	
L.	Remind group reps on insurance coverage.	19/5/25	RP	16 JUN	7 JUL
M.	Project manage flooring repairs.	19/5/25	MC	1 JAN	
N.	Discuss insurance concerns with Playgroup WA.	19/5/25	RP	16 JUN	7 JUL
O.	Create tickets for lunch box training session.	19/5/25	DI	16 JUN	7 JUL
P.	Update ABN details.	19/5/25	RP	16 JUN	7 JUL
Q.	Update Associations Online account.	19/5/25	RP	16 JUN	7 JUL
R.	Circulate April & May Committee meeting minutes	16/6/25	RP	7 JUL	
S.	Complete EOFY purchases.	16/6/25	ALL	30 JUN	
T.	Contact City of Vincent regarding party hire issues.	16/6/25	RP	7 JUL	

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U.	Confirm purchasing officer financial delegation.	16/6/25	RP	7 JUL	
V.	Refund Momoko Seki membership (minus transaction fees).	16/6/25	MC	30 JUN	
W.	Committee member call-out.	16/6/25	RP	7 JUL	

### 2. MATTERS FOR DECISION

#### 2.1 Party Hire Exchange or Refund

RP advised the Committee that a hirer had contacted the Committee as their child was in hospital and they need to cancel their party hire. They contacted the Committee over 5 days prior to the booking and requested that the Committee determine whether a refund could be organised due to the extremely extenuating circumstances.

The Committee confirmed that, due to the extenuating circumstances, two options would be offer once hospital stay had been verified (by a medical certificate or any other documentation that acknowledged the hospital stay):

- 50% refund of the booking fee; or
- Exchange to a different date within the next 6 months.

➤ **Actions/s:**

- a) Provide alternative options to hirer.

#### 2.2 Financial Delegations

RP advised no financial delegations were provided in the constitution and that the Committee could determine what was appropriate.

It was decided that all Playgroup purchases would be approved by the Committee via the WhatsApp chat with majority approval required before purchases were made.

### 3. MATTERS FOR DISCUSSION

#### 3.1 Artwork Display Solution

MH raised that her session was having issues with drying their artwork and that she would like to explore options for drying artwork inside playgroup.

The Committee requested MH propose an artwork display option at the next Committee meeting for consideration with a recommended budget of up to \$1000.

➤ **Actions/s:**

- a) Artwork drying option presented.

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### 3.2 Christmas Party

The Committee confirmed that the end of year Christmas Party will be held on the 30 November 2025.

VP will start collating quotes for the event for the Committees approval.

➤ **Decision/s:**

- a) Christmas Party will be held on the 30 November 2025.

### 3.3 Budget Considerations

The Committee discussed budget considerations for the next financial year which will be presented at the AGM.

## 4. MATTERS FOR NOTING

### 4.1 Lockbox Change

As a new quarter had commenced, the lockbox code would be changed once again.

➤ **Actions/s:**

- a) Group reps advised of new lockbox code.

## 5. GENERAL BUSINESS

### 5.1 New Term Deposits

MC raised that Playgroup had a substantial amount of cash sitting in the chequing account not making interest.

The Committee unanimously approved the creation of additional term desopits with a recommendation of one \$10,000 and one \$5,000 term deposit (dependant on rates and reccomendations provided by Westpac bank).

➤ **Actions/s:**

- a) Create additional term deposits for Highgate Playgroup.

### 5.2 Mental Health Grant

Playgroup WA had shared that a grant for an action which supports mental health was available for application. It was raised that a mural may fall under this category. VP noted that she had an artist contact who painted sunflowers which she maybe be able to reach out to.

➤ **Actions/s:**

- a) Sunflower artist quote.

## 6. MEETING CLOSE

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### 7. NEXT MEETING

The next General Committee Meeting will be held on **4 August**.

Meeting closed at 9:46pm.

**MINUTES APPROVED BY:**

**Date:** 4 August

Rosie Paul

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G.	Get quotes for muralists.	14/4/25	RP	30 JUN	4 AUG
H.	Run a like, follow, share competition on social media to win the toy box.	14/4/25	DI	19 MAY	4 AUG
I.	Add trampoline to the AGM agenda.	19/5/25	RP	1 SEP	

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J.	Project manage flooring repairs.	19/5/25	MC	1 JAN	
K.	Update ABN details.	19/5/25	RP	16 JUN	4 AUG
L.	Update Associations Online account.	19/5/25	RP	16 JUN	4 AUG
M.	Committee member call-out.	16/6/25	RP	7 JUL	4 AUG
N.	Provide alternative options to hirer.	7/7/25	RP	8 JUL	
O.	Artwork drying option presented.	7/7/25	MH	4 AUG	
P.	Group reps advised of new lockbox code.	7/7/25	RP	8 JUL	
Q.	Create additional term deposits for Highgate Playgroup.	7/7/25	RP	7 AUG	
R.	Sunflower artist quote.	7/7/25	VP	4 AUG	