

MEETING MINUTES

LOCATION:	Douglas Park Hall
DATE:	15 May 2025 6.30 pm
ATTENDEES:	<p>Sandra Moreno GM3 Representative (SM) Mira Speer, GM3 Representative (MSp) Max Strassmeir, Community Representative (MS) Christine Towndrow, Community Representative (CT) James McFarlane, Community Representative (JM) Matthew Deeth, Community Representative (MD) Noleen Jessup, Community Representative (NJ) Online Shamika Almeida, Community Representative (SA) Online</p>
APOLOGIES:	<p>Daryl Chipperfield, Community Representative (DC) Kim Chapman, Community Representative (KC)</p>

1	Agenda
	<p>Welcome and Apologies Acknowledgement of Country Endorsement of Sandra Moreno to become a secondary Secretary for the company Acceptance of last meeting minutes (February 2025) Review actions from previous meeting minutes Accounts Report: Financial Statement from Daley for the period ending 30 April 2025</p> <p>New Applications</p> <ul style="list-style-type: none"> - Wollondilly Women in Business – business support - Wilton Public School – Shad sails - The Salvation Army – generator - Shout a mate a meal – updated proposal <p>General Business:</p> <ul style="list-style-type: none"> - ToR to be distributed for August meeting for review - Menangle Rural Fire Station (JM discussion) <p>Dates for 2025 Meetings:</p> <ul style="list-style-type: none"> - Thursday, 14 August 2025 - Thursday 13 November 2025
2	Welcome / Apologies
	<p>SM opened the meeting at 6.30 pm and provided an Acknowledgement of Country and noted apologies from DC and KC.</p>

3	<p>Previous Meeting Minutes</p>
	<p>Meeting minutes from the previous meeting held 13 February 2025 were accepted and moved by NJ, seconded CT.</p>
4	<p>New Applications</p>
	<p>1. <u>Wilton Public School</u></p> <p>An application from Wilton Public School requesting \$38,852.00 to go towards shade sails for the school was received.</p> <p>The CPP requested a second quote for the shade sails and an itemised cost breakdown from both quotes. The CPP was supportive of the proposal, although wanted to see if the school had the capacity to add a contribution to the project.</p> <p>The CPP did not endorse the application from Wilton Public School for \$38,852.00, however acknowledges the importance of the project and wanted to see if the school had the capacity to co-contribute.</p> <p>Action: SM to advise Wilton Public School that the application was not endorsed at this stage. And to see if the school could contribute to the project financially</p> <p>2. <u>Wollondilly Shout a Meal</u></p> <p>An application from Wollondilly Shout a Meal requesting \$47,000 to go towards a community project to help feed vulnerable members of the community.</p> <p>The discussion was based on the sustainability of the project, and for it to be successful, it really needs multi-year funding to maintain the program.</p> <p>The CPP did not endorse Wollondilly Shout a Meal’s application of \$47,000</p> <p>Action: SM to advise Wollondilly Shout a Meal that the CPP did not endorse the project</p> <p>3. <u>The Salvation Army</u></p> <p>An application from The Salvation Army requesting \$1,500 to go towards the purchase of a generator to be used at Community events</p> <p>The board was supportive of the grant and offered the suggestion of choosing the petrol generator over the solar, based on longevity</p> <p>The CPP did endorse The Salvation Army application for \$999 to assist in purchasing the generator</p> <p>Action: SM to advise Salvation Army that the application was endorsed for \$999 to go towards the purchase generator.</p> <p>4. <u>Wollondilly Women in Business (WWB)</u></p> <p>CPP received an application from WWB requesting \$24,550 to support the delivery of the 2025 Wollondilly Empowerment Project (WEP).</p> <p>The program aims to build capacity, confidence, and business resilience among women-led micro and small businesses across Wollondilly. NJ delivered the presentation and declared a perceived conflict of interest, noting her position as a Board member of the organisation. NJ left the meeting following the presentation.</p> <p>The Board discussed the program’s success over the past three years and expressed overall support. However, current financial constraints within the CPP limit the ability to offer full funding. The CPP would like to seek guidance from WWB on whether, if a partial grant were endorsed, WWB could consider co-contributing to help make the project viable. The CPP did not endorse Wollondilly Women in Business’s application of \$24,550 at this stage. SM will contact the WWB and seek the potential for co-contribution. SM will send the information once received via email to the CPP members for an out-of-session vote.</p> <p>Action: SM to contact WWB to request additional information and send the information once received via email to the CPP members for an out-of-session vote.</p>

5	General Business
	<ul style="list-style-type: none"> - SM sought the board’s approval to review the ToR and CPP members during the August meeting. Assistance will be required from a chairperson. The CPP members agreed, and the activity will be scheduled for the next meeting. - JM advised that the Menangle Rural Fire Station is seeking an upgrade of its facilities. With increased membership and greater female participation, improved amenities have become a priority. Additionally, a shed extension is being considered to accommodate more firefighting equipment. The project is currently in the design phase, with the final design and development application (DA) yet to be completed. It is estimated that the project will be ready for potential application in approximately six months. Once ready, the RFS will present the proposal to the CPP. <p>Action: SM to send a copy of the ToR to all board members to review prior to the next meeting in August</p>
6	Actions
	<ul style="list-style-type: none"> - SM to advise Wilton Public School that the application was not endorsed at this stage. And to see if the school could contribute to the project financially - SM to advise Wollondilly Shout a Meal that the CPP did not endorse the project - SM to advise Salvation Army that the application was endorsed for \$999 to go towards the generator. - SM to contact WWB to request additional information and send the information once received via email to the CPP members for an out-of-session vote. - SM to send a copy of the ToR to all board members to review prior to the next meeting in August
7	Close of Meeting
-	<p>Close of meeting at 7:50 pm.</p> <p>Meetings for 2025</p> <ul style="list-style-type: none"> - Thursday, 14 August 2025 - Thursday 13 November 2025