

BOARD MINUTES

Illawarra Coal Community Partnership Programme (CPP)

Location:	Douglas Park Hall / Microsoft Teams
Date:	26 February 2025 5:30pm
Attendees:	Sandra Moreno GM ³ Representative (SM) Matthew Deeth, Community Representative (MD) Shamika Almeida, Community Representative (SA) Max Strassmeir, Community Representative (MS) Christine Towndrow, Community Representative (CT) Noleen Jessup, Community Representative (NJ) Kim Chapman, Community Representative (KC) (Online)
Apologies:	Daryl Chipperfield, Community Representative (DC) James McFarlane, Community Representative (JM)

1	Welcome/Apologies and Acknowledgement of Country
	SM opened the meeting at 5:30pm and provided an Acknowledgement of Country and noted apologies from DC. JM apologies arrived later during the meeting.
2	Minutes and Accounts Report
	<ul style="list-style-type: none"> - Meeting minutes from the previous meeting held 16 November 2025 were accepted and moved by MD, seconded NJ. - The Financial Statement from Daley for the period ending 31 January 2026 reported a balance of \$26,814. SM also noted that the Q2 FY26 payment, totalling \$29,709, was received on 5 February 2026, bringing the total uncommitted funds to \$56,523.
3	Actions and General Business
	<p>Action: SM to provide CPP members with a status update of FY25 projects and any other projects currently open. Update: Email sent on 1 December 2026 with the requested information. The Community Partnership website was also updated and published on the Community Portal. Status: Closed.</p> <p>Action: SM to circulate DP’s draft Terms of Reference via email for consideration, with a view to endorsement at the next meeting. Update: MD advised that the Terms of Reference had been approved at the previous meeting. SM clarified that the action was to circulate the draft Terms of Reference for review and comment, with formal approval to occur at this meeting. The revised Terms of Reference were circulated in both draft (tracked changes/comments) and final versions. Following discussion, the Committee formally endorsed and approved the updated Terms of Reference, effective from the date of this meeting. Following approval of the updated Terms of Reference, SM will review and align all required actions to ensure consistency with the newly endorsed ToR and will advise the Board accordingly. Status: Closed</p>

	<p>Action: SM to prepare a training session for the next meeting on the CPP Trust Deed and Constitution, including clarification of the role of Directors of the Trustee, confirmation of any written register of delegations from the Trustee to the Committee Members, and the process for appointing Directors and Committee Members.</p> <p>Update: SM provided Board members with an overview of the CPP governance framework, including clarification of the distinct roles and responsibilities of CPP Committee Members and Directors of the CPP Trustee Company, as set out in the Trust Deed, Constitution and relevant provisions of the Corporations Act. SM will deliver a 10-minute session at the next meeting to further address governance documentation and delegation arrangements.</p> <p>Status: Pending – to be completed at the next meeting.</p> <p>General Business:</p> <p>SM presented the Agreed Upon Procedures (AUP) engagement that has historically been completed and explained that, while this process has previously been used, it does not strictly align with the requirements of the Trust Deed, although it has addressed the underlying reporting objectives.</p> <p>SM advised that to continue with the AUP process, the Board would need to formally acknowledge and minute acceptance of this approach or alternatively amend the Trust Deed to reflect the use of Agreed Upon Procedures going forward. The other option available was to undertake a formal audit in accordance with the Trust Deed requirements.</p> <p>Following discussion, the members resolved to align the process with the Trust Deed requirements and proceed with a formal audit. GM³ will arrange for the audit to be undertaken and will advise the Board accordingly.</p>
4	<p>Actions</p>
	<ul style="list-style-type: none"> - SM will deliver a 10-minute session at the next meeting to further address governance documentation and delegation arrangements. - SM will review and align all required actions to ensure consistency with the newly endorsed ToR and will advise the Board accordingly. - GM³ will arrange for the audit to be undertaken and will advise the Board accordingly.
5	<p>Close of Meeting</p>
	<p>Close of meeting at 6:30 pm.</p>

MEETING MINUTES

LOCATION:	Douglas Park Hall
DATE:	26 February 2025 6:30pm
Attendees:	Sandra Moreno GM ³ Representative (SM) Matthew Deeth, Community Representative (MD) Shamika Almeida, Community Representative (SA) Max Strassmeir, Community Representative (MS) Christine Towndrow, Community Representative (CT) Noleen Jessup, Community Representative (NJ) Kim Chapman, Community Representative (KC) (Online)
Apologies:	Daryl Chipperfield, Community Representative (DC) James McFarlane, Community Representative (JM)

1	Agenda
	<ul style="list-style-type: none"> • Welcome and Acknowledgement of Country • Apologies • Declaration of interests • Acceptance of last meeting minutes (November 2025) • Review actions from previous meeting minutes - SM to circulate DP's draft Terms of Reference via email for consideration, with a view to endorsement at the next meeting. - SM to provide CPP members with a status of FY25 projects and any others currently open to date," it was agreed that SM will distribute this information via email. - SM to advise the Appin Historical Society that the CPP has endorsed the application for \$15,000 to assist with the project. - SM to advise Youth Solutions that the CPP has endorsed the application for \$8,000 and request written clarification of the schools to be targeted within the CPP areas for inclusion in the funding agreement. - SM to advise St James Anglican Church Menangle that their application has been endorsed for \$4,640 to assist with the Menangle Carols on the Hill. • New Applications <ul style="list-style-type: none"> ○ Appin Men's Shed ○ Miracle Babies ○ Appin P&C ○ U Turn the Wheel • General Business.
2	Welcome / Apologies
	SM opened the meeting at 5:30pm and provided an Acknowledgement of Country and noted apologies from DC. JM apologies arrived later during the meeting.
3	Declaration of interest.
	MD declared that his wife had worked with Miracle Babies previously in her capacity as the team leader of Paediatrics Occupational Therapy in the Neonatal Unit at Campbelltown Hospital and that the noted receipt of a letter of support from Campbelltown Hospital (South Western Sydney Local Health District) in relation to Miracle Babies Foundation's funding request for the NurtureTime program. The Committee determined that the declared interest did not constitute a material conflict of interest. MD remained present for the discussion but abstained from voting on the matter. The declaration and abstention were recorded for transparency purposes.
4	Previous Meeting Minutes and actions.
	Meeting minutes from the previous meeting held 16 November 2026 were accepted and moved by MD, seconded NJ.

	<p>Actions from last meeting minutes:</p> <p>Action: SM to provide CPP members with a status update of FY25 projects and any other projects currently open.</p> <p>Update: Email sent on 1 December 2026 with the requested information. The Community Partnership website was also updated and published on the Community Portal.</p> <p>Status: Closed.</p> <p>Action: SM to circulate DP’s draft Terms of Reference via email for consideration, with a view to endorsement at the next meeting.</p> <p>Update: MD advised that the Terms of Reference had been approved at the previous meeting. SM clarified that the action was to circulate the draft Terms of Reference for review and comment, with formal approval to occur at this meeting.</p> <p>The revised Terms of Reference were circulated in both draft (tracked changes/comments) and final versions. Following discussion, the Committee formally endorsed and approved the updated Terms of Reference, effective from the date of this meeting.</p> <p>Following approval of the updated Terms of Reference, SM will review and align all required actions to ensure consistency with the newly endorsed ToR and will advise the Board accordingly.</p> <p>Status: Closed</p> <p>Action: SM to advise the Appin Historical Society that the CPP has endorsed the application for \$15,000 to assist with the project.</p> <p>Update: SM formally notified the Appin Historical Society of the CPP’s endorsement of funding.</p> <p>Status: Closed.</p> <p>Action: SM to advise Youth Solutions that the CPP has endorsed the application for \$8,000 and request written clarification of the schools to be targeted within the CPP areas for inclusion in the funding agreement.</p> <p>Update: SM formally notified Youth Solutions of the CPP’s endorsement of funding and requested written confirmation of the schools to be targeted within the CPP areas for inclusion in the funding agreement.</p> <p>Status: Closed.</p> <p>Action: SM to advise St James Anglican Church Menangle that their application has been endorsed for \$4,640 to assist with the Menangle Carols on the Hill.</p> <p>Update: SM formally notified St James Anglican Church Menangle of the CPP’s endorsement of funding.</p> <p>Status: Closed.</p>
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4	<p>New Applications</p> <p>1. <u>Appin Men’s Shed</u></p> <p>The Committee considered an application from Appin Men’s Shed seeking \$50,000 towards a \$130,000 project to construct an extension to the existing shed facility.</p> <p>Members noted that the Development Application (DA) has been approved and that construction is anticipated to commence soon. The Committee acknowledged the important role of Appin Men’s Shed in supporting community wellbeing, particularly in promoting social connection and positive mental health outcomes within the local community.</p> <p>Following discussion, the application was not endorsed at this time. The Committee requested further information from the applicant, specifically:</p> <ul style="list-style-type: none"> • The current number of beneficiaries/members; • The number of individuals on the waiting list; and • The anticipated increase in membership capacity resulting from the proposed extension. <p>The application will be reconsidered upon receipt of the requested information.</p> <p>Action: SM to formally advise Appin Men’s Shed that the application was not endorsed at this stage and has been deferred to the next meeting pending receipt of the additional information requested by the Committee.</p> <p>2. <u>Miracle Babies Foundation</u></p> <p>The Committee considered an application from Miracle Babies Foundation seeking \$27,590 towards a total project cost of \$45,730 to deliver the <i>NurtureTime</i> Program at Campbelltown Hospital for 6 hours per week over a 12-month period.</p>
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	<p>Danielle Hodgson from the Foundation attended the meeting and delivered a 10-minute presentation outlining the project, its impact, and responded to questions from Committee members.</p> <p>SM advised that she had requested confirmation of the total project budget prior to the meeting and presented additional information to the Committee that was not included in the original application.</p> <p>Following discussion, the Committee resolved to endorse funding in the amount of \$25,000 towards the project.</p> <p>Action: SM to formally advise Miracle Babies Foundation of the Committee’s endorsement of \$25,000 towards the NurtureTime Program.</p> <p>3. <u>Appin P&C – Technology for Learning Initiative</u></p> <p>The Committee considered an application from Appin P&C for the <i>Technology for Learning Initiative</i>. The project will provide 12 secure charging stations, each capable of storing and charging up to 30 laptops, enabling consistent access to devices across classrooms.</p> <p>The total project cost is \$35,626.80, with a P&C contribution of \$14,844.50. Grant funding requested was \$20,782.30.</p> <p>Following discussion, the Committee endorsed the project in the amount of \$20,782.</p> <p>Action: SM to formally notify Appin P&C in writing of the Committee’s endorsement of \$20,782 towards the Technology for Learning Initiative.</p> <p>4. <u>Rotary Club of Picton Inc</u></p> <p>The Committee considered an application from the Rotary Club of Picton Inc seeking \$21,000 over three years (\$7,000 per annum for 2026, 2027 and 2028) for the UTTW programs. Wollondilly Shire Council has committed to an equal contribution, bringing the total project value to \$42,000.</p> <p>Members noted that the Rotary Club confirmed their willingness to focus on a structured 2026 program and submit separate applications for subsequent years should a three-year commitment not be supported at this stage. Following discussion, the Committee endorsed funding of \$7,000 towards the 2026 sponsorship activities only. The Committee encouraged the Foundation to submit a new application for consideration in the 2027 funding round, subject to demonstrated outcomes from the 2026 program.</p> <p>Action: SM to formally notify the Rotary Club of Picton Inc of the endorsement of \$7,000 for 2026 and advise that future years will require separate applications for consideration.</p>
5	General Business
	<p>The Committee noted that the opening of the Menangle Community Hall was previously advised for mid-2025, with a further grant approved in May 2025. However, the facility has not opened to date. SM provided a verbal status update as of December; however, the Committee requested that clarification on the current status of completion and anticipated opening be formally sought in writing.</p> <p>Action: SM to write to the Menangle Community Hall Committee requesting a written update on the status of completion and expected opening timeframe.</p>
6	Actions
	<ul style="list-style-type: none"> - SM to formally advise Appin Men’s Shed that the application was not endorsed at this stage and has been deferred to the next meeting pending receipt of the additional information requested by the Committee. - SM to formally advise Miracle Babies Foundation of the Committee’s endorsement of \$25,000 towards the <i>NurtureTime</i> Program. - SM to formally notify Appin P&C in writing of the Committee’s endorsement of \$20,782 towards the <i>Technology for Learning Initiative</i>. - SM to formally notify the Rotary Club of Picton Inc of the endorsement of \$7,000 for 2026 and advise that future years will require separate applications for consideration. - Action: SM to write to the Menangle Community Hall Committee requesting a written update on the status of completion and expected opening timeframe.
7	Close of Meeting
	Close of meeting at 7:20 pm.