

Gympie District Land Care Group

Acknowledgement

We acknowledge the traditional custodians of the land on which we meet, the Gabi Gabi people, and pay respect to elders past, present and emerging.

Meeting Identification	
Meeting Name	Date
Management Committee Meeting	18 May 2021
Attended	Apologies
MC Members Maree Gillott Barry Lambooy Mel Marx Alex van Beek Staff Lavina Shaw Yvonne Hennell Esther Attewell Andrew Mackenzie	MC Members Louise Watson Kane Dabbouss Russell Bennett Staff Members Tom Brook
Topics Covered	
Agenda	Chairperson
1. Attendees 2. Apologies 3. Endorsement of previous minutes 4. Business arising from previous minutes 5. Organisation planning cycle 6. Tracking of MC 2021 strategy plan 7. Correspondence 8. Treasurer's report 9. New member applications 10. Section reports 11. Sub-committee reports 12. General business 13. Upcoming activities 14. Next meeting	Maree Gillott
Agenda Topics/Action Items	Decision/Notes
Endorsement of minutes	Meeting opens: 9.08 am Previous meeting minutes – 20 April 2021 Minutes carried

	Moved: Mel Marx Seconded: Barry Lambooy																																																																
Business Arising from previous minutes	Refer to previous action items below for an update																																																																
Organisation Planning Cycle	Recommend that the organisation planning cycle be reviewed in the light of budgeting and grant changes																																																																
Tracking of the 2021 strategy plan	2021 strategy plan will be visible on the agenda document each month but will only be formally tracked and progress discussed once a quarter. Next review August 2021																																																																
Inward & Outward correspondence	<p>Inward Correspondence</p> <ul style="list-style-type: none"> ▪ None <p>Outward Correspondence</p> <ul style="list-style-type: none"> ▪ None 																																																																
Treasurer's report: April 2021 Financials	<p>Below the April 2021 Financials</p> <table border="1"> <thead> <tr> <th colspan="2">Operations for the Month</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th></th> <th></th> <th>\$</th> <th></th> <th>\$</th> <th>Variance</th> <th>\$</th> <th></th> </tr> </thead> <tbody> <tr> <td>Bio Control</td> <td>Excess</td> <td>1 495</td> <td>Budget</td> <td>(465)</td> <td>Positive</td> <td>1 960</td> <td></td> </tr> <tr> <td>E&C</td> <td>Excess</td> <td>416</td> <td>Budget</td> <td>7318</td> <td>Negative</td> <td>(6 902)</td> <td></td> </tr> <tr> <td>Retail</td> <td>Shortfall</td> <td>(2 826)</td> <td>Budget</td> <td>5127</td> <td>Negative</td> <td>(7 953)</td> <td></td> </tr> <tr> <td>Propagation</td> <td>Shortfall</td> <td>(3 017)</td> <td>Budget</td> <td>229</td> <td>Negative</td> <td>(3 247)</td> <td></td> </tr> <tr> <td>Group</td> <td>Shortfall</td> <td>(10 374)</td> <td>Budget</td> <td>(14 991)</td> <td>Positive</td> <td>4 617</td> <td></td> </tr> <tr> <td>Total</td> <td>Shortfall</td> <td>(14 306)</td> <td>Budget</td> <td>(2 781)</td> <td>Negative</td> <td>(11 525)</td> <td></td> </tr> </tbody> </table> <p>Cashflow</p> <p>In this month we had a negative cashflow of \$7 100. (This figure has not been adjusted for movements in grants and prepayments but does include adjustments for production into stock)</p> <p>Cash Balance</p> <p>The cash balance on 16 April 2021 was \$174 700. As the Cash balance is below \$160 000 (taking into account the grant liabilities) a number of measures per the Financial Strategy have been instituted to preserve the cashflow. Whether the Cash balance improves or not will depend upon the profit generated by the organisation.</p> <p>The balance above includes the ring fenced funds from Covid 19 grants. This is an amount of \$49 005</p> <p>Accounting Summary</p> <p>The stock of plants and trade items in retail are now on a perpetual inventory system. This will be accompanied by quarterly stock counts. There have been some shortages totaling about 1000 plants in April that are continuing to be investigated by Propagation. This is a normal part of the system bedding in. As the causes are eliminated the records and system becomes more accurate.</p>	Operations for the Month										\$		\$	Variance	\$		Bio Control	Excess	1 495	Budget	(465)	Positive	1 960		E&C	Excess	416	Budget	7318	Negative	(6 902)		Retail	Shortfall	(2 826)	Budget	5127	Negative	(7 953)		Propagation	Shortfall	(3 017)	Budget	229	Negative	(3 247)		Group	Shortfall	(10 374)	Budget	(14 991)	Positive	4 617		Total	Shortfall	(14 306)	Budget	(2 781)	Negative	(11 525)	
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	<p>Summary</p> <p>There is nothing that I am aware of in the accounting system that is of concern to the Management Committee other than the need to address the reduction of overheads to improve the ongoing cash position of the organisation.</p> <p>Barry Lambooy</p> <p>Acceptance of the treasurer's report (includes expenditure, Income Statement, Balance Sheet, Report of Actuals v Budget, Cashflow forecast and term deposit report)</p> <p>Move: Barry Lambooy Seconded: Maree Gillott</p>
Approval of 2 nd quarter budget	The management committee approved the 2 nd quarter budget. Move: Barry Lambooy Seconded: Maree Gillott
WH&S report	WH&S plan continues to track well. No risk areas identified
New member application	<p>New members accepted</p> <ul style="list-style-type: none"> ▪ Thea Speechley ▪ Janelle Wall ▪ Toni Walton ▪ Peter Taylor ▪ Cameron Watson ▪ Tracey Bolland ▪ Crystal Newman ▪ Asta Lloyd ▪ Helen Carter ▪ Karen Panetta ▪ Natalie Aston ▪ Shauna Lieschke ▪ Sharyn Snelson ▪ Stephanie Chadwick ▪ Catherine Donoghue ▪ Lynn Clayton <p>Moved: Mel Marx Seconded: Alex van Beek</p>
Section Reports: General Manager	<p>Good progress was made with grant applications. The Admin team has consistently managed to contain their expenditure through this period of tight finances. Levi was requested to look into who was commissioned to develop the wind farm out at Tin Can Bay and network with them to possibly do the rehabilitation work.</p> <p>Levi also presented a comprehensive marketing strategy, which was approved in principle. The marketing calendar can commence with social media and any free advertising until the finances are less tight.</p>
Section Reports: Bio-control	<p>Bio-control is being supported by Bill White a composting worm expert who has run commercial worm farms. He has generously given of his time to guide and improve the composting worm setup. Yvonne is learning a great deal from him and has requested a thank you letter be sent to him.</p> <p>Yvonne has also been approached by Victory College to setup a small bio-control facility as part of their curriculum. Yvonne will be training and supporting them. The Bio-control forum will be held in Brisbane this year on 25 August 2021</p>

Section Reports: Propagation	Propagation is progressing well and would be slowed down a little to accommodate for space and less wholesale plant sales. The team has also identified that there seems to be continued theft of soils and other things. Most important items have now been locked up and there is a continued search for a grant to fund security cameras on the premises.
Section Report: Retail	The crazy car park sale that took place in the month was very successful. With improved sales.
Section Reports: Environment & Conservation	No report provided
Sub-Committee Report: HR	Culture work is now on hold as there is currently a focus on other priorities. The MC are comfortable with the direction in which the culture is moving and will revisit the work in due course
General business: AGM preparation	The AGM minutes are complete and will be sent out to members
General business: MC meetings	The MC meetings will continue to be held on the 3 rd Tuesday of every month but the starting time is now 2 pm
General business: Junior Landcare	Mel & Maree are currently coordinating the junior landcare program developed by Rhiaan. It was decided to make an appeal for volunteers who could take over the coordination of the program. Mel & Maree will develop the program for quarter 4 with any volunteers
General business: Biodiversity & Koala Habitat Council Strategy Reference Group	Louise Watson's nomination was accepted by council and she will be representing Landcare on this committee
General business: Treasurer's position	Barry has indicated that he would be retiring from the board at the end of July. An appeal was made for a new treasurer with certain credentials. A candidate has applied and Barry will interview the prospective candidate and make a recommendation.
Upcoming Activities	<ul style="list-style-type: none"> ▪ Forest Gardening – 5th & 6th of June ▪ Holistic Management – 3rd & 4th of July
Meeting Closed	<ul style="list-style-type: none"> ▪ Meeting closed at 12:24 pm
Next MC Meeting	<ul style="list-style-type: none"> ▪ 15 June 2021

Previous Action Items					
Item	Date Raised	Responsible Person	Date Due	Comment	Status (Open, In Progress, Closed)
Organisation culture	21/2/20	Mel/Levi	TBA	This work will be postponed for a few months as there are other priorities	In Progress
Property assessment service value proposition	19/1/21	Levi, Tom, Maree	15/6/21	Review the value proposition of this service	In Progress
Indigenous statement	19/1/21	Esther	20/7/21	Prepare a statement for the MC to review and approve.	In Progress
BC use of the council facility at the	16/3/21	Yvonne	15/6/21	Yvonne to continue discussing possible solutions to enable	In Progress

end of the property				the council to free up the space	
Volunteer recognition	16/3/21	Levi, Andrew, Esther, Yvonne	18/5/21	Develop a volunteer recognition approach/strategy	Close
Trainee talent & further education	16/3/21	Levi	18/5/21	A trainee has been identified, discussions will be had with them to determine their passion & possible subsidies	Close
Retail town premises	16/3/21	Maree	18/5/21	Investigate other options such as land for tender	Close
Project ideas	16/3/21	Levi, Tom	18/5/21	Speak to the 'Greening Australia' contact that Maree has provided	Close
Project ideas	16/3/21	Levi, Tom	15/6/21	Continue working on the crowd funding project idea	In Progress
Connecting with PFSQ	20/4/21	Andrew	18/5/21	Andrew to connect with PFSQ around seed saving	Close
Marketing of the nursery	20/4/21	Levi	18/5/21	Strategy was developed & presented to the MC. Approval has been given to market the calendar	Close
Aquaculture	20/4/21	Maree, Yvonne	15/6/21	Discuss the application for aquaculture	In Progress
Grant for security cameras	20/4/21	Levi	15/6/21	Find a grant to fund the security cameras	In Progress
Strategy planning BMRG	20/4/21	Levi	15/6/21	Setup a date for a joint strategic planning session with BMRG	In Progress
Fodder trees	20/4/21	Andrew	15/6/21	Look into propagating fodder trees for farmers	In Progress
Fodder trees book	20/4/21	Mel	18/5/21	Mel to send Andrew the name of the fodder tree book	Closed
Marketing calendar	20/4/21	Maree	18/5/21	Develop a marketing calendar for the nursery	Closed
Blockies course	20/4/21	Mel, Maree	18/5/21	Take over the planning and implementation of the blockies course	Closed

Blockies course	20/4/21	Rhiaan, Levi	18/5/21	Provide Mel & Maree with a handover and briefing of the work that has already been done	Closed
Junior Landcare	20/4/21	MC	18/5/21	Develop a strategy to continue the running of junior landcare in the absence of a education coordinator	Closed
Other planned workshops	20/4/21	MC	18/5/21	Develop a caretaker plan for the other planned workshops in the absence of an education coordinator	Close
Holistic management workshop information	20/4/21	Levi, Rhiaan	22/4/21	Send Maree information to distribute at the beef liaison group	Close

New Action Items

Item	Date Raised	Responsibility	Date Due	Comment	Status (Open, In Progress, Closed)
Review the organisation planning cycle	18/5/21	Mel	20/7/21	Recommend that the organisation planning cycle be reviewed in the light of budgeting and grant changes	Open
Financials	18/5/21	Barry, Levi, Regula	15/6/21	Adjust the 'crazy carpark sale' to reflect the correct figures for propagation	Open
Wind Farm	18/5/21	Levi	15/6/21	Find out who will be developing the wind farm and start exploring possible ways of supporting this development	Open
Marketing Strategy	18/5/21	Levi	15/6/21	Commence with the role out of the marketing calendar on social	Open

				media & other free advertising	
Thank you letter: Bill White	18/5/21	Levi, Maree	15/6/21	Send a thank you letter to Bill from the president	Open
Minutes of AGM	18/5/21	Levi	15/6/21	Minutes to be sent out to members	Open
Junior Landcare	18/5/21	Levi	15/6/21	Make an appeal on social media for volunteers to coordinate junior landcare	Open
Junior Landcare	18/5/21	Maree, Mel	20/7/21	Develop a program for Quarter 4	Open
Treasurer's position	18/5/21	Barry	15/6/21	Barry to interview a prospective candidate for the role of treasurer	Open

These minutes will be considered accurate and complete if feedback is not received within 1 week of them being made available. They will then be ratified at the next MC meeting.



 President: Maree Gillott
 Date: 15/06/2021