Gympie District Land Care Group

MEETING IDENTIFICATION	
Meeting Name	**Date**
Management Committee Meeting	17 April 2020

ATTENDEES	
Attended	**Apologies**
MC Members Mel Marx Maree Gillott Barry Lambooy Louise Watson **Staff** Lavina Shaw Yvonne Hennell Tom Brookes (attended managers' reporting section) Lucas Reid (attended managers' reporting section) Susie Parsons (attended managers' reporting section)	**MC Members** Ernie Rider Antoinette Augustinus Karen Jarling

TOPICS COVERED

Agenda	Chairperson: Maree Gillott
1. Attendees 2. Apologies 3. Endorsement of Minutes of previous MC meeting 4. Business Arising from previous minutes 5. Organisation Planning Cycle	

6. Tracking of 2020 strategy plan - MC 7. Correspondence 8. Treasurer's report 9. New member applications 10. Section Reports 11. Sub-committee reports 12. General Business 13. Any Other Matters 14. Upcoming Activities 15. Next Meeting

Agenda Topic or Action Item	Decision/Note
Endorsement of minutes	Teleconference meeting opens: 9:08 am **Previous meeting minutes** Minutes carried Moved: Mel Seconded: Louise **Special Meeting COVID-19 minutes** Minutes carried Moved: Mel Seconded: Louise
Business Arising from previous minutes	Refer to previous action items below for an update
Organisation Planning Cycle	Activities are behind schedule will catch-up in the next month. AGM is currently on hold and will be rescheduled when the ban on social gatherings is lifted
Tracking of the 2020 strategy plan - MC	The organization culture work scheduled will be on hold until further notice.
Inward & Outward correspondence	**Inward Correspondence** Letter received from the Office of Fair Trading giving time extension to all not-for-profit companies for their AGM **Outward Correspondence** None
Treasurer's report	**Comments on March 2020 results** **Operations for the month** **Biocontrol** Excess $3 560 Budget ($1346) Over budget $4 906 Plentiful supply of insects and catching up on orders

	CLS Excess $1 118 Budget ($820) Over budget $1 938 Increased Turnover **Nursery** Excess $3 139 Budget $10 120 Under budget $6 981 Sales starting to reduce **Group** Shortfall ($10 767) Budget ($11 596) Over budget $830 Due mainly to Sundry income **Total** Shortfall ($2 950) Budget ($3 642) Over budget $692 **Cashflow** This was $8 700 before allowing for Grant and Prepayment movement. The intention is to include this in future months. **Accounting summary** The administration is continuing to work towards the introduction of better stock and production control with the reorganisation of the nursery and ultimately the introduction of bar coding. **Aspects for consideration with regard to the COVID 19 virus** At all times it will be necessary to keep in mind the Cashflow while making decisions. If at all possible we should keep all departments open. They are the cash generators to keep on paying staff. At this point in time GDLG does not qualify for the Jobkeeper support from the Federal Government. Should the situation change to make us eligible we would register immediately. The present cash balance is $167 000, after receiving the second tranche of grants from the Gympie Regional Council so there are no immediate concerns. The administration watches this on an ongoing basis. **Summary** The continuing situation with Covid 19 dominates the organisation at present and will continue to do so over the next few months. However at this point GDLG is well positioned. I undertake to alert the committee as soon as I am aware of a changing situation that needs attending to. Move: Barry Seconded: Maree – carried
WH&S report	WH&S activities plan is on track.
New member application	• Eileen Hauber New member accepted Moved: Mel Seconded: Barry - carried
Section Reports: Admin	Admin plan on track.
Section Reports: Bio-control	Bio-control continues to power ahead with a lot of sales and releases

Section Report: Nursery	Restructure is complete, new staff are in place and work has commenced to improve propagation and retail
Section Reports: CLS	All projects are on track. Some concern was raised with regard to the lack of maintenance of the equipment this has resulted in a lot of time spent in the field trying to repair machinery. Tom will develop a more rigorous maintenance schedule, retire old equipment and purchase reliable new machinery
Sub-Committee Report: HR	Culture work has been put on hold for a short period
General business: Honour board	Refer to the discussion on this topic in the previous business section
General business: New grants	The treasurer asked if the nursery was able to produce the amount of tress required for these new projects. Levi responded that the propagation area to date was able to more than provide for the projects and she cannot see that changing
General business: Nursery Retail Plants	At this time there is an opportunity to sell vegetable seedlings in the nursery enabling our customers to not only get their native plants from the nursery but vegetable seedlings and possibly fruit trees as well. In January 2020, it was agreed that the focus in the nursery would be on local native plants. The MC was open to a proposal being presented by the team with regard to amending the nursery focus slightly to include other plant types. The team to make a proposal to the MC at the next meeting or via email.
General business: Software	Levi is currently looking into HR management software, which will support the time sheeting system and a project management software that would support Tom with project scheduling.
Upcoming Activities	All events are on hold at this time
Meeting Closed	The teleconference meeting closed at 11:06 am
Next MC Meeting	14 May 2020

PREVIOUS ACTION ITEMS

Item	Date Raised	Responsibility	Date Due	Comment	Status (Open, In Progress, Closed)
Investigate the 'Trees for life' propagation model	3/8/19	Lucas	TBA	Lucas to look into this as a possible strategy for propagation. Mel recommended he talk to Dennis Hayles	Open
Preferred Suppliers List for Council	16/8/19	Tom	17/4/20	Levi & Tom to drive this item.	Closed

Recommendation on water security	27/9/19	Levi/Lucas/Susie	19/6/20	Document presented at the 20/3/20 meeting requires work to clarify the recommendation. Levi, Lucas & Susie to review and present proposals to the MC	In Progress
Nursery opening & closing checklist	15/11/19	Lucas	17/4/20	This item is an operational activity which will be managed by the relevant team members	Closed
Write a letter to Main Roads relating to offset project 6 mile creek	15/11/19	Maree	14/5/20	Maree to write & send the letter to the relevant parties	In Progress
Seed collection PFSQ	17/1/20	Lucas	17/4/20	Ensure that seed collection is scheduled with PFSQ	Closed
Key performance indicators & staff development plans	17/1/20	Levi/Mel	14/5/20	Develop clear performance indicators & development plan for each staff member. Develop performance indicators for the MC	Open
Regenerative agriculture advisory board	17/1/20	Mel	19/6/20	Members identified. Mel to contact them followed up by a letter from the president. Plan to have the first meeting in July 2020. Confirmed members are: Jason Virtue, Karen & Warren Jarling. On hold	In progress
Summary of the IPCC report	21/2/20	Maree	19/6/20	This item was identified in the 2019 planning session.	Open
Organisation culture	21/2/20	Mel/Levi	TBA	First session will aim to identify the current organization culture. Mel/Levi to facilitate this session – currently on hold	Open
Honours board	21/2/20	Levi	14/5/20	It was agreed to fund raise for this with a raffle. Discussion was also had around finding a slab of hardwood that could be used for this purpose. Yvonne to check with her contact with regard to a hardwood slab	In Progress
Large map with pins identifying where work is being done	21/2/20	Levi	17/4/20	It was agreed to look at a electronic option	Closed
Fire department to attend and assess the emergency evacuation requirements	20/3/20	Levi	14/5/20	Levi to contact the fire department to do an assessment & give advice using the agreed building category	Open
Split the nursery budget	20/3/20	Levi/Regula	14/5/20	Levi to work with Regula to split the nursery budget to take cognizance of the restructure and 2 new roles in the nursery	Open
WH&S plan	20/3/20	Levi	17/4/20	Update the activities with the relevant new staff members responsible	Closed

Office of Fair Trade – AGM postponement	20/3/20	Levi		Contact the Office Of Fair Trade about the AGM postponement. It is not safe for people to gather and given the age profile of some of our members they would find teleconferencing difficult.	Closed
Review admin work for the CLS team	20/3/20	Levi/Tom	17/4/20	Review the current CLS admin tasks and try and find efficiencies and only the essential admin required	Closed
Decision making matrix	20/3/20	Mel	17/4/20	Update the decision making matrix with the agreements in agenda item General Business: Decision Matrix	Closed
Actions from March special meeting – COVID-19					
Risk Matrix Action Items	16/03/20	All Managers	Ongoing	All managers to try and stock up on consumables	Closed
Risk Matrix Action Items	16/03/20	All Managers	Ongoing	Reduce spending in each department	Closed
Risk Matrix Action Items	16/03/20	Lavina	14/5/20	Lavina to contact Council regarding possible grant extensions and any deliverable issues. Email sent awaiting a reply	In Progress
Risk Matrix Action Items	16/03/20	Lavina, Regula, Barry	14/5/20	Financials will now be reviewed every 2 weeks as work is continuing. Don't qualify for financial assistance from the government at this time	In Progress
Risk Matrix Action Items	16/03/20	Lavina	ASAP	Policy and procedure regarding payments to casuals during quarantine or shut down.	Closed
Risk Matrix Action Items	16/03/20	Yvonne, Lucas	ASAP	Training of Lucas in Bio-control required in case of shutdown.	Closed
Risk Matrix Action Items	16/03/20	Lucas, Lavina	ASAP	Produce a policy and procedure regarding Lucas continuing production at home. Create a roster for staff attending nursery during shutdown.	Closed
Risk Matrix Action Items	16/03/20	Lavina	Ongoing	Continue to source hand sanitisers and ingredients to make our own. Lavina to contact wholesalers.	Closed
Action Plan Items	16/03/20	Lavina	17/03/20	Media/Public Statements regarding COVID-19 are to be emailed by Lavina to all volunteers, staff and members. Hard copy letters also to be sent out for those without email. Website and Facebook to also be updated with public statement.	Closed

Action Plan Items	16/03/20	Lavina	ASAP	Ensure all staff are set up to have teleconferences when required.	Closed
Action Plan Items	16/03/20	All Managers	ASAP	Meetings with all staff & volunteers to discuss the safe practices required (appropriate distance, wipe down of retail nursery & propagation area regularly, face masks where appropriate, stay at home if ill, let the manager know if they feel ill etc)	Closed
Action Plan Items	16/03/20	Lavina	ASAP	Put together an emergency communication plan for staff and volunteers. Bulk texting was suggested and agreed.	Closed
Action Plan Items	16/03/20	Rhiaan	ASAP	Cancel and postpone all GDLG events and update media.	Closed

NEW ACTION ITEMS

Item	Date Raised	Responsibility	Date Due	Comment	Status (Open, In Progress, Closed)
Honour board raffle	17/4/20	Levi	14/5/20	Levi's team to launch a raffle to fund the honour board. This action is not critical so only progress needs to be reported at the next month	Open
Honour board – hardwood slab	17/4/20	Levi/Yvonne	14/5/20	Use contacts to try and source a slab of hardwood for the honour boards. This action is not critical so only progress needs to be reported at the next month	Open
Staff nurseries and purchase policy	17/4/20	Levi	14/5/20	Some staff have their own home nurseries and they can provide plants to Landcare that Landcare is unable to provide themselves. This policy will regulate this transaction to ensure good governance and accountability around this process	Open
AGM audit report	17/4/20	Levi	19/6/20	Source quotes for auditors for the next AGM	Open
Nursery plant focus amendment	17/4/20	Levi/Lucas/Susie	14/5/20	The team to develop a proposal to the MC with regard to the selling of vegetable seedlings and possibly fruit trees	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.

Maree Gillott – President

Date