

Gympie District Land Care Group

MEETING IDENTIFICATION	
Meeting Name	Date
Management Committee Meeting	17 January 2020

ATTENDEES	
Attended	Apologies
MC Members Mel Marx Maree Gillott Antoinette Augustinus Barry Lambooy Ernie Rider (arrived late) Staff Lavina Shaw Yvonne Hennell Carl Schefe Shane Litherland	

TOPICS COVERED	
Agenda	Chairperson: Maree Gillott
<ol style="list-style-type: none">1. Attendees2. Apologies3. Endorsement of Minutes of the November 2019 MC meeting4. Business Arising from previous minutes5. Organisation Planning Cycle6. Tracking of 2020 strategy plan - MC7. Correspondence	

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<ul style="list-style-type: none"> 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	<p>Meeting opens: 9:03 am</p> <p>Minutes carried</p> <p>Moved: Antoinnette Seconded: Barry</p>
Business Arising from previous minutes	Refer to previous action items below for an update
Public Fund Trustee Meeting	Maree met with the current trustees of the public fund. Minutes will be made available in due course
Organisation Planning Cycle	February will focus on finalising the new budget & creating clarity around performance expectations for all staff and MC for 2020
Tracking of the 2020 strategy plan - MC	The next meeting will focus on allocating dates and responsible people to each of the activities in the strategy plan
Inward correspondence: Michelle Daly	<p>On the strength of an email from Michelle Daly (member) the point in the previous minutes regarding the nursery focus has been rewritten as follows:</p> <p>The Gympie Landcare nursery specialises in regional native plants. Non-regional native plants and then non-native plant species will be considered in the case of regeneration of land where a suitable local native species cannot be found.</p> <p>Before introducing a non-regional or non-native plant research will be done to ensure that it is not weedy or invasive, clearly understanding the long-term effects of the non-regional or non-native species on the environment.</p> <p>The nursery shop will stock vegetable and cover crop seeds. In an attempt to support backyard and other gardeners the nursery team will endeavour to create partnerships with stockists of fruit trees and vegetable seedlings that will give members discount if purchases are made at those providers. The nursery will continue to consider climate change and the adding of species from other regions as the climate changes in our region</p> <p>The organisation as a whole will focus on changing the mindset of people particularly with regard to regenerative land management practices.</p>
Inward correspondence: Nomination for Australia Day	Gympie Landcare has been nominated for an award in the community event category for our Landcare festival and the way we brought the community together at this event. Maree will be

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Award	representing us at the function on Australia Day
Outward correspondence	The president (Maree) penned a letter to PFSQ requesting a partnership between Landcare & PFSQ in the collection of viable seeds for the nursery. They indicated to Maree that they would be glad to support the collection of seeds.
Treasurer's report	<p>November Approval Move: Barry Seconded: Antoinette - Carried</p> <p>December Approval Move: Barry Seconded: Karen – Carried</p> <p>Comments on December 2019 results Biocontrol: Excess of \$1,589 against budget of \$1,859. Under budget by \$270. Good results considering the heat. CLS: Loss of \$5,589 against budgeted surplus of \$7,738. Under budget by \$13, 247. Poor result due to heat, draught and not shedding wages fast enough. Nursery: Loss of \$6,930 against budgeted surplus of \$4,805. Under budget by \$11,735. Poor result due to drought affecting the turnover and poor expense control. Group: Expenses of \$11,437 against budget of \$10,962. Over budget by \$475. Good expense control. Overall loss of \$22,286 against a budgeted surplus of \$4,430. As a Group we need to react to a perceived downturn more timeously and more direct control of expenses especially wage costs.</p> <p>Suggest that as a temporary measure, the GM authorises all expenditure until the situation eases. Suggestion was approved by the committee Move: Barry Seconded: Maree - carried</p>
2020 Budget	<p>The treasurer presented the 2020 budget. Below the discussion notes</p> <p>Overview</p> <ul style="list-style-type: none"> • The budget management process for 2020 is going to be difficult. • We are in the middle of a dry period that has to colour our thinking. • Assume reasonable rainfall of say 200mm for January, February and March. If we don't get it we will have to go into survival mode and redo the figures for a survival budget. • Because of the above factors we will need to budget accurately and perform to budget. We are unlikely to get a budget approved that includes additional staff in any particular department. • Remember too, that the trading departments have to generate cash for the admin and marketing function so to break even in a department budget is not an option. Each department will need to make a surplus. <p>The MC & Staff also discussed some tactics to improve income. Pricing was discussed and it was agreed to increase the prices of the following:</p>

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	<p>Retail Nursery – plants will now be priced as follows</p> <ul style="list-style-type: none"> • Tubestock - \$1.90 • Mid-range pots - \$8.50 • Large pots - \$15.50 • Large bags - \$99 <p>Bio-control – insect prices will be increased by 20%</p> <p>CLS service price will remain the same</p> <p>Workshops – workshop pricing will depend on how much the presenters' cost. Pricing will ensure that there is a large difference between member and non-member pricing to encourage people to become members</p> <p>The price increases were accepted by the MC</p> <p>Move: Mel Seconded: Barry – carried</p> <p>It was agreed to review and/or re-budget every quarter given the unpredictability of the current operating environment.</p> <p>The budget was approved by the MC, this included the approval of the restructure of the nursery that was discussed in the confidential section.</p> <p>Move: Barry Seconded: Maree - carried</p>
Salary sacrifice	<p>The taxation office has changed the rules around fringe benefits tax which is what salary sacrificing is seen as for tax purposes. These changes will not give the staff any advantage from a tax perspective and will cost Landcare more in the form of tax payments. Thus the MC have agreed not to commence with salary sacrificing for staff. Levi will inform the staff of this decision</p>
WH&S report	<p>The WH&S report reflected good progress being made towards the completion of activities identified for safety improvements. The majority of the activities are on track</p>
New member application	<ul style="list-style-type: none"> ▪ Ashlee Humphry ▪ Jannette Parke ▪ Holly Pearce ▪ Rebecca Jamieson ▪ Carol Leighton ▪ Patricia O'Brien-Price ▪ Nicola Rhind & Simon Glover ▪ Shona Sengstock ▪ Alana Ebert ▪ Andrea Rudd ▪ Ash Broadfoot ▪ Lorna Betts-Bailey ▪ Paula Cahill ▪ Caron Cherry

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	<ul style="list-style-type: none"> ▪ Sally Chudleigh ▪ Diana Robertson <p>New members accepted Moved: Mel Seconded: Antoinette</p>
Section Reports: Admin	The MC congratulated Levi on the work that is being done on Junior Landcare.
Section Reports: Bio-control	No items of concern in report
Section Report: Nursery	Shane is currently working to improve the nursery irrigation system. Advise is being sort and quotes sourced.
Section Reports: CLS	<p>Carl raised his concern around the dry period and indicated that work might not be fully on stream until April. He identified the following risks:</p> <ul style="list-style-type: none"> ▪ Staff loss ▪ Not meeting deadlines ▪ Project failures <p>The MC requested that these risks be managed very closely in the next few months</p>
Sub-Committee Report: HR	Was discussed in the confidential section
General business: Proposal: advisory board	<p>Mel proposed bringing together a regenerative agriculture advisory board that can advise the MC on how to better support the farmers with regenerative agricultural practices. This board will comprise of farmers who are already involved in regenerative agriculture. The intention is to meet twice a year. The MC, who requested Mel to identify who should be on this board and then invite them to join, supported the proposal. Once the members have been invited a date will be set for the first meeting.</p> <p>Move: Mel Seconded: Karen - carried</p>
General business: Members meeting – Dates & Frequency	The MC will host 2 members meetings this year. Levi to propose some dates
General business: AGM date	The date for the AGM is set for 19 April 2020 @ 9 am
General business: Levi leave arrangements	Levi will advise the MC on what the management arrangements will be during her short leave period
General business: Policies & procedures	<p>The following policies & procedures were approved</p> <ul style="list-style-type: none"> ▪ Customer Service policy & procedure ▪ Employee Information Sheet ▪ General Statement of policy – WH&S ▪ Purchase order & tenders ▪ Quoting policy ▪ Volunteer Information sheet

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	Move: Mel Seconded: Barry - carried
Upcoming Activities	<ul style="list-style-type: none"> ▪ 06/02/2020 – Junior Landcare kicks off ▪ 15/02/2020 – Cat's Claw Creeper Removal and Basket Making Workshop ▪ 22/02/2020 – Bee Keeping and Pollination Workshop
Meeting Closed	The meeting closed at 13:32
Next MC Meeting	21 February 2020

PREVIOUS ACTION ITEMS					
Item	Date Raised	Responsibility	Date Due	Comment	Status (Open, In Progress, Closed)
Nursery priorities & targets made visible in nursery	19/7/19	Shane	17/1/20	The listing of daily activities & targets has started. This will be monitored by Barry	Closed
Investigate the 'Trees for life' propagation model	3/8/19	Shane	20/3/20	Feedback will be given at the next member meeting	Open
Setup a seed collection workshop	3/8/19	Levi, Shane	21/2/20	Feedback will be given at the next member meeting	In Progress
Preferred Suppliers List for Council	16/8/19	Carl	21/2/20	CLS will also try and get onto the councils preferred suppliers list. Carl to apply when applications are open again	In Progress
Safety Statement	16/8/19	Maree	17/1/20	Maree reworded the safety statement and it was accepted by the MC	Closed
Recommendation on water security	27/9/19	Shane	21/1/20	Shane to present a recommendation on water security at the next MC meeting	In Progress
Public Fund Review	18/10/19	Maree	17/1/20	Meet with the Trustees of the public fund	Closed
Develop a production schedule	18/10/19	Carl	30/11/19	Carl to develop a production schedule that includes species, amount per species, date required. The schedule should include the best guess even if the grant has not been approved yet. The schedule to be placed on Sharepoint and a copy sent to Maree	Close
WH&S Report	18/10/19	Levi	17/1/20	Ensure each activity in the WH&S report has a person allocated to it and a deadline date	Close
List of recommended clothing & footwear for the nursery & bio-control	15/11/19	Levi	17/1/20	Levi to put up a list of recommended clothing & footwear in the nursery area	Close

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Signage containers for change	15/11/19	Levi	22/11/19	Ensure signage at the containers for change area requesting people to wear shoes and supervise their children	Close
Develop a mentoring plan for Jordan	15/11/19	Levi/Shane	17/1/20	Levi and Shane to develop a mentoring and knowledge transfer plan for Jordan	Close
Nursery opening & closing checklist	15/11/19	Shane	21/1/20	Shane to develop a detailed opening and closing checklist for the nursery	Open
Tighten up membership application procedure in the nursery	15/11/19	Levi/Shane/Jordan	22/11/19	Review the member application procedure and implement a electronic solution	Close
Dam extension	15/11/19	Shane/Carl	30/11/19	Completed	Closed
Dam extension	15/11/19	Levi	December 19	Completed	Close
Write a letter to Main Roads relating to offset project 6 mile creek	15/11/19	Maree/Carl	21/1/20	Carl to provide Maree with the information for the letter. Maree to write & send the letter to the relevant parties	Open
Junior Landcare	15/11/19	Levi/Rhiaa	17/1/19	Develop a safety plan for the program & look into getting sponsorships for the program	Close
Minutes for member meeting on 27/11/19	15/11/19	Antoinette	27/11/19	Antoinette to do minutes of the member meeting	Closed
Staff Handbook	15/11/19	Levi	17/1/19	Revise the staff handbook as discussed	Closed
Answering of phones & checking message bank	15/11/19	Shane	22/11/19	Ensure that the answering of calls and checking of the message bank is listed in Jordan's daily checklist	Closed

New Action Items					
Item	Date Raised	Responsibility	Date Due	Comment	Status (Open, In Progress, Closed)
Seed collection PFSQ	17/1/20	Levi	21/2/20	Ensure that seed collection is scheduled with PFSQ	Open
BOM weather prediction	17/1/20	Levi	21/2/20	Make available the quarterly weather prediction information from BOM	Open
Salary sacrifice	17/1/20	Levi	21/2/20	Inform the staff that salary sacrificing will not be a option for the staff as it will be additional costs for Landcare and no benefit to employees	Open
Price increase – Nursery - retail	17/1/20	Shane	20/1/20	Shane to increase retail plant prices. New prices effective from 20/1/20	Open

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Price increase – Bio-control	17/1/20	Yvonne	20/1/20	Yvonne to give her big customers a curtsey call with regard to the price increase. People currently on the waiting list will still be charged the old price. Increase effective from 20/1/20	Open
Key performance indicators & staff development plans	17/1/20	Levi/Mel	21/2/20	Develop clear performance indicators & development plan for each staff member. Develop performance indicators for the MC	Open
Salary Sacrifice	17/1/20	Levi	21/2/20	Inform all staff that salary sacrificing will not be an employment option given the cost to the organisation	Open
Regenerative agriculture advisory board	17/1/20	Mel	21/3/20	Mel to identify possible members and invite them to sit on the advisory board	Open
Members meetings	17/1/20	Levi	21/2/20	Propose some dates	Open
Levi leave arrangements	17/1/20	Levi	20/1/20	Advise on what the management arrangements are during her absence	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.