

Gympie District Land Care Group

MEETING IDENTIFICATION

Meeting Name	Date
Management Committee Meeting	19 July 2019

ATTENDEES

Attended	Apologies
MC Members Mel Marx Maree Gillott Karen Jarling Ernie Rider Antoinette Augustinus Staff Lavina Shaw Carl Schefe Shane Litherland Lucas Reid (For OH&S discussion) Members None	MC Members Lou Watson Suzanne Lanham (on leave) Barry Lambooy (on leave) Staff Yvonne Hennell (on leave)

TOPICS COVERED

Agenda	Chair Person: Maree Gillott
<ol style="list-style-type: none">1. Attendees2. Apologies3. Endorsement of Minutes of MC meeting 21 June 20194. Business Arising from previous minutes5. Correspondence6. Treasurer's report7. New member applications	

GDLG MANAGEMENT COMMITTEE MEETING MINUTES

- 8. Section Reports
- 9. Sub-committee reports
- 10. General Business
- 11. Any Other Matters
- 12. Upcoming Activities
- 13. Next Meeting
- 14. Agenda for Confidential Staff Matters

Agenda Topic or Action Item	Decision/Note
Endorsement of Minutes of MC meeting 21 June 2019	Minutes were carried Moved: Mel Seconded: Antoinette
Business Arising from previous minutes	Refer to previous action items for a update
Correspondence in	As advised by the Office of Fair Trading we need to revise our petty cash amount - \$100 as per legislation
Treasurer's report – June figures	<p>Barry is currently on leave Mel delivered the treasurer's report</p> <ul style="list-style-type: none"> • Administration & Bio-control have come in under budget with regard to expenditure by \$4,000. Bio-control's budget is well on track • Nursery has broken even - \$28 (need to improve sales) – the projected budget amount was \$7,489, thus the nursery has not met its target budget • CLS \$15,000 under budget. The reasons for this are: <ul style="list-style-type: none"> – Weather – OHS work done by the team – 3 days not reflecting in the figures due to the Reckon (account system changeover) – Landcare site work that was done – Previous inaccurate budgeting • Carl has been asked to work at keeping his labour costs at 70% of his income and keep an eye on his income & expenditure. • Over the last 5 months we have run at a <u>loss of \$8,010 (Reserves), no real concerns at this stage</u> • I suggest that we try and curb expenditure and give Carl and opportunity to catch-up with his work and subsequent income <p>Moved: Mel Seconded: Antoinette June financial report carried</p>
Treasurer's report – Revised budget	<p>Barry is currently on leave Mel delivered the revised budget report</p> <ul style="list-style-type: none"> • Some things to note <ul style="list-style-type: none"> – Building for the future requires capital & resource expenditure – We have not focused enough on maintenance particularly in the nursery to keep pace with CLS

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	<p>growth & demands on the nursery</p> <ul style="list-style-type: none"> - We are deferring some of the required nursery & admin capital expenditure for next year <ul style="list-style-type: none"> • Profit & Loss <ul style="list-style-type: none"> - Projected loss of \$52,507 for the year • Capital Expenditure <ul style="list-style-type: none"> - Projected \$57,267 • Reserves <ul style="list-style-type: none"> - Current reserves are at \$194,000 - With the projected loss & capital expenditure we would absorb \$109,774 which leaves us with reserves of \$84,226 • Things that will improve our financial position <ul style="list-style-type: none"> - Ensuring we receive grants - Increased workshop income - Increase nursery income - Defer some of the planned capital expenditure until we secure the grants <p style="margin-left: 40px;">Propose that we defer the capital expenditure of buying an additional ute for bio-control and nursery. The saving would be \$15,000.</p> <p>The proposal was accepted, and it was agreed to give the Ford Courier to the nursery and bio-control for their use. If CLS is required to use it they will organise it with the nursery & bio-control.</p> <p>The revised budget was accepted and carried Moved: Mel Seconded: Karen</p>
New Member Application	<ul style="list-style-type: none"> ▪ Brad Patten ▪ Cathy Smith ▪ Peter Mesketh ▪ Nadine Rowley ▪ Mark Davies ▪ Martin Keenan ▪ Mick Chapman ▪ Les & Trudi Dyer ▪ Graeme Elphinstone <p>New members accepted Moved: Maree Seconded: Karen</p>
Section Reports – Bio-Control	No report – Yvonne currently on leave
Section Reports - Administration	<p>STEAM festival – 14, 15 August</p> <p>It was agreed that Ernie would liaise, organize and run with the preparation and attendance of this event. This includes the finding of volunteers to assist. Karen Jarling indicated that she would assist on the Wednesday.</p>
Section Reports - CLS	OH&S

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	<p>CLS – CLS is now compliant except for a few noticeboards and signs Nursery – the nursery required a detailed audit some things already identified are: safe work method statements, ensuring chemicals are safely stored. Lucas to do a audit. It was agreed to get the volunteers to assist to put safe work method statements together for the nursery, this way they will get input into the processes & procedures Office – Lucas to do an audit Lucas will consult with safe work Australia when he has all the information together. In general, the MC requested that Lucas make recommendations that take in to account the difference in the work areas and that the recommendations are sensible and practical. The MC is to review the policy statement proposed by CLS and approve it at the next meeting. Lucas requested that an OH&S sub-committee be established. The MC felt that this was an important issue that required the full attention of the MC and thus this will be a standing agenda item at each MC meeting.</p>
Section Report - Nursery	Details in agenda item 'general business'
Sub-committee – Human Resources	<p>Activities for June/July</p> <ul style="list-style-type: none"> • New awards have been implemented from 1 July 2019 – minimum wage levels have been adjusted • Tony retired • Shane’s new contract includes working on Saturday, his working days are Tuesday to Saturday • Maree to takeover Carl’s coaching from Mel • Managers’ have attended manager training • Carl’s has had a performance discussion as requested by him. The other managers to follow <p>Some feedback from Carl from his performance discussion</p> <ul style="list-style-type: none"> • OHS needs to be embraced by the entire organization not only CLS • Carl suggested we reflect on any grants that were not awarded to Gympie Landcare. This will help us improve our grant process • With regard to community involvement he believes we have some work to do to create opportunities and improve our reputation • Carl requested an office where he can be apart from his team to do some work <p>The managers will look into transforming the small boardroom into a shared office for Yvonne, Shane & Carl</p> <p>First Aid Allowance</p> <p>A qualified first aider should be rostered on for every CLS team that is out in the field. The Landcare site will also have 1 person rostered on every day. The people who are rostered on as first aiders will receive the first aid allowance. Carl & Levi will develop a first aider roster & ensure that all first aid certificates are current</p> <p>Moved: Mel Seconded: Karen – Carried</p>
General Business – next member meeting	Reminder to the MC that the next member meeting is on 3 August @ 9 am. Mel to send out a revised agenda including OH&S and the revised constitution as matters to be discussed

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General Business – update of constitution	The Office Of Fair Trade has advised that as per the regulations the organization cannot have more than \$100 as a petty cash limit thus the constitution would need to be revised and voted on at the next member meeting.
General Business – email etiquette	Mel requested that the MC indicate receipt of emails and respond when requested to do so quicker as this is how the MC communicate in the month between meetings and some decisions cannot wait a month. It was agreed to try and read emails at least every second day and respond as required. To aid this process the following will be used in the subject line of the email: FYI – this does not require a response and Decision – which requires a response
General Business – email nursery	<p>Carl raised some concerns with regard to the nursery and its ability to stay abreast of CLS's growth these concerns were addressed at the meeting:</p> <ul style="list-style-type: none"> • Stock Shortage – 4900 – currently buying in species to support CLS work • Species being propagated (not suitable for CLS) – this has now been corrected by Shane & Carl. Ernie raised the fact that seed collection requires a level of skill and that some attention must be paid to this. Karen suggested we develop a reward system for seed collection; she will come up with some ideas. • No formalised systems – work is required to formalize systems to enable volunteers to support the requirements in the nursery. The MC has requested Shane to list the priorities for the nursery and set targets for propagation that must be made visible for all volunteers to see. • Facility repair – The nursery requires some redesign. The priority at present is the retail space that must be up and running by the Landcare festival date in September. As previously noted OH&S compliance will also require some focus • Lack of skill – some thought is required to ensure upskilling of volunteers in the nursery <p>Two of the MC members have volunteered to work in the nursery on a Tuesday (Mel & Antoinette) to support Shane. The nursery requires some additional clean up and it was agreed to setup 2 working bees on 27/7/19 & 3/8/19</p>
Meeting close	The meeting closed at 12:25 pm
Next Meeting	16 August 2019

PREVIOUS ACTION ITEMS					
Item	Date Raised	Responsibility	Date Due	Comment	Status (Open, In Progress, Closed)
CLS Scheduling Program review	17/5/19	Carl, Barry, Mel	October	Will only be looked at in October when Barry is back	Open
Buying or growing plants for CLS	21/6/19	Shane	19/7/19	Shane to ensure that this procedure is put on the list of procedures to develop	Closed

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Review of Nursery and Bio-Control phone service	17/5/19	Levi/Shane	16/8/19	Levi to look into the nursery phone going into message bank if not answered. Shane to develop a procedure to be developed to ensure message bank is checked and the customer responded to.	In Progress
Retail area preparation for Festival	17/5/19	Carl	29/7/19	Carl to move his equipment. Follow-up on electrical work or get another contractor (Next Gen electrical – Mark)	In Progress
Retail area preparation for Festival	17/5/19	Shane	16/8/19	Shane to develop a retail space design. Some detail still required completing.	In Progress
Plant orders not collected on time	17/5/19	Shane/Carl	19/7/19	Shane to ensure that this procedure is put on the list of procedures to develop	Closed
Work ute for Bio-Control	17/5/19	Maree/Yvonne	19/7/19	Maree & Yvonne to continue the search for an appropriate vehicle. Decision made to give the Ford Courier to Bio-control & nursery for their use and not to purchase another vehicle. Carl to organise with Shane and Yvonne if he needs the vehicle	Closed
OH&S Compliance contract to be expanded	17/5/19	Carl/Lucas	16/8/19	Carl to ensure that this work is progressing appropriately	In Progress
Volunteer for CLS plant stock	21/6/19	Shane	19/7/19	Shane to ensure that this procedure is put on the list of procedures to develop	Closed
SharePoint training	17/5/19	Levi	28/6/19	Levi to provide the MC with a training date	Closed
“2040” filming	21/6/19	Karen/Levi	28/6/19	Levi to setup a Facebook event for the film Karen to provide Levi with the marketing material to distribute from the Admin email	Closed
“2040” filming - volunteers	21/6/19	Levi	15/7/19	Levi to communicate the subsidised ticket offer to volunteers & work out a process of booking the required tickets. Tickets to be purchased by 15/7/19	Closed
Correspondence: Incoming - Email from Sandra Patard	21/6/19	Mel	28/6/19	Secretary to send a reply email	Closed
Correspondence: Incoming - Fauna Movement and Road Ecology	17/5/19	Carl	28/6/19	Carl to respond	Closed
Treasurer’s report - budget	21/6/19	Carl	23/6/19	Carl to provide Barry with a revised budget	Closed
Treasurer’s report - budget	21/6/19	Barry	12/7/19	Send out new budget to the MC	Closed

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Nursery Strategy	21/6/19	Shane	19/7/19	Shane to include OH&S in the nursery strategy	Closed
Bio-control	21/6/19	Yvonne	16/8/19	Get more clarity with regard to data privacy with regard the request for data on insect release sites Yvonne on leave will hold over until next meeting	In Progress
Bio-control	21/6/19	Levi	16/8/19	Levi to allocate a resource to assist Yvonne to clean up the data. Currently no Admin resources available.	In Progress
Bio-control	21/6/19	Ernie	19/7/19	Ernie to write an article for Landcare Australia on bio-control. Article was to short and a rewrite was not possible to meet deadline. No submission done	Closed
CLS	21/6/19	Carl	19/7/19	<ul style="list-style-type: none"> ▪ Speak to Vic about moving the beehives to a more suitable location. Hives have been taken off site for 4 weeks and will be brought back and placed elsewhere	Closed
CLS	21/6/19	Carl	16/8/19	Send the OH&S audit report & plan to the MC once it is available	In Progress
OH&S	21/6/19	Shane	16/8/19	Get a rail installed for the steps behind the nursery	Open
OH&S	21/6/19	Levi/Lucas	16/8/19	Update the induction pack with additional OH&S information	In Progress
OH&S	21/6/19	Mel	16/8/19	Develop a OH&S role description	Open
OH&S	21/6/19	Maree	19/7/19	Provide Levi with a classification	Closed
Grievance procedure	21/6/19	Antoinette	16/8/19	Start putting together a conflict resolution group	In Progress
Field Nats – Request to use Nursery for AGM and Christmas Party	21/6/19	Levi	19/7/19	Give Field Nats feedback as per the minutes	Closed
Financial signing authorities	21/6/19	Mel	28/6/19	Develop a letter for the bank	Closed
Nominations for Landcare awards	21/6/19	Mel	19/7/19	Send award nominations notifications to Antoinette	Closed/Ongoing

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NEW ACTION ITEMS					
Item	Date Raised	Responsibility	Date Due	Comment	Status (Open, In Progress, Closed)
Nursery retail space	19/7/19	Levi	16/8/19	Get quotes from cabinet makers	Open
Nursery retail space	19/7/19	Antoinette	16/8/19	Checkout secondhand stores for a retail reception desk	Open
Nursery retail space	19/7/19	Shane	16/8/19	Progress the fit out of the retail space	Open
Update Constitution	19/7/19	Maree	30/7/19	As advised by the Office of Fair Trading we need to revise our petty cash amount - \$100	Open
STEAM festival	19/7/19	Ernie	13/8/19	Ernie to organize the Landcare contribution to this festival	Open
OH&S Audit for entire site	19/7/19	Lucas	27/7/19	Lucas to do an audit of the entire Landcare site as the OH&S representative	Open
Review the OH&S policy statement	19/7/19	MC	16/8/19	Policy will be made available for review & feedback in SharePoint	Open
OH&S to be added as a standard agenda item to the MC meeting	19/7/19	Mel	16/8/19	MC agreed to discuss OH&S at every meeting instead of having a separate sub-committee	Open
Decide on office space for Shane, Yvonne, Carl	19/7/19	Managers	16/8/19	The managers will look into transforming the small boardroom into a shared office for Yvonne, Shane & Carl	Open
Member meeting agenda update	19/7/19	Mel	30/7/19	Mel to update the member event agenda with the revised constitution and OH&S items	Open
Seed collection reward system	19/7/19	Karen	16/8/19	Karen suggested we develop a reward system for seed collection; she will come up with some ideas.	Open
Nursery priorities & targets made visible in nursery	19/7/19	Shane	30/7/19	The MC has requested Shane to list the priorities for the nursery and set targets for propagation that must be made visible for all volunteers to see.	Open
Working bees setup for nursery clean up	19/7/19	Levi	23/7/19	The nursery requires some additional clean up and it was agreed to setup 2 working bees on 27/7/19 & 3/8/19	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.