

# Gympie District Land Care Group

## MEETING IDENTIFICATION

Meeting Name	Date
Management Committee Meeting	21 July 2020

## ATTENDEES

Attended	Apologies
<b>MC Members</b> Mel Marx Maree Gillott Antoinette Augustinus Louise Watson (attended via Teams) <b>Staff</b> Lavina Shaw Yvonne Hennell Lucas Reid Suzy Parsons	<b>MC Members</b> Karen Jarling Barry Lambooy  <b>Staff</b> Tom Brookes

## TOPICS COVERED

Agenda	Chairperson: Maree Gillott
<ol style="list-style-type: none"><li>1. Attendees</li><li>2. Apologies</li><li>3. Endorsement of Minutes of previous MC meeting</li><li>4. Business Arising from previous minutes</li><li>5. Organisation Planning Cycle</li><li>6. Tracking of 2020 strategy plan - MC</li><li>7. Correspondence</li><li>8. Treasurer's report</li><li>9. New member applications</li><li>10. Section Reports</li></ol>	

**GDLG MANAGEMENT COMMITTEE MEETING MINUTES**

<p>11. Sub-committee reports          12. General Business          13. Any Other Matters          14. Upcoming Activities          15. Next Meeting</p>	
<b>Agenda Topic or Action Item</b>	<b>Decision/Note</b>
Endorsement of minutes	<p>Meeting opens: 9:04 am  <b>Previous meeting minutes</b>          Minutes carried          Moved: Antoinette Seconded: Maree</p>
Business Arising from previous minutes	Refer to previous action items below for an update
Organisation Planning Cycle	Work is commencing with the Envirolevy Grants. Levi and Tom will be working on the application focusing on the maintenance of existing projects.
Tracking of the 2020 strategy plan - MC	Organisation culture work will commence in September.
Inward & Outward correspondence	<p><b>Inward Correspondence</b></p> <ul style="list-style-type: none"> <li>▪ Email from Jenny Whyte re the procedure &amp; wording of the approval of the financial reports.</li> <li>▪ Advice was sort from The Office Of Fair Trade. The pre-approval of expenditure through the quarterly approval of the budget and the monthly approval of the financial reports is deemed adequate with regard to procedure and financial control. The MC decided to make it clear in the minutes by adding the following words: (includes expenditure, Income Statement, Balance Sheet, Report of Actuals v Budget, Cash flow forecast and term deposit report).</li> </ul> <p><b>Outward Correspondence</b></p> <ul style="list-style-type: none"> <li>▪ Email to Jenny Whyte, thanking her and assuring her it will be looked into</li> </ul> <p>Acceptance of correspondence          Move: Mel Seconded: Antoinette</p>
Treasurer's report	<b>Comments on June 2020 results</b>

**GDLG MANAGEMENT COMMITTEE MEETING MINUTES**

Operations for the Month						
		\$		\$	Variance	\$
Bio Control	Shortfall	-1659	Budget	-2651	Positive	992
CLS	Excess	23226	Budget	10418	Positive	12808
Nursery	Shortfall	-2212	Budget	-2255	Positive	43
St Control	Shortfall	-367	Budget	3234	Negative	3601
Group	Shortfall	-6479	Budget	-13146	Positive	6669
<b>Total</b>	<b>Excess</b>	<b>12509</b>	<b>Budget</b>	<b>-4402</b>	<b>Positive</b>	<b>16911</b>

**Cashflow**

- In this month we had a positive cashflow of \$19,604 (This figure does not include movements for grants and prepayments)

**Cash Balance**

- The cash balance on 17 July 2020 was \$110000
- There are no concerns about the cashflow
- The balance above does not include the funds from Covid 19 grants. This is an additional \$34,162

**Accounting Summary**

- The budget has been updated for the period Aug to Oct 2020. This will need to be approved by the Management Committee
- The 3<sup>rd</sup> Quarter budget is summarised below and the detailed budgets are posted on Sharepoint
- The administration continues to improve stock and production control by moving towards a bar coding system. This should be effective in the coming month.
- The next step that we have embarked upon is working towards the introduction of a standard costing system

**Summary**

- GDLG continues to move forward with improving controls in stock and financial systems
- Capital expenditure has been matched to cash generated and will be undertaken as cash becomes available
- There is nothing I am aware of in the accounting system that is of concern to the management committee

Barry Lambooy - Treasurer

Acceptance of treasurer's report (includes expenditure, Income Statement, Balance Sheet, Report

**GDLG MANAGEMENT COMMITTEE MEETING MINUTES**

	<p>of Actuals v Budget, Cash flow forecast and term deposit report)</p> <p>Move: Mel Seconded: Louise</p>																																																																																																				
<p>Treasurer's Report – Approval of 3<sup>rd</sup> quarter budget</p>	<table border="1" data-bbox="846 326 1829 917"> <thead> <tr> <th></th> <th>AUG</th> <th>SEPT</th> <th>OCT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td><b>Bio Control</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Profit/Loss</b></td> <td>-3014</td> <td>-2484</td> <td>1428</td> <td>-4702</td> </tr> <tr> <td><b>Contract Landcare Services</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Profit/Loss</b></td> <td>8818</td> <td>12794</td> <td>12024</td> <td>33636</td> </tr> <tr> <td><b>Stock Control</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Profit / Loss</b></td> <td>2835</td> <td>1720</td> <td>1395</td> <td>5950</td> </tr> <tr> <td>Capital Items</td> <td>850</td> <td>150</td> <td></td> <td>1000</td> </tr> <tr> <td><b>Retail</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Profit / Loss</b></td> <td>-1819</td> <td>-94</td> <td>830</td> <td>-1283</td> </tr> <tr> <td>Capital Items</td> <td>850</td> <td>500</td> <td></td> <td>1350</td> </tr> <tr> <td><b>Group</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Profit / Loss</b></td> <td>-14913</td> <td>-13268</td> <td>-14094</td> <td>-42275</td> </tr> <tr> <td>Capital Items</td> <td>8370</td> <td>3400</td> <td></td> <td>11770</td> </tr> <tr> <td><b>Total Profit/Loss</b></td> <td>-8093</td> <td>-1332</td> <td>1381</td> <td>-8044</td> </tr> <tr> <td><b>Cashflow Adjustments</b></td> <td>8428</td> <td>8428</td> <td>9028</td> <td>25880</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Net Cashflow before Capex</b></td> <td>333</td> <td>7094</td> <td>10409</td> <td>17836</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Capital Expenditure</td> <td>10700</td> <td>4050</td> <td></td> <td>14120</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Capital Items approved subject to expenditure not exceeding Net Cashflow</li> <li>• Items critical to continuing operations included in budget will be subject to separate approval by General Manager as circumstances dictate.</li> <li>• There are possibly items included above for the Nursery that will be financed from the Covid 19 Funds</li> </ul> <p>Acceptance of 3<sup>rd</sup> quarter budget Move: Mel Seconded: Maree</p>		AUG	SEPT	OCT	TOTAL	<b>Bio Control</b>					<b>Profit/Loss</b>	-3014	-2484	1428	-4702	<b>Contract Landcare Services</b>					<b>Profit/Loss</b>	8818	12794	12024	33636	<b>Stock Control</b>					<b>Profit / Loss</b>	2835	1720	1395	5950	Capital Items	850	150		1000	<b>Retail</b>					<b>Profit / Loss</b>	-1819	-94	830	-1283	Capital Items	850	500		1350	<b>Group</b>					<b>Profit / Loss</b>	-14913	-13268	-14094	-42275	Capital Items	8370	3400		11770	<b>Total Profit/Loss</b>	-8093	-1332	1381	-8044	<b>Cashflow Adjustments</b>	8428	8428	9028	25880						<b>Net Cashflow before Capex</b>	333	7094	10409	17836						Capital Expenditure	10700	4050		14120
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<p>WH&amp;S report</p>	<p>WH&amp;S activities are progressed as time allows. There are no pressing actions at this stage</p>																																																																																																				
<p>New member application</p>	<ul style="list-style-type: none"> <li>▪ Katherine King</li> <li>▪ Asher Duggan</li> <li>▪ Astrid Ormerod</li> <li>▪ Gavin Isaac</li> <li>▪ Alexandra Van Beek</li> <li>▪ Michelle Jeppesen</li> <li>▪ Vanessa Thomas</li> </ul>																																																																																																				

## GDLG MANAGEMENT COMMITTEE MEETING MINUTES

	<ul style="list-style-type: none"> <li>▪ Julie Blake</li> <li>▪ Leigh Paroz</li> <li>▪ Ange Dunkley</li> <li>▪ Roslyn Cawte</li> <li>▪ Robert Burns</li> <li>▪ David Barry</li> <li>▪ Evelyn Morrison</li> <li>▪ Doug Tompkins</li> <li>▪ Nellie Neil</li> <li>▪ Julie Dickie</li> <li>▪ Dallace Menchin</li> <li>▪ Lenore Litherland</li> <li>▪ Rhonda Pullen</li> <li>▪ Jessica &amp; Alex Dunn</li> <li>▪ Peter Lytton-Hitchins</li> <li>▪ Craig Humphries</li> <li>▪ Kris &amp; Dale Rallah-Baker</li> <li>▪ Tanya Sundstrup</li> <li>▪ Warren &amp; Debbie Bradford</li> <li>▪ Bert Watt</li> <li>▪ Karin Leemann</li> </ul> <p>New members accepted  Moved: Mel   Seconded: Antoinette - carried</p>
Section Reports: Admin	All activities progressing well. Good cost control for June
Section Reports: Bio-control	Bio-control is preparing for a busy season
Section Reports: Stock Control	Irrigation upgrade complete. Good progress made with the expansion and improvement of grow on areas & segregation of growing on and retail areas
Section Report: Nursery	Barcoding system up and running all plants in the retail space have labels and receiving lots of compliments with regard to how the retail space has improved and become more customer friendly
Section Reports: CLS	CLS has completed a massive amount of work in June. The MC would like to congratulate Tom and his team on an excellent month.
Sub-Committee Report: HR	Culture work to be started in September
General business: Annual General meeting	All preparation for the AGM is on track. We will have a guest speaker, Jason Virtue who will be sharing a case study of one of his clients who moved from conventional to regenerative farming practices and in so doing improving their business income. Levi will send out an email to all members highlighting the guest speaker.
General business: Meeting with the Mayor	Maree met with the new Mayor sharing with him the organisation's vision and offering to assist him wherever we can. They also discussed the possibility of finding another site that would align with the organisation's desire to grow and support more landowners. The mayor said he would get back to Maree with some thoughts on a possible property.

**GDLG MANAGEMENT COMMITTEE MEETING MINUTES**

Upcoming Activities	<ul style="list-style-type: none"> <li>▪ Saturday 25<sup>th</sup> July – Community Tree Planting – Gunabul Homestead</li> <li>▪ Saturday &amp; Sunday 1<sup>st</sup> &amp; 2<sup>nd</sup> August – Food Forest Workshop – GDLG Conference Room</li> <li>▪ Saturday 8<sup>th</sup> August – AGM, GDLG Conference Room</li> </ul>
Meeting Closed	Meeting closed at 10:48 am
Next MC Meeting	18 August 2020

<b>PREVIOUS ACTION ITEMS</b>					
<b>Item</b>	<b>Date Raised</b>	<b>Responsibility</b>	<b>Date Due</b>	<b>Comment</b>	<b>Status (Open, In Progress, Closed)</b>
Investigate the 'Trees for life' propagation model	3/8/19	Lucas	TBA	Lucas has spoken to Dennis to understand the resource requirements for such an undertaking. Resources required for this is currently beyond what we can afford but Lucas is continuing to think about how this can work with less resource requirements. For now the MC has indicated that it is not a priority	In Progress
Recommendation on water security	27/9/19	Levi/Lucas/Susie	21/7/20	Upgrade is complete	Closed
Regenerative agriculture advisory board	17/1/20	Mel	2021	Given that COVID 19 has put a lot of pressure on farmers and businesses, the MC have decided to pursue putting this board together in 2021 as the proposed members are all farmers and business people. Mel will still commence having discussions with the proposed members to get their commitment	In progress
Summary of the IPCC report	21/2/20	Maree	18/8/20	This item was identified in the 2019 planning session.	Open
Organisation culture	21/2/20	Mel/Levi	September	First session will aim to identify the current organization culture. Mel/Levi to facilitate this session – to commence in September	Open
Fire department to attend and assess the emergency evacuation requirements	20/3/20	Levi	21/7/20	Levi to contact the fire department to do an assessment & give advice using the agreed building category	Closed

**GDLG MANAGEMENT COMMITTEE MEETING MINUTES**

Auditor service	14/5/20	Barry	8/8/2020	Barry to share with the members at the AGM the unsatisfactory service of the auditor. If there is no improvement we will be requesting the change of auditors the following year	In Progress
Auditor service meeting	14/5/20	Barry, Levi, Maree	December	Meet with the auditor and discuss the unsatisfactory service	Open
Decision making	14/5/20	Levi	21/7/20	Levi to work with the team through the decision-making matrix. This should clarify who can make what decisions without waiting for the next MC meeting	Closed
Checking of irrigation on a Sunday & Monday	23/6/20	Lucas, Suzy, Antoinette	21/7/20	Big thanks to Antoinette for taking on this task	Closed
Helpful links on website with regard to regenerative agriculture	23/6/20	Maree	20/10/20	Maree is currently gathering links to useful websites, podcasts and other information to be made available on our website	In Progress
Plumbing Approval	23/6/20	Levi	18/8/20	Awaiting detail from the council. Connect the council with the plumber	In Progress
WH&S	23/6/20	Levi	21/7/20	Refer to WHS report	Closed
Citizen Science support Apps	23/6/20	Levi, Tom	21/7/20	Create links to the various citizen science apps that are available to support environmental initiatives	Closed
Water Tanks	23/6/20	Levi, Lucas	18/8/20	The MC approved the tanks being put on road base instead of concrete slabs. This will be a significant cost saving	In Progress
Policy: Pricing & discount policy	23/6/20	Levi	21/7/20	Completed and approved via email	Closed
Preparation for AGM	23/6/20	Levi	8/8/20	Send out the notification of the AGM & Agenda, make available nomination forms, collect any nominations and make them available in the office, prepare for the day, support the staff to put together their presentations, print out financial documents for meeting.	In Progress
Preparation for AGM	23/6/20	Barry	8/8/20	Prepare a finance presentation and develop a 1 page document on how we are currently tracking with our finances	In Progress
Preparation for AGM	23/6/20	Maree	8/8/20	Prepare the presidents report	In Progress
Preparation for AGM	23/6/20	Mel	8/8/20	Prepare the agenda & ensure all requirements are in place	In Progress
Envirolevy grants	23/6/20	Levi, Tom	18/8/20	Prepare for the submission of the envirolevy grants	In Progress

## GDLG MANAGEMENT COMMITTEE MEETING MINUTES

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NEW ACTION ITEMS					
Item	Date Raised	Responsibility	Date Due	Comment	Status (Open, In Progress, Closed)
Email to members re the guest speaker after the AGM	21/7/20	Levi	24/7/20	Give a synopsis of the guest speaker and the topic	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