

Gympie District Land Care Group

MEETING IDENTIFICATION

Meeting Name	Date
Management Committee Meeting	23 June 2020

ATTENDEES

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

TOPICS COVERED

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

GDLG MANAGEMENT COMMITTEE MEETING MINUTES

<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	Meeting opens: 9:09 am Previous meeting minutes Minutes carried Moved: Mel Secoded: Louise
Business Arising from previous minutes	Refer to previous action items below for an update
Nursery Focus Statement	<p>The team once again reviewed and rewrote the nursery focus statement to attract different people into the nursery. The statement was rewritten as follows:</p> <p>The Gympie Landcare nursery specialises in regional native plants. Non-regional natives will be considered in the case of regeneration of land where a suitable local native species cannot be found. Before introducing a non-regional plant research will be done to ensure that it is not invasive. The nursery shop (retail area) will stock cover crop seeds to support regenerative farmers and vegetable seeds, seedlings and fruit trees to support backyard gardeners. The nursery staff will continue to consider climate change and the adding of species from other regions as the climate changes in our region</p>
Organisation Planning Cycle	Council has delayed applications for Envirolevy grants for a month. Applications will now be made in August. 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. Maree to open discussion with the council regarding a more suitable property for Gympie Landcare.

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<p>Inward & Outward correspondence</p>	<p>Inward Correspondence</p> <ul style="list-style-type: none"> Environmental Offsets for Curra-Cooroy upgrade of Bruce Highway – A reply was received from the chief environmental officer as follows: The offset strategy for the threatened ecological community (TEC) Lowland rainforest at Six Mile Creek is currently being negotiated with the federal Department of Agriculture, Water and the Environment (DAWE) and is yet to be confirmed. <p>The federal Environmental Protection and Biodiversity Conservation (EPBC) Act approval did not include any offset conditions regarding Mary River Cod for the Section D: Woondum to Curra project. Impacts to Six Mile Creek were assessed to be to the Lowland rainforest only.</p> <p>Strict environmental controls will be installed during construction works at Six Mile Creek to prevent adverse impacts to the creek and aquatic species. The new bridge over Six Mile Creek was specifically designed to ensure minimal impacts to the creek and embankments, and protocols will be in place during construction to limit disturbance.</p> <ul style="list-style-type: none"> Notice of lapsed currency period for plumbing approval – An inspector visited the site and Levi has received a list of items to be corrected. She will contact a plumber to fix outstanding items so that the approval can be completed <p>Outward Correspondence</p> <ul style="list-style-type: none"> Environmental Offsets for Curra- Cooroy upgrade of Bruce Highway – The President sent an email to the chief environmental officer voicing concern around the nature and location of the offset for this project. <p>Acceptance of correspondence Move: Mel Secoded: Antoinette</p>																																										
<p>Treasurer’s report</p>	<p>Comments on May 2020 results</p> <table border="1"> <thead> <tr> <th colspan="2">Operations for the Month</th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <td></td> <td></td> <td></td> <td align="center">\$</td> <td></td> <td align="center">\$</td> </tr> </thead> <tbody> <tr> <td></td> <td>Bio Control</td> <td>Shortfall</td> <td align="right">-32</td> <td>Budget</td> <td align="right">-481</td> </tr> <tr> <td></td> <td>CLS</td> <td>Excess</td> <td align="right">4,478</td> <td>Budget</td> <td align="right">6,419</td> </tr> <tr> <td></td> <td>Nursery</td> <td>Excess</td> <td align="right">4,365</td> <td>Budget</td> <td align="right">7,075</td> </tr> <tr> <td></td> <td>Group</td> <td>Shortfall</td> <td align="right">-13,811</td> <td>Budget</td> <td align="right">-17,682</td> </tr> <tr> <td></td> <td>Total</td> <td>Shortfall</td> <td align="right">-5,003</td> <td>Budget</td> <td align="right">-4,669</td> </tr> </tbody> </table>	Operations for the Month									\$		\$		Bio Control	Shortfall	-32	Budget	-481		CLS	Excess	4,478	Budget	6,419		Nursery	Excess	4,365	Budget	7,075		Group	Shortfall	-13,811	Budget	-17,682		Total	Shortfall	-5,003	Budget	-4,669
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- **Cashflow**
 - In this month we had a small positive cashflow of \$3,642 (This figure does not include movements for grants and prepayments)
- **Cash Balance**
 - The cash balance on 15 June 2020 was \$123,000
 - There are no concerns about the cashflow
 - The balance above does not include the funds from Covid 19 grants. This is an additional \$35,292
- **Accounting Summary**
 - The budget has been updated for the period May to July 2020
 - In July the budget will be updated for the period Aug to Oct 2020
 - The administration continues to improve stock and production control by moving towards a bar coding system.
 - 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 accounting systems.
 - Capital expenditure has been matched to cash generated and will be undertaken as cash becomes available
 - There is nothing that I am aware of in the accounting system that is of concern to the Management Committee.

Barry Lambooy - Treasurer

Acceptance of treasurer's report
Move: Antoinette Secoded: Maree

Treasurer's Report – Approval of 2nd quarter budget

	JUNE	JULY	AUG	TOTAL		
Bio Control						
Profit/Loss	-481	-2,651	-1,841	-4,973		
Contract Landcare Services						
Profit/Loss	6,419	10,418	9,368	26,205		
Capital Items	2,300	1,850	450	4,600		
Chainsaws x 2	900	450	450			

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	Brushcutter x 1	400	400			
	Laptop	1,000	1,000			
	Stock Control					
	Profit / Loss	0	3,534	1,864	5,398	
	Capital Items	0	5,000	5,300	10,300	
	Retail					
	Profit / Loss	7,075	-1,955	-1,495	3,625	
	Capital Items	0	3,550	1,100	4,650	
	Group					
	Profit / Loss	-17,682	-13,148	-12,363	-43,193	
	Capital Items			350	350	
	Total Profit/Loss	-4,669	-3,802	-4,467	-12,938	
	Cashflow Adjustments	6,892	6,645	6,645	20,182	
	Net Cashflow	2,223	2,843	2,178	7,244	
	Capital Expenditure	2,300	10,400	7,200	19,900	

- Capital Items approved subject to expenditure not exceeding Net Cashflow
- Items critical to continuing operations included in budget will be subject to separate approval by General Manager as circumstances dictate.
- There are possibly items included above for the Nursery that will be financed from the Covid 19 Funds

Acceptance of 2nd quarter budget
 Move: Mel Seconded: Antoinette - Carried

WH&S report

WH&S activities have not seen much movement in the last months due to other priorities. Except for a roof that requires securing there are no pressing health or safety items. The roof will be made work of immediately.

New member application

- Vicki Foster

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	<ul style="list-style-type: none"> ▪ Joel Welsh ▪ Sylvia Kathleen Reeves ▪ Louise Marie Hehir ▪ Victoria Fitzgibbon ▪ Darlene Leeson ▪ Teresa Emery ▪ Leonie Mitchell ▪ Chris Brown ▪ Barry Brown ▪ Mitchell Davis ▪ Nigel Barr ▪ Greg Farmer ▪ Robert Palmer ▪ Bruce Fox ▪ Samantha Hocking ▪ Lani Roberts ▪ Christine Storey ▪ Beth & Lyndon Blok ▪ Chris Collin ▪ Greg & Sunny Cooper ▪ Chris Johnson ▪ Karin Halsall ▪ Kate Rose ▪ Carol Miller ▪ Kellie-Lea Nalder ▪ Melissa Stone ▪ Jeff Knight ▪ Graham Smith <p>New members accepted Moved: Mel Seconded: Antoinette - carried</p>
Section Reports: Admin	The Admin team are working hard supporting the implementation of the barcoding & inventory management system, improving the accounting systems and getting both Junior Landcare and the Blockies course & workshops on track.
Section Reports: Bio-control	Good progress has been made with the expansion into composting worms. We hope to start selling compost worms and juice in the summer and support farmers and other people in the development of worm farms. This aligns well with our strategy of supporting regenerative agriculture.
Section Report: Nursery	The nursery retail and propagation areas have seen a lot of redesign and cleanup. The implementation of barcoding and inventory management will be commencing in July. The phase 1 of the irrigation redesign and upgrade will take place in the next few weeks. This will decrease the

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	time spent on fixing burst pipes and dealing with the plant losses as a result. Some concern was raised that there is no checking of the nursery systems, particularly irrigation on a Sunday & Monday. Currently paying someone to come in on those days is not a cost effective option. Antoinette volunteered to help with this until funds are available or she moves to her property.
Section Reports: CLS	The CLS teams are really progressing well through a tremendous amount of maintenance and regenerative work. Tom is also using fewer chemicals and tapping into more regenerative weed management approaches. He is looking into doing some more pilot projects with regard to more environmentally friendly weed management practices. Once again this approach is aligning to the organisation's regenerative strategy.
Sub-Committee Report: HR	The performance management work is complete with each staff member now having a performance and development plan. The culture work is currently on hold and will commence in the later part of the year
General business: MC meetings – proposed new day	The MC will now meet on every 3 rd Tuesday of the month at 9am. This will enable staff to attend, as the nursery is not open.
General business: Decision Matrix	Mel has put together all the decision since January 2019 in an Excel spreadsheet. This will assist the team to refer back and find decisions more easily. This matrix will now be kept updated by the Secretary and is available on Sharepoint
General business: Current property expansion challenges	During the 2019 planning session the need for a permanent home for Landcare was identified. The last few months have show the shortcomings of the site particularly with regard to the nursery and sun aspect. The president suggested that she now broach the subject with the Major to see if he would be willing to offer up another more suitable council site. The MC and staff supported this approach
General business: Policies for approval	The following policy were approved by the management committee: <ul style="list-style-type: none"> – Home production policy & procedure – Performance improvement plan – Pricing & discount policy & procedure – Probationary performance plan – Probationary policy & procedure – Unsatisfactory performance & termination policy & procedure <p>Moved: Maree Seconded: Antoinette - carried</p>
General business: Annual General Meeting	Preparation is underway for the annual general meeting. The team discussed and allocated activities in preparation for the meeting on 8 August 2020
Upcoming Activities	<ul style="list-style-type: none"> ▪ 15 July 2020 - Blockies course starts ▪ 18 July 2020 – Reforestation methods workshop
Meeting Closed	Meeting closed at 1:06 pm

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Next MC Meeting	21 July 2020
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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 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	Phase 1 of the irrigation redesign and implementation will be commencing. From there the next steps will be determined.	In Progress
Write a letter to Main Roads relating to offset project 6 mile creek	15/11/19	Maree	19/6/20	Maree to write & send the letter to the relevant parties	Closed
Regenerative agriculture advisory board	17/1/20	Mel	TBA	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	21/7/20	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	In Progress
Split the nursery budget	20/3/20	Levi/Regula	19/6/20	Will be split during the revised budgeting process currently underway	Closed

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Staff nurseries and purchase policy	17/4/20	Levi	19/6/20	Policy complete will be approved at the next meeting	Closed
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	Open
Auditor service meeting	14/5/20	Barry, Levi, Maree	December	Meet with the auditor and discuss the unsatisfactory service	Open
Nursery focus statement	14/5/20	Mel	19/6/20	Mel to rewrite the statement targeting different audiences and plants	Closed
Date for AGM	14/5/20	Levi	19/6/20	Levi to propose a date in August for the AGM. It is hoped that by that time events can be held that allow more than 10 people	Closed
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	Open
Budget Review	14/5/20	Levi, Tom, Yvonne, Lucas, Suzy	19/6/20	All budgets to be reviewed for the next quarter	Closed
Performance management	14/5/20	Levi, Suzy, Lucas, Yvonne, Tom	19/6/20	Put performance plans in place for all staff and bring any feedback on the process back to the MC	Closed

NEW ACTION ITEMS					
Item	Date Raised	Responsibility	Date Due	Comment	Status (Open, In Progress, Closed)
Checking of irrigation on a Sunday & Monday	23/6/20	Lucas, Suzy, Antoinette	21/7/20	Lucas and Suzy to show Antoinette what to check for when inspecting the irrigation	Open
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	Open
Plumbing Approval	23/6/20	Levi	21/7/20	Get a plumber in to correct all the items identified and submit it to the council for approval	Open

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WH&S	23/6/20	Levi	21/7/20	Ensure that the unsafe roof structure is made safe	Open
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	Open
Water Tanks	23/6/20	Levi, Lucas	21/7/20	Make work of getting the tanks into position before the windy season	Open
Policy: Pricing & discount policy	23/6/20	Levi	21/7/20	Rewrite the policy to ensure that there is enough time for our customers to have the price change information to use in their budget process	Open
Preparation for AGM	23/6/20	Levi	21/7/20	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.	Open
Preparation for AGM	23/6/20	Barry	21/7/20	Prepare a finance presentation and develop a 1 page document on how we are currently tracking with our finances	Open
Preparation for AGM	23/6/20	Maree	21/7/20	Prepare the presidents report	Open
Preparation for AGM	23/6/20	Mel	21/7/20	Prepare the agenda & ensure all requirements are in place	Open
Envirolevy grants	23/6/20	Levi, Tom	18/8/20	Prepare for the submission of the envirolevy grants	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.