

# Gympie District Land Care Group

MEETING IDENTIFICATION	
Meeting Name	Date
Management Committee Meeting	20 March 2020

ATTENDEES	
Attended	Apologies
<b>MC Members</b> Mel Marx Maree Gillott Barry Lambooy Louise Watson Karen Jarling (attended 1.5 hours) <b>Staff</b> Lavina Shaw Shane Litherland	<b>MC Members</b> Ernie Rider Antoinette Augustinus <b>Staff</b> Yvonne Hennell 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

<ul style="list-style-type: none"> <li>11. Sub-committee reports</li> <li>12. General Business</li> <li>13. Any Other Matters</li> <li>14. Upcoming Activities</li> <li>15. Next Meeting</li> </ul>	
Agenda Topic or Action Item	Decision/Note
Endorsement of minutes	<p>Teleconference meeting opens: 9:10 am</p> <p>Minutes carried</p> <p>Moved: Karen Seconded: Louise</p>
Business Arising from previous minutes	Refer to previous action items below for an update
Organisation Planning Cycle	Given the work required on the COVID-19 response the performance target discussion with the staff is behind schedule. This will be initiated once the new nursery staff are on-board in April. Currently the AGM has been put on hold for safety reasons.
Tracking of the 2020 strategy plan - MC	The organization culture work scheduled will be on hold until further notice.
Inward & Outward correspondence	<p><b>Inward Correspondence</b></p> <p>A letter was received from council with regard to a building compliance audit done re disabled access. In summary the office is not completely compliant with regard to disability access. The next step would be to get the fire department to do an assessment on fire and emergency evacuation requirements using the agreed classification. Once these are in place, Maree will have a discussion with the council, the landlords, on the audit requirements. Levi will then acquit the grant</p> <p><b>Outward Correspondence</b></p> <p>Letter was sent to all members re our response to COVID-19</p>
Treasurer's report	<p><b>Comments on February 2020 results</b></p> <p><b>Accounting summary</b></p> <p>The administration is working continuously to provide more meaningful and accurate accounting records. In the future this will be assisted by the introduction of better stock and production control with the re-organisation of the nursery and ultimately the introduction of bar coding.</p> <p><b>Aspects for consideration with regard to the COVID 19 virus</b></p> <p>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. Fortunately there are a number of positive factors:</p> <p>Biocontrol prefer to work in isolation due to contamination issues</p> <p>CLS activities are in the field generally.</p>

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	<p>Nursery operations can be done with social distancing. Administration staff are able to work from home. Most staff are comparatively young and fit so if contracting the virus should recover fairly quickly which is good both for them and the organisation. The present cash balance is \$133,000, so there are no immediate concerns. The administration watches this on an ongoing basis. The treasurer will be calling for information on a weekly basis to monitor the Cashflow.</p> <p><b>Summary</b> Although we are about to enter a trying period, as Treasurer I wish to comment that I feel the organisation with its present management and staff are well positioned for us to weather the next few months. I undertake to alert the committee as soon as I am aware of a changing situation that needs attending to.</p> <p>Move: Barry Seconded: Mel – carried</p> <p>The restructure of the nursery will necessitate the splitting of the budget into 2.</p>
WH&S report	WH&S activities plan is on track. Some of the activities require updating with regard to the new staff members.
New member application	<ul style="list-style-type: none"><li>▪ Janet Sonter</li><li>▪ Lindy Kipping</li><li>▪ Kelli Waugh</li><li>▪ Kaye Whish-Wilson</li><li>▪ Jo Leonard</li><li>▪ Naomi Cook</li><li>▪ Marcia Parker</li><li>▪ Jacqui Hyne</li><li>▪ Melinda Greenhalgh</li><li>▪ Nicki Coquillard</li><li>▪ Stacey Cheep</li><li>▪ Alicia Davies</li><li>▪ Nathan Bull</li><li>▪ Naomi Wilson</li><li>▪ Nathan Kotkamaa</li><li>▪ Chris Murphy</li><li>▪ Anne De Bleser</li><li>▪ Gene Marwick</li><li>▪ Narelle Keep</li><li>▪ Fiona Thompson</li><li>▪ Keith Bagnell</li></ul>

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	New members 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	Recruitment of new staff for the nursery restructure is complete. Start date for new staff is 1 April 2020
Section Reports: CLS	Tom Brookes the CLS manager is now comfortable in his new role. Some discussion was had about how better to support him with regard to Admin. Some work is required to look at the admin work and determine what is essential and what not and how the Admin team can support him
Sub-Committee Report: HR	Was discussed in the confidential section
General business: New member pricing	Levi's new member pricing proposal was accepted by the Board and will be put forward to the members at the AGM.  Moved: Barry Seconded: Louise - carried
General business: AGM	The AGM will be postponed. Levi to contact the Office of Fair Trade to let them know that we are postponing our AGM due to the COVID-19 challenge. It is not safe for people to gather and given the age profile of some of our members they would find teleconferencing difficult.
General business: Decision Matrix	To ensure clarity on decision making a decision-making matrix was created when the new acting GM was appointed. To additional decision points were discussed. <ol style="list-style-type: none"> <li>1. Approval of price increases for products and services. It was agreed that the finance sub-committee would have the delegated authority from the board to approve price changes.</li> <li>2. Salary changes – It was agreed that both the finance &amp; HR sub-committee will have the delegated authority from the Board to approve staff salary increases. Both committees have to approve or it will come back to the Board for approval</li> </ol> In all cases the Board must be informed about the decisions. Mel to update the decision making matrix
General business: Nursery Pricing change proposal	As per the above, the pricing proposal will go back to the Finance Sub-committee for approval
General business: NRM sector focus	Mel presented a summary of the focus and outstanding features of the following organisations: <ul style="list-style-type: none"> <li>• NRM Regions Australia</li> <li>• BMRG</li> <li>• Landcare Australia</li> <li>• MRCCC</li> </ul>

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	<ul style="list-style-type: none"> <li>• PFSQ</li> <li>• Greening Australia</li> <li>• Soil For Life</li> </ul> <p><b>The following were some suggestions</b></p> <ul style="list-style-type: none"> <li>• Build stronger connections/partnerships with other NRM groups</li> <li>• Contribute to Landcare Australia news &amp; stories</li> <li>• Greening Australia might be the organisation to emulate</li> <li>• We should attend the Landcare Conference &amp; the NRM Knowledge conferences if at all possible</li> </ul>
Upcoming Activities	All events are on hold at this time
Meeting Closed	The teleconference meeting closed at 12:45
Next MC Meeting	17 April 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	CLS to get onto the councils preferred suppliers list. Tom/Lucas to apply when applications are open again	In Progress
Recommendation on water security	27/9/19	Shane/Lucas	17/4/20	Document presented at the 20/3/20 meeting requires work to clarify the recommendation	In Progress
Nursery opening & closing checklist	15/11/19	Lucas	17/4/20	Shane to develop a detailed opening and closing checklist for the nursery	In Progress
Write a letter to Main Roads relating to offset project 6 mile creek	15/11/19	Maree	17/4/20	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	Open

### GDLG MANAGEMENT COMMITTEE MEETING MINUTES

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	17/4/20	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	In progress
Operation & safety management plan	21/2/20	Lucas/Levi	20/3/20	Rework the document layout to ensure ease of completion	Closed
Improved understanding of our sector's vision (Natural Resource Management, Landcare & Soils for life)	21/2/20	Mel	20/3/20	This item was identified in the 2019 planning session.	Closed
Summary of the IPCC report	21/2/20	Maree	17/4/20	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
Free Advice service	21/2/20	Levi	20/3/20	Develop a information sheet & script for the team to keep advice conversations short	Closed
Membership price adjustment proposal	21/2/20	Levi	20/3/20	Presented and carried at this meeting	Closed
Honours board	21/2/20	Levi	17/4/20	Get quotes for 2 honours boards	In Progress
Large map with pins identifying where work is being done	21/2/20	Levi	17/4/20	Look into the cost of having a large map where we could indicate where Landcare has done work in the region	Open
AGM – contact Jason Virtue re guest speaker at AGM	21/2/20	Levi	20/3/20	Jason has accepted the invitation. AGM currently on hold	Closed
AGM – staff attendance & presentations	21/2/20	Levi	20/3/20	Request the managers & Rhiaan to attend the AGM and present. Develop a presentation pack for the staff presentations	Closed

## GDLG MANAGEMENT COMMITTEE MEETING MINUTES

NEW ACTION ITEMS					
Item	Date Raised	Responsibility	Date Due	Comment	Status (Open, In Progress, Closed)
Fire department to attend and assess the emergency evacuation requirements	20/3/20	Levi	17/4/20	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	17/4/20	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	Open
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.	Open
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	Open
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	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.**