

# Gympie District Land Care Group

## MEETING IDENTIFICATION

Meeting Name	Date
Management Committee Meeting	27 September 2019

## ATTENDEES

Attended	Apologies
<b>MC Members</b> Mel Marx Maree Gillott Ernie Rider Antoinette Augustinus Louise Watson Barry Lambooy Karen Jarling <b>Staff</b> Lavina Shaw Shane Litherland Yvonne Hennell <b>Volunteers (only present for item 3 of the agenda)</b> Sandy Wright Dave Williams	<b>Staff</b> Carl Schefe

## TOPICS COVERED

Agenda	Chairperson: Maree Gillott
<ol style="list-style-type: none"><li>1. Attendees</li><li>2. Apologies</li><li>3. Meeting with volunteer representatives</li></ol>	

**GDLG MANAGEMENT COMMITTEE MEETING MINUTES**

4. Endorsement of Minutes of MC meeting 16 August 2019

5. Business Arising from previous minutes

6. Correspondence

7. Treasurer's report

8. New member applications

9. Section Reports

10. Sub-committee reports

11. General Business

12. Any Other Matters

13. Upcoming Activities

14. Next Meeting

Agenda Topic or Action Item	Decision/Note
Meeting with volunteers	Two volunteer representatives came to address the MC with regard to the time restriction placed on tea and lunch breaks. They shared with the committee that tea and lunch breaks were their opportunity to socialize with other volunteers and given some of their ages, they need longer recovery time. They asked for clarity on the requested time restriction. Maree communicated that the staff, according to their contracts had limits on their tea and lunch break and in the spirit of teamwork it was felt that the volunteers could align their breaks to this timing as well. The MC acknowledge that most of the volunteers are there because they want to be and that they can therefore decide on how long their tea and lunch breaks will be but they will then have to excuse the staff when they have to get back to work. The volunteer representatives suggested that more volunteers were needed in the nursery and all meeting participants shared some ideas on how to attract more volunteers. The MC want to thank Sandy and Dave for the candid conversation and ideas shared.
Endorsement of Minutes of MC meeting 16 August 2019	Minutes were carried Moved: Mel Seconded: Louise
Business Arising from previous minutes	Refer to previous action items below for an update
Inward Correspondence	<ul style="list-style-type: none"> <li>▪ BMRG – grant opportunity – Gympie Landcare's turnover is too high to apply for this grant</li> <li>▪ Council – submission to amendments to the Council planning scheme – the council acknowledged receipt of the submission</li> <li>▪ Council – streetlights request – this is now with Energex to complete the work, it could take up to 6 months</li> <li>▪ Office of Fair Trading – accepted the constitution amendments</li> </ul> Acceptance of inward correspondence: Moved: Mel Seconded: Karen Carried
Outward Correspondence	<ul style="list-style-type: none"> <li>▪ Gympie East School Invitation to Grandparents/VIP day – letter went out informing the organizer that Gympie Landcare will attend</li> <li>▪ MRCCC – Invitation to sponsor photographic competition – Gympie Landcare indicated that it would sponsor a prize for the photographic competition</li> </ul>

**GDLG MANAGEMENT COMMITTEE MEETING MINUTES**

	Acceptance of inward correspondence: Moved: Mel Secoded: Karen Carried
Treasurer's report – July figures	<p><b>Barry presented the following:</b> Results are down by \$6787 compared to budget</p> <p><b>Cashflow</b> The cashflow reflects the large expenditure of the last few months CLS needs to reduce their wages overhead further until the weather modifies This time of year, is the tightest situation until the grants start flowing</p> <p><b>Oversight</b> The committee is not aware of any internal control or financial problems in the organisation</p> <p>Moved: Barry Secoded: Louise August financial report carried</p>
WHS	The minutes of the WHS meeting is available in Sharepoint
New Member Application	<ul style="list-style-type: none"> <li>• Jo Garrett</li> <li>• Barbara Fitzmaurice</li> <li>• Amy Fury</li> <li>• Kenneth Mortensen</li> <li>• Jonathan Stevens</li> <li>• Garry Barlow</li> <li>• John Cullen</li> <li>• Pamela Morris</li> <li>• Ian Everett</li> <li>• Patricia Lee-Long</li> <li>• David Cox</li> <li>• Ted Van Der Male</li> </ul> <p>New members accepted Moved: Karen Secoded: Antoinette</p>
Section Reports – Bio-Control	Full report available on SharePoint. Bio-control requires some support to rework cages. Yvonne to get some quotes to get this work done. Louise will ask Rob to quote
Section Reports - Administration	Full report available on SharePoint. Admin is tracking well and has just completed a very successful festival. Levi will setup a post festival review to identify successes and improvements. The volunteer medical form requires a review. Yvonne was requested to apologise to Pat who took offence at the information required in the medical form. In addition, Levi will send a formal letter of apology to Pat.
Section Reports - CLS	Full report available on SharePoint CLS work will be slowing down due to the drought. Carl to adjust the wage bill accordingly
Section Report - Nursery	Full report available on SharePoint. Shane to make a recommendation to the MC on improved water security. Shane also raised some challenges around the 'container for change' program such as logistics, broken glass etc.

**GDLG MANAGEMENT COMMITTEE MEETING MINUTES**

	The safety challenges were referred to the WHS sub-committee for resolution.
Sub-committee – Human Resources	Mel presented the workplace health and safety officer role description, which was accepted. Move: Mel Seconded: Antoinette
Public Fund	Maree to review the Gympie Landcare public fund to ensure all the requirements are in place
Minutes secretary's resignation	Suzanne Lanham, the organisation's minutes secretary has resigned. The President wished her well in her future endeavours and travels. It was decided that Mel would continue doing the minutes until the next AGM and no additional person will be sort at this time. Levi to update the information on the Fair Trade site.
The use of Glyphosate & other chemicals by Landcare	This was referred to the WHS sub-committee who will make recommendations to the MC at the next meeting
Annual planning cycle	Mel presented a proposed organisation planning cycle that was accepted by the board Move: Mel Seconded: Antoinette – Carried Maree was asked to request Carl to develop a plant requirement schedule as per the grants that have been applied for to assist Shane with his nursery production planning. It was agreed to action the strategic planning session in October as per the newly approved planning cycle. Mel to setup a date
Landcare award nomination	There are currently no appropriate projects to nominate for a Landcare award
Items dropped at Landcare	A big effort has been made to clean up the Landcare site for the festival. To ensure it remains that way we should refuse to accept things that are brought to Landcare by well meaning people that we will not use
Point of Sale (Square) in the nursery	Mel gave the MC a quick look at the types of reports that are now available for the nursery using the new point of sale system
Festival	Levi proposed that we host the next festival at Nelson Reserve, this proposal was accepted Move: Levi Seconded: Maree – Carried The MC wanted to thank all who helped with the festival before and on the day
Christmas closure	Gympie Landcare will be closed during the Christmas period from 23 December to 1 <sup>st</sup> of January
Upcoming Activities	<ul style="list-style-type: none"> <li>• Volunteer/MC/staff BBQ 16<sup>th</sup> October at 12pm</li> <li>• Beeswax Wrap Workshop 26/10/2019</li> <li>• Beeswax Wrap Workshop 13/11/2019</li> </ul>
Meeting close	The meeting closed at 1:04 pm
Next Meeting	18 October 2019

**GDLG MANAGEMENT COMMITTEE MEETING MINUTES**

<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>
CLS Scheduling Program review	17/5/19	Carl, Barry, Mel	October	Will only be looked at in October when Barry is back	Open
Review of Nursery and Bio-Control phone service	17/5/19	Levi/Shane	18/10/19	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	Shane	20/9/19	Shane to develop a retail space design. Some detail still required completing.	Closed
Bio-control	21/6/19	Yvonne	18/10/19	Get more clarity with regard to data privacy with regard the request for data on insect release sites	In Progress
OH&S	21/6/19	Shane	18/10/19	Get a rail installed for the steps behind the nursery.	In Progress
OH&S	21/6/19	Levi/Lucas	18/10/19	Update the induction pack with additional OH&S information	In Progress
Nursery retail space	19/7/19	Shane	20/9/19	Progress the fit out of the retail space	Closed
Seed collection reward system	19/7/19	Karen	18/10/19	Karen suggested we develop a reward system for seed collection; she will come up with some ideas.	In Progress
Nursery priorities & targets made visible in nursery	19/7/19	Shane	18/10/19	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.	In Progress
Improve tree planting events (communication, signage, organization, timekeeping)	3/8/19	Levi, Carl, Mel, Maree	27/11/19	Maree & Mel to work with Levi & Carl to improve the community tree planting events	In Progress
Investigate the 'Trees for life' propagation model	3/8/19	Shane	20/3/20	Feedback will be given at the next member meeting	Open
Promote seed collection at the Landcare festival	3/8/19	Shane, Levi	21/9/19	Shane & Levi to work together to set this up	Close
Setup a seed collection workshop	3/8/19	Levi, Shane	27/11/19	Feedback will be given at the next member meeting	In Progress

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Clarify the plant focus in the nursery	3/8/19	Shane, MC	18/10/19	Discussion to be had at the next MC meeting to get agreement on the plant focus in the nursery	In Progress
Preparation of retail area	16/8/19	Levi	20/9/19	Find a bookcase for the library books	Closed
Attendance of the Gympie East School VIP Day	16/8/19	Mel/Louise	18/9/19	Mel Marx & Louise Watson will attend this event and manage the stall & display	Closed
Sponsorship of MRCCC Spring festival photographic prize	16/8/19	Levi	27/9/19	Levi to let MRCCC know that the MC have authorised the sponsorship of the top prize	Closed
Inward Correspondence: Tin Can Bay Bushcarers Group	16/8/19	Carl	27/9/19	Carl to contact Cooloola Coast Landcare & offer his support	Closed
Capital expenditure approval process	16/8/19	Mel	18/10/19	Adapt the approved capital expenditure approval process & send to Levi to include in policies	In Progress
Bio-control quarantine signage	16/8/19	Levi/Yvonne	27/9/19	Levi will support Yvonne in developing the appropriate signage	Closed
Preferred Suppliers List for Council	16/8/19	Carl	18/10/19	CLS will also try and get onto the councils preferred suppliers list	Open
Meeting to improve tree planting/community events	16/8/19	Mel	16/10/19	Mel to setup a meeting with Maree, Levi, Carl	Closed
Meeting with nursery volunteers	16/8/19	Levi/Shane	27/9/19	Levi & Shane to meet with the nursery volunteers to talk about teamwork and targets	Closed
STEAM Festival	16/8/19	Levi/Ernie	27/9/19	Submit a invoice to the organisers for expenses	Closed
Artisan garden accessories	16/8/19	Levi	4/9/19	Put an invitation out on Facebook and the newsletter to artisans inviting them to provide various gardening accessories on consignment to the nursery	Closed
Landcare Festival – item & plant stock	16/8/19	Shane	20/9/19	Have available appropriate garden items, amendments, soils and plant stock for the festival day	Closed
Safety Statement	16/8/19	Maree	18/10/19	Maree to reword and align the safety statement to Landcare's situation.	Open
Safety officer role description	16/8/19	Mel	27/9/19	Role description approved at the meeting	Closed
Safety committee	16/8/19	Levi, Carl, Shane, Yvonne, Lucas	27/9/19	The first order of business will be to develop a meeting schedule, terms of reference and safety improvement plan.	Closed
WHS representative role description	16/8/19	Carl	27/9/19	Carl to give Lucas a copy of the role description for comment. Lucas to email Mel with any proposed changes	Closed

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Messmate Park Group – sign-on sheets	16/8/19	Levi	27/9/19	Levi to talk to Sandra about having up to date sign-on sheets	Closed
Messmate Park Group – first aid kit	16/8/19	Levi	27/9/19	Purchase a first aid kit for use by the Messmate Park Group	Closed

<b>NEW 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>
Setup a festival review meeting	27/9/19	Levi	18/10/19	Review the festival and identify successes and improvements	Open
Bio-control work required to get cages reworked	27/9/19	Yvonne/Louise	18/10/19	Yvonne to get quotes for this work. Louise to ask Rob to quote	Open
Recommendation on water security	27/9/19	Shane	18/10/19	Shane to present a recommendation on water security at the next MC meeting	Open
Public fund review	27/9/19	Maree	18/10/19	Maree to review the Gympie Landcare public fund to ensure all the requirements are in place	Open
Review volunteer medical form	27/9/19	Maree/Levi	18/10/19	The volunteer medical form requires a review to ensure that the minimum data required is captured and that there are no breaches of confidentiality. Yvonne to apologise to Pat who took offence at the information required on the old form	Open
Container for change safety challenges	27/9/19	Levi	18/10/19	Levi to ensure that this is discussed at the next WHS sub-committee meeting and some proposals identified and presented to the MC	Open
Minutes secretary resignation – information updated on the Fair Trade site	27/9/19	Levi	18/10/19	Levi to update the board information on the Office of Fair Trading and ACNC sites.	Open
Plant requirement schedule as per the grants	27/9/19	Maree	1/10/19	Maree was asked to request Carl to develop a plant requirement schedule as per the grants that have been applied for to assist Shane with his nursery production planning.	Open
Strategic planning session	27/9/10	Mel	18/10/19	Mel to setup a date for this session	Open
Formal letter of apology to Pat	27/9/10	Levi	18/10/19	Send a formal apology letter to Pat inviting him to contact the president and return to Landcare as a volunteer	Open

**GDLG MANAGEMENT COMMITTEE MEETING MINUTES**

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WHS sub-committee to prepare a recommendation with regard to the use of Glyphosate and other chemicals	27/9/10	Levi	18/10/19	WHS sub-committee to prepare a recommendation with regard to the use of Glyphosate and other chemicals used by Landcare	Open
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