

## Management Meeting – Minutes

**Date:** 10 April 2024

**Start Time:** 5 p.m.

**Location:** Envirolink Centre, James Street, Yeppoon 4703

**Meeting Leader:** Malcom Wells - President

1. **MEETING OPENED:** 5:05 p.m.

2. **PRESENT:** Malcolm Wells, Karen Pomfrett, Tony Claridge, Andi Jaemjamrat

3. **APOLOGIES:** Nil

4. **QUORUM:** The President declared that a quorum is present, and the meeting is duly constituted.

5. **MEMBERSHIPS:**

A motion was put forward to accept the membership of Fiona Moloney, Sue Macklyn, Michelle Johnson, Graeme Strachan, and Julianne Weekers.

**Moved:** Karen Pomfrett

**Seconded:** Andi Jaemjamrat

**Approved:** Four

**Opposed:** Nil

6. **MINUTES OF PREVIOUS MEETING** – That the minutes of the previous management committee meeting held on 25 January 2024 be accepted as a true and accurate record.

**Moved:** Karen Pomfrett

**Seconded:** Malcolm Wells

**Approved:** Four

**Opposed:** Nil

7. **CORRESPONDENCE – Inwards and Outwards (Comments in red from President in lieu of report)**

Inwards				
Date Received	Via	From	Subject	Action:
28/01/2024	Email	Malcolm Wells	Update on the Waru funding. Rhodes Watson has deposited \$200 in our account, and Andrea Friend has deposited \$100. Only \$200 short now.	Nil
31/01/2024	Email	Office of Fair Trading	Capricorn Coast Landcare Group Incorporated - Approval Letter	Sent to Management Committee
02/02/2024	Email	Malcolm Wells	Waru Funding – LSC will provide the remaining \$200 if we send them an invoice. Andrea's \$100 appeared in the petty cash account; Rhodes \$200 has not yet appeared anywhere.  <b>Money has been received</b>	Sara to draw up an invoice for \$200.  Malcolm to discuss deposit with Rhodes

06/02/2024	Email	Village Festival Administrator Cc from Sara	Waru Community Gardens Booking Enquiry for Village Festival 2024 - Saturday 03 August 2024.	Sara sent to committee for response.
06/02/2024	Email	Office of Fair Trading	OFT July 2024 changes – adoption of model rules for grievances, disclose remuneration paid and any benefits given to committee members, senior staff, and their relatives at their Annual General Meeting	Sara sent to committee for response. Placed on agenda
06/02/2024	Email	LSC cc from Sara	Rates notice for WARU - Due 6 March - \$103.30 but \$66.15 with discount.  <b>Paid</b>	Sara sent to Treasurer
12/02/2024	Email	Aust Post cc from Sara	Post Office Invoice \$174 due 31/03/2024– not being paid due to cancellation of PO Box.	Sara sent to Treasurer
12/02/2024	Email	Sara	Just wanted to let you know we have been successful in getting funding through the Gambling Community Benefit Fund - 16K - to replace the Minivan battery.	Sara sent to committee
12/02/2024	Email	Bunnings cc from Sara	Bunnings Community Information Night 13 March  <b>Attended.</b>	Sara sent to committee. Malcolm, Sara, and Karen available
12/02/2024	Email	Tony	Term Deposit – maturing earlier than thought. Decision needed by 18 Feb.  <b>Approval given to close.</b>	Sent to committee for decision. See attached pdf.
13/02/2024	Email	Dept of Transport cc from Sara	Post Box - Registration Certificate and CTP Insurance documents for the Minivan need change of address to street address.  <b>Done.</b>	Sara sent to Malcolm for Action
13/02/2024	Email	Cc from Malcolm	Email sent to FBA and local members to assist in finding sources of funding that will allow us to retain our coordinator.  <b>No luck.</b>	Await replies
14/02/2024	Email	Cc from Malcolm	Reply to above from Michelle Landry who is unable to provide any funding.  <b>Should hear this month re: funding for shirts from them.</b>	Nil
15/02/2024	Email	Green Loo cc from Sara	To be delivered to LSC Nursery. Sara to confirm there is no damage. Invoice for \$4535.09 attached and paid. Second delivery of excess fluid tank to be mid-March.	Sara to inspect

			<b>Inspected. Tank arrived. All at nursery.</b>	
19/02/2024	Email	ATO cc from Sara	The amount you have paid to the Small Business Superannuation Clearing House (SBSCH) does not match your payment instructions of 21 January 2024, so we have returned the payment to your nominated bank account.	Sent to Treasurer – corrected it on 20/02/2024
02/03/2024	Email	Tony	Analysis of Funding vs etc.	Placed on agenda
13/03/2024	Email	Sara	Information re DRG status	Sent to committee, placed on agenda
13/03/2024	Email	CC from Sara - Ergon	Electricity Invoice 09/11/23 – 09/02/24 - \$529.21 Due 04/03/2024. Keppel FM to pay \$370.45	Sent to Keppel FM Treasurer
13/03/2024	Email	CC from Sara - LSC	Deposit of \$2200 from LSC	
14/03/2024	Email	Sara	Approval required for expenditure for Waru toilet. Sent to all committee members.	Approval given by all committee members. See attached pdf.
19/03/2024	Email	Sara	Invitation as a stall holder for EnvA's Central Queensland's Climate Changers event 27 April Saturday	Put on agenda
20/03/2024	Email	CC from Sara – Fundraising opportunity	Expressions of interest for a group to run the bar and do some food for our annual Festival of Small Halls - Emu Park Hall on Sunday 14 <sup>th</sup> July at 6pm until 9pm.	Sent to Malcolm – not a viable idea.
03/04/2024	Email	CC from Sara to Past members	Cap Coast Landcare Membership Drive 2024.	Await replies
04/04/2024	Email	CC from Sara from LSC	WARU Driveway - Capricorn Coast Landcare is responsible for the provision and maintenance of the property, which includes vehicle access from the roadway to the property boundary.	Info passed to committee
08/04/2024	Email	CC from Sara from FBA	Land & Sea program remittance - \$425.70.	Sent to Treasurer

Outwards				
Date Sent	Via	To	Subject	Action:
28/01/2024	Email (Malcolm)	LSC Mayor and Councillors	Enquiry to LSC, as landlords of the site, if they could contribute the remainder of the funding,	Await reply
22/02/2024	Email	Village Festival cc from Sara	As advised our management committee are happy for the space to be used again for a music event. The space is available for the 2-4th August . Details provided of the WARU site that I mentioned for consideration before we can advise of the venue fee.	Place on agenda for discussion
18/03/2024	Post	Clean Up Australia Day	Report from Clean Up Event 2 March 2024	Posted
27/03/2024	Email	Lendlease	Request for the documents produced at the March session.	Await reply

A motion was moved that the inward correspondence be received, and that the outward correspondence be ratified.

**Moved:** Karen Pomfrett  
**Approved:** Four

**Seconded:** Tony Claridge  
**Opposed:** Nil

**8. PRESIDENT'S REPORT:** Not provided.

**9. TREASURER'S REPORT** (*See attached*): The Treasurer tabled a Profit and Loss Statement and YTD Financial Summary as at 01 April 2024.

A summary of calculated closing bank balances as at 01 April 2024 is as follows:

Main Account	\$32 812.24
Petty Cash Account	\$289.94
Term Deposit	\$0.00

<b>TOTAL</b>	<b>\$33 102.18</b>
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**MOTION:** That:

- (a) the Profit and Loss Statement and YTD Financial Summary tabled by the Treasurer is accepted.
- (b) Payments noted in the report are endorsed by the Committee.

**Moved:** Tony Claridge  
**Approved:** Four

**Seconded:** Malcolm Wells  
**Opposed:** Nil

**10. COORDINATOR'S REPORT:** Presented by the Secretary. (*See attached file*).

**MOTION:** That the Coordinator's report be accepted.

**Moved:** Karen Pomfrett  
**Approved:** Four

**Seconded:** Tony Claridge  
**Opposed:** Nil

### 11. AGENDA ITEMS:

	ITEM	MINUTES
11.1 Karen	Formation of a Sponsorship sub committee	<p>Do we need to be a charity to accept donations and for businesses to claim it on their tax? Do we want to start the process? <a href="https://landcareaustralia.org.au/landcare-get-involved/dgr-policy/">https://landcareaustralia.org.au/landcare-get-involved/dgr-policy/</a></p> <p><b>ACTION:</b> Defer DRG status to next meeting. Karen to send the link to Tony and Andi.</p> <p><b>MOTION:</b> A sponsorship subcommittee is to be formed with Andi Jaemjamrat as the organiser who will canvas all members for any interested participants.</p> <p><b>Moved:</b> Andi Jaemjamrat <b>Seconded:</b> Tony Claridge <b>Approved:</b> Four <b>Opposed:</b> Nil. <b>ACTION:</b> Andi to send out an email to all members.</p>
11.2 Karen	Posting of meeting minutes on the Landcare website and sent to members.	<p><b>MOTION:</b> Meeting minutes from this point on to be posted on the Capricorn Coast Landcare Group website and emailed to all members.</p> <p><b>Moved:</b> Karen Pomfrett <b>Seconded:</b> Malcolm Wells <b>Approved:</b> Four <b>Opposed:</b> Nil. <b>ACTION:</b> Karen to discuss with Sara.</p>
11.3	Waru Community Gardens Booking Enquiry Cost for Village Festival 2024 - Saturday 03 August 2024	<p><b>Karen</b> - We need to cover water and power. <b>Tony</b> - \$250 perhaps? \$500 if power installed? <b>Malcolm</b> - I would suggest responding by letting them know we have the grant for the new loo and are looking to replace the fence and make other improvements to make the place good. Ask if they are looking to cover any costs involved in using the site such as water (power if it is on). We might be not for profit, but we don't want to be running at a loss. <b>Andi</b> - Best if they pay for water and pay more so we can purchase another more permanent loo in future maybe. Or put towards gen rates or plant costs for garden or other ongoing expenses!</p> <p><b>ACTION:</b> Deferred for further discussion prior to next meeting.</p>
11.4 Sara	OFT new rules from 1 July 2024.	<p>Do we already disclose remuneration paid and any benefits given to committee members, senior staff, and their relatives at their Annual General Meeting? The answer is YES.</p> <p>Do we wish to follow the model rules' grievance procedure – it will automatically apply.</p> <p><b>MOTION:</b> That we follow the model rules grievance process</p> <p><b>Moved:</b> Andi Jaemjamrat <b>Seconded:</b> Tony Claridge</p>

	ITEM	MINUTES
		<b>Approved:</b> Four <b>Opposed:</b> Nil.
<b>11.5 Tony</b>	Term Deposit closure	<p>Email correspondence sent on 12 Feb from Treasurer: As discussed at our last meeting, we were going to opt for a shorter term as our general bank account funds are diminishing. However, looking at our main account balances, we have just <b>9 FORTNIGHTS</b> (4.5 months) before our general bank account funds run out entirely! For this reason, I think it is time to <b>CLOSE</b> our term deposit and bring the money back into our general funds. If we get large funds / donations, we can always put some of back into a new term deposit later.</p> <p><b>MOTION (put via email):</b> Close the term deposit.  <b>Responses via email:</b> Karen – agreed; Malcolm – agreed; Tony – agreed.  Andi – wanted further investigation.</p> <p><b>Moved:</b> Tony Claridge                      <b>Seconded:</b> Karen Pomfrett  <b>Approved:</b> Three                              <b>Opposed:</b> One.  <b>ACTION:</b> Term deposit closure-initiated 15 February at Bendigo Bank by Treasurer.</p>
<b>11.6 Tony</b>	Financial Audit	<p><b>Discussion</b> – The treasurer and coordinator have uncovered an issue in relation to GST with the 2023/24 audit performed by the accountant where the accountant made unauthorised changes. There may have to be a tax adjustment in the next return to pay back the tax refund.</p> <p><b>ACTION:</b> Tony will bring it up with the accountant at their next meeting. In the interim, the tax refund is to be siloed so that it is available pending the outcome of the discussions.</p>
<b>11.7 Tony</b>	Coordinator's computer	<p>Sara continues to have issues with her PC which are impacting her productivity – receiving/sending email, no product key for Windows therefore not able to be upgraded to windows 11, connection problems with the printer. Suggestion: To get her PC back on track – obtain new windows and Microsoft Office subscription. Both actions will cost us some money but are necessary to be efficient.</p> <p><b>MOTION:</b> That we purchase Microsoft windows product key \$250, back up her computer, do a fresh instal with the new product key, and subscribe to Microsoft Office 365 for \$20/month.</p> <p><b>Moved:</b> Tony Claridge                      <b>Seconded:</b> Malcolm Wells  <b>Approved:</b> Four                              <b>Opposed:</b> Nil.  <b>ACTION:</b> Tony to investigate this. Microsoft have offers for Not-for-Profit groups that can be investigated.</p>
<b>11.8 Sara</b>	Invitation as a stall holder for EnvA's Central Queensland's Climate	<p><b>Discussion:</b> Volunteers - Andi can do this and the organiser has been notified. Sara has emailed members to see if any members might be interested in helping but Andi happy to be there by herself if necessary. Andi has made a request to Malcolm regarding increasing bird diversity at</p>

	ITEM	MINUTES
	Changers event 27 April Saturday.	some weeding sites and the other foci of the event will cover promotion of recycling, recruitment of volunteers, and perhaps sponsors.
11.09 Sara	Membership Forms & Signature	<p>Can we accept the 123 Forms on our website as Membership Forms without signature? If not, then we will have to stick to sending them a WORD Version to complete and scan back to Sara. It is a time consuming process. The constitution says that an application for membership must be in writing and signed by the applicant in the form decided by the Management Committee.</p> <p><i>Discussion:</i> We need the signature, and we look to see if we can alter the form to provide a signature box that can be done online. It doesn't affect a lot of people so if form can't be signed online then we will need to stick to the current process. If it does become an issue, then we will need to look at changing the constitution.</p> <p><b>MOTION:</b> All 123 Membership forms will require a physical signature.  <b>Moved:</b> Karen Pomfrett    <b>Seconded:</b> Andi Jaemjamrat  <b>Approved:</b> Four                    <b>Opposed:</b> Nil</p> <p><b>ACTION:</b> Tony to liaise with Sara to see if form can be modified.</p>
11.10 Karen	Grants – GCBF Closing end of April	<p><i>Focus is on Waru:</i></p> <ul style="list-style-type: none"> <li>• Fencing (Malcolm getting the quotes) – Post and rail system as LSC states that it must be like for like.</li> <li>• Seating circle (Karen getting quotes) – 10 Sandstone blocks the same as the Yarning circle at Mulambin</li> <li>• Container (Malcolm getting quotes) – requesting a 10ft one as this is more in keeping with the space available and the ability to physically instal it without damaging the area</li> <li>• 1 Concrete bench and table arrangement (Karen getting quotes) – Humes make these.</li> </ul> <p><i>Promotional Material for events</i> - stretchy table covers (Andi wasn't in favour of using nylon but there are no promotional alternatives that could be found that didn't have any plastic), 2 teardrop banners - 1 for Landcare and 1 for Envirolink to be placed out the front at the Community Centre to advertise the existence of the office. Andi proposed a repurposing of tablecloths for the grant or use of cotton rather than polycotton which contains plastic</p>
11.12 Val & Dale	Various Items	<ul style="list-style-type: none"> <li>▪ Raising funds through Bunnings Sausage Sizzles? <b>Discussion</b> - Malcolm has spoken to them and outlined the difficulty with getting volunteers and getting a spot with the large numbers of interested organisations. Typically, only make \$600 - \$800 on</li> </ul>



	ITEM	MINUTES
		<p>any given day and a lot of work and organisation goes into the event. They are okay with this reasoning.</p> <ul style="list-style-type: none"> <li>▪ Do we need new members, and could social media help in recruiting? <b>Discussion</b> – Malcolm felt that we have enough members and membership fees are not a big source of revenue. We have new signs with QR codes that provide avenues for joining and Sara has sent out emails to previous members who haven't rejoined.</li> <li>▪ We'd like to see Janice recognised for the extra work she does for Landcare. Maybe a photo on Landcare Facebook page or Paper article, also getting someone else to do the tea/coffee/milk/water side of the job. <b>Discussion</b> – Malcolm has discussed with Janice, and she doesn't want her face or name on social media. Janice is asked regularly if she would like some assistance with the tea/coffee side of things and she stated that she is happy to keep doing it as long as someone does it when she is away. <b>ACTION:</b> Sara to do up a certificate of appreciation for her.</li> <li>▪ Toolbox Talks/Information handouts on weeds vs native plants to new people? We've noticed many ripping out the wrong plants. <b>ACTION:</b> Malcolm to ask Sara to prepare introductory booklets for new members. LSC used to print these out for us – Sara/Malcolm to enquire to see if this is still a possibility.</li> </ul>
11.13	Business Arising/Action Items (Permanent Agenda Item – see Section 11)	As per section 13 below if time permits.

**12. GENERAL BUSINESS:**

	MEMBER	MINUTES
12.1	Malcolm	Minivan battery - \$12000 paid upfront to Adventure Tec with \$4000 to be given upon completion but the battery is not available yet. <b>ACTION:</b> Malcolm to inquire about getting it expedited.



	MEMBER	MINUTES
12.2	Malcolm	Grant for ~\$500 000 applied for in January as a shared venture with LSC re Singapore Daisy.

### 13. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING:

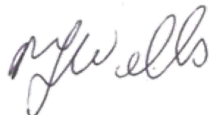
Meeting Date	ACTION	ACTION OWNER	MINUTES
08/11/2023	<b>Security Camera at WARU</b> - not yet installed by LSC. Needs following up.	Sara	10/04/2024 – Sara will follow this up.
25/01/2024	<b>Memberships</b> - The following new members have completed membership forms but have yet to pay the membership fee: Fiona Moloney, Benjalaham Roberts, Kate White. They need to be contacted to determine if they wish to become financial members.	Sara	05/02/2024 Sara has investigated - No payment from B Roberts or Kate White. Fiona Maloney was going to pay her membership that week. ACTION: Sara to follow up with Fiona. 10/04/2024 – Fiona has now paid. <b>COMPLETED.</b>
25/01/2024	<b>Term Deposit</b> - Coming up for renewal in 25 days. Need to investigate different options and report back to the committee at the next meeting.	Tony	10/04/2024 – Term deposit closed. <b>COMPLETED.</b>
25/01/2024	<b>Rota-Loo funding shortfall</b> - Malcolm to approach LSC, then Lendlease. Sara to order the toilet.	Malcolm, Sara	02/02/2024 Malcolm has secured funding for the shortfall from LSC \$200, Andrea Friend \$100, Rhodes \$200. <b>COMPLETED.</b>
25/01/2024	<b>CQU Free digital media project</b> - Decision made not to engage in this project. They will need to be notified.	Sara	10/04/2024 – Sara not at meeting.
25/01/2024	<b>Change in membership fees</b> - Changes to Individual and Family fees need to be posted to the website.	Sara	07/02/2024 Sara has updated the website. <b>COMPLETED.</b>
25/01/2024	<b>Sponsorship</b> - Lendlease are sorting out sponsorship ideas. Report to come back yet from them. <b>ACTION:</b> Await report and then perhaps a subcommittee from Landcare members can be formed once the document comes back. Andi is very interested.	Sara, Andi	25/01/2024 Awaiting Report. 10/04/2024 – Andi to form a subcommittee.
25/01/2024	<b>Earlier start time for summer</b> - A text will be sent out to	Malcolm	29/01/2024 Malcolm has sent out the text. Earlier start time for 30 and 31 Jan

Meeting Date	ACTION	ACTION OWNER	MINUTES
	everyone advising of the trial of new start times between 6:30 - 7:00.		saw lower numbers plus members advised that due to the humidity at this time nothing was gained. Went back to existing time of 7:00. <b>COMPLETED.</b>
25/01/2024	<b>Waru Fencing</b> - Discuss with Lendlease face to face on 6-7 March the possibility of them providing some funding.	Malcolm	25/01/2024 Awaiting meeting 10/04/2024 – Malcolm discussed this with them, and this is not possible. <b>COMPLETED.</b>
25/01/2024	<b>Waru Rates</b> - An analysis regarding all costs for the 12-month period to be undertaken to see if we need to try to offset some costs.	Tony	25/01/2024 Ongoing until first meeting in 2025.
25/01/2024	<b>LSC Funding Opportunities (Feb, Sept)</b> - produce a grant application if needed to offset the cost of the Rota-Loo.	Sara	02/02/2024 No longer needed as shortfall has been found. <b>COMPLETED.</b>
25/01/2024	<b>Voicemail on the work phone</b> - Needs to be set up so that messages can be left.	Karen, Sara	29/01/2024 Voicemail hadn't been activated. Karen and Sara contacted call provider who activated Voicemail. Still not working, however. 10/04/2024 – Sara still following this up.

14. NEXT MEETING DATE/TIME: 10 July 2024

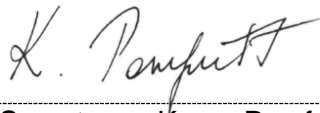
15. MEETING CLOSED: 7:10 p.m.

Signed:



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President – Malcolm Wells

Signed:



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Secretary – Karen Pomfrett