

**MINUTES**  
**PERMACULTURE NOOSA COMMITTEE MEETING**  
**WEDNESDAY 8 November 2017**

**Location:** Cooroy Library, Maple Street, Cooroy commenced at 6.15pm

**Present:** President Tim Peek; Treasurer Wendy Strathearn; A/Secretary Lorraine Oats;  
Vice President Vic Bateman

Committee Members: Bill Berry (newsletter editor, website manager)  
Wayne Oldham (audio visual)  
Caroline Whittle-Herbert, Valerie Wilson

**MINUTES OF PREVIOUS MEETING**

Moved/seconded as accepted (Bill/Tim)

**BUSINESS / UPDATE FROM PREVIOUS MINUTES**

**Cooroy Community Gardens**

**Advice from established community gardens:**

Bill emailed Northy Street City Farm – awaiting reply.

Bill spoke to Yandina Community Gardens Workshop Coordinator Margaret Hamlyn. She will forward our request for information on garden safety and procedures to the president. Margaret will follow it up.

**Update next meeting**

**Insurance:**

Wendy emailed Garden Clubs of Australia and insurance broker. New person in the role at GCA will get back to her.

**Update next meeting**

**Issues involving NSC [Update since meeting]**

Following on from Vic's report at our meeting, Vic has now received confirmation from Kylie Finigan (Community Development Officer, Noosa Council):

**From:** Vic [<mailto:vintagecara@yahoo.com.au>]

**Sent:** Thursday, 9 November 2017 2:02 PM

**To:** Kylie Finigan

**Subject:** Cooroy Community Gardens

Hi Kylie

Just a follow up email re yesterdays discusion plus pics of the missing gate, broken fence section and car tracks from the chap who drives thru the gardens.

List of things discussed....

1. We are planning an OPEN DAY on Sunday 26th Nov 2017 between 9am -11 am. Activities planned are

a. Walk around the gardens, some history, and QnA's. **WHEN YOU HAVE A FLYER – WE CAN PROMOTE ON OUR FB PAGE AND IN THE LIBRARY**

b. Let me know the outcome of my suggested visit from Councils Health and Safety officer to identify an issues we may need to address. **PLEASE PHONE PETER ROBINSON – WHS ADVISOR ON 0409 195 967 TO ORGANISE A TIME TO MEET. HE WILL ALSO COORDINATE A PARKS AND GARDENS PERSON TO COME TOO.**

c. If you can post a copy of the drainage plans so we don't come foul if we plant any fruit trees etc, that'd be great. **I HAVE REQUESTED PLANS FORM OUR PLUMBING DEPT – WILL FORWARD AS SOON AS I GET THEM.**

d. I will get Lorraine our new secretary to email you a request for donation of a council street sign to go at the RSL roundabout pointing to the Cooroy Community Gardens ( plus Xm distance) for public awareness. **OK**

e. If a replacement gate could be provided, and the broken top rail log section replaced, that'd be great too. The Gate gap is aprox 3.7m wide. The damaged log measures 3.2m and is a 125mm log. **A REQUEST HAS BEEN LODGED FOR REPAIR AND REPLACEMENT OF FENCE AND GATE WITH OUR INFRASTRUCTURE SERVICES AREA. LOCK WILL BE PLACED ON THE GATE AND YOU WILL BE PROVIDED WITH A KEY.**

f. Will include a pic of the small water tank (1000L) that you said we could anchor on top of the 20ft container for gravity fed water supply(Subject to us funding it of course). **PERMISSION ALL GRANTED FROM COUNCIL.**

Also you suggested we can somehow advertise the open day on councils website. **OUR FACEBOOK IS BEST – I JUST NEED THE FLYER OR A PIC AND A COUPLE OF LINES – HAVE A LOOK AT SOME OF THE POSTS.**

Could you provide a link to the area and I'll word a story accordingly.

Thanks Kylie.

Vic Bateman

### **CCG Sign at gardens:**

There is a wooden CCG sign in shipping container ready to be erected. Also need blackboard or noticeboard below that sign or nearby to write upcoming/regular events, and to include contact name and phone number.

**ACTION:** Vic will inspect the area with Wendy and others, take photos of the sign in the shed and proposed position, and determine manner of erecting the sign (it will be removable), and then write something for Lorraine to forward to Kylie NSC.

**Issues to consider with the sign:** size, location, wording required, where to have made, erection, etc.

**Note:** *There is a Council signage policy that we may be required to adhere to with size etc. plus Clause 7.5 (d) of Trustee Permit "... the Permittee must not, without the prior consent of the Council ... display any lit signs or notices on the Premises."*

### **Council signs to direct traffic to CCG**

Agreed that we request Council place (at Council's expense) 'Community Gardens' signage in strategic places e.g. at Maple & Emerald Streets roundabout and perhaps at the apex of Wattle & Emerald visible to traffic from Wattle Street.

**ACTION:** Lorraine to send request to NSC to provide signage.

### **Bank Account, PO Box, Asset Register**

Nick (ex CCG Inc.) has advised Tim that the CCG Inc. bank account was closed, the PO box cancelled, and there was no Asset Register listing items and values when CCG Inc. was wound up.

**Keys:** There are 4 keys to the shipping container. Wendy has 2. Vic has 2. This will change when CCG working group/steering committee is formed. Lorraine will record location of keys on our Key Register.  
(The CCG PO box was closed when CCG Inc. wound up and keys handed back to PO)  
Key (1) to badminton hall is in shipping container

### **Original garden design drawings:**

Bill checked with Nick – he doesn't have original files.

**ACTION:** Bill to follow up with Nikolee Ansell who did the original drawings. If not available, Bill can do.

### **Contact with Badminton Club:**

Vic spoke to president Phillip Yang who was very helpful and offered use of toilets and kitchen facilities. Requested we keep kids off the courts.

**ACTION:** Committee members to review the (old) Memorandum of Understanding between Cooroy Community Gardens Inc. and Cooroy Badminton Club Inc. dated 12 Sept 2012 emailed by Tim 9/11/17. **For review and re-wording at the Dec committee meeting.**

[Badminton committee as at 7 Nov 2017 (from their website): President: Phillip Yang (Mobile: 0407-966044); Treasurer: Aimee Poyner (Mobile: 0421-946640); Secretary: Kris Blurton (Mobile: 0407-001845)]

### **Trustee Permit:**

Bill has placed the original Trustee Permit (Noosa Shire Council / Cooroy Community Gardens Inc dated 4/8/16 for original term of 15/6/16 to 15/6/17) on the website. **Lorraine is trying to locate a complete and correctly executed copy of the current Trustee Permit (Noosa Shire Council / Permaculture Noosa Inc dated 21/7/2017 for term 10/5/17 to 10/5/18).** Then will give to Bill to put on website.

### **Open Day proposed for 26 November 2017**

Council has approved.

[Subsequent to the meeting, all committee members agreed to postpone the open day until early next year to allow time for planning and promotion] **(Vic will notify Kylie of postponement)**

### **Club Meetings**

Bill has done reminder for people to bring something for supper.

The 'to audit' question need not be raised at the AGM as the proposal to update our Rules in 2018 will address that. The issue of the missing 2016 AGM Minutes was resolved.

Caroline spoke to Veronica at Cooroy State School about the rate we are being charged for the hire of the school hall. Veronica advised that we are being charged the rate for a community group (the lowest rate).

**To do:** Caroline to check with high school to see if any students would like audio/visual work experience with Wayne.  
November speaker: Confirmed Graeme Sait.

**CORRESPONDENCE since last meeting:**

I/O	To or From	Subject	Action taken/to be taken
I	BOGI	September & October newsletters	Give to Bill for inclusion in library
I	Sunny Coast Accountants (auditor)	Enclosing 3 copies of the audited financial statements for year ended 31/7/17	1 copy to be lodged with OFT after AGM – Secretary to do
I	Aust Business Register	Requesting review and update of details	Lorraine ordered form required to be submitted before an 'authorised person' can request changes. (form received – Secretary will action)
I	OFT	Associations Incorporation Form 12-1 to be completed and lodged after AGM	Secretary will do
I	Garden Clubs of Australia	Notice of AGM 8/11/2017	Note that GCA is planning to update their 1992 constitution to 'bring it into line with modern day practice and the requirements of the law'.
O	Bunnings	Requesting unsaleable seedlings and donation of potting mix for use at CCG	Letter sent by Wendy 3/11/17

**BUSINESS ARISING FROM CORRESPONDENCE:**

Nil

**TREASURER'S REPORT - Attached – full report October 2017**

October 2017 Income: \$291.00    October 2017 Expenses \$803.40

<b>Cash in Bank</b>	Cheque account no 1	\$1,060.73
	Sandhurst Select Mortgage Fund	\$10,687.33
<b>Cash in floats</b> (Membership, Supper, Retail, Donations, Raffle)		\$138.00
Petty Cash		50.00
	<b>Total cash on hand 31/10/2017</b>	<b>\$11,936.06</b>

**Treasurer requests that the following payment/s be approved/ratified:**

NIL

**GENERAL BUSINESS:**

No <sup>s</sup>	ITEM	ACTION
1	<b>Secretary role:</b> As current secretary Dan Deighton is working interstate and unable to continue in the role, the committee appointed Lorraine Oats to fill the vacant position until the AGM 16 November 2017 (and beyond if no other nominations received). Proposed Tim; seconded Vic – Carried	
2(a)	<b>Future speakers:</b> November following the AGM: Graeme Sait December: Elisabeth Fekonia – suggested topic: green manure for the hot months Jan or Feb?: Wendy suggested Kim Martin from local company GROW / Dr Grow It All	
2(b)	<b>Tokens of appreciation to guest speakers:</b> We need to decide what this should be, and if wine, organise purchase.	LORRAINE – Dec agenda item
2(c)	<b>December (Xmas) club meeting arrangements</b> Xmas raffle – Wendy to arrange small hamper – approval to spend about \$20. Meal – Val to talk to caterers to see if meal can have Christmas theme. Decorations – President ask for decorating ideas from members. Val willing to help. Entertainment – Vic to arrange short movie/s.	WENDY VAL TIM VIC

3.	<b>Asset Register</b> Wayne produced an itemised Inventory of Assets. Lorraine will call Bronwyn McIntyre who is storing various items in her garage and Vic will arrange to collect and store in shipping container at CCG. Vic will look up similar items listed on ebay to get idea of current value of some of the older items.	LORRAINE VIC Work in progress
4.	<b>Steering Committee (Subcommittee) for CCG</b> Deferred to next meeting. Interest can be sought at open day or future club meetings and working bees.	LORRAINE – Dec agenda item
5.	<b>AGM</b> - Notice of AGM and Agenda emailed to members 2 Nov 2017. - Lorraine will provide detailed Agenda to guide chairman on procedure. - Val and Caroline are not renominating as committee members; ideally we need at least one, preferably two, others (Tim, Bill, Wayne, plus ??). - Elisabeth Fekonia will chair the AGM (or at least take over for the Election of Management Committee). - Lorraine will have Nomination Forms, Organisation Chart showing current structure, and Audited Financial Statements available for members' use or perusal at 6pm. - Vacant vice-president position: Chairman to seek nominations from floor. - Event Coordinator Val is keen to present her report following Tim's President's Report. - Noted that Graeme Sait expects to start his talk at 7pm sharp so AGM speakers are aware that they need to be concise in their presentations.	LORRAINE
6.	<b>Location of PN keys</b> There were 5 cupboard keys (from the Memorial Hall days), and 2 PO box keys. Wendy gave Lorraine the 2 PO box 619 keys. The Memorial Hall cupboard keys may be in the cupboard which is currently stored in Bronwyn McIntyre's garage (see Item 3 above)	LORRAINE TO UPDATE KEY REGISTER
7.	<b>Website</b> Bill gave us a quick tour of the PN website and a brief description of how to use it for trial run on future presentation to club meeting.	
8.	<b>Membership Secretary – position vacant</b> Janine has resigned after many years of efficient service. President to call for interest at November club meeting.	TIM / VIC
9.	<b>Cooroy Memorial Hall bookings</b> Repair/renovation work is proceeding on the hall. Lorraine to contact hall secretary to secure our booking for 3 <sup>rd</sup> Thursday of month for when hall reopens.	LORRAINE [emailed 9/11]

**NEXT MEETING:                      WEDNESDAY 13 December 2017**  
**6pm Cooroy Library**

**MEETING CLOSE:                      8.30 pm**

**OCTOBER 2017 MONTHLY STATEMENT OF INCOME & EXPENSES**

**Permaculture Noosa Inc  
Monthly Treasurers Report**

**31/10/2017**

<b>Revenue</b>			
Memberships	ebank	\$	125.00
Newsletters		\$	-
Raffle		\$	-
Supper		\$	21.00
Door Donations			43.00
Open Garden Donations		\$	-
SHARE recipe books		\$	-
Recipe books		\$	-
Seed Savers		\$	43.50
DVDs		\$	-
Advertising		\$	-
Grants		\$	-
21 <sup>st</sup> Party		\$	-
Other		\$	-
Interest Earned	(Oct,Jan,Apr,Jul)	\$	58.50
<b>Total Revenue</b>			<u><b>\$ 291.00</b></u>
<b>Expenses</b>			
Accounting Fees		\$	500.00
Assets - equipment		\$	-
Assets - Furniture		\$	-
Bank Fees & interest		\$	-
Donations		\$	-
Hall Hire		\$	264.00
Insurance		\$	-
Inventory		\$	-
Seed Savers		\$	-
Website Costs		\$	-
Office Equipment & Stationery		\$	-
Petty Cash		\$	39.30
Postage		\$	-
Printing		\$	-
Printing Skills Register		\$	-
Other	Bank Fee 1/10/17	\$	0.10
Subscriptions & Fees		\$	-
Community Gardens		\$	-
	Subtotal		<u><b>\$ 803.40</b></u>
<b>Total Expenses</b>			<u><u><b>\$ 803.40</b></u></u>
<b>Cash in Bank</b>			
Closing Cash Balance as per cash book		\$	1,060.73
Sandhurst Select Mortgage Fund		\$	10,687.33
Petty Cash		\$	50.00
General Float		\$	60.00
Retail Float		\$	30.00
Seedsaver Float		\$	25.00
Supper Float		\$	9.00
Donations Float		\$	5.00
Raffle Float		\$	9.00
Undeposited Funds		\$	-
<b>Total Cash on Hand</b>			<u><u><b>\$ 11,936.06</b></u></u>