

AGENDA
PERMACULTURE NOOSA COMMITTEE MEETING
WEDNESDAY 10 January 2018

Location: Cooroy Library, Maple Street, Cooroy at 6.00 pm sharp

Present: President Vic Bateman; Treasurer Wendy Strathearn; Secretary Lorraine Oats;
Vice President: (vacant)
Committee Members: Wayne Oldham, Bill Berry, Tim Peak

Apologies:

MINUTES OF PREVIOUS MEETING See attached

To be moved/seconded as accepted

BUSINESS / UPDATE FROM PREVIOUS MINUTES

Cooroy Community Gardens:

- a) **Memorandum of Understanding with Badminton Club** - signed and membership forms completed?
- b) **Signs for CCG and miscellaneous issues** – Vic to provide update
- c) **Advice from established community gardens:**
Noosa Community Garden – discuss meeting with NCG on a Friday morning.
- d) **Trustee Permit** – Lorraine still awaiting confirmation from Kylie NSC that our copy is the same as the final copy held by Council. Lorraine will follow up again.
- e) **Working bees** – update from 17/12 and 7/1. Who now has a key to the shipping container? List of things to do and mark off what is accomplished, with notes on any issues.
- f) **Facebook and Email:** Caroline may be willing to take over CCG Facebook from Lorraine. Email address of cooroycommunitygardens@permaculturenoosa.com.au has been redirected to secretary.
- g) **Visit by Occupational Health & Safety Officer** – update by Vic

Club Meeting

Work through General Business from December's Minutes – updates to be delivered or discussed in General Business.

CORRESPONDENCE since last meeting:

Nothing of note

BUSINESS ARISING FROM CORRESPONDENCE:

Nil

TREASURER'S REPORT:

Attached – full report December 2017

December 2017 Income: \$123.95 December 2017 Expenses \$111

Cash in Bank	Cheque account no 1	\$1,199.48
	Sandhurst Select Mortgage Fund	\$10,687.23
Cash in floats (Membership, Supper, Retail, Donations, Raffle)		\$138.00
Petty Cash		50.00
	Total cash on hand 31/12/2017	\$12,074.71

No payments to be approved/ratified**GENERAL BUSINESS:**

No ^s	Speaker	ITEM
1		Speakers for future meetings – see list below
2.	Vic/Wendy	CCG Steering Committee (Subcommittee) to be appointed. Call for interest at January club meeting.
3.	Wendy	Tokens of appreciation to guest speakers – update
4.	Vic	Asset Register – Items have been collected from Bronwyn McIntyre's garage and put in shipping container. Marked off on Asset Register? Some to be sold? Updated Inventory required.
5.	Lorraine	Key Register has to be kept current. Advise Lorraine when keys move hands. Hall cupboard: There were 5 keys to the cupboard which is now stored in the shipping container? Have they been found? Shipping container keys?
6.	Wendy/Vic	Vacant positions: Open garden coordinator, raffle coordinator, membership coordinator
7.	Wendy	Entry fee process – changes required?
8.	Wendy	Grants – what's happening?
9.	Vic	December club meeting – debrief on how it went
10.	Vic	PET days: Discussion on reintroduction, which may lead to more major working bees at people's properties.

List of future potential speakers:

Previous suggestions:

- Jason Virtue – organised for March?
- Kim Martin
- Dr Wendy Seabrook (Learning from Nature)

Bill:

- Susie Chapman, SEQ Catchments, Coastal Catchments Northern Area Manager Regional Landcare Facilitator. (I met Johannes Biala with Susie Chapman, Gerry Dacy and Therese Willkott at Woodford Forum on Compost.) SChapman@seqcatchments.com.au, susie.c@hlw.org.au, 0400 910 682
- Sheryl Backhouse, (stfc.org.au The Sub-Tropical Fruit Club of Qld, bush food plants, Aust native plants society). Sheryl was very helpful with advice on managing the club etc.
- Veronica Cougan of Witjuti Grub Bushfood Nursery - <http://www.witjutigrub.com.au> (Sheryl Backhouse recommended we contact Veronica Cougan of Witjuti Grub Bushfood Nursery - <http://www.witjutigrub.com.au> - she may be prepared to give a talk)

Wendy:

- Heinz Gugger (Biodynamics)
- Chris Fuller (native bees) Glen Craig (honey bees)

NEXT MEETING: WEDNESDAY 14 February 2018 – 6pm at **RSL Cooroy****MEETING CLOSE: <**

MINUTES from last meeting Wed 13 December 2017 (minus attachments)

MINUTES PERMACULTURE NOOSA COMMITTEE MEETING WEDNESDAY 13 December 2017

Location: Cooroy Library, Maple Street, Cooroy commenced at 6.10 pm

Present: President Vic Bateman; Treasurer Wendy Strathearn; Secretary Lorraine Oats;
Committee Members: Wayne Oldham (audio visual) & Tim Peek (arrived 6.20pm)

Apologies: Bill Berry (newsletter editor, website manager)

AGM ISSUES TO BE RETROSPECTIVELY ADDRESSED AND A PRECEDENT APPROVED FOR FUTURE AGMS

Subsequent to the AGM held on 16 November 2017, it was noted that several irregularities had occurred in the nomination and election process of committee members under our association's Rules. The following two motions seek to record, correct and/or clarify these discrepancies for the future.

1. Rule 11 (3)(b) states:

The nomination, which shall be in writing and signed by the members and the member's proposer and seconder, shall be lodged with the secretary at least 14 days before the annual general meeting at which the election is to take place.

Whilst there were no written nominations lodged with the secretary before the AGM, the AGM Agenda emailed to members on 2 November listed the then known nominations for the positions of president, treasurer, secretary and 3 committee members, and included Nomination Forms for further nominations.

The known nominations were from members of the outgoing management committee. Each committee member was aware of, and supported, the nominations that were advised to the general membership 14 days prior to the AGM. An administrative oversight occurred when the committee members offering to continue to serve, failed to lodge with the secretary correctly completed nomination forms.

MOTION:

That nomination forms be completed to reflect the known nominations for president, treasurer, secretary, and 3 committee members as advised to the general membership 14 days prior to the AGM, as follows:

President: Vic Bateman nominated by Caroline Whittle-Herbert, seconded by Wendy Strathearn (as per form completed prior to the start of the AGM).

Secretary: Lorraine Oats nominated by Tim Peek, seconded by Vic Bateman (as per motion recorded in Minutes of Committee Meeting 8 Nov 2017).

Treasurer: Wendy Strathearn nominated by Vic Bateman, seconded by Bill Berry.

Committee member: Bill Berry nominated by Vic Bateman, seconded by Wendy Strathearn

Committee member: Wayne Oldham nominated by Bill Berry, seconded by Wendy Strathearn.

Committee member: Tim Peek nominated by Vic Bateman, seconded by Lorraine Oats.

Moved by Lorraine Oats, seconded by Wayne Oldham

Carried unanimously

2. Rule 11 (3)(e) states:

should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

Committee members

The three members who had nominated for committee positions (as advised to members 14 days prior to the AGM) were elected unopposed. The chairman then called for other nominations from the floor – which was unnecessary as our Rules do not specify a minimum number of committee members and three is sufficient. A member raised his hand and the chairman acknowledged his self-nomination. However as the member had not given any prior indication of his wish to serve on the management committee, neither the general membership nor the newly elected management committee had had an opportunity to consider his suitability for the role. Accordingly there has been confusion and doubt about the validity of the nomination.

MOTION:

At future AGMs, when there are at least three validly nominated and elected committee members (apart from president, secretary and treasurer), further nominations will not be called for from the floor. If other members later wish to serve on the management committee, they will provide a nomination form completed by a nominator and seconder, and their nomination will be considered by the management committee at the next scheduled management

committee meeting.

Moved by Lorraine Oats, seconded by Wayne Oldham

Carried unanimously

In the discussion that preceded the passing of the motions, some members expressed strong sentiments that nominations from the floor of the meeting when positions had already been filled are not valid. A major concern is the lack of transparency of an 'on-the-spot' nomination, as opposed to the full and open disclosure of other nominations which are required to be available for members' scrutiny at least 7 days prior to the AGM. This requirement, importantly, also allows other nominees to consider whether they feel they could work effectively within the anticipated make-up of the committee, and gives them the opportunity to withdraw their nomination if they feel they could not. This is especially important in a community organisation run by a small number of volunteer committee members who must be able to work closely together to achieve the organisation's aims.

Tim stated his desire to form a projects subcommittee and will invite the member who self-nominated to work with him.

Tim to action

MINUTES OF PREVIOUS MEETING

Moved/seconded as accepted (Vic/Tim)

BUSINESS / UPDATE FROM PREVIOUS MINUTES

Cooroy Community Gardens:

h) Sign-in book – All attendees at the garden are required to sign the book which is kept in the microwave oven in the greenhouse. The greenhouse requires a code entry which is recorded in the Key Register

i) Memorandum of Understanding with Badminton Club – following committee members' approval, two copies signed by president and treasurer were given to Badminton Club 6/12/17 for their approval and signing. When a signed copy is returned for our records, we will complete CBC membership forms as required under the MoU. **Vic to follow up.**

j) Signs for CCG and miscellaneous issues – Vic is arranging erection of wooden CCG sign on site. Timber posts will be required – Vic will buy and be reimbursed for cost. Our request for street directional signage is currently with NSC for consideration. **Vic to follow up.**

k) Advice from established community gardens (Report from Bill)

Noosa Community Garden

I gave Erika a call. Slow Food Noosa auspices the Noosa Community Garden. This helps them with their administration and allows them to apply for grants etc. They did receive a grant for instructing young people on gardening. The instruction was carried out by Leonie Shanahan and organised by United Synergies. A safety officer from United Synergies used to come to remind the students of safety precautions etc. regularly. This project lasted about a year.

They (Noosa CG) meet on Friday mornings. They do have some signs on safety etc. in the shed, which we could photograph. I suggested Noosa Community Garden and Permaculture Noosa might be able to work together on projects or assist each other in some way, partly to help reduce the workload of office bearers and to energise our members. So I suggested one or more of us could drop in on a Friday morning, share a cuppa and maybe help out with some weeding, as a way of introducing ourselves.

Northey Street City Farm – enquiries were well received, but eventually led to a dead end. However, we would be welcome there should we ever wish to visit.

Yandina Community Gardens – ditto. Basically, they don't have any protocols or safety signs.

Noosa CG seems to be our best bet. Hopefully we will visit them early in the New Year. I am hopeful that we can establish good mutually beneficial relations with Noosa CG. I believe Council has encouraged both CCG and NCG to interact with other community groups as part of the lease conditions, so that is an extra benefit. I mentioned to NCG the idea of converting the unmade road between Ernest Street and the Library/Leisure Centre to a community food forest.

Link to safety measures for Community Gardens. <https://communitygarden.org.au/2010/01/09/safety/>

Agenda Item for January to discuss meeting with NCG on a Friday morning

- l) **Original garden design drawings** – Nickolee Ansell provided digital plans to Bill.
- m) **Trustee Permit** – Lorraine awaiting confirmation from Kylie NSC that our copy is the same as the final copy held by Council.
- n) **Open Day** – proposed for 26/11/17 was cancelled. New date to be decided when all transition issues are finalised and regular working bees established.
- o) **Working bees** – One planned for Sunday 17/12 7AM-10AM. Then every Sunday morning commencing 7 Jan 2018. Roster of 4 leaders in rotation. Each will have a key to shipping container: Vic, Wendy, Wayne, (maybe Robert (Robbie) Lawrence. Need list of things to do and mark off what is accomplished, with notes on any issues.
- p) **Facebook and Email:** Lorraine gained admin rights to the CCG Facebook page; now attempting to sort out old email addresses and to establish a new one: cooroycommunitygardens@permaculturenoosa.com.au. Lorraine happy to hand over Facebook admin to Facebook-savvy person. In the meantime, need to keep people engaged by regular (weekly) posts so contributions of photos and news welcome.

Club Meeting

- *Caroline to check with high school to see if any students would like audio/visual work experience with Wayne*
Caroline contacted Good Shepherd Lutheran College, Noosa District State High School and Noosa Christian College. Response received from GSLC – they will advise interest next year.

CORRESPONDENCE since last meeting:

I/O	To or From	Subject	Action taken/to be taken
I	BOGI	November & December newsletters	Give to Bill for inclusion in library
I/O	ATO	Form – Change of registration details (for recording Lorraine as an 'authorised person' to enable updating of ABN details	General Business Item
I	GCA	"Our Gardens" Issue 75 Summer 17/18 x 2	Give to Bill for library / raffle prize
O	OFT	Associations Incorporation Form 12-1 Annual Return of Association	Lorraine completed and lodged after AGM
O/I	Cooroy Hall Secretary	Email 9/11 requesting our former 3 rd Thursday of the month booking when hall reopens	Secretary Pamela Sweetapple replied 14/11: not yet taking bookings but accepting expressions of interest.
O	NSC	Updating committee contact details required under CCG Trustee Permit	Emailed to Kylie NSC 22/11/17. Copy kept with Trustee Permit as this will be required to be done each year.
O	GCA	Form 2 (advising member numbers for insurance purposes) Form 4 (Update club contact details after AGM)	Forms completed and scanned copies emailed to GCA 4/12/17
I	GCA	Annual Report to 30/6/2017	Over 700 affiliates, 48,000 individuals Out of 10 new garden groups, 9 were community gardens
I	SCEC	Seeking membership renewal	Refer General Business Item 7

BUSINESS ARISING FROM CORRESPONDENCE:

Nil

12.	Cooroy Memorial Hall bookings: No bookings being taken yet. Our expression of interest has been lodged with the secretary. Looking good for March 2018.	
13.	Replacement for Membership Secretary: Lorraine to contact Janine to see if she will continue until replacement found, or share with a buddy, e.g. continue to do background work but not be required to attend club meetings. Wendy to contact Sue Anderson's sister who has indicated she would like to help in some way – is she willing to take on the whole role or just part?	WENDY LORRAINE
14.	Greeters/protocol: Engagement and welcoming as well as the entry fee etc. Wendy to check if Sue's sister would like to do. Wendy to cover December. Vic to seek others for 2018.	WENDY VIC
15.	Motion: Approve secretary Lorraine Oats as third signatory on Permaculture Noosa Inc's accounts with Bendigo Bank, Cooroy. Moved: Wendy Strathearn, seconded Wayne Oldham Carried	WENDY LORRAINE
16.	Rescuing discarded plants and seedlings from Bunnings for CCG: The events organiser told Wendy they don't have the facility to store such plants to await collection. Wendy will speak to the nursery department staff. If unsuccessful, put post on Bunnings Facebook to raise public awareness of the waste which may prompt Bunnings to donate plants to community gardens rather than toss (along with their plastic trays).	WENDY LORRAINE (facebook post)
17.	Survey members: Vic offered to ring members and get some feedback about the meetings – what they like or don't like, suggestions, etc.	VIC

NEXT MEETING: **WEDNESDAY 10 January 2018**
6pm Cooroy Library

MEETING CLOSE: **8.30 pm**

DECEMBER 2017 MONTHLY STATEMENT OF INCOME & EXPENSES

**Permaculture Noosa Inc
Monthly Treasurers Report**

31/12/2017

Revenue			
Memberships	\$	15.00
Newsletters	\$	-
Raffle	\$	45.45
Supper	\$	63.50
Door Donations		-
Open Garden Donations	\$	-
SHARE recipe books	\$	-
Recipe books	\$	-
Seed Savers	\$	-
DVDs	\$	-
Advertising	\$	-
Grants	\$	-
21 st Party	\$	-
Other	\$	-
Interest Earned	(Oct,Jan,Apr,Jul).....	\$	-
Total Revenue		\$ 123.95
Expenses			
Accounting Fees	\$	-
Assets - equipment	\$	-
Assets - Furniture	\$	-
Bank Fees & interest	\$	-
Donations	\$	-
Hall Hire	\$	-
Insurance	\$	-
Inventory	\$	-
Seed Savers	\$	-
Website Costs	\$	-
Office Equipment & Stationery	\$	-
Petty Cash	\$	-
Postage	\$	-
Printing	\$	-
Printing Skills Register	\$	-
Other	\$	57.50
Subscriptions & Fees	Office of Fairtrading Annual Return Fee	\$	53.50
Community Gardens	\$	-
	Subtotal		\$ 111.00
	Total Expenses		\$ 111.00
Cash in Bank			
Closing Cash Balance as per cash	\$	1,199.48
Sandhurst Select Mortgage Fund	\$	10,687.23
Petty Cash	\$	50.00
Membership 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	\$	-
Total Cash on Hand		\$ 12,074.71