

**MINUTES**  
**PERMACULTURE NOOSA COMMITTEE MEETING**  
**WEDNESDAY 10 January 2018**

**Location:** RSL, Maple Street, Cooroy at 6.10pm  
**Present:** President Vic Bateman; Treasurer Wendy Strathearn; Secretary Lorraine Oats;  
 Vice President: (vacant)  
 Committee Members: Wayne Oldham, Bill Berry, Tim Peak

**MINUTES OF PREVIOUS MEETING**

Moved/seconded as accepted (Lorraine/Tim)

**BUSINESS / UPDATE FROM PREVIOUS MINUTES**

**Cooroy Community Gardens:**

- a) **Memorandum of Understanding with Badminton Club** - signed and dated 21/12/17. Copy held by secretary (and attached). Membership forms distributed to committee members to be completed. Essential for president, treasurer and secretary to be members as per Clause 7 of MoU. Desirable that other committee members who are Working Bee coordinators also be members so that there is always a Badminton Club member present when PN is accessing the badminton hall. Agreed that \$7 membership fee be paid from PN funds.
- b) **Signs for CCG and miscellaneous issues** – Vic provided update. 1) Waiting for Council response re street directional signs. 2) Posts needed to erect CCG sign, design still to be finalised. Wendy will phone Bunnings to see if they will supply posts and also personal protection equipment (PPE). 3) List to be made of things required, which Wendy will then distribute to her various permaculture groups. 4) Idea of approaching business for sponsorship with appropriate acknowledgement.
- c) **Advice from established community gardens:** Bill and Vic will attend Noosa Community Garden this Friday (12/1/18) to form some working links with that group.
- 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. 1) Keys to shipping container: 2 with Vic, 1 with Wendy, 1 with Wayne. 2) Focus has been on weeding and tidying up and on getting garden beds prepared but currently too hot and dry to plant. 3) List of things to do to be discussed/updated at end of each working bee. 4) Wayne will check mulcher/shredder.
- f) **Facebook and Email:** Lorraine to contact Caroline Whittle-Herbert about being CCG Facebook administrator. Email address of [cooroycommunitygardens@permaculturenoosa.com.au](mailto:cooroycommunitygardens@permaculturenoosa.com.au) has been redirected to secretary where it can remain for now.
- g) **Visit by Occupational Health & Safety Officer** – Vic provided update of half-hour visit by NSC Occupational Health & Safety Officer Peter Robinson. Usual common sense requirements:

<b>OH&amp;S Officer's comments</b>	<b>Vic's response</b>
Wet down potting mix when using it to avoid airborne dust, which has been shown on rare occasions to harbour legionnaires bacteria/virus.	<i>Working with such materials will be done in open spaces and with plenty of fresh airflow.</i>
Wash hands regularly when working with dirt and gardening tools. Follow basic hygiene behaviours.	<i>We have access to the kitchen, hand-washing, and shower facilities in the badminton club.</i>
Participants should pay particular attention to uneven/wet surfaces.	<i>The gardens are mainly flat land but we should aim to fill in any ditches/trenches/low spots, particularly on paths.</i>

We need to be aware that being an unfamiliar environment may trigger allergies in some people.

*A health and safety sign with emergency instructions, emergency numbers (000), and location of nearest hospitals will be attached to the east side of the 20ft shipping container. First aid kits will be kept inside and, (during working bees), outside the container.*

Sun protection and appropriate clothing to be worn.	<i>This will be at the discretion of each individual and based on the weather conditions.</i>
A sign required on the rainwater tanks advising that they contain non-potable water.	<i>Easy to do. (Drinking water available inside the badminton hall.)</i>
A ticket is not required to operate some machinery, but the operator must consider himself to be a 'competent operator'.	<b>Vic</b> will email Peter and ask for clarification on this issue. Committee also decided that if any machinery operation requires evidence of competency, only trained persons be allowed to operate.
Hard cap boots should be worn by people handling bricks and pavers.	<i>This will be at the discretion of each individual.</i>
The existing bamboo structure has to be taken down as it may collapse.	<i>This will be done at the next working bee.</i>

### Club Meeting – General Business Items update from December meeting

Item		Action by
6	Committee meeting venue Feb–Nov 2018 will be RSL	
7	Decided that PN should be a member of Sunshine Coast Environment Council to strengthen links with community organisations with a similar focus. (\$35 membership fee approved post-meeting.)	<b>LORRAINE</b>
16	Wendy to contact Bunnings' nursery department re getting discarded seedlings. If unsuccessful, post message about waste on their Facebook page.	<b>WENDY</b>
17	Vic to ring members for feedback about meetings	<b>VIC</b>

### 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**

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

No payments to be approved/ratified

### GENERAL BUSINESS:

No <sup>s</sup>	Speaker	ITEM	Action by
1		<b>Speakers for future meetings</b> – discussion of list below. No guest speaker for January meeting. Vic to line up others for future meetings.	<b>VIC</b>
2.	Vic/Wendy	<b>CCG Steering Committee</b> is currently Vic, Wendy and Wayne. Not intending to form PN subcommittee until tidying up completed and start-up matters sorted out.	
3.	Wendy	<b>Tokens of appreciation to guest speakers</b> – Wendy authorised to purchase case of organic wine in \$13–\$18 price range.	<b>WENDY</b>

4.	Vic	<b>Asset Register</b> – Still a few items to be collected from Bronwyn McIntyre's garage. Vic to update Asset Register over the next few months.	<b>VIC</b>
5.	Lorraine	<b>Key Register:</b> Hall cupboard keys: Vic has 2. Unsure if there are any more (once were 5) Shipping container keys (4): Vic as 2, Wendy 1, Wayne 1	
6.	Wendy/Vic	<b>Vacant positions:</b> Open garden coordinator: decided to leave open gardens in recess while rebirthing PET days. Raffle coordinator: Vic will ask for volunteer/s at Thursday night club meeting. Membership coordinator: Janine has agreed to continue doing background work; Julie McKenzie will attend meetings. Wendy to put them in touch with each other to work it out.	<b>VIC WENDY</b>
	Wendy	<b>Entry fee process</b> – discussed changing entry from \$3/\$5 which includes a raffle ticket (and required some explanation at door entry) to \$2/\$4 without a raffle ticket to address confusion experienced when raffle ticket bucket was then passed around at meeting. Decided to keep the current system and Vic will explain at meeting that bucket being passed around for anyone wishing to purchase <u>extra</u> tickets.	<b>VIC</b>
8.	Wendy	<b>Grants</b> – Vic will talk to Kylie at NSC to see what help or advice she can offer.	<b>VIC</b>
9.	Vic	<b>December club meeting debrief</b> – 28 people; Elisabeth's talk popular; re-gifting well received; 3 <sup>rd</sup> video too long.	
10.	Vic	<b>PET days:</b> Discussion on reintroduction – promote idea at January club meeting and form discussion groups. Vic presented a draft checklist ( <b>attached</b> ) for consideration. Wendy will email her permaculture groups about the proposal.	<b>VIC WENDY</b>

#### 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 7 February 2018 – 6pm at RSL Cooroy**

**MEETING CLOSE: 9.00 pm**

**MEMORANDUM OF UNDERSTANDING WITH BADMINTON CLUB**

**MEMORANDUM OF UNDERSTANDING**

Between: **COOROY BADMINTON CLUB INC.**

And: **PERMACULTURE NOOSA INC.**

Dated: 21/12/17

The Cooroy Badminton Club occupies land and building in Emerald Street (part of Lot 234 on MCH4082 known as 26 Emerald Street, Cooroy) which is owned by the State of Queensland with Noosa Shire Council appointed as trustee.

Permaculture Noosa intends to occupy the land known as the Cooroy Community Gardens which is adjacent to the building.

The term of this agreement is from 2017 to the end of the Badminton Club's current lease with Noosa Shire Council which is 2018. A new Memorandum of Understanding will be reviewed, drawn up and signed by the then respective club committees if and when a new agreement is arranged and agreed between Noosa Shire Council and the Cooroy Badminton Club Inc., in 2018.

This Memorandum of Understanding formalises matters discussed and agreed to by both parties in the interest of two community groups working together and sharing resources to benefit the people and businesses of the Cooroy community.

1. Cooroy Badminton Club Inc. (CBC) agrees to allow the water from the badminton hall roof to be collected in large water tanks erected on land behind the hall. Any subsequent pumps and pipes will be the responsibility of Permaculture Noosa Inc. (PN)
2. The CBC grants access to members of PN to the toilets and kitchen areas only for use by its members. Such access is conditional upon the areas being left clean and tidy and all rubbish removed. An access key will be provided to the PN committee and a key register will be maintained. A sign-in book will be used to register times and access to the building by the responsible person nominated by PN.
3. PN acknowledges that the badminton court areas are absolutely restricted areas and this must be conveyed to all PN members using the CBC facilities.
4. The CBC agrees to allow PN access to power for reasonable use of power equipment and lighting as required. Contribution to the cost of power will be discussed should the need arise, and an amicable agreement in writing will be executed.
5. The CBC request that no trees be planted on the northern side (far side) of the hall or close to the building's perimeter, to avoid the chance of branches and leaves touching the building creating excess noise or possible damage to guttering, etc.
6. It is agreed that both parties have, and will maintain, their own current public liability insurance with a minimum sum insured of \$2million.

7. It is agreed that the management committee of PN will become financial members of the Cooroy Badminton Club and that each management committee member will complete a membership application form providing contact details.
8. Any grievances pertaining to this Memorandum of Understanding will, in the first instance, be referred to the individuals or parties involved. If the matter cannot be resolved at this level, the matter will be referred to both management committees of CBC and PN.
9. Shoes with mud should <sup>be</sup> removed before entering the hall.

PH (SEC)  
PH (P)  
DL (T)


AGREED to on this 23RD day of DECEMBER 2017

BY COOROY BADMINTON CLUB INC.

President (name): PHILIP YANG

Signature 

Secretary or Treasurer (name): KRIS BURTON

Signature: 

AND BY PERMACULTURE NOOSA INC.

President (name): Vic Bateman

Signature 

Secretary of Treasurer (name): WENDY STRATHGARN

Signature: 

## DECEMBER 2017 MONTHLY STATEMENT OF INCOME & EXPENSES

**Permaculture Noosa Inc**  
**Monthly Treasurers Report**

31/12/2017

<b>Revenue</b>			
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 <sup>st</sup> Party	.....	\$	-
Other	.....	\$	-
Interest Earned	(Oct,Jan,Apr,Jul).....	\$	-
<b>Total Revenue</b>	.....		<u>\$ 123.95</u>
<b>Expenses</b>			
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	1 Membership refund, 2 Raffle Gift reimbursements	\$	57.50
Subscriptions & Fees	Office of Fairtrading Annual Return Fee	\$	53.50
Community Gardens	.....	\$	-
	Subtotal		<u>\$ 111.00</u>
	<b>Total Expenses</b>		<u>\$ 111.00</u>
<b>Cash in Bank</b>			
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	.....	\$	-
<b>Total Cash on Hand</b>	.....		<u>\$ 12,074.71</u>

## Perma-Blitz Plan of Action

22 Jan 2016

Get 3 properties planned in advance. Ask for volunteer hosts at each meeting after the slideshow of previous P'blitz.

Coordinator to visit property at least 2 weeks prior, discuss POA (Plan of Activity), and organise supervisors for each activity.

Organise a competent photographer for the day. ( Name:.....Ph no.....)

Written list of tools needed.....

Written list of materials needed ie mulch / newspapers / plants / construction materials.....

Street Signs given to the host ..... Yes / No .....

Write a promotional brief for the newsletter.

Plan B for bad weather.....

Apres Blitz plan. ....

Food, drinks, WC's and kids to be considered.....

First aid kit (including snake bite and tick bite kit) to be held by the co-ordinator.

### **ON THE DAY:**

Signs up 2 hours beforehand.

Co-ordinator to arrive 1 hour beforehand to check on everything.

If appropriate, a quick 10-20 minute tour of the property once people have arrived with an explanation given of the owners plan/vision for the property.

Summary given at the start of the P'blitz of each activity to be undertaken. People can then choose what they would like to be involved in. Each activity should be clearly explained beforehand, tools and materials present, and emphasis on hands on learning especially for newer people.

### **AFTER THE DAY:**

Photos and talk of the day at next meeting given by the host and the co-ordinator. If possible, have a new enthusiastic Pet Day visitor talk about how great the experience was.

Next months host to talk of their requirements and show pics.

After the day... with host, make a written list of what went well, what could have been better. Co-ordinator to give a 5 min summary at next committee meeting.

To consider..... Friends of members who want to attend?

# Checklist

Host's Name:..... Date.../.../.....

Property Address.....

## Jobs to be done:

1. 1. ....
2. 2. ....
3. 3. ....
4. 4. ....
5. 5. ....

## Tools and materials required for each job:

- 1. .... / .....
- 2. .... / .....
- 3. .... / .....
- 4. .... / .....
- 5. .... / .....

List given to host for preparation of the day: .....

Signs given to host: .....

Photographer's name: .....

Notes on Apres Blitz: .....

Practicalities: WC clearly signed / Drinking water / Parking / Issues with neighbours considered / Activities for children.

NOTES ON SUMMARY OF THE EVENT: .....

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