

## Management Meeting – Minutes

**Date:** 25 January 2024

**Start Time:** 5 pm

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

**Meeting Leader:** Malcolm Wells - President

1. **MEETING OPENED:** 5:05 p.m.
2. **PRESENT:** *Management Committee* - 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:**  
The following new members have completed membership forms but have yet to pay the membership fee: Fiona Moloney, Benjalaham Roberts, Kate White  
  
**ACTION:** Sara to contact them to determine if they wish to become financial members.
6. **MINUTES OF PREVIOUS MEETING:**  
That the minutes of the previous general meeting held on 8 November 2023 be accepted as a true and accurate record.

**Moved:** Andi Jaemjamrat  
**Approved:** Four

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

**7. CORRESPONDENCE:**

Inwards				
Date Received	Via	From	Subject	Action:
04/12/2023	Email	Sara Hillman	Invoice for Plaque for MB1 for Robbie Wovot \$181.50	Sara sent to Treasurer
06/12/2023	Email	Fwd. from Sara Hillman from Waste Services	Application for Approval of waste as exempt waste – community events for littering/ illegal dumping have been granted.	This approval certificate must be presented at the disposal facility each time the waste is delivered.
11/12/2023	Email	Fwd. from Sara Hillman from Ashley Holmes CQU	Free digital media project	Sara has replied requesting more information

14/12/2023	Email	Fwd. from Sara Hillman from FBA	FBA has completed its transition to a company limited. They now have new bank accounts. If your business requires FBA to complete an updated supplier details form, can you please email this to <a href="mailto:accounts@fba.org.au">accounts@fba.org.au</a> for completion and return. Please note, you will also receive separate correspondence, from FBA, advising the new bank accounts details soon.	Send to Treasurer.
18/12/2023	Email	Sara Hillman	\$700 received from previous WARU Permaculture group	NIL
11/01/2024	Email	Malcolm Wells	Successful application for KBSC Grant	Malcolm has sent to committee members
12/01/2024	Email	Fwd. from Sara Hillman from LSC	Organisational details form and funding opportunities	Sara completed and sent to CDSR
15/01/2024	Email	Sara Hillman	Shortfall in funding for Rota-Loo with two options to address the concern	Added to agenda
16/01/2024	Email	Office of Fair Trading	Outstanding Matters – Fees, fresh copy of the rules, secretary details	Phone call to OFT, Sara to complete unaltered constitution and send
16/01/2024	Email	Office of Fair Trading	Invoice for \$23.45 for application for registration rules alteration	Sent to Treasurer for payment.
16/01/2024	Email	Lendlease	Dates for program and first virtual session 22 Feb. <b>Prog 3 2024</b> – 22 Feb (pre-program call), 05 May (Dinner), 6-7 Mar (Project Days) <b>Prog 4 2024</b> – 9 May (pre-program call), 21 May (Dinner), 22-23 May (Project Days)	Sara, Malcolm, Karen to attend
16/01/2024	Email	Fwd. from Sara Hillman from Ashley Holmes CQU	Free digital media project update	Added to agenda
19/01/2024	Email	Office of Fair Trading	Receipt for \$23.45	Sent to Treasurer

Outwards				
Date Sent	Via	To	Subject	Action:
03/12/2023	Email	Liquor, Gaming and Fair Trading	Annual Return	Copy sent to Sara Hillman and filed
16/01/2024	Mail	Office of Fair Trading	Form 10a with details of changes to Secretary i.e. from MR to MRS	Copy filed
23/01/2024	Email	Office of fair trading	Additional Information as requested – copy of the constitution without amendments,	Copy filed

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** (*See attached*):

A motion was moved that the President’s report be accepted.

**Moved:** Malcolm Wells  
**Approved:** Four  
**Seconded:** Karen Pomfrett  
**Opposed:** Nil

**9. TREASURER’S REPORT** (*See attached*): The Term Deposit is coming up for renewal in 25 days. Tony to investigate different options and report back to the committee at the next meeting.

The Treasurer tabled a Profit and Loss Statement and YTD Financial Summary as at 21 January 2024.

A summary of calculated closing bank balances as at 21 January 2024 is as follows:

Main Account	21,031.47
Petty Cash Account	267.50
Term Deposit	18,064.54
<b>TOTAL</b>	<b>39,363.51</b>

**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  
**Accepted:** Four  
**Seconded:** Karen Pomfrett  
**Opposed:** Nil

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

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

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

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

**11. AGENDA ITEMS:**

	ITEM	MINUTES
11.1	Rota-Loo funding shortfall	<p>Received \$5500 from KBSC round 2 funding and we had applied for \$7000. We will need to make up the shortfall. Actual cost was \$6700. Use the \$700 from WARU and approach LSC as the landlord to see if they will fund the \$500. If not successful, then Landcare will make up the difference from existing bank funds. Landcare will then seek funding from LSC in next round of funding in Feb.</p> <p>There is a one month wait on the Rota-Loo so it would need to be ordered soon.</p> <p><b>MOTION:</b> Start the process. Malcolm to approach the council to try to get shortfall funding from council. If unsuccessful then Malcolm will approach Lendlease for the shortfall from promised funding from projects. As a last resort shortfall to be paid through Landcare funds. Sara to order it as soon as possible.</p> <p><b>Moved:</b> Tony Claridge <b>Seconded:</b> Andi Jaemjarat  <b>Accepted:</b> Four <b>Opposed:</b> Nil.</p> <p><b>ACTION:</b> Malcolm to approach LSC, then Lendlease. Sara to order the toilet.</p>
11.2	CQU Free digital media project	<p>Malcolm has discussed with Marilyn (Associate Professor CQU head of IT). Her opinion is that there is lots of commitment for little gain. Discussion around Sara’s current commitments now Team Turtle has also been added to her duties.</p> <p><b>Motion:</b> That the free media project not be pursued due to the large time commitment.</p> <p><b>Moved:</b> Malcolm Wells <b>Seconded:</b> Karen Pomfrett  <b>Accepted:</b> Four <b>Opposed:</b> Nil</p> <p><b>ACTION:</b> Sara to let the CQU coordinator know that we don’t wish to proceed.</p>
11.3	Change in membership fees for businesses and groups?	<p>Currently on website it is listed as Community Group \$22, Business \$55. This will need to be taken to a general meeting if there are changes – perhaps the next meeting. Discussion – due to low numbers in these categories it was decided to leave it as it stands. More funding could be obtained by targeting sponsorship rather than membership fees.</p> <p>Website also needs to be updated to reflect changes to Family from \$10 to \$20 and Individual from \$5 to \$10 voted on at the Nov general Meeting 2023.</p> <p><b>Motion:</b> There will be no change to the Community Group or Business membership fees.</p> <p><b>Moved:</b> Tony Claridge <b>Seconded:</b> Malcolm Wells  <b>Accepted:</b> Four <b>Opposed:</b> Nil</p> <p><b>ACTION:</b> Sara to change on the website for family and individual.</p>

	ITEM	MINUTES
11.4	Sponsorship	Lendlease are sorting out sponsorship ideas. Report from them has not been sent to Landcare yet. <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.
11.5	Earlier start time for summer.	Discussion – There has been little interest from previous texts that Malcolm has sent out, but he is willing to try again. A 6:30 start was discussed as this is the earliest the president can be there. People are still free to come at 7:00 or whatever time suits them. <b>ACTION:</b> Malcolm will send a text out to everyone advising of the trial.
11.4	Business Arising/Action Items (Permanent Agenda Item – see Section 11)	As per section 11 below if time permits.

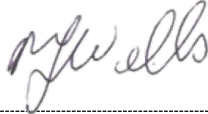
## 12. GENERAL BUSINESS:

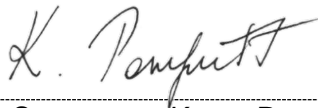
	MEMBER	MINUTES
12.1	Malcolm  Andi	<b>Waru – Fencing</b> – Malcolm discussed the use of volunteers for labour, and he has put up a request for rustic fence posts on Facebook. Will Lendlease cover the cost of the fencing? <b>ACTION:</b> Malcolm will discuss in the face-to-face meetings with Lendlease on 6-7 March. <b>Rates</b> - Discussion around whether to investigate if we can get a reduction in the rates – currently \$172 per six months in general rates. This could be offset via payments for events. <b>ACTION:</b> Treasurer to do an analysis regarding all costs for the 12-month period to see if we need to try to offset some costs.
12.2	Karen	<b>LSC Funding Opportunities</b> – LSC Community Grants Scheme – Up to \$5000 – not events. 12 Feb and 2 Sept. <b>ACTION:</b> Sara to produce a grant application if needed to offset the cost of the Rota-Loo.
12.3	Andi	Voicemail needs to be set up on Work phone so that messages can be left for follow up. <b>ACTION:</b> Karen to follow this up with Sara.

13. **BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING:** Time did not allow discussion of these items. They will be added to the action register and distributed to committee members for discussion at next meeting.

14. **NEXT MEETING:** 10 April 5:00 p.m.

**15. MEETING CLOSED: 6:30 p.m.**

Signed:   
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President – Malcolm Wells

Signed:   
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Secretary – Karen Pomfrett