

Capricorn Coast Landcare Group

Annual General Meeting Draft Minutes

17 November 2022

Location: The Garage, Community Centre, 78—80 John St, Yeppoon Q 4703

Chair: Malcolm Wells (President); **Minutes:** Andi Jaemjamrat (Interim Secretary)

AGENDA ITEM	PROCEEDINGS
Meeting opened	7:00PM
Welcome	Malcolm did an Acknowledgement to Darumbal country elders past present and emerging, who are the Traditional Owners of the land we meet and live on. Malcolm thanked everyone for coming.
Attendees	Malcolm Wells, CCLG President, Tony Claridge, CCLG Treasurer, Ken Mason, Vice President, Andi Jaemjamrat, Temp Secretary, Sara Hillman, Envirolink Coordinator, Karen Pomfrett, Graham Solomon, John Daly, Cheryl Daly, Maree Mc Garrigle, Colleen Fagan
Apologies	Ross Healey
Minutes of previous Annual General Meeting (2021)	The draft minutes of the Capricorn Coast Landcare Group 2021 AGM were read by Andi Jaemjamrat Motion: That the Minutes of the 2021 AGM are confirmed and accepted as a true and accurate record. Moved: Tony Claridge Seconded: Andi Jaemjamrat Carried
Business arising from previous 2021 AGM minutes	Tony noted there was no item for cost of charging the electric vehicle in the profit and loss statement. Malcolm said the ongoing system continues being a re-imburement to the co-ordinator
Memberships/Volunteers/Sponsors	3 new memberships - Karen & Ray Pomfrett, Maree McGarrigle` Motion: That the new Members be endorsed. Moved: Tony Claridge Seconded: Cheryl Daly Carried
President's Report	See Attachment 1 of Malcolm Well's report, which Malcolm read out

<p>Treasurer's Report and Audit</p>	<p>Tony presented a detailed Power Pt and impressed everyone. The members perused the 2 documents below and Tony received a round of applause.</p> <ul style="list-style-type: none"> • Profit and Loss from accountant • Accountant's Management Letter <p>Tony has reported the accountant said a full audit is not required due to the gross \$ turnover amount. They suggested just a verification next time.</p> <p>Motion: That the Audited Financial Statements for the year ended 2022 be received and accepted.</p> <p>Moved: Ken Mason</p> <p>Seconded: Andi Jaemjamrat</p> <p>Carried</p>
<p>Coordinator's Report</p>	<p>See Attachment 2</p> <p>Sara read out her report which was done in monthly order. Lots of great work there about networking with partnerships and LSC initiatives.</p> <p>Query: Tony expressed interest in volunteering with Junior Landcare.</p>
<p>Appointment of Auditor for 2022-23 FY</p>	<p>Motion: That Shanahan Swaffield Partners be appointed as external auditors for the 2022 – 2023 financial year</p> <p>Moved: Malcolm Wells</p> <p>Seconded: Tony Claridge</p> <p>Carried</p>
<p>Nomination of new Management Committee members</p>	<p>Malcolm provided his thanks to outgoing committee members for 2021-22.</p> <p>All elected committee members stood down. Andi Jaemjamrat officiated for member elections of new management committee.</p> <p>President Nomination: Malcolm Wells Proposed: Cheryl Daly Seconded: Karen Pomfrett <i>Carried</i></p> <p>Secretary Nomination: Maree McGarrigle Proposed: Malcolm Wells Seconded: Karen Pomfrett <i>Carried</i></p> <p>Treasurer Nomination: Tony Claridge Proposed: Andi Jaemjamrat Seconded: Ken Mason <i>Carried</i></p>

	<p>Vice - President Nomination: Kenny Mason Proposed: Tony Claridge Seconded: Karen Pomfrett <i>Carried</i></p> <p>General Committee Member Nomination: Karen Pomfrett Proposed: Malcolm Wells Seconded: Graham Solomon <i>Carried</i></p>
General business	<p>Acknowledgement of previous coordinator, Chantelle James. Malcolm said that Chantelle was working remotely as coordinator in NSW for a long time but that was the nature of the Covid interstate lockdowns or lockouts! Even though Chantelle worked as coordinator when Alby Wooler was President, it was a long time ago and when she did arrive, it didn't work out. Both parties decided Chantelle would not continue as coordinator.</p> <p>Sara Hillman has taken on the position, and we hope she stays for a long time as she is doing well.</p> <p>There was no other General Business.</p>
Close of meeting	8.30 pm

Signed as a true and correct Record:



Malcolm Wells, President

Date: 1/12/2022

CCLG Annual General Meeting

Tuesday, 17 Nov 2022

Presidents Report

When I first took on the role of president in November 2017, it had been 3 months since Alby died, and we were reduced to 4 regular volunteers on our working bees. We now have 27 volunteers to call on, with an average attendance of 10 to 18 turning out every Tuesday and Wednesday. This year the team was recognised with a Best Coastcare team in Qld award; and were finalists in the national award. We didn't win that one, but I was funded to attend the National Landcare Conference in Sydney, and it good to see us get a mention in front of 650 delegates, and another 1100 people watching on Zoom.

I'd like to thank Janice for supplying tea, coffee & cake for our morning teas, and Val for providing savoury treats for the occasion. We also have John and Cheryl, who occasionally bring along fresh fruit & veggies to share. The team get on very well, and we have achieved some amazing results this year. Our list of current ongoing projects is as follows:

Alby Wooler Park

Envirotrail

Farnborough Beach – Zones 1, 2 & 3

Maintenance of former RemVeg plantings on the Scenic Highway roundabout sites

Environmental area at Taranganba School (in conjunction with the school)

Environmental centre on Konomie (Nth Keppel)

This year we also received a grant to plant 70 trees for the Queens Platinum Jubilee. We planted an avenue of 42 trees on the rail trail; and hosted an event to celebrate the occasion. We had 28 trees left, and it was decided these would be shared amongst Taranganba, Yeppoon & Farnborough state schools, with all the schools having plaques to commemorate the occasion. With the aid of the students, we have planted the first 9 at Taranganba school; and hope to have the rest in place over the coming weeks.

This week we were due to make the first of 4 visits to Woppa (Gt Keppel) to help tackle 2 weeds of national significance that are rampant on the island. Once again it is thanks to a grant received through FBA to tackle this problem. Unfortunately, this first visit had to be postponed due to concerns from a Woppaburra elder, but it is hoped we can overcome these concerns and complete our project in 2023 after the summer months are over.

We recently began carrying out weeding at the Waru community garden area to help bring the area back to its former glory. This work is unfunded, and we hope other groups will assist in this restoration once the initiative gets rolling.

We participated in the Clean Up Australia Day event earlier in the year, although the numbers were down due to Covid limitations.

We also participated in the Great Northern Clean Up and achieved good results.

I'd like to thank Livingstone shire Council for funding these clean ups, and for providing plants from the nursery, and support for our on-site regeneration work and other projects.

We also have the recycling program at the Envirolink office, with everything from oral hygiene items, batteries and ink cartridges to our cash for containers program, the proceeds from which we get a small amount of funding for our projects. I'd like to thank Sara for looking after this program, on top of all her other tasks. I'd also like to

give a shout out here to one of our former volunteers Donald Bambrick, who has so far deposited over \$1400 at the Cash for Containers depot this year on our behalf. He is hoping to crash the \$1500 mark before Christmas.

I would also like to thank FBA for providing funding for projects, for helping me get funding to attend the National Landcare conference, and for their general support for all we do.

We still attend the Junior Landcare sessions at Yeppoon State School. We are also getting involved with the Farnborough State School restoring their great garden area, and of course are now involved with the Taranganba School where I have given talks to the STEM pupils.

Landcare works in collaboration with numerous groups and organizations to not only do on-ground work, but also to make people more aware of the importance of looking after the environment. These include FBA, Capricornia Catchments, Landcare Australia, Queensland Water & Land Carers, Tangaroa Blue, Greening Australia, Gt Barrier Reef Marine Parks Authority, LSC, Emu Park Bushcare & Friends of Lammermoor. The only way any of us can get anywhere is by working as a team, and that is obvious by what we all achieve when we combine our forces.

CCLG Annual General Meeting Tuesday, 17 Nov 2022

Coordinator's Report (Late May- Nov 2022)

- Since taking on the role in late May I can honestly say it has been a pleasure to be able to work to support the committee and get to know the wonderful team of volunteers and some of our members (I have not yet met or spoken to them all)
- As I did not have the pleasure of a direct handover from the previous Coordinator the first few months were quite challenging in the sense that I relied on handover notes to work out processes and access systems that were in place and waded through filing draws, files and cupboards to familiarise myself with historical information, group assets etc.
- Through working through various issues and with the support of the committee, particularly Malcolm and Tony, I am feeling much more organised and confident in the role of coordinator.
- Managing Memberships, reconciling payments and updating the membership register was particularly challenging due to the discontinuity of the co-coordinator position being filled for a few months before I started. This was my focus during most of June & July I had spent some time with our last Secretary (Sue Gitsham) in the hope that she could take over membership management, a task at which she had prior experience, however that plan did not eventuate prior to Sue's resignation as Secretary. By this time I had updated the status and I can gladly report that membership status is updated and with agreement from the Committee at a recent meeting, the process is more streamlined and should be much easier moving forward.
- Summary of Memberships as at 17/11/22

Memberships Status	Number
Financial	51
Due for renewal at AGM	17
Recently Expired – not Renewed	13
New Members since last meeting	3 (Karen & Ray Pomfrett & Maree McGarrigle)

- So let me give a quick summary of the past few months and what I have been doing (apart from the standard admin and weekly/monthly office management tasks, invoicing, project funding docs and comms, creating of Events on FB, managing enquiries both email and from visitors to Envirolink)
- **June - July** – As mentioned my focus during these months was;
 - Sorting systems access, changing passwords, finding files, changing phone accounts, bank account access etc.
 - Recycling Station emptied and re-opened for collection
 - Became familiar with Volunteers and Project sites
 - Attended meetings with Malcolm to get to know key stakeholders, LSC, FBA, CDC staff.
 - Updating office documents - ongoing
- **August**
 - Connected with Jim Callen from UpCycle CQ (yet to meet but talk with him often and have provided advice and support for his group incorporation)

- Supported Graham Pegg from the Fig Tree Creek Inlet Association with mangrove ID – joined by John McCabe
 - Partnered with LSC for the Great Northern Clean-Up, registered as a community group with LSC as sponsor
 - Contacted St. Ursula's and Girl Guides for GNC-Up
 - Ensured grant information forwarded to Malcolm, shared with other groups
 - Researched grant opportunity for EV battery Upgrade (letter drafted – not sent)
 - Delivered Van to the EV Car Display
 - Joined National Landcare Conference on-line presentation
- **September**
 - Met with LSC Events Team with Malcolm at
 - Prepared comms and invitations as per funded Jubilee Planting Event Protocol
 - Junior Landcare – accompanied Malcolm
 - Planning comms and publicity for GN Clean-Up
 - Attended Farnborough School - National Tree Planting Day plantings with Malcolm
 - Connected CCC with the ACF's Platypus Program in which they took part
- **October**
 - Attended Yeppoon SS for Junior Landcare while Malcolm away
 - Envirolink – meeting with Leise Childs and Malcolm re old & new projects, upcoming events
 - GN (Fig Tree/Mangrove) Clean-Up Event successful – 31 attendees – report completed
 - Provided Letter of Support for LSC Tiny House Project Grant Application to address Housing and Sustainable development issues
 - Ongoing planning for Jubilee Tree Planting Event - catering, register of Event with Fed Gov Dep
 - Completion of Jubilee Tree planting Event - media footage provided to 7 Rockhampton – has been aired twice
 - Attended Kanomie Weeding day
- **November**
 - Attended Kanomie Weeding day
 - Engaged Click on Central to sort out laptop issue
 - Visited Woppa Weed Project Site
 - Planting at Taranganba School

Upcoming events/meetings:

- Nov 21 - Attending the FBA AGM with Malcolm
- Dec 10 – joining CCC Celebration at Caves to meet other environmental community groups and share information about our projects and have some fun weeding, planting, eating
- Woppa Weeding Project early 2023
- March 2023 – Clean-Up Australia Activity

Partnership/Enquiries/Opportunities (in addition to those mentioned by Malcolm)

- **James Cook Uni – a PHD student** – wanted to interview someone with regard to his research on GBR & Resilience program, responded as available, have not heard back
- **AUSMAP** – asking if interested updating Microplastic Kits & skills and in working with Tangaroa Blue Field Events – Farnborough Beach x 2 over Summer – have responded yes to both.
- **Yeppoon Kindergarten** – have been asked if I might be able to do tours through the Envirolink Trail at some stage and chat to kids about waste and recycling. Will make time for this in 2023.
- **ArtCycle** – funded workshops being run by UpCycle CQ in 2023 – seeking advice and involvement ideas – will meet with Jim to discuss hopefully before Xmas.

Closing Comment:

With administrative tasks becoming more familiar, streamlined and efficient, (still a bit more to do) I hope to have more time to focus on grant ideas and opportunities for both the Envirolink Space and Volunteer Projects moving forward.

At Envirolink I have been trying to create a space for people to come and chat and engage in discussion about a wide range of environmental issues. Visitor numbers are up since the doors are open and word spreads.

Envirolink Visitor Stats: July – 14, Aug – 28, Sep – 39, Oct – 40

I am really looking forward to building stronger connections and coordinating activities with other community groups in 2023.