

## Management Meeting – Minutes

**Date:** 10 July 2024

**Start Time:** 5 p.m.

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

**Meeting Leader:** Malcom Wells - President

1. **MEETING OPENED:** 5:05 p.m.

2. **PRESENT:** 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:**

A motion was put forward to accept the membership of William Spiers, Karen Spiers, Sophie George, Capricorn Conservation Council to be accepted as new members and Thomas Henderson as a returning member after some lapsed time.

**Moved:** Malcolm Wells

**Seconded:** Andi Jaemjamrat

**Approved:** Four

**Opposed:** Nil

6. **MINUTES OF PREVIOUS MEETING** – That the minutes of the previous management committee meeting held on 10 April 2024 be accepted as a true and accurate record.

**Moved:** Karen Pomfrett

**Seconded:** Malcolm Wells

**Approved:** Four

**Opposed:** Nil

7. **CORRESPONDENCE – Inwards and Outwards (Comments in red from President in lieu of report)**

Inwards				
Date Received	Via	From	Subject	Action:
4 July 2024	Email	Sara Hillman	Village Arts fee for use of WARU \$200. Decision needed on the \$200 by Management Committee	Sent to Committee. All agreed.
2 July 2024	Email	WorkCover Qld via Sara	Renewal of WorkCover policy - WGA000203422 – not due until August	Sara sent to Treasurer <b>DEFERRED</b>
28 June 2024	Email	Malcolm Wells	Unsuccessful in obtaining QANTAS grant.	Malcolm sent to committee
27 June 2024	Email	Gambling Community Benefit Fund via Sara Hillman	Incomplete Acquittal reminder. Sara is looking at a new charger pack and port adaptor that aligns with the grant.	Sara following this up with Adventure Tech. <b>TONY TO FOLLOW UP</b>

				<b>RE GST. This may mean the grant is acquitted.</b>
24 June 2024	Email	Aurizon – Hayley Jensen	Potential for Landcare Volunteering in Rockhampton	Reply from Karen and Sara with Rockhampton options.
19 June 2024	Email	Sara	Shirt orders – if you need one.	Sent to committee Added to agenda.
6 June 2024	Email	Waste Services Unit via Sara	Renewal Application for Waste and Recycling Community Service Obligation Procedure at the Yeppoon Landfill for the 2024/2025 financial year	Sara sent in completed application
5 June 2024	Email	WorkCover Newsletter via Sara	Changes to premiums and Compensation rights.	Added to agenda
3 June 2024	Email	Van Ports for GCBF Grant via Sara	Approval needed to follow up van charge ports as part of Grant.	Andi, Karen, Tony agreed
21 May 2024	Email	WorkCover via Sara	Interim Certificate of Insurance - 1 July 2024 until 30 September 2024.	Sent to Treasurer
20 May 2024	Email	Watergum via Sara	Partnership with Watergum for cane toad drop-off point	Sent to committee – not at this point in time.
9 May 2024	Email	Sara Hillman	Successful in 2023-2024 Volunteer Grant \$3150 – Department of Social Services. Payment by 31 May.	Sara sent to Treasurer
30 April 2024	Email	Malcolm Wells	QANTAS Grant sent in - \$10000 applied for to purchase fencing and sandstone seating circle for WARU	Await results
Outwards				
Date Sent	Via	To	Subject	Action:
1 May 2024	Email	LSC New Councillors via Malcolm	Opportunity to discuss Landcare work at WARU, around funding.	

A motion was moved that the inward correspondence be received, and that the outward correspondence be ratified.

**Moved:** Karen Pomfrett

**Seconded:** Tony Claridge

**Approved:** Four

**Opposed:** Nil

**8. PRESIDENT’S REPORT:** *(See attached file)*

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

**Moved:** Malcolm Wells  
**Approved:** Four

**Seconded:** Andi Jaemjamrat  
**Opposed:** Nil

**9. TREASURER’S REPORT:** *(See attached)*. The Treasurer tabled a Profit and Loss Statement and YTD Financial Summary as at 10 July 2024.

A summary of calculated closing bank balances as at 10 July 2024 is as follows:

Main Account	24,486.25
Petty Cash Account	748.37
Term Deposit	0.00
<b>TOTAL</b>	<b>25,234.62</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  
**Approved:** Four

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

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

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

**Moved:** Karen Pomfrett  
**Approved:** Four

**Seconded:** Andi Jaemjamrat  
**Opposed:** Nil

**11. AGENDA ITEMS:**

	ITEM	MINUTES
<b>11.1</b> Val & Dale	Clean up Rubbish Day at WARU	Make future work on the site easier and safer. Move the bigger items that are lying around. Use our dump vouchers and load rubbish into Utes or a dumpster (particularly if LSC would donate one). Discussion: In agreement. Next Wednesday – as part of regular day look at what is needed to be removed and organise a working bee. Council may assist with bin. <b>ACTION:</b> Malcolm to initiate discussion with volunteers, follow up with availability of trailer from Bunnings and any other assistance they may offer. Malcolm to approach Council re assistance with removal of rubbish.
<b>11.2</b> Tony	Reporting requirements to self-assess	From the 2023-24 income year, non-charitable not-for-profits (NFP) with an active ABN need to lodge an annual return. The Self-Assessment form needs to be ratified by the committee. One of the benefits of doing this is, we can

	ITEM	MINUTES
	income tax exemption.	then apply for Office 365 at a greatly reduced rate. It is also the first step in getting ourselves declared a registered charity. <b>MOTION:</b> That the completed Self-Assessment form is accepted and signed by the management committee. <b>Moved:</b> Tony Claridge <b>Seconded:</b> Karen Pomfrett <b>Approved:</b> Four <b>Opposed:</b> Nil  <b>ACTION:</b> Tony to scan and send signed form to Sara and Karen for filing.
11.3 Tony	Update on DRG status	Not started yet on DRG due to ATO self-assessment being a priority. Sara and Tony liaising on DRG status. <b>ACTION:</b> This to be started soon.
11.4 Malcolm	Tenure Renewal Envirolink and Shed.	Expires on 16 Nov 2024 – max term of renewal is 10 years. What length of renewal do we want? Malcolm suggests 5 years. Sara wanted two. <b>MOTION:</b> Renewal is to be 5 years. <b>Moved:</b> Malcolm Wells <b>Seconded:</b> Toni Claridge <b>Approved:</b> Four <b>Opposed:</b> Nil <b>ACTION:</b> Karen to contact Sara to advise her.
11.5 Karen	Shirt Orders	Sara has canvassed all members for shirt sizes. <b>ACTION:</b> Sara to place order. Malcolm to follow up with her.
11.6 Karen	WorkCover	Info on WorkCover – premium for 2024-2025 will move from \$1.29 to \$1.343 per \$100 of wages, after discounts. Workers Compensation – employers must provide a regular statement of rights to their workers? What does this mean for us? There must be one stored somewhere on the system. <b>ACTION:</b> Karen to follow up - Liaise with Sara.
11.7 Andi	Update on Sponsorship committee	In progress. Has all the required documents.
11.13	Business Arising/Action Items (Permanent Agenda Item – see Section 11)	As per section 13 below if time permits.

## 12. GENERAL BUSINESS:

	MEMBER	MINUTES
12.1	WARU Documents	Documents reviewed by Karen. Malcolm, Andi and Tony to complete and return to Sara. <b>ACTION:</b> Karen forwarded the email to Tony and Andi.

### 13. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING:

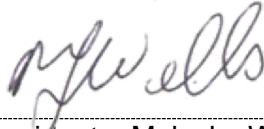
Meeting Date	ACTION	ACTION OWNER	MINUTES
08/11/2023	<b>Security Camera at WARU</b> - not yet installed by LSC. Needs following up.	Sara	<p>10/04/2024 – Sara will follow this up.</p> <p>10/07/2024 – Council will not put this up. There is nothing in writing to state that they were responsible. This will need to be funded by Landcare.</p> <p><b>COMPLETED.</b></p>
25/01/2024	<p><b>Sponsorship</b> - Lendlease are sorting out sponsorship ideas. Report to come back yet from them.</p> <p><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.</p>	Sara, Andi	<p>25/01/2024 Awaiting Report. Report arrived 18/04/2024 <b>COMPLETED.</b></p> <p>10/04/2024 – Andi to form a subcommittee.</p> <p>10/07/2024 – Not started yet.</p> <p><b>ONGOING</b></p>
25/01/2024	<b>Voicemail on the work phone</b> - Needs to be set up so that messages can be left.	Karen, Sara	<p>29/01/2024 Voicemail hadn't been activated. Karen and Sara contacted call provider who activated Voicemail. Still not working, however.</p> <p>10/04/2024 – Sara still following this up.</p> <p>10/07/2024 – Voicemail has been successfully installed.</p> <p><b>COMPLETED.</b></p>
10/04/2024	<b>Financial Audit Findings</b> - To be brought up with the accountant at their next meeting. In the interim, the tax refund is to be siloed so that it is available pending the outcome of the discussions.	Tony	<p>10/07/2024 – Ongoing – meeting will occur soon. Money has been siloed.</p>
10/04/2024	<b>Coordinator's computer issues</b> - That we purchase Microsoft windows product key \$250, back up her computer, do a fresh instal with the new product key, and subscribe to Microsoft Office 365 for \$20/month.	Tony	<p>10/07/2024 – Now we have self assessed Tony will order it. Will sit down with Sara to complete.</p>
10/04/2024	<b>Membership Forms &amp; Signature</b> - We need the signature, and we look to see if we can alter the form to provide a signature box that can be done online.	Tony	<p>10/07/2024 – This was completed during last Lendlease visit.</p> <p><b>COMPLETED.</b></p>
10/04/2024	<b>Toolbox Information handouts on weeds vs native plants to new people</b> - Malcolm to ask Sara to	Malcolm, Sara	<p>10/07/2024 – Malcolm has asked Sara to follow up.</p>

Meeting Date	ACTION	ACTION OWNER	MINUTES
	prepare introductory booklets for new members. LSC used to print these out for us – Sara/Malcolm to enquire to see if this is still a possibility.		

**14. NEXT MEETING DATE/TIME:** 25 September 2024.

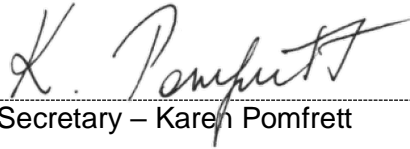
**15. MEETING CLOSED:** 6:47 p.m.

Signed:



.....  
President – Malcolm Wells

Signed:



.....  
Secretary – Karen Pomfrett