

# Capricorn Coast Landcare Group

## Annual General Meeting Minutes

### 27 November 2023

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

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

AGENDA ITEM	PROCEEDINGS
Meeting opened	06:45 PM
Welcome	Malcolm Wells Acknowledgement of Country: Andi Jaemjamrat
Attendees	Malcolm Wells Andi Jaemjamrat Tony Claridge Karen Pomfrett Sara Hillman Cheryl Daley John Daley Val Fisher Dale Muir Bec French – FBA Marilyn Wells
Apologies:	Arthur Hunt
Proxies:	
Minutes of previous Annual General Meeting (2021)	The draft minutes of the Capricorn Coast Landcare Group 2022 AGM were read by Andi Jaemjamrat.  <b>Motion:</b> That the Minutes of the 2022 AGM are confirmed and accepted as a true and accurate record.  <b>Moved:</b> Andi Jaemjamrat  <b>Seconded:</b> Malcolm Wells  <b>Carried</b>
Business arising from previous 2022 AGM minutes	None

Memberships/Volunteers/Sponsors	<p><b>New Members since last Management Committee (MC) Meeting:</b> None (2 signed on through website prior to last MC Meeting but have still not paid – reminders sent– no response)</p> <p><b>New Volunteers since last MC Meeting: 3</b> – Scott Alan, Irene Harrison, Haley Delahunty</p> <p><b>New Sponsors since last MC Meeting:</b> None – Donation from a member Christine Fraser - \$45 Donation from Sandra Kay Paton – Aug \$80</p>
President’s Report	<p><b>See Attachment 1</b></p> <p><b>Motion:</b> That the President’s Report be endorsed.</p> <p><b>Moved:</b> Malcolm Wells</p> <p><b>Seconded:</b> Tony Claridge</p> <p><b>Carried</b></p>
Treasurer’s Report and Audit	<p><b>See Attachment 2</b></p> <p>4 page handout includes:- pie charts Profit &amp; Loss Statement for Yr ended 30 Jun 2023 &amp; Balance Sheet for 30 Jun 2023</p> <p><b>Motion:</b> That the Audited Financial Statements for the year ended 2023 be received and accepted.</p> <p><b>Moved:</b> Tony Claridge</p> <p><b>Seconded:</b> Karen Pomfrett</p> <p><b>Carried</b></p>
Coordinator’s Report	To be done in General Meeting following AGM tonight
Appointment of Auditor for 2022-23 FY	<p><b>Motion:</b> That Shanahan Swaffield Partners be appointed as external auditors for the 2023 – 2024 financial year</p> <p><b>Moved:</b> Tony Claridge</p> <p><b>Seconded:</b> Andi Jaemjamrat</p> <p><b>Carried</b></p>
Special Resolution – Alteration of rules (provided for in Rule	<p><b>Motion:</b> That the proposed changes included in the Table of Changes to be made to the Cap Coast Landcare Inc. Constitution to align with Qld Gov. legislated requirements introduced in July 2022 be passed.</p>

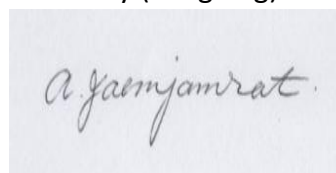
41 of current Constitution)	<p><b>Note:</b> Requires 75% of eligible voters present, in person and proxy, to vote in favour to be passed.</p> <p><b>No of Voters:</b>10</p> <p><b>Result:</b> <i>In Favour:</i>10                      <i>Not In Favour:</i> 0</p> <p><b>Moved:</b> Karen Pomfrett</p> <p><b>Seconded:</b> Andi Jaemjamrat</p> <p><b>Carried:</b></p> <p><b>ACTION</b></p> <p>Sara to action constitutional changes with Office of Fair Trading. Thank you to Sara for organising and informing the <b>MC</b> to modernise our constitution.</p>
	<p>Malcolm provided his thanks to outgoing committee members for 2022-23.</p> <p>All elected committee members stood down and Malcolm Wells invited Dale Muir) to officiate for member elections of new management committee.</p> <p><b>President</b></p> <p>Nomination: Malcolm Wells  Proposed: Karen Pomfrett  Seconded: Tony Claridge  <i>Carried</i> Unopposed</p> <p><b>Secretary</b></p> <p>Nomination: Karen Pomfrett  Proposed: Tony Claridge  Seconded: Annette Jaemjamrat  <i>Carried</i> Unopposed</p> <p><b>Treasurer</b></p> <p>Nomination: Tony Claridge  Proposed: Karen Pomfrett  Seconded: Annette Jaemjamrat  <i>Carried</i> Unopposed</p> <p><b>Vice - President</b></p> <p>Nomination: Annette Jaemjamrat  Proposed: Malcolm Wells  Seconded: Tony Claridge  <i>Carried.</i> Unopposed</p>
Close of meeting	Meeting closed at 7.30 pm

**Signed:**

Re-elected President – Malcolm Wells



Secretary (Outgoing) – Andi Jaemjamrat



## **Attachment 1: President's report 2022 - 2023**

### **Malcolm Wells**

This year has been a busy one for Landcare once again. In February we began work on the Mulambin project, which has received great support from the locals, with a few even signing up to work with us. The money for that project was quickly swallowed up with the need for skips to remove the vast quantities of green waste produced from the site, and we are now having to rely on council to help us dispose of the green waste that can't be left to mulch down on site.

Apart from the Mulambin site we have Farnborough Beach site, where we recently extended the work area to the north. The site now extends from the caravan park, just north of Rotary Park, to FB 14 at Todd Avenue. We also have our sites at the previous Remveg site, Taranganba environmental area and the original site now called Alby Wooler park. We also make occasional trips to Konomie (formerly Nth Keppel) to carry out weeding at the environmental centre there.

We secured the lease of Waru from LSC this year, and we are hoping to eventually co-host a variety of environmental and social events on the land once we get funding to restore the amenities on the site. We have already carried out extensive weeding, some tidying up and some planting, and are getting positive feedback from the public for the improvements already made to the site.

To help this project reach its goals we are currently looking out for grants to help reach our aims of restoring amenities and improving facilities. A few days ago, I spoke to Brittany Lauga when she attended the food bank here at the community centre, and she agreed to help me find sources of funding from state coffers.

We have also had some positive interaction with Lendlease, the international group, which resumed their Springboard program in Yeppoon after a layoff due to Covid. For anyone unaware, they bring several small groups of employees from all over Australia, and around the world, to work with environmental groups here in Yeppoon for a week at a time. As well as helping us form strategies and find ways of bringing in funding, they also donate \$1,000 for each week they come. They are in the process of providing us with new signage for all our sites, complete with photos supplied by us, and QR codes to provide information to the public.

The recycling program at the Envirolink office, is going well with Sara doing a great job looking after this program, on top of all her other tasks, and the recent agreement to work on other projects with which Sara will acquaint you.

Until recently we had about 40 volunteer names on our contact list. Even after removing some of those who asked to be left off the list, or who haven't shown interest for some months, we still have a healthy list of 30 people who are available for work on our sites each week. I would like to take this opportunity to thank all of our hardworking volunteers, who have made the group such a popular and appreciated part of the community. I'd also like to thank the committee for their good work and commitment this year. Lastly, I'd like to thank Sara, who has thrown herself into the role of coordinator with the same passion and commitment as our previous coordinator Sabrina.

**Attachment 2: Treasurer's report FY 2022 – 2023 & Verification of Audit  
Tony Claridge**

**Capricorn Coast Landcare Group Incorporated**

**ABN: 48 170 539 519**

**Profit & Loss Statement**

**For the year ended 30 June 2023**

	<b>2023</b>	<b>2022</b>
	<b>\$</b>	<b>\$</b>
<b>Income</b>		
4NAG Electricity	986.83	831.50
Containers Exchange	2,432.40	2,457.60
Donations & Sponsorships	15,411.00	2,727.00
Grants Received	28,295.00	41,073.00
Interest Received	116.22	20.05
Membership Income	200.02	409.12
Profit on Sale of Non-current Assets	-	72.73
	<u>47,441.47</u>	<u>47,591.00</u>
<b>Expenses</b>		
Auditor's Remuneration	1,402.00	878.00
Bank Charges	-	3.66
Bookkeeping Fees	-	1,582.50
Computer & Website Costs	723.34	629.39
Depreciation - Plant & Equipment	739.00	675.00
Electricity	1,822.46	1,677.78
Filing Fees	58.60	-
Grant Expense - Motor Vehicle	1,306.87	599.23
Insurance	211.21	182.68
Internet Expenses	613.89	344.72
Meeting Expenses	45.45	512.04
Minor Plant & Equipment	68.82	366.58
Motor Vehicle Expenses	1,485.73	1,914.16
Postage	140.26	151.82
Printing & Stationery	661.68	772.11
Project Expenses	11,878.02	2,374.96
Protective Clothing	569.49	216.88
Repairs & Maintenance	276.63	412.37
Staff Training & Welfare	1,215.27	415.13
Subscriptions	342.75	392.73
Superannuation Contributions - Employees	4,242.00	1,831.98
Telephone	131.77	294.52
Travelling Expenses	-	252.41
Wages	40,543.50	18,814.79
	<u>68,478.74</u>	<u>35,295.44</u>
<b>Net Surplus/(Deficit)</b>	<u><u>(21,037.27)</u></u>	<u><u>12,295.56</u></u>

# Capricorn Coast Landcare Group Incorporated

ABN: 48 170 539 519

## Balance Sheet

For the year ended 30 June 2023

	2023	2022
	\$	\$
<b>Current assets</b>		
Bendigo Bank A/c 1202	46,334.95	54,437.69
Bendigo Bank A/c 1201	645.09	13,554.35
Bendigo Bank A/c 2501	17,808.58	17,697.99
Provision for GST	956.00	41.00
<b>Total current assets</b>	<b>65,744.62</b>	<b>85,731.03</b>
<b>Non-current assets</b>		
Plant & Equipment	6,625.68	6,821.04
<b>Total non-current assets</b>	<b>6,625.68</b>	<b>6,821.04</b>
<b>Total assets</b>	<b>72,370.30</b>	<b>92,552.07</b>
<b>Current liabilities</b>		
BAS Creditor	2,055.00	1,699.00
Superannuation Payable	787.50	288.00
<b>Total current liabilities</b>	<b>2,842.50</b>	<b>1,987.00</b>
<b>Total liabilities</b>	<b>2,842.50</b>	<b>1,987.00</b>
<b>Net assets</b>	<b>69,527.80</b>	<b>90,565.07</b>
<b>Accumulated Funds</b>		
Opening Balance	87,809.07	75,513.51
Asset Revaluation Reserve	2,756.00	2,756.00
Net Surplus/(Deficit)	(21,037.27)	12,295.56
<b>Total Accumulated Funds</b>	<b>69,527.80</b>	<b>90,565.07</b>



**Shanahan Swaffield Partners**  
Accounting + Taxation + Auditing

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22 August 2023

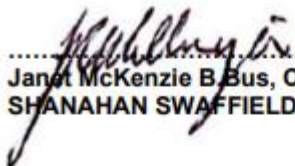
Mr T Claridge  
Capricorn Coast Landcare Group Incorporated  
PO Box 727  
YEPPOON QLD 4703

Dear Tony

RE: Annual Return 2023 Verification Statement

In accordance with the *Associations Incorporation Act 1981*, I advise I have sighted the association's financial records and the records show that the association has bookkeeping processes in place to adequately record income and expenditure and dealings with its assets and liabilities.

Yours faithfully

  
.....  
Janet McKenzie B Bus, CPA  
SHANAHAN SWAFFIELD PARTNERS

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