



Five Villages Community Garden Inc.

Executive Meeting 4 - 28th April 2021 - 7pm

Meeting location: Karin & Pat's house, [REDACTED]

Meeting times: 1900 to 2030

Meeting run time: 19:10 to 20:54 (total time 1:44)

Meeting coordinator/s: Jimmy Woodriff

Primary contact: Jimmy Woodriff - 0406022416 - jimmy@jimmywoodriff.com

Record keeper: Karin Mayer

Meeting acknowledgments

- This meeting takes place on Jerrinja country in the Yuin nation.
- Meeting started at commenced at 7pm on Wednesday April 28th at [REDACTED], [REDACTED] 2539
- Apologies: N/A
- In attendance: Brianna Harris, Dennis Buttigieg, Pat Byrne, Karin Mayer, Sheree Cole, Lachie Rombouts.

Correspondence in/out since last meeting 17th March 2021

| What | Responded? By who? | Further action |
|--|--------------------|--|
| Radio interview ABC RN: re: RFS build | Sheree | None required - Good job Sheree! |
| Email on 22nd April: invitation to attend the Eurobodalla Botanic Gardens event from Annette Tesoriero | Jimmy / All | Invitation to attend the 'Reflect and heal' event o 2nd of May at 1130 at Eurobodalla Botanic Gardens in Mogo. Free event but bookings essential at www.shaa.org.au/events |
| Email on 8th of April: Fair trading email to confirm registration of incorporated association | Jimmy | None required |
| Email on 22nd April: From RHVA / Kevin Millar - To confirm there will be a grant given to us for \$750 to cover registration and insurance fees for public liability | Jimmy | Check in to see if the motion to grant the money is formally passed on the 13th of June at the next RHVA meeting - it's been given an email/verbal guarantee of being passed. |

Correspondence acknowledged and seconded - Pat Byrne

Meeting minutes and action items follow up from last meeting 17/3/21

| What | By who | Status update |
|---|--------------------------------|--|
| Set up of incorporated body structure | Jimmy & (solicitor [redacted]) | Completed |
| Insurance for volunteers and public liability | Jimmy & (solicitor [redacted]) | Insurance is valid and active. Voluntary workers insurance deemed unnecessary if proper safety induction and supervision as well as waivers/sign up is in place. |
| Marketing / outreach for RFS build working bee - need to get word out in letterbox drop / signs / regular black boards on corner etc - Appoint comms manager? | All | Flyers fell short - lack of print organisation and time to deliver. Black boards worked well! No comms/outreach manager appointed yet. |
| Incorporated body constitution | Jimmy | In place as per fair trading model - approved by fair trading with .inc application |
| Mission statement for community garden - also branding, website, vision statement and tagline | All | Discussed at last meeting - branding and logos updated when inc. assoc. Was approved to Five Villages Community Garden. Website and other items to be discussed in minutes of this meeting. |
| Provision fo standard tooling - what, how many and where we can store them before we have a proper space? | Pat | To be discussed in minutes of this meeting. |

Mintues for last meeting accepted by Pat

Meeting minutes for Executive Committee meeting 4

| Item / topic / motion | Tabled by whom? | Motion required? | Result |
|---|-----------------|---|---|
| Follow up from RFS build - Thank you's - Is there anyone we need to thank? - If yes, how should we do it? Cards? Calls? | Chair | N/A | Action item |
| Follow up from RFS build - Watering & care - How's it looking? Any issues with failure/roos? - How often has the garden needed water? - Can one of us or a few be responsible? Who? | Chair | N/A | Action item |
| Follow up from RFS build - Finishing build - Paneling on seats and arbor to be completed - Who can do this? Should we have working bee days? When? Signage? | Chair | N/A | Action item |
| Follow up from RFS build - Plum planting and media invitation event - When can we do this? - Who is our media liaison? - What does the event look like? | Chair | N/A | Action item |
| Follow up from RFS build - Feedback Any observations or constructive criticism on the event, the build and the planning? | Chair | N/A | N/A |
| Inc. Admin - Bank account - Vote to approve Jimmy as Public Officer for the Inc. to set up bank account to receive funds etc | Chair | Yes | Passed |
| Inc. Admin - Bank account - Which bank do we go with? Suggested Bank Australia who are an 'ethical' bank who do not divest in harmful companies. | Chair | Yes - With discussion on banks to go with | Action Item or Motion if Bank Aus is OK? |
| Inc. Admin - Official roles Confirm current roles by vote in meeting: Jimmy: Public Officer / Coordinator / Secretary Karin & Pat: Equipment & Safety Dennis / Brianna: Horticultural Planner Promotions & Outreach - ??? Finance. Memberships & Fundraising - Jo maybe? | Chair | Yes - Confirm current roles | Vote on each role currently held - Action items for vacancies |

| | | | |
|---|-------|-----|-------------|
| Events & Community Liaison - Sheree maybe? | | | All passed |
| Inc. Admin - Additional roles to add Motion moved to add two additional roles to list of official roles for our Inc. Assoc. 1. Permaculture Advisor - Sheree 2. Construction & landscaping advisor - Lachie | Chair | Yes | Yes |
| Inc. Admin - Meetings - Are monthly executive committee meetings OK? - Should we call them 'Executive Committee meetings' or something else? | Chair | N/A | Action item |
| Inc. Admin - Outreach What is the best way to reach our community? Discuss and note in action items | Chair | N/A | Action item |
| Next build - Yulunga reserve site 1 - Discuss timing for this, in what month could it happen? - Discuss needs - design, funding and permissions - Suggestion for it to be a fully enclosed example garden for small plots in household gardens in the local area to grow their own food - like a template | Chair | N/A | Action item |
| New build opportunity - Yulunga reserve cycle track beautification and foodscaping - Discuss communication around this in community? - When could we do this? What will we do? - Is it a priority over the site 1 build at Yulunga? | Chair | N/A | Action item |
| Motion to prioritise any build we can do in/around the Yulunga playground/cycletrack area | Group | Yes | Yes |
| RFS build media and planting event to be a fundraiser for broader garden activities | Group | Yes | Yes |
| Dennis for president | Group | Yes | Yes |
| | | | |
| | | | |

| | | | |
|--|--|--|--|
| | | | |
| | | | |

Motions brought at meeting & results of executive committee vote

| What | Brought by / notes | Result |
|--|--|---|
| Open Bank account with Bendigo Bank | Motion brought by Jimmy, group discussed bank agreed Bendigo Bank, | Passed Seconded: Pat |
| Executive committee role created: Permaculture Advisor - Sheree Cole | Jimmy | Passed Seconded: Pat |
| Executive committee role created: Construction & Landscaping Advisor - Lachie Rombouts | Jimmy | Passed Seconded: Pat |
| Election of Association President: Dennis Buttigieg | Group | Passed Seconded: All |
| Motion to hold executive meetings once per month and refer to them as "Gerald" | Group | Passed Seconded: All |
| Decision on focus for next build out of Yulung site 1, Yulunga cycle track | Jimmy | Focus agreed on cycle track at Yulunga and passed Seconded: Dennis |

Action Items for Executive Committee meeting 4

| What | By who | Actioned by when |
|---|----------------|------------------|
| Make sure everones got google drive | Jimmy | ASAP |
| Thank you letters to people who helped us with RFS build - Template letter and sending - Maybe add a Facebook feed graphic? | Jimmy | ASAP |
| Contact Paul Lehmann about RFS buold photos | Sheree | ASAP |
| Story signs for RFS site garden with Gary (across the street from garden) - Sheree to share | Sheree / Jimmy | Early May |

| | | |
|---|---------------------|--------------|
| examples. | | |
| Planing the finish of the structures at RFS - Meet up to be locked in for team to finish | Pat, Lachie, Dennis | Saturday 1st |
| Follow up timber offer from Brendan Grimsson | Jimmy | ASAP |
| Plums arriving early June for planting in RFS garden. Event for the 12th June. Idea passed by RFS who are open to the event but want more detailed plan to approve in general meeting 2nd June | Sheree & Lachie | End of May |
| No-Dig gardening information to be handed out at next event - possible letterbox drop addition to general information about garden club. Can also include event info for Plum planting event? | TBC | End of May |
| Next meeting Sunday 16th May | Jimmy to organise | 9th May |

Meeting acknowledgments - General notes from meeting

- Feedback on RFS build - Some people found the garden a bit smaller than expected and thought it would involve more vegetables. Further, some info on the no-dig gardening and garden design would have been good on the day.
- Yulunga garden is going to be small as well and possibly underwhelming - We need to communicate the broader vision of the five villages gardens and vision.
- As we build into bigger gardens and more spaces we should organise fortnightly meetings for the wider group.
- Next build opportunities :
 - Yulunga space adjacent tennis courts
 - Yulunga cycle track / playground
 - North Bendalong old cabin site (permissions / legal TBC by owner)
 - **All agreed and passed motion to focus on Yulunga cycle track**

Meeting acknowledgments closing

- Meeting concluded 20:54pm
- Next meeting to be held Sunday 16th of May