



## FIVE VILLAGES COMMUNITY GARDEN COMMITTEE MEETING MINUTES

<b>Meeting:</b>	8 November 2023
<b>Convened by:</b>	President Dennis Buttigieg
<b>Attendees:</b>	Dennis, Toni, Raymond, Anne, Lexie
<b>Apologies:</b>	Bernie
<b>Location:</b>	Community Garden
<b>Date and time:</b>	8 November 2023, 18:05
<b>Minutes By:</b>	Raymond

<b>Agenda Item - 1</b>	<b>Meeting Open</b>	<b>Chairperson</b>
Meeting Opens / Acknowledgement of Country at 18:05		

<b>Agenda Item - 2</b>	<b>Determination if Quorum achieved</b>	<b>Chairperson</b>
Quorum Achieved		

<b>Agenda Item - 3</b>	<b>Apologies</b>	<b>Chairperson</b>
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Moved By:	
Seconded By:	
Result of Motion:	

<b>Agenda Item - 4</b>	<b>Confirmation of previous minutes</b>	<b>Secretary</b>
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Motion:	There were no minutes to confirm
Moved By:	
Seconded By:	



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Result of Motion:

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**Treasurers Report**

**Anne**

Anne provided the Treasurer's report which was moved by Toni for acceptance and seconded by Dennis.

The sausage sizzle earned the garden \$408.75.

The Hub kindly provided sausages and bread for the garden to cook and sell.

Cash on hand @ 6 October 2023 was \$4425.83

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**Membership and Engagement Report**

**Toni**

Toni provided the Membership and Engagement Report. The Report was moved by Dennis for acceptance and seconded by Lexie.

Facebook and Instagram posts have been tracking well. It is encouraged that all members, ordinary and board share these posts where possible.

The website will be updated in the next week or so to reflect the opening ceremony and progress of the garden.

This is the current breakdown by address of the 104 members:

1 membership - Bendalong

- 14 memberships - Cunjurong Point
  - 38 memberships - Manyana
  - 1 membership - Conjola (Bendalong Rd)
  - 2 memberships that listed a Sydney address
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**WHS Report**

**Chairperson**

There were no WHS incidents to report.

Members need to be encouraged to sign in when they arrive and sign out when they leave.

Members need to be educated about creating trip hazards when they work in the garden.

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## General Business

## Chairperson

**Vacant committee positions:** the position of VP was vacated soon after the AGM and there is also a General Committee position open

- The board determined there is no great need to fill the positions immediately.
- The board determined to keep looking for suitable candidates to fill the positions.

### **Yulunga Project Update:**

- Extension of time to complete the project can be applied for if required
- There is an ability to access the final contingency payment if required
- There is an additional \$5,000 available if required
- WIP - Chairs have been decided upon and have been ordered
- WIP - A quote for a sunshade was informally received - we are waiting on the formal quote as well as still exploring other options
- WIP - The bird bath is with Marcus and will be ready shortly
- WIP - Discussions about remaining equipment required for the garden - tools/dehydrator for surplus herbs - board members to email/Whatsapp suggestions

### **Garden Opening hours:**

- Currently set to open on Tuesday and Saturday mornings - determined to be a “suck it and see” approach.
- WIP - A roster was discussed to have board members available to open the garden along with “trusted” ordinary members
- WIP - a procedure list is to be produced to open and close the garden

### **Sausage sizzle debrief**

- It was a very warm day and we sold more drinks than sausages
- We have an abundance of sauce left
- Matt from “The Hub” was very generous with supplying the garden bread and sausages - we discussed making a hamper for him of fresh produce as a thank you
- WIP - There are 3 markets a year to target: it was determined we should ask organisers how many food vendors will be at the next market, as we were competing with two additional vendors at the October market

### **GCA subscription**

- It was determined to reduce the subscription to the equivalent of one magazine to reduce the cost to \$50 per annum

### **Conjola village community garden initiative**

- FVCG was approached by Conjola to discuss our (apparent) success. It was determined after discussions that they would come to visit us and view the setup in late December/early January

### **Committee photos for website**

- WIP - New members need to submit photos to Toni for dissemination

## Other business



General Business	Chairperson
<ul style="list-style-type: none"> <li>• WIP - where is the next garden to be established? Should we be looking at beginning the process now?</li> <li>• WIP - establishing a maintenance schedule for the garden</li> <li>• WIP - establishing an annual budget</li> <li>• WIP - establishing a planting diary - what has been planted, what worked, what did not work (and why)</li> <li>• WIP - how often should we meet? Minimum is 3 times per annum</li> </ul>	
<p><b>Next meeting:</b> the next meeting is early February</p> <p><b>Meeting closed at 20:15</b></p>	

Table 1: Action Items.

Item	Name	Date	Status
Update website	Toni	8/11/2023	WIP
Tag and share social media posts	All	8/11/2023	WIP
Chairs ordered and awaiting delivery	Dennis	8/11/2023	WIP
Members encouraged to sign in	All	8/11/2023	WIP
Vigilance on trip hazards	All	8/11/2023	WIP
Sunshade quote	Dennis	8/11/2023	WIP
Bird bath	Dennis	8/11/2023	WIP
Remaining equipment required for garden	All	8/11/2023	WIP
Create a roster for opening times	All	8/11/2023	WIP
Create an opening and closing procedure list	Dennis/Raymond	8/11/2023	WIP
Fundraising - target the 3 markets	All	8/11/2023	WIP
New board member photos	Raymond/Anne/Lexie	8/11/2023	WIP
Next community garden - where to target	All	8/11/2023	WIP
Establish a maintenance schedule	All	8/11/2023	WIP
Establish an operating budget	Anne/Dennis	8/11/2023	WIP
Establish a planting diary	All	8/11/2023	WIP
Determine how often the Board is to meet (minimum 3 times per annum)	All	8/11/2023	WIP

Table 2: Documents referred to in the meeting.



Document Title	Author	Version	Date
Treasurer's Report	Anne	1	8/11/2023
Membership and Engagement Report	Toni	1	8/11/2023

The minutes have been accepted as a true and accurate record on <insert date>

Date	Signed By President	Date	Signed By Secretary