



## FVCG Executive Committee Meeting 10 Minutes - 23/02/22

### **Standing Agenda Items:**

**Attendance:** Lynley, Dennis, Pat, Karin, Toni, Jimmy

**Apologies:** Lachie

**Meeting commencement time:** 7.15pm

**Chairperson:** Dennis Buttigieg

**Minute taker:** Karin

**Minutes for last meeting accepted by:** Dennis

**Seconded by:** Pat

### **Standing agenda items:**

#### **Treasurer's Report:**

Affiliation membership with Community Gardens Australia – asking for club & signatories.

Provides insurance through membership which extends from 30/4-22 – 29/4/23

Upfront payment

3 free magazines with subscription to go to Jimmy's place

\$15 per year for further magazines – suggested 4 would be suffice

Public liability 03/22 – 03/23

If any other group/council wants us to sign any documents, we need to read the insurance document from CGA before we sign anything, so it does not go against conditions set out.

Software do not require an account, need to report finances every month for grant, need to hand in all receipts to Lynley. On completion of the grant within 90 days need to get an independent audit from an accountant.

33K to be spent by end of June 22 and 88K in next financial year.

Ledgers – Jimmy has previously written some.

Need bank statement for reconciliation

Dennis, Lynley & Jimmy need to meet for signatories – bank

Currently not registered for GST – Jimmy wondering if we have to with a grant. - No

**Action/Decisions from previous minutes 14/2/22**

<b>Action</b>	<b>By Whom</b>	<b>Outcome</b>
RFS build completion - Signage. Jimmy to discuss with Garry Powell and get sign engraved. 300X1000mm sign.	Jimmy	Engraving contact from Lynley unable to complete job. Lynley sourcing other engraving options. – Jimmy coordinating. Jimmy sending through copy of larger sign and will provide Gary a copy for him to complete by end of March

**Agenda items:**

<b>Agenda Item</b>	<b>Discussion/Outcome/Decision</b>	<b>Action/By Whom for next mtg</b>
<ol style="list-style-type: none"> <li>1. Position of Secretary</li> <li>2. Position of Treasurer &amp; membership officer</li> <li>3. Position of Webmaster and social media</li> <li>4. Position of public officer and permaculture manager</li> <li>5. Position of equipment, WHS &amp; first aid coordinator</li> <li>6. Position of president and horticultural manager</li> </ol>	<p>Karin Mayer Nominated - accepted</p> <p>Lynley Reid nominated - accepted</p> <p>Toni Johnson nominated - accepted</p> <p>Jimmy Woodruff nominated - accepted</p> <p>Pat Byrne – nominated - accepted</p> <p>Dennis Buttigieg -nominated - accepted</p>	Passed by all
2. Dates and format for future meetings (All) 1st Tues each month & informal WIP 3rd week each month).	Committee meeting - 2nd Tuesday of the month with adhoc meetings if required in between committee meeting.	All agreed - Nil further action required.
2. Membership update (Lynley)	Lynley has drawn up a membership form. - All	Toni to complete online form.

	<p>Toni suggested to include a tick box re best way members want to be contacted. Remove attach receipt. Remove people's titles.</p> <p>Membership fee - \$5 individual \$10 family</p> <p>Financial year anyone joining between now and end of financial year will be financial until June 2023</p> <p>Launch date for membership – awaiting Toni to finish online form.</p> <p>If people want to print membership form either mail or drop off at Jimmy's place</p>	
3.GCA & insurance update (Lynley)	See under treasurer's report	
4. Website updates (Toni)	<p>Manyana FVCG google account is currently under Jimmy's personal account it needs to be transferred into a FVCG drive</p> <p>Any items Jimmy has designed etc, needs to be accessible to all committee members so if others need to access graphics they can. Setting up templates will allow new committee members in the future to access material if we are no longer on the committee.</p> <p>Webpage – people can contact us, and tick for mailing list – keep this.</p> <p>Instagram – page to be set up by Toni</p> <p>Violation may not have been a disgruntled member</p> <p>Webpage – Toni can clean things up and stylise.</p> <ul style="list-style-type: none"> <li>● Create new tab for resources.</li> <li>● Get involved become a member tab</li> <li>● Toni making membership form to be capable of completing on webpage.</li> </ul>	<p>Jimmy to action</p> <p>Jimmy to action</p> <p>Toni</p> <p>Toni</p>

	<ul style="list-style-type: none"> <li>Online security – website and google account same password – need to change website.</li> </ul>	Toni or Jimmy?
5. Yulunga garden concept issues & brainstorm (All)	<p>Dennis has done a sketched plan/footprint. He phoned Council - Peter Johnson to inquire if we need a DA consent.</p> <p>If we go to DA need lots of plans, -? Ray K&amp;P to approach him.</p> <p>Feedback from skate park, people want to sit on grass in shade where the proposed garden will go. Bench seats discussed.</p> <p>Compost bins – would be best to be outside of garden – need to look at other sites.</p> <p>Need to look for equipment shed/compost area.</p>	<p>Dennis</p> <p>Karin &amp; Pat</p> <p>All</p> <p>All</p>
6. Community engagement strategy (Jimmy)	<p>Next community consultation to obtained what the community would like in the garden.</p> <p>Jimmy proposing mid-March 19//3/22 for 1<sup>st</sup> community consultation meeting then late March present concepts from 1<sup>st</sup> meeting 2/4/22. Need to set 3<sup>rd</sup> date for garden concept.</p> <p>Jimmy suggesting placing notices in cafes, noticeboard and on Facebook.</p> <p>Dennis suggesting need concepts for consult, plans etc.</p> <p>Meeting dates decided 1<sup>st</sup> mtg - 19<sup>th</sup> March 2pm outside on the site, hall if raining. 2<sup>nd</sup> meeting 2/4/22</p>	All
8. Response to grant agreement	<p>Once in the portal 30 days to sign</p> <p>Binds us to grant and financial requirements.</p>	Jimmy & Dennis

**Informal Agenda Items:**

Any harvest from the garden is only for members who have participated in working bees.

**Meeting closed:** 2109hrs