



FIVE VILLAGES COMMUNITY GARDEN COMMITTEE MEETING MINUTES

Meeting:	13 December 2023
Convened by:	President Dennis Buttigieg
Attendees:	Dennis, Toni, Raymond, Anne, Lexie
Apologies:	None
Location:	Via Google Meets on the line
Date and time:	13 December 2023, 18:105
Minutes By:	Raymond

Agenda Item - 1	Meeting Open	Chairperson
Meeting Opens / Acknowledgement of Country at 18:10		

Agenda Item - 2	Determination if Quorum achieved	Chairperson
Quorum Achieved		

Agenda Item - 3	Apologies	Chairperson
Moved By:		
Seconded By:		
Result of Motion:		

Agenda Item - 4	Confirmation of previous minutes	Secretary
Motion:	Motion to confirm previous minutes	
Moved By:	Toni	
Seconded By:	Lexie	



Result of Motion:	Accepted
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Treasurers Report		Anne
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Anne provided the Treasurer's report which was moved by Toni for acceptance and seconded by Dennis.

We have overspent the federal government grant by \$776. This is good, as we can now access the final \$5k of the remaining funds.

Discussion around the remaining grant money was centered around ongoing consumables and infrastructure and the definitions by which we can use the grant money. This will determine how we can use the remaining funds.

Cash on hand @ 1 December was \$4684.44

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

This is the current breakdown by address of the 117 members:

Since the previous meeting we have attracted 7 new family memberships and one single membership.

- 19 single memberships
- 45 family memberships

WHS Report		Chairperson
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There were no WHS incidents to report.

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

Continuing education about hazards in the garden for all members.



Decision making process: it was determined by the execom that the role of the committee is to make decisions as a group - if any of the execom thinks a decision needs to go to the broader membership, this is when the execom will communicate with all members.

All execom members to be invited to have their say on a decision before the decision is finalised.

Timeframes are attached to each decision by execom.

Member and Community Engagement ideas

Member BBQ in January - date to be advised

Go back to AGM suggestions and pick through the best ideas

Ask members if they have skills they perceive the garden could use

We are looking for facilitators to run garden workshops - we will ask Shoalhaven Council and also our member base to see if anyone has the experience in doing this

At this point, the execom is happy with engagement.

Sausage sizzle

Execom decided to go ahead with the January sizzle. Anne is looking after the organisation of the January Sizzle.

Garden Clubs of Australia

This is a work in progress to be actioned by Dennis and Raymond

Sunshade Funding

This is a work in progress actioned by Dennis. He is negotiating the deposit amount after being invoiced for the whole amount of the supply and installation

Other business

- Access to the garden - it was determined that it is time for the codes to be changed on the locks
- A discussion was started about imposed limits on members taking produce after execom seeing some perceived greediness by some members.
- Steve from the Sussex Community Garden has started a dialogue with Dennis about Community Gardens perhaps involving market days or crop swaps

Next meeting: the next meeting is either to be either January 31 or February 6. TBD.

Meeting closed at 20:15



Table 1: Action Items.

Item	Name	Date	Status
Update website	Toni	8/11/2023	Closed
Tag and share social media posts	All	8/11/2023	Closed
Chairs ordered and awaiting delivery	Dennis	8/11/2023	Closed
Members encouraged to sign in	All	8/11/2023	Closed
Vigilance on trip hazards	All	8/11/2023	Closed
Sunshade quote	Dennis	8/11/2023	Closed
Bird bath	Dennis	8/11/2023	Closed
Remaining equipment required for garden	All	8/11/2023	Closed
Create a roster for opening times	All	8/11/2023	Closed
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	Closed
Sunshade Funding	Dennis	13/12/2023	WIP
Garden Clubs of Australia	Dennis/Raymond	13/12/2023	WIP
Access to Garden - Reset Codes	Dennis	13/12/2023	WIP
Workshop facilitation	Toni	13/12/2023	WIP

Table 2: Documents referred to in the meeting.

Document Title	Author	Version	Date
Treasurer's Report	Anne	1	13/12//2023
Membership and Engagement Report	Toni	1	13/12/2023

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

Date	Signed By President	Date	Signed By Secretary



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