



FIVE VILLAGES COMMUNITY GARDEN COMMITTEE MEETING MINUTES

Meeting:	5 February 2024
Convened by:	President Dennis Buttigieg
Attendees:	Dennis, Toni, Raymond, Anne, Bernie
Apologies:	Lexie
Location:	Manyana Garden
Date and time:	5 February 6pm
Minutes By:	Raymond

Agenda Item - 1	Meeting Open	Chairperson
Meeting Opens / Acknowledgement of Country at 18:08		

Agenda Item - 2	Determination if Quorum achieved	Chairperson
Quorum Achieved		

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

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



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 Raymond for acceptance and seconded by Dennis.

The garden stall made a net profit from the sausage sizzle of \$1167 at the Manyana January market.

As a group, we need to remove previous board member Jimmy Woodriff from access to the bank accounts and give Treasurer Anne Jackson access to a debit card. See the formal motion below.

Dennis and Anne have been putting a budget together for the 24/25 financial year. Each budgetary item was discussed and awarded a sum. Anne will review the discussion and recirculate the latest budget to the exec comm.

Cash on hand @ 5 February 2024 \$4189

Motion:	To remove Jimmy Woodriff as an account delegate and cancel his debit card with Bendigo Bank. To approve Anne Jackson as a debit card holder on behalf of the Five Villages Community Garden Inc., Account number 184805018
Moved By:	Toni
Seconded By:	Dennis
Result of Motion:	Accepted

Membership and Engagement Report	Toni
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Toni provided the Membership and Engagement Report. The Report was moved by Raymond for acceptance and seconded by Anne.

As of February 4, the FVCG has 24 single members and 66 family subscriptions for a total of 175 names members. We acquired 27 memberships from Christmas until the end of January.

The exec comm would like to warmly welcome all the new members.

Memberships taken out from March will get a 15 month duration to take them through to July 2025.

Due to the success of the first members get together, 3 further seasonal get togethers have been planned for 23 March 2024, 21 June 2024 and the first week of January 2025.

Toni has approached the council to discuss running community home sustainability workshops in our space. It was discussed with Bernie if she was happy to facilitate a weaving workshop or similar for the group. All workshops run would be scheduled with sufficient time between to allow members reasonable recovery from previous events.



WHS Report	Chairperson
<p>There were two WHS incidents to report.</p> <p>A small cut to a member was recorded when reaching into a tool box for a tool. Remedial action is underway to prevent this happening again by providing a plastic guard strip to the cutting edge whilst in storage.</p> <p>A small active wasps nest had formed on one of the plants - this was professionally removed without injury to members.</p> <p>Members need to be encouraged and helped to sign in when they arrive and sign out when they leave.</p> <p>Continuing education about hazards in the garden for all members.</p>	

General Business	Chairperson
<p>Approval of Anne's debit card: This was discussed and approved during the treasurer's report</p> <p>Budget discussion: This was discussed during the treasurer's report and is a WIP</p> <p>Fundraising ideas: A trivia night, a planting diary and selling Australian natives plants were discussed.</p> <p>Garden Roster: Led by Anne, there was a discussion about appointing a lead for each rostered day, to ensure that opening and closing procedures are looked after and that someone arrives on time. There was also some discussion about arriving 10 mins prior to get the garden ready for member use.</p> <p>It was determined that this most likely was not needed and with good communication and the realisation that this is not a "job" as such, and a volunteer run community garden, that appointing a lead per open morning would not be required.</p> <p>Other business</p> <ul style="list-style-type: none">• We are hoping to access used coffee beans from The Hub - through community connections to the business, they will be approached to determine the feasibility of using their used coffee grounds for a our composting requirements. <p>Next meeting: the next meeting is either to be either March 4 or 5 2024. TBD.</p> <p>Meeting closed at 20:36</p>	

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	Closed
Garden Clubs of Australia	Dennis/Raymond	13/12/2023	Closed
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	31/1/2024

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

Date	Signed By President	Date	Signed By Secretary