

Report 4 of Ordinary Meeting held on Saturday 14 Mar 2015

(Last updated – 17 March 2015)

Time: 10.00am

Venue: 22 Vacy St, Toowoomba

Overview:

Regrettably, a string of apologies due to sickness or people being out of town, meant we did not have a quorum to conduct a formal meeting.

Instead, I took the opportunity to “walk” Shannon Michael, a new volunteer, through the agenda highlighting what we have done since November 2014 and what we have planned for the remainder of 2015.

Report highlights

1. Introductions, attendees, apologies and morning tea
 - a. Attendees: Frank Ondrus & Shannon Michael (new volunteer)
 - b. Apologies: Cr Ros Scotney, Liz Jenkins, Joy van der Wyk, Janet Bishop, Joanne Galea, David Shipp, Charmaine Atkinson (sick), Kerry Kruger (sick), Shawn Dang (away), Terry Ryan (away) & Bill Oakes (new volunteer)
 - c. Proxy votes: Proxies for David Shipp, Charmaine Atkinson, Kerry Kruger & Shawn Dang held by Frank Ondrus
2. Declaration(s) of Conflict - Nil
- 3a. Confirmation of minutes from:
 - Ordinary Meeting of 8 Nov 2014
 - ➔ *Composite funding application for new & replacement equipment submitted 23 Jan 2015*
 - Planning Meeting of 22 Nov 2014
 - ➔ *Christmas party held at Newtown Hotel on 15 Dec 2014*
 - ➔ *Extend t-shirt logo competition until 31 Jan 2015*
 - ➔ *Start compiling lists of potential corporate sponsors – Kerry, Frank & others*
 - Business Plan meeting of 10 Jan 2015
 - ➔ *Business Plan redrafted by Joseph Mula, 24 Feb 2015*
- 3b. Business arising
 - ➔ *Energy Efficiency Workshop proposal - Frank & Joseph to explore possible program, towns to visit and funding sources*
- 4a. Correspondence – incoming

Steady stream of daily e: mail correspondence – junk mail jettisoned; other correspondence vetted and on-forwarded to - specific office bearers; other key stakeholders; media; and the occasional global email to members & supporters.

 - to be tabled at meeting
- 4b. Correspondence –outgoing
 - See email & hard-copy folders
 - Places You Love (PYL) information kit on National Nature Conversation initiative ➔ *Shannon Michael to prepare articles; also regularly promote PYL via website, Facebook & enews bulletin*
 - Invitation to submit story of HOPE to Wanderer’s Magazine ➔ *assigned to Shannon Michael*

- 4c. Business arising from correspondence → *Those items to be followed up have been allocated to volunteers*
5. Reports
- President & Office Manager Reports
 - Weekly email office updates sent to executive & key admin support staff & volunteers
 - Monthly office activities reported in e:new bulletin
 - Treasurer's Report
 - restart Petty Cash facility
 - Pending - Transaction list & monthly statements for Dec 2014, Jan 2015 & Feb 2015
 - C/f account balance as at 28 Feb 2015 = \$2,795.49
 - Other reports
 - Facebook – maint up to date; Miriam adding “likes” to Places You Love (PYL) Alliance member groups; and we still need to attract more general “likes”
 - Website – maint up to date; **Shawn will be stepping down shortly due to possible relocation → We'll need to advertise his vacancy and that of Vice-President position in next enews bulletin**
6. General business
- Annual Survey feedback → *form to be amended as per Mary's suggestions*
 - T-shirt Logo Competition report → *insufficient entries; consider engaging someone to design logo(s) to our specifications – perhaps Jacob Grainger or Michael Vels*
 - Report on 1st Community Forum → *23 people were on hand to hear Dave Grubb & Pam Pittaway speak on how to maintain good soil health using compost & mulches*
 - Report on 2nd Community Forum → *postponed due to lack of registrations*
 - Feedback on Membership Fees → *held over for next executive meeting*
 - Feedback on draft Business Plan → *Motion to adopt Joseph Mula's final draft*
 - Feedback on 2015 Proposed and Planned Activities (as per attachment)
 - **Community Forum for 4 April –theme “Back to Basics” → Invite several speakers (members & others) to talk about their experiences & knowledge gained in the areas of organic gardening, helpful hints around the home, etc.**
 - remainder of Community Forum program → *help needed to secure speakers for June through to November*
 - Gardenfest, 9-10 May – **2 free sites available; literature & demonstration activities required, plus a roster of volunteers → involve Joy van der Wyk, Terry Ryan, Ian Simons & others**
 - Income
 - Advertising rates → *continue to promote in enews bulletin*
 - Annual Pledge facility → *promote via enews bulletin*
 - Sponsorship → *Office to start sending our sponsorship invitations*
 - Other business
7. Next meeting – 2nd Ordinary Meeting, 13 June 2015
8. Close