



**Annual General Meeting  
Machinery Shed  
Date: 4 / 10 / 2014**

**Minute Taker:** Denise

**Chair/Facilitator:** Craig

**Commenced:** 9.15am

**Attendance:** Mairead Shorten, Bronwyn Little, Wayne Ellis, Ralph Erthel, Craig Singleman, Dennis & Denise Cobourn, John & Anne Tennock, Larry Knight, Roger & Belinda Ball, Dave Launt, Craig Singleman, Harvey Cresswell, John Noonan, Rose Mahar, Russell Childs, Pete Farley, Alicia Fox, Mark Doonan, Lexie Gonzalez, Tony Roberts, Louise Watters, Rodney Foreshaw, Frank Dyckshorn, Kevin Harper, James Galletly, Deb Broughton, Dave Van Megchelan, Allan Highfield.

**Apologies:** Anne Wilson & Paul Martin, Peter O'Hara & Julica Jungehueslsing, Isaac Ryan, Nityama & Satwa, Alwyn Hunter, Ishbel Keenan.

**Visitors:**

**Proxies:** Anne Wilson

**Confirmation of Previous minutes:**

July GM      Proposed - Craig      Seconded - Denise      Approved unanimously

**Business arising from Previous Meeting(s):**

- Jackie Rada - did she respond to Final Notice sent by Treasurer?  
**No response – forfeited share. Share cancellation sent to Jackie on the 2/9/14. Further discussion - refer to General Business.**
- Feedback from meeting held on 13th September re Fire Retreat / Evacuation Area structure  
**Refer to Ordinary Resolution**
- Mairead to contact Vivienne Armitage regarding slashing her site.

***Site has been inspected and is ready for slashing, no need to contact her.***

- Repairs to community toilet. ***Roger has completed temporary repairs – thank you.***
- Vote on Director's Role and Responsibilities - draft has been available on the kitchen noticeboard and website.

***Vote at next meeting.***

- 'Guidelines / Meeting Protocol Meeting'  
***ACTION: Group to organise a suitable date and time before next Community Meeting (put on Community Notice Board – all welcome). Meeting will include discussion on Draft By-Laws, Guidelines for***

***Dispute Resolution Officers, Minute Taker Guidelines, Minute Taker / Chair Roster.***

- Tandem trailer for the steel water tank - any luck?

***No luck***

- Mail box Red Hill: Any volunteers, Griff suggested at September meeting?  
***Completed - thank you Griff.***
- Bindi / Burr weeds at Camp Kitchen.  
***Address at next working bee.***
- Letter to National Parks - Ralph and Frank.  
***Not yet.***

**Secretary's Report:** Quiet month. Received email from Shane Reinhold (Council) regarding progress with Road Conditions (refer to DA Report). Assisted Mairead with preparation of a document folder for solicitor (requested hard copy). Used 2 reams of paper – approved \$80.00 reimbursement for printing stationary etc. Preparation for court case if required. Thanks Mairead – acknowledged this was a major task (included Sections A to I).

Transfer of share from Peter Neilson to Callum Lawson completed.

**Treasurer's Report:**

2013/2014 Financial / Audit Report and Treasurers Report tabled. To be posted on website.

**Audit Report** – statutory reporting requirements have changed with Fair Trading (no longer require a copy of the report). Wrights Accountants audited accounts for \$2500 (increase of \$900) – John will look around for better price. Remains important to have our bookkeeping examined by an external qualified person.

**Financial position as at 27/9/14:**

**TOTAL available funds** - \$134,163.71

Camp Kitchen Project – spent \$11,650.55 (\$20,000 allocated).

Road Funding has presently exceeded Road Levies received.

Tightening up on accounting processes – aim is to simplify. This will enable smooth hand over to future Treasurer. John has reviewed accounts back to 1 July 2012.

Difficulty defining due dates – old invoices didn't have due dates (how long have members owed?). Suggested sending out notices where debt is more than 2 years old. Need to be fully financial at some time in the last 2 years to remain active. From now on all invoices have due dates. When making a payment need to say what you want payment applied to (or John will make judgement). Being non-financial is a complex issue – what are the consequences? eg. Should members lose voting rights?

***2013/14 Financial/Audit Report - Passed unanimously.***

**DA Report:** Mairead - one page DA Report tabled. Dave - Survey of Nevertire Road – Quotes - Graeme Sawyer \$6600, Peter Phyllis \$3300 (recommend by Dennis Partners) – advised yesterday to go ahead. Mairead – spent one month compiling a folder with relevant road documentation (solicitor currently reviewing). Need to reply to Shane Reinhold (Council) email received 1<sup>st</sup> October by the end of this week – request for progress report on DA road conditions.

Crown Roads correspondence received last October – have now reviewed all Crown Roads in area. Crown Roads want landowners to purchase roads or transfer to council. Map handed around - there are a number of roads available for purchase. Lines in black indicate neighbours have applied for road closure – any objections need to be lodged with Crown Roads. Current annual enclosure permit fee for Crown Road running east from North gate is \$140 (may change in future). To purchase this road cost is approx. \$3000 in fees plus value of land (1.2145 hectares). Discussion as to

whether members would like to purchase this road. Crown roads propose to transfer Illalangi and the Crown Road leading from Westgate entrance to Northgate entrance back to council. Reason – a road servicing many lots. Council has not responded to Crown Roads proposal. We are able to make comments / file objections. Solicitor has Crown Roads letter – advised we object to road between our two entrances being transferred to council.

Michael is following up signage for fire trails with RFS.

Thank you Mairead and Dave.

***ACTION: Post DA Report on website. Mairead to reply to Council by the end of the week with a progress report. Dave - ask surveyor to clarify who owns sections of road from Nevertire to Illalangi– Council or Crown Lands? Further discussion re Crown Roads purchase and any objections at next meeting.***

**Road Report:** Nothing to report

**Membership Report:** Allan Highfield (currently joint membership with Marion Arent Site 20) Would like to transfer share to sole membership - need Marion's consent. Received Share Transfer form today.

Mairead tabled 'Membership Committee Round Up 2013 – 2014'.

**2014** Received 19 enquiries – most used website for making contact and information. 5 applications received. 2 more expected (James and Ilona Reitsma - Callum's daughter and son-in-law, and Verity Gill – inherited Brian Saul's share)

**2013** Received 10 enquiries and 2 applications. applications previous 12 months – 20 enquiries, 5 applications processed.

No additional sites available since last meeting.

John – 2004 / 05 audit report - share capital changed from 78 to 77 shares (currently remains at 77 shares). Seems to be an administration error (needs to be investigated, explained and corrected but is not urgent).

***ACTION: John will bring a resolution to a General Meeting.***

**Fire Truck Report:** Isaac has a new job – not able to spend as much time in Goolawah.

**Tractor Report:** Battery weak – probably need a new one (be aware). Put on charge after use. Oil leak slowed. Private tractor use (\$8.50 per hour) – please advise John when using the tractor.

### **Election of Board Members and Office Holders:**

Current Directors and Office Holders step down – thank you!

<b>Nominee</b>	<b>Nominated by</b>	<b>Seconded by</b>	<b>Result</b>
Mark Doonan	Craig Singleman	Anne Tennock	Successful
Craig Singleman	Ralph Erthel	Denise Cobourn	Successful
Ralph Erthel	John Tennock	Anne Tennock	Successful
Bronwyn Little	Anne Tennock	Denise Cobourn	Successful

Dave Launt	Wayne Ellis	Mark Doonan	Successful
Rose Mahar	Craig Singleman	Bronwyn Little	Successful
Mairead Shorten	Craig Singleman	Denise Cobourn	Successful

***ACTION: Denise - Email Roles & Responsibilities to all new directors. Note – needs to be adopted at next Community Meeting.  
Mairead will be overseas for 4 to 5 months – Louise Watters to deputise.***

**Nominations for Secretary:** Ralph Erthel. Passed unanimously.

**Newsletter Co-ordinator:** Julica Jungehuelsing. Passed unanimously.

Anne Tennock offered to assist. Griff to assist with lay out.

**Nominations for Principal Executive Officer:** Bronwyn Little. Passed unanimously

**Nominations for Treasurer:** John Tennock. Passed unanimously.

**Nominations for DA Committee:** Ralph Erthel, Bronwyn Little, Mairead Shorten, Dave Launt. Passed unanimously.

**Nominations for Road Co-ordinator:** Ralph Erthel. Passed unanimously.

**Nominations Machinery co-ordinators:** Roger Ball, Mark Doonan and Frank Dyckshorn. Passed unanimously.

**Nominations for Flood Warden:** Dave Launt. Passed unanimously.

**Nominations for Fire Warden:** Frank Dyckshorn. Passed unanimously.

**Nominations for Membership Committee:** Lexie Gonzalez, Paul Martin, Mairead Shorten, Bronwyn Little. Passed unanimously.

**Nominations for Dispute Resolution Officer/s:** To be dealt with at future meeting following discussion and agreement about role and process.

***ACTION: Draft Guidelines to be developed at next 'Guidelines / Meeting Protocol Meeting' – bring to next Community meeting.***

## **Resolutions:**

### **Ordinary Resolution 1**

"We reserve a budget of \$4200 from our general funds to build a structure on the Fire Retreat / Evacuation Area on Red Hill."

***Proposed and seconded unanimously by September 2014 Community Meeting.***

**Rationale:** A structure in this area is required as part of our DA conditions and Council want it addressed as a priority. A quote of \$3,580 was obtained from Macleay Valley Sheds for a 6m X 6m kit shed as a low-cost expedient solution. The 36m<sup>2</sup> building near the playground can be multi-functional, offering opportunities for shade, seating, eating. The budget allows for kit, plumbing of gutters/existing rain tank, footings and some "beautification" of the structure in the future as people desire, e.g. adding earth-friendly or creative features.

*Note:* Macleay Valley Shed quote seems competitive with other suppliers based on online research of prices.

**Discussion:** Meeting 13<sup>th</sup> September suggested a pole frame shed – Dave completed drawing (tabled). Budget is now \$4,700 (\$500 gift from Peter Neilson). Satwa may be able to assist with building. Many willing workers for this Community Project.

***Passed unanimously (included 1 proxy vote).***

## **MORNING TEA BREAK**

### **General Business Agenda Items:**

Treasury Report to be adopted by meeting.

**Moved: Craig Seconded: Rose Approved unanimously.**

**Jackie Rada – Discussion:** John has spoken to Jackie on a number of occasions – payment hasn't been received, despite promises of payment. Share cancellation sent on 12/9/14. Discussion - procedure from here, sell share, site improvements noted, involvement of Jackie, setting price, option of offering share to Nick Reid, Crow Tribe is looking for a share. Jackie phoned during the meeting, got answering machine.

**ACTION: Membership Committee to contact Jackie.**

**Kitchen Deck / Men's Shed.** Wayne - Men's Shed is now fully insured. You need to be a paid up Men's Shed member to participate in Men's Shed projects. Men's Shed is for men only. Deck is close to being finished, and on budget. Proceeding with submission for an \$8000 grant (Men's Shed) and \$4000 grant (Coastline Credit Union). Obtained a worm farm and composting bin from council – receiving a lesson from council on how to use this.

**Shared dam on Red Hill.** Craig received an unannounced visit from Daniel Trotter (Council). Council had received a written complaint – not at liberty to discuss content of letter. Spent a lot of time going through composting toilet and grey water set up. Containment of manure checked – satisfied with process. Current state of dam – couldn't see a correlation between grey water run-off and algae. Craig currently preparing design / report of current grey water set up (references scientific reports). New shower is not 40m from the dam – Daniel explained this was a guideline and each case is assessed individually. Craig is currently experimenting on grey water design for kitchen sink. Daniel was accepting of experimentation. Possible causes of current algae problem – current cycle, water volume, duck / chicken population, fertiliser use, leaf litter. Daniel didn't want to pursue water tests as there were no indicators of grey water being the issue. Kevin spoke to Justin about the issue – Justin expressed concern regarding lack of community involvement. Mentioned a comprehensive testing regime over 12 months.

**ACTION: Kevin will follow up / discuss with Craig.**

**Sand.** Mairead mentioned they are using more sand than allowance detailed in By-Laws. Meeting expressed they had no issue with this.

**Calendar / dates for next year's meetings** – GM January to be held on 17.1.15

Property alongside Tallow Wood Road is for sale (600 acres).

### **Work and Expenses Claims:**

Work claims can be difficult to process – John has a new pro forma he would like people to use. John will process the claims prior to the meeting for approval of work hours completed. **Description of work** – must be wording from the Approved Community Work List. Any 'new work' needs to be approved at a meeting before completing the work and submitting a claim.

**ACTION: Post Work Claims pro-forma on website.**

### **Co-ordinator Work Claims.**

**Treasurer:** Claims Annual Levy and Work Levy.

**Secretary:** Claims Annual Levy.

**Newsletter Co-ordinator:** Claims Annual Levy.

**Roads Co-ordinator:** Ralph – claim Work Levy.

**Printing:** Ralph reimbursement of \$500 for printing.

**Annual Levy paid in lump sum:** receive a refund for completion of approved community work @ \$10 per hour.

**John** – submitted claim for \$740 (work already completed). Included hours from previous year. Approved unanimously.

**Russell** – approved last meeting.

**Claims to be processed and approved at next meeting:**

- **Kevin** – submitted claim prior to meeting.
- **Roger** – submitted claim prior to meeting.
- **Russell** – new claim submitted at meeting (withdrew hours for work on the deck).

**Kitchen deck.** All voluntary work ie. no claims from Men's Shed or community member.

**Review Community Work List:**

**Approved Community Work List (displayed in kitchen)**

- Brush cutting along Illalangi Rd
- Pot holing roads
- Clearing fence line along Forest Way
- Weed eradication eg. lantana, camphor laurel...
- Tractor maintenance
- Slashing / mowing on agreed community areas e.g. fire breaks, fire trails, fence lines, road sides, evacuation/sports field areas
- Membership Committee business
- Website maintenance / updates
- Minute taking – finalisation and distribution
- Community Kitchen Area (building, power, grounds, gardens, toilet.....)
- Organising children's activities during GMs
- Clearing large fallen branches/trees to facilitate slashing of approved community areas

**Discussion. Do we need guidelines for Community Work?** Work seems to get done without specific guidelines of when, how and who.

Anne Tennock would like to complete an analysis of hours required to keep community safe with slashing of fire breaks - Fire Report may be helpful (located in filing cabinet).

**Working Bee 18th October (follow up with pizza lunch)**

**Suggestions:**

- Community kitchen area – toilet (what next?), demolish old pizza oven / tank stand, gardens, bindi / burr removal.
- Fuel reduction on link road.
- More jobs – add to list (kitchen notice board).

Removal of bindi and burrs – best to control by hand (keep on top of this!). At times may require spraying (chemical). Always inform community if chemicals are used for purpose.

**Newsletter Items due Sunday 7th December.**

**Meeting Closed:** 1.25pm

