



General Meeting
Date: 17 / 01 / 2015

Minute Taker: Denise Cobourn

Chair/Facilitator: Peter O'Hara

Commenced: 9.15am

Attendance: Belinda & Roger Ball, Wayne Ellis, Dennis Cobourn, Luke Keenan, Bron Little, Alwyn Hunter, Russell Childs, Anne Wilson, Julica Jungehulsing, Tony Roberts, Louise Watters, Greg Ryan, Peter Farley, Paul Martin, Denise Cobourn, Peter O'Hara, Ralph Erthel, Larry Knight, Craig Singleman.

Apologies: Nityama

Visitors: Verity Gill, Peter Bozym, Sarah Findlayson, Deb.

Proxies: No proposals or resolutions.


Confirmation of Previous minutes:

AGM Minutes 4th October 2014 – approved unanimously at November meeting.
From now on approve minutes from month to month.

Community Meeting Minutes 6th December 2014 –

Proposed – Ralph Seconded – Anne Approved unanimously.

Business arising from Previous Meeting(s):

1. **Policy and Guidelines Committee** - update from meeting held 9.12.14 (Denise)-
 - **Community Job List** – included in December 2014 Newsletter, displayed on Community Kitchen noticeboard.
 - **Chair & Minute Taker Guidelines / Checklist** - displayed on Community Kitchen noticeboard. Point regarding "Votes / decisions. Need a majority to pass and 2/3 majority for rule changes and special resolutions."
ACTION: *At the next Policy & Guidelines Committee meeting – refer to Rules to clarify if a 2/3 majority is required for all votes / decisions.*
 - **Chair and Minute Taker Roster** – displayed on Community Kitchen Noticeboard.
ACTION: *If you are interested in minute taking or chairing please add your name and talk to current minute takers and chairs for direction.*
 - **Dispute Resolution Officer/s** – on agenda for future discussion at Policy & Guidelines Committee meetings.
 - **Draft By-Laws** – a work in progress. Displayed on Kitchen Noticeboard and posted on website for review and comment. Consider for approval / voting at April 2015 GM.
 - **Coloured Card System** – has now been trialled for 3 consecutive months. Discuss in General Business.
 - **Logo** – there are two logos (the original logo drawn by Peter Farley, and a more recent logo with a yellow background). The more recent logo  is being used for all correspondence, newsletters, etc
ACTION: *Display current logos and ideas for an alternate logo on the Kitchen Noticeboard (**Denise**) and website (**Peter**). Vote on logo ideas at the March Community Meeting.*
 - **Work Claim Form** – upon opening the Work Claim Form a Security Alert comes up. For those who have opened the form, it is not interactive for some.
ACTION: *Denise to follow up with John.*

- **Updated draft Tractor & Machinery Policy (Roger)** – removed irrelevant / out of date information. Fee for tractor has been increased from \$8 to \$10 per hour in the draft. Displayed on Kitchen Noticeboard for review and comment .Greg commented – from the 1st January new legislation Dept Primary Industries - everyone operating a tractor / machinery must complete an accreditation course. What impact does this have on insurance?
ACTION: *Peter to upload draft to website. Vote on at the February Community Meeting. Next Policy & Guidelines meeting – follow up on Greg's comment.*
- **Website (Peter)** – Peter is new website administrator. Visit the website to view the 'new look'. If you'd like to receive emails notifying you of new postings on the website, enter your email address and click on the 'Follow' button. For an \$18 p/a fee Goolawah blog could have its own web address.
- **Delegation Manual for Board of Directors / Governance Flowchart (Louise)** – Louise has offered to develop a 'one pager' for Directors and the community to have a clearer understanding of the Director's role. Principals of delegation based on Goolawah Rules. Consider for adoption at the April GM.

2. **Phone Tree for Emergencies & Directory** – Phone Tree has been completed and distributed to members as a hard copy. Anne is working on the Directory of Services.

3. **Shed behind camp kitchen** – Kevin suggested this at the December meeting.

DECISION: Knock down piers and clear the area – agreed unanimously. Where will piers go? – Causeway?

4. **Constructing new slide at the back of the shared dam below Paul & Anne's site, with communal access (Anne)**

ACTION: *Anne will aim to discuss with neighbouring shareholders before the next meeting.*

5. **Call out for a tandem trailer to carry the water tank** – still looking.

Secretary's Report:

- Mail delivery to the mail box at the top of Illalangi Road – Ralph has written to the Director of the Australian Postal Corporation – still waiting for an answer.
- Jackie Rada has cashed cheque for Share.
- Vivienne Armitage – very behind with fees (see Membership Report).
- Solicitor Warwick has suggested we adopt a By-Law from Bundagen – even with this rule Goolawah can still be sued if individual has no money. Greg commented – Tuntable Falls Community has a 'Goods and Chattels' policy as a way of meeting public liability obligations.
ACTION: *Ralph to investigate amending current policy.*
- Apology for poor printing quality in Newsletter - machine needed repair.

Treasurer's Report:

Bronwyn read Treasurer's Report. To view prior to next Newsletter visit the website.

Peter F commented on Goolawah's 'healthy' bank account.

Proposed – Roger

Seconded – Ralph

Approved unanimously

ACTION: *Peter to post on website*

DA Report:

- While waiting for a reply from Warwick (solicitor) to the letter and detailed report compiled by Mairead (and others), we received a letter from council a week prior to Xmas requesting an urgent meeting. Warwick prepared a draft submission with all our arguments based on Mairead's report. The DA committee fine-tuned Warwick's letter and sent to council, proposing a meeting with the Mayor, Council Officers and Councillors. We have been told Councillors are not permitted to attend Goolawah DA meetings to discuss road issues. We are now waiting for a reply from Shane Reinhold

regarding a meeting time with him and Council Officers. We are pursuing contact with Councillors individually by email and phone.

- On the 15th January 2015 Fair Trading enforced a new rule allowing only one Owner Builder Permit per lot. It has been established we come under a special circumstances category, allowing Goolawah to have multiple Owner Builder Permits. A letter was sent to Andrew Stoner. Initially Fair Trading wanted all shareholders to sign every Owner Builder application. Wally Mead Deputy Director General for Fair Trading has contacted Goolawah by phone giving permission for Directors to sign the Owner Builder Applications (See General Business for proposal allowing Directors to sign individual Owner Builder applications).

Road Report:

- Maintenance grade for Nevertire Road – meeting agreed to wait until after Easter.
- Bottom of Illalangi and Frog Hollow Roads need filling of potholes. Bronwyn suggested a load of gravel.
ACTION: Ralph to source a load from Mulveys Transport as they will deliver 2 cubic metres for around \$180. (George's minimum delivery is closer to \$1000).
- Weeds encroaching on Illalangi Road need attention (more than one kilometre). Discussion – needs more than slashing, grading?, spraying with Round Up (environmentally friendly spray)?.
ACTION: Ralph to investigate - grading (Holland), spraying contractor.
- Anne mentioned the cattle grid at the end of Nevertire Rd needs a new plank. Members to volunteer - Anne to coordinate. Budget – not required.
- Upgrade to Illalangi – acknowledged George did an excellent job (held up well during recent deluge).

Membership Report:

- Action from December CM - Mairead to send Sue L a letter re long term guest? – don't know if this was sent
- Deb has now attended 3 meetings to join as a Joint Member, and completed all paperwork. To approve at February Community Meeting.
- Anne contacted Sattwa - he is still deciding whether to become a Joint Member or a Guest Member.
- Discussion around rules regarding Guest Membership. Denise sighted a Guest Membership Form 'AGREEMENT FOR GUESTS WISHING TO STAY FOR 3 MONTHS+' and a checklist. Mairead had emailed this to the Policy & Guidelines Committee. Glen Ball went through this process. Dave Cook has been the only guest to pay to date. Jay who is staying with Ishbel and Luke should probably go through the Guest Membership process. There was some discussion around stays longer than one month (and less than 3 months). Need to clarify if the fee (donation) is \$1 per day or \$20 per week (is this in the Rules?) It should be the member's responsibility to inform the Treasurer and the community if they have a guest staying for longer than one month. Suggested this could be added to By-Laws. Guests could be listed in the Newsletter. Any payments need to be recorded as donations. Greg suggested an incentive to collect Guest 'donations'.

ACTION: For discussion / investigation at the next Policy & Guidelines meeting.

Break for Morning Tea 11.00 – 11.30

Membership Report cont.:

- Peter & Verity – live in Sydney at Petersham – yoga teachers, Verity is a graphic designer, Peter works in legal services. Interested in Site 71. Hope to start coming up once / month initially.
- Crow Tribe – all documentation and requirements have been completed. Moved by Ralph that Crow be eligible for membership. Seconded by Anne. Approved unanimously.
- Vivienne Armitage (long term debt) – John has sent a registered share cancellation letter saying she was a delinquent member. Letter from Vivienne requesting she be re-instated – she has now paid \$1000. Total debt remaining: \$4280.00 (includes \$1800 for mulching). John suggested she pay 1.5% interest. Vivienne says she will pay within 14 days from 13/1/15.
ACTION: Proposed by Anne – cancellation will proceed if full payment is not received by 7/2/15. Seconded by Tony. Approved unanimously.
Ralph to send a final letter and email giving her until the 7/2/15 to pay entire debt.
- Russell is concerned about fuel load reduction in the outback – only 2 sites work on this (Russell, and Mark and Lexie).
- Jackie Rada's site is up for sale - \$25000.

Fire Truck Report:

Foot valve, storz fitting and pipe has been installed as SWS fill point at slide dam for approx. \$300. Fitting to go on truck, float valve may still need to be installed. Thank you Roger and Stuart.

Tractor Report: Front tyre repaired. Going well at present. Mark replaced broken studs. Broke down on Red Hill – fuel line had come loose (repaired by Justin and Stewart).

Work and Expenses Claims:

Bronwyn Little – 10.5 hours – approved unanimously. Claim sent to John 2 weeks prior.

Review Community Jobs List:

Read out – no changes.

A. Clearing and Slashing

1. Slashing/mowing eg. fire breaks / trails, road sides, fence lines, evacuation / field areas.
2. Weed eradication eg. camphor laurel, lantana....
3. Brush cutting eg. along Illalangi Rd, community dam, swings...
4. Clearing large branches / trees to facilitate slashing
5. Clearing fence lines eg. Forest Way

B. Building and Maintenance

1. Pot holing roads
2. Machinery maintenance
3. Community kitchen area eg. building, power, grounds, gardens, toilet, cleaning up day after community parties.....
4. Community trees eg. fertilising, clearing weeds / grass, mulching
5. Community projects

C. Administration

1. Committee business eg. Membership, DA...
2. Website administration
3. Reviewing Community Meeting minutes
4. Organising children's activities during GMs

General Business Agenda Items:

- Director's signing Owner Builder's Applications needs to be a new Rule.

ACTION: Proposal for April GM;

Goolawah Membership authorises the Directors to sign individual Owner Builder Applications on behalf of all shareholders of the Cooperative. Approved unanimously.

Rationale – recent changes to Fair Trading Rules on 15th January regarding Owner Builder Applications impacted on Goolawah members being able to obtain an Owner Builder Permit.

Thank you Tony, Louise and Ralph for sorting this out.

Rule changes cost \$120.

- **Next Policy & Guidelines Committee meeting - 1st February 9am Kitchen.** Apology Louise & Tony. All welcome.
- **Red Hill Fire Shelter – Ralph.** Dave has submitted plans. Council wants specifications for 25,000L poly tank – may require a heat shield. Works to commence asap once council approval is received.

ACTION: Ralph to send a letter to council with the water tank specifications.

- **Camp Toilet** – NYE pizza Night – full toilet rolls and plastic were put into toilet (probably kids).
- **Proposal (Peter):** next working bee be dedicated to fixing toilet. All agreed.
- **Community Kitchen rubbish** - Verity asked if there was a process? Do we need a caretaker role? – Anne volunteered for 6 months to be caretaker (checking rubbish is removed, toilet operational, etc).

ACTION: Ralph to put up a sign directing all members and visitors to take their rubbish with them.

- **Roof over deck** (Ralph) – \$7,130.31 left in deck extension budget. Plans need to go to council. Dennis has completed preliminary plan – Dave to prepare for council. Dennis and Partners for engineer approval. Roof over deck and budget approved at previous meeting.
- **Letterbox** (Russell). Letterbox lying on the ground recently. We need a solid box if not delivering post to the mail box at the top of Illalangi Road (Rose is able to provide an old stainless steel keg). Approved unanimously. Russell suggested this could be a Men's Shed project – he needs to propose at a Men's Shed meeting.
- **G Week (Larry)**– It will be upon us very soon – need to set date and start planning. A week of events? Larry calling on performers to take part in a play (a continuation of 10th celebration). Need to form a committee.
ACTION: See Larry to join a 'G Week Committee'. Put any suggestions / ideas on Kitchen Noticeboard. Brainstorming at future meetings – include as an agenda item.
- **Coloured Cards:** Discussion – use if you wish, as chairman – tried to give card users attention, most were indifferent, a few preferred not to proceed.
ACTION: Continue as needed, members option to use.

Gratitude Round: Anne thanked Peter for chairing, Julica thanked Denise for the minutes.

Meeting Closed: 12.30pm