

**Minutes of the BBG SECTION 41 COMMITTEE MEETING**  
**Held on Friday 12th April at 1pm**  
**In the Council Meeting Room**

**1. Welcome** The Chairperson K Jenkins welcomed all present and opened the meeting at 13.05pm

**2. Present** K Jenkins, D Armstrong, R Johnstone, R Duance, R Dawkins, B Storey and B Storey.

In attendance C Hall and P Payne. Louise Mason - from the Labyrinth Group.

**3. Apologies:** K Wohlers Cr. B Sloane

**4. Minutes: Moved** R Johnstone **Seconded** R Duance That the minutes of the Meeting held on the 8<sup>th</sup> March 2013 be accepted as circulated. **CARRIED**

**5. Labyrinth Group Report**

Members were asked to introduce themselves to Louise and indicate their area of expertise and interest in the Bush Gardens. K Jenkins shared the Power Point presentation that she showed to the UTLMG on 11-4-13.

Louise indicated the group were working on an art grant for around the labyrinth and also working on a grant for the labyrinth itself.

They gave out cards at the Open Day to make their presence known. They need to be successful with funding to do any ground works.

**ACTION.** A letter of support from the Bush Gardens would be helpful. K Jenkins

L Mason left the meeting at 13.28pm

**6. Business Arising:**

6.1 Open Day debrief. S Simons had provided a list of ideas and comments. (Attached) Members were asked for their comments.

C Hall – shade, shade, shade.

R Duance – need names on plants in sensory garden.

B Simons – comments included in the document.

R Johnstone – maybe it should be part of Vintage Festival and include Barossa wine and Gape. Could clash with school holidays. Off season can control the date. Talk to BG&W about cost.

**ACTION** R Johnstone to follow up.

B Storey – thanks for holding it at Vintage Festival. Need to find someone who sells shade sails – he has a contact.

**ACTION** B Storey to follow up.

P Payne – scarecrow theme – float in vintage festival, maybe included on Co-op float as we have no time to set up a float prior to Open day.

D Armstrong – mannequins/scarecrows – a row along Penrice rd?

R Dawkins – membership registration needed at the sales area as well, separate the purchasing area from the plants – needed more seating especially for people with disabilities.

K Jenkins - shade

Other comments - stalls charged a \$25 fee. Need to charge Coffee a set fee. Most stalls did well and liked the curved area. We need a form to fill out – a signed agreement including OH&S and be charged up front. Quality of plants was excellent. Special thanks to P Payne and the Volunteers.

Thanks to B Simons for putting the coloured balloons out in our new colours from our logo.

See Attached report from S Simons

#### 6.2 Skills in the region

TAFE project. Skills in the region I Baldwin and K Jenkins working on the project.

#### 6.3 Girl Talk - Monies allocated \$2,000 see below

1 New 'wren' Logo design \$ 1 000

2 Upgrade current, small, plant signage in gardens (+ new logo) \$500

3 Upgrade/replace and reword Penrice Rd sign with new metal sign \$500

We need to get blessing of Coulthard Reserve committee first –

**ACTION: R Duance** to approach the C R committee re this.

I Baldwin entered the meeting 14.00

### 7. Correspondence:

**In:** 7.1 NRM information

7.2 Donovan's letter re maintenance

7.3 Environmentalist of the Year and Young Environmentalist of the Year Awards.

**ACTION** R Johnstone to follow up – maybe someone from the Bush Gardens, Don Helbig was suggested

7.4 Barossa Wine and Grape Newsletter. Grant opportunities.

7.6 Received a grant of \$5,000 from Community benefit SA towards paving at the VC.

7.7 Council re availability of ex lease computers. See below item 17.

**Out:**

**Nil**

**Moved** D Armstrong **Seconded** R Dawkins That the Correspondence be received **CARRIED**

### 8. Financial Sub Committee Report:

Shortfall of \$9200 for Nursery Manager's salary.

To assist P Payne working with Council so that Nursery Manager has a time sheet to charge her time against ULTMP and Village Landcare Projects.

UTLMG also have problem of no cashflow as Federal Government proposes to reimburse in the next financial year projects are using other funds in the meantime.

D Armstrong indicated we need to look at cash flow, where real profits are coming from. Talk to Council about sales. Concentrate on getting real sales. Need a marketing person on the committee.

See attached document from D Armstrong.

**ACTION** Finance sub-committee need to come back to the Committee with a report of what to do.

We need to find a person experienced in business development to present and facilitate meeting of BBG Committee to discuss issues raised.

**ACTION** C Hall to approach Mark Douglas, director of Ethos Australia, who has some 18 Australian universities as clients as well as his core business of streamlining Australian businesses to become more efficient.

**ITEM 15** brought forward for discussion – see below.

I Baldwin left meeting at 15.00

Adjourned for Afternoon tea 1500pm - resumed at 1520pm

#### **9. Nursery Manager Report: Pam Payne**

9.1 UTLM Project. We have a 0.25 ha sand trenches set up and an enclosed area of weed mat. It is the largest in Australia and the UTLM group visited the site and were suitably impressed.

9.2 OHS – risk assessment task. For every task there needs to be a generic risk assessment. Also a Risk register needs to be formalised.

9.3 Need to follow up with I Baldwin as to find out if the S41 members may be the responsible officers.

9.4 Risk assessment forms need to be set out before the open day event.

#### **10. Coordinator's Report: C Hall**

10.1 NRM Board

**ACTION.** R Dawkins to contact Liz Nannes re eligibility for funding from NRM funds. Awaiting report from Donovans as to the amount of work required.

10.2 Paving/Concreting at VC. Grant of \$5k from Community Benefits SA plus another \$5K from DARC committee (Council), plus another \$2K allocated from Village Landcare budget; this could possibly be increased by another \$2K giving a total of \$14K which will cover the concreting and buying the pavers. C Hall to approach business etc to source funding for laying pavers.

**Moved** R Duance **Seconded** R Johnstone Recommended we do the concreting first with a split of funding of 6k-8k-6k for paving, concreting and laying, and buy the pavers at 2012 prices. Get them laid later. **CARRIED**

10.3 Tanunda Women's Probus talk at Vine Inn 10.30am Wed 24 July.

**ACTION** P Payne to do if available.

10.4 Open spaces – Brian Gepp to address May meeting for 15 min on some ideas he has to value-add our open spaces at the Bushgardens.

#### **11. Site Management SC Report: B Simons**

11.1 Committee discusses the letter from Donovans re the treatment of Rabbits with Pindone oats and agreed with the strategy. Also agreed to the suggestion that they come on -an as needs basis- until the season changes and charge accordingly.

Borer damage in eucalypts and Acacias. Some trees in some groups showing significant damage and need action to stop the spread. Donovans will survey

damage and give a cost estimate.

**ACTIONS** –see Site Management Committee Action Sheet.

## **12. Community Nursery & Volunteer Centre:**

12.1 Aims of the new Community Nursery

How open day worked and how it works with the nursery.

See Item 6 above.

## **13. Tours - report R Duance**

Reported there are 3 tours booked. NRM on 19th May, on the 29<sup>th</sup> May Reconciliation Week hosted by Spoke. Both groups want to use the building. A Charge of \$80-100. Forms are at the front office of Council. Another small group on the 21st April and R Duance will look after them.

## **14. Marketing/Fundraising report**

14.1 Plants Plus concern over plant quality.

**ACTION** Nursery Sub-committee to investigate and report.

14.2 Notes on provenance boundaries for regional plants.

C Hall provided a map showing a 50km diameter – discussion about bio-geographical features not necessarily distance. Soil type, rainfall etc. We need to allow flexibility to collect local/regional species.

**ACTION** Bring a recommendation to the next meeting. C Hall.

## **15. Strategic Planning**

Organisational Plan – K Jenkins tabled the plan.

R Johnstone suggested we need an Operational chart and a Governance chart.

I Baldwin indicated due to some recent staff and volunteer issues he had discussed the idea of the need for an Organisational Chart to see how it works. So people can see who the need to respond to.

P Payne suggested we need a booklet with Organisational Chart and OHS etc. for use with induction of staff and volunteers.

## **16. Friends report**

We're now up to 68 paid up members, out of possible 148 listed. Maybe missed out on some at Open Day.

## **17. Information Sharing**

Advice from Council of availability of ex lease computers to community organisations. Suggested it if there was a laptop available we get one, however there is no software installed and so there would be a cost to purchase that so there is not really a cost saving.

18 Meeting Closed 16.18pm.

## **Next Meeting and Key Dates**

Section 41 Committee 10<sup>th</sup> May 2013

FoBB Committee 14<sup>th</sup> June 2013  
Open Day