

**MINUTES OF THE BBG SECTION 41 COMMITTEE MEETING**  
**Friday 11th October**  
**Barossa Council - Meeting Room**

**1. Welcome** The meeting was opened by the Chair K Jenkins at 2.15pm.

**2. Present** A Randell, T Waldhuter, B Simons, R Dawkins, K Jenkins, R Johnstone

**In attendance:** S Barrett, K Wohlers.

**3. Apologies:** R Duance, I Glastonberry.

**4. Minutes: Moved** R Dawkins, **Seconded** R Johnstone Minutes of the meeting of 13<sup>th</sup> September 2013 be accepted as circulated **Carried**.

**5. Election officers**

**Chair** K Jenkins nominated by R Johnstone

**Deputy Chair** R Johnston nominated by B Simons

**Minute Secretary** R Dawkins nominated by K Jenkins

**Moved** R Dawkins **Seconded** T Waldhuter We advise Council of the members of the S41 committee. **CARRIED**.

**Volunteer Site Manager** B Simons re-appointed. **Moved** A Randell **Seconded**, T Waldhuter **Carried**.

**Sub committees**

**Moved** K Jenkins, **Seconded** A Randell A new sub-committee be formed - NRC sub-committee with members I Glastonberry, A Randall, T Connell and R Duance. **Carried**

**ACTION.** Need to discuss how we work NRC with our title next meeting. Also define charter for sub committees.

**Finance sub-committee** R Johnstone, K Wohlers and K Jenkins.

**Site Management sub-committee** B Simons, M Krause, R Dawkins, T Waldhuter and S Barrett.

**Nursery sub committee** K Wohlers A Randell and T Waldhuter.

**Tours co-ordinator** – R Duance.

**Staff and HR SC** – I Baldwin, R Johnstone K Jenkins

**6. Business Arising (See Attached Action Sheet):**

Willowsporn open day volunteers K Wohlers and S Simons

Patch carers new book in place new notice in Newsletter

Locks – quote obtained

Action plan for BB Coordinator K Jenkins working with S Barrett

Coultard park sign – in progress

Risk assessment – needs to be a simple way to be filled in.

Banksia marginata – suggested to be planted as a windbreak for the nursery.

Planning day- nursery/smc joint Friday 1pm 25<sup>th</sup> October.

- Shed extension,
- management plan of machinery/tools.
- Areas need to be totally re done.
- New projects what is possible in 12 months and beyond.

- Diary for forward planning.  
Cool room to arrive on 15<sup>th</sup> October.  
**ACTION** Barossa Grape and Wine S Barrett to contact.  
Strategic review ongoing.  
Update with P Payne by R Johnstone.  
Explore Trade marking BBG logo **Action** R Johnstone to enquire the possibility.

K Wohlers left the meeting at 3.41pm

## **7. Correspondence:**

**7.1 In: Corporate Volunteers: Action:** S Barrett to action this enquiry  
**Barossa District Rotary** annual BBG Working Evening on Nov 11th  
starting 6.00pm.

**7.2 Out:** Nil

**8. Financial Sub Committee Report:** no report.

**9. Nursery Manager Report:** P Payne  
See attached report

**10. OHS: P Payne**  
Risk Assessment Processes – no report.

**11. Coordinator's Report:** S Barrett  
Coordinator Position update including NRM agreement

**12. Site Management SC Report: Bill Simons/Ross Dawkins** (see attached)  
Preparations for Open Day in full swing. Mower repairs –slow to get parts.

**13. Community Nursery & Volunteer Centre:**  
Keys System – quotation from Valley Locksmiths

**14. Tours** - report Ray Duance No report

**15. Marketing/Fundraising**

**16. Strategic Planning**  
Review and update R Johnstone finalising the document

**17. Information Sharing**  
Invitation from RDA Barossa for a Volunteer recognition evening at St Hallett's winery on the 8<sup>th</sup> Nov 4-7.30pm.

**18. Close 4.15pm**  
Next Meeting and Key Dates  
Planning Day October 15th 1pm Volunteer Centre  
Section 41 Friday November 8<sup>th</sup> 1pm at the Council Offices  
Friends of BBG Friday February 14<sup>th</sup> 1pm at the BGVC