

Minutes of the BBG SECTION 41 COMMITTEE MEETING
Held at 1pm on
Friday 8th August 2014
In the Council Chambers

1. Welcome The Chair K Jenkins welcomed all present and opened the meeting at 1.07pm.

2. Present: K Jenkins, I Glastonberry, R Duance, A Randell, R Dawkins, B Simons, T Waldhuter and R Johnstone

In attendance:- K Wohlers, S Barrett and P Payne

3. Apologies: Nil

4. Minutes: Minutes of meeting held on 18th July 2014 having been circulated were with the correction to the date of the previous minutes being noted that it was 2014 not 2013 were **Moved** by B Simons **Seconded** K Wohlers and **Carried**.

5. Business Arising (See Attached Action Sheet):

Marketing Business planning update to be provided.

Community Nursery Mike Brooksby working with pdf. The CAD version located and now available for working on. It has been saved on Council's system now.

P Payne entered the meeting at 1.32pm

6. Correspondence:

In: See NRC report.

Emails include:

- Charity meeting in Gawler for the FoBB
- Training calendar from the northern volunteers group
- Macquarie group foundation

Out: Refer to Co-ordinators report

Moved I Glastonberry, **Seconded** T Waldhuter, The correspondence be received. **Carried**

R Johnstone entered the meeting at 2.07pm

7. Financial Sub Committee Report:

Report on meeting with I Baldwin and finance staff.

No financial report received from Council for July - hopefully it will be in a new format for September meeting and be more 'readable'.

Issues discussed re staffing in the nursery - see below.

8. Nursery Manager Report: Pam Payne

8.1 Pricing policy – approved last meeting, no changes required.

8.2 Volunteer data base - Meeting with Council re a new volunteer data base

management system to manage people's data. Introducing it to the volunteers – log on to Council site. Update information already held before it is rolled out.

8.3 Nursery Assistant position (see attached recommendation and budget)

Recommendation for changes to Nursery Assistant's hours

Moved B Simons **Seconded** R Johnson To make more efficient use of NA's time and budget allocation that the NA hours be changed so as to better reflect the seasonal changes and needs of the BBG and nursery program. **Carried.**

8.4 We need to look again at the pricing policy papers and if need to have a discussion about the other recommendations from the NSC to see if there are any actions we need to consider as a committee.

Meeting adjourned for afternoon tea break 2.30 and resumed at 2.44pm

9. OHS: P Payne/S Barrett

P Payne reported she will be attending the next WHS meeting and will report at the next S41 meeting.

ACTION. Need to do a review of our Audit B Simons.

10. Coordinator's Report including NRC report: Sarah Barrett

Re the NRC there was a shortfall of \$2700 in last year's budget however we get \$3700 this year; less than last year's total, however the setup costs are not required for this year for NRC.

Meeting with Alex and Thomas review plan for NRC – more of a technical focus. We need to make the most of activities that worked well.

Acceptance of Communities Benefit grant received.

We have appeared in TBC News Letters for 4 quarters.

Advertisement for the Leader and article in the Adelaide review.

11 spaces to go to make 60 for long lunch

Community Voices Program grant for the production of a DVD by Flinders Unit staff and students. Got that started work this semester. Student and lecturers assigned visit on 21st Aug. Filming dates 25,26/9 plus a date in October if required.

Piggyback on soft plastics trial with NAWMA- start with the volunteers at the centre.

Approval from Community Benefits for a tractor, shed etc. \$22,000 for the tractor and approx. \$18,000 for the new shed including GST. The Friends are not registered for GST.

We need to work through the Council system and donate to Council from FoBB We need to formally write to Council about the grant and let them know of asset management issues. A WHS risk assessment is required to be done and approved before it is purchased. BBG S41 need to have addressed safety issues as well.

Also a Financial risk analysis of who, how and what we use it for.

Congratulations to Sarah and Kate on the good work done in securing the grant. GST implications will be dealt with by Council.

MOVED R Dawkins, Seconded B Simons

That we purchase the Tractor, slasher and bucket as quoted by Tundarri New and Used Agricultural Sales for \$22,817 including GST subject to:

- Satisfactory risk assessment of the equipment in conjunction with WOHS team
- Working through assets management issues with the Barossa Council
- Risk assessment of the management of the asset by Barossa Bushgardens Section 41 Committee

Carried.

11. Site Management SC Report: Bill Simmons/Ross Dawkins

As reported above welcome news about the grant funding for the Tractor and shed. Advising that the Push Hand mower needs replacement.

12. Community Nursery & Volunteer Centre:

Cool-room update. Still waiting for electrics to be completed. To be completed this coming weekend.

13. Tours – R Duance

Sept 25th tour group coming. Two others done whilst Ray was absent. 3 SALA tours, one from Clare and two from Adelaide. Nuri pre-schoolers are coming again. K Wohlers has offered to open the gates on weekends for SALA.

14. Friends Report

14.1 AGM – Joan Gibbs has been invited to be the guest speaker on Sept 9th. R Duance has indicated he will not be seeking re-election. We need to find a replacement for Ray.

Advertising – Place an advert in The Leader newspaper for the AGM.

Finance Report \$500 worth of donations received for the Friends this month. Bank Balance \$23,683.00 with \$40,000k in term deposit.

K Wohlers left the meeting at 3.40pm.

15. Information Sharing

P Payne Investigated a generic business card for the B G.

ACTION. Vista print K Wohlers offered to organise.

Moved B Simons Seconded R Duance that we purchase 1000 for \$30. **Carried**

B Simons Noted we now have a path to labyrinth and that we need to check the main gates are hooked in the open position when open. NOT left to swing in the wind.

Next Meeting and Key Dates

FoBB AGM 9.9.2014

FoBB and Section 41 Committee 12.9.2014

Meeting Closed 4.02pm