



# YARRA YARRA CATCHMENT MANAGEMENT GROUP INC.

## GENERAL MEETING DRAFT MINUTES

23<sup>RD</sup>, FEBRUARY, 2021

10:00AM

YYCMG/NACC PERENJORI OFFICE

### GENERAL MEETING DRAFT MINUTES

#### 1. Open General Meeting:

1.1	<i>Opening Time:</i>	10:15AM
1.2	<i>Attendees:</i>	Peter Syme, Lizzie King, Stacey Hudson, Kezia Rea, Jude Sutherland (via teleconference call-in), & Kylie Tremlett.
1.3	<i>Apologies:</i>	Paulina Wittwer.

#### 2. Previous Minutes:

<b>General Meeting held 15<sup>th</sup> October 2020</b>		
2.1	<i>Amendments:</i>	No amendments.
2.2	<i>Arising:</i>	Matters arising to be addressed:
	2.2.1	LK to contact PW – follow up regarding digitizing records.
	2.2.2	Letter to landholders regarding the expiration of drainage maintenance programs. Do we end or renew the agreement?
	2.2.3	KR to investigate status and potential use of letter M. Hudson wrote to landholders.
2.3	<i>Sign:</i>	Sign previous minutes – if true and accurate.
<i>P. Syme moved to sign previous minutes as true and accurate.      Seconded: L. King.    Carried.</i>		

#### 3. Reports:

<b>Funding and Finance:</b>		
3.1	<i>Financial Report:</i>	Financial Report presented by SH (appendix i).
3.2		Write off following trade debtors as bad debts (total = \$8,470 inc GST)
	3.2.1	John Clohessy      \$2,750
	3.2.2	Karara Mining      \$220
	3.2.3	Morawa District High School P&C Association      \$5,500
<i>S. Hudson moved to accept Financial Reports as true and accurate      Seconded: L. King.    Carried. and write off presented trade debtors..</i>		
<b>Landcare Reporting:</b>		
3.3	<i>Landcare Report:</i>	Landcare Coordinators Report presented by KR (appendix ii).
<i>S. Hudson moved to accept Landcare Report as true and accurate.      Seconded: L. King.    Carried.</i>		

#### 4. Correspondence:

<b>Correspondence:</b>		
4.1	<i>Correspondence In:</i>	



4.12	<i>Admin:</i>	Kalannie Landcare Building Lease between YYCMG & Kochii. Draft document to be created by SH and forwarded to Kochii for approval/amendment.
4.13	<i>Job #30:</i>	Funding Shortfall. There was a shortfall of \$2500 due to incorrect addition on original project budget, however, there are unspent funds in other areas of the budget so we can draw administrative costs from there. Invoice YYCMG for revegetation consultancy and equipment hire.
4.14	<i>Job #33:</i>	Project requirements. YYCMG to coordinate four workshops. <ol style="list-style-type: none"> <li>1. Soil Amelioration Workshop – Bob Nixon to be involved.</li> <li>2. Reveg Workshop.</li> <li>3. Kalannie PS Phascogale Workshop.</li> <li>4. Social Media in Ag Workshop.</li> </ol>
4.15	<i>Admin:</i>	John Stevens Lease Expiration. PS & KR to sign Release of Settlement and Statutory Declaration and post to Peter Groom – Settlement Agents.

## 6. Business without Notice:

5.1	<i>Open for business without notice.</i>	None tabled.
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## 7. Close General Meeting:

6.1	<i>Agenda:</i>	Agenda items for next meeting. Adoption of new workplace policies.
6.2	<i>Date:</i>	Set date for next meeting. Teleconference in one month to adopt workplace policies.
6.3	<i>Closing Time:</i>	12:19PM

## COMMITTEE APPROVAL

The Yarra Yarra Catchment Management Group Inc. approve the General Meeting Minutes as described above to be true and accurate.

<i>Name:</i>	<i>Position:</i>	<i>Date:</i>	<i>Signature:</i>
Peter Syme	<i>Chairperson</i>		
Kezia Rea	<i>Secretary</i>		