

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

#### 2. Previous Minutes:

| General Meeting held 15 <sup>th</sup> October 2020                       |   |  |  |  |
|--|---|--|--|--|
| 2.1  | Amendments:   | No amendments.   |  |  |
| 2.2  | Arising:  | 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 wro |   | wrote to   |  |  |
| landholders.   |   |  |  |  |
| 2.3  | 3 Sign: Sign previous minutes – if true and accurate.                                     |  |  |  |
| P. Syn   | P. Syme moved to sign previous minutes as true and accurate.  Seconded: L. King. Carried. |  |  |  |

#### 3. Reports:

|        |   | Funding and Finance:   |                             |  |  |
|--------|---|--|-----------------------------|--|--|
| 3.1    | Financial Report:   | 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                                   |  |                             |  |  |
| S. Hud | lson moved to accept I  | Financial Reports as true and accurate                                   | Seconded: L. King. Carried. |  |  |
| and w  | and write off presented trade debtors   |  |                             |  |  |
|        | Landcare Reporting:   |  |                             |  |  |
| 3.3    | Landcare Report:  | Landcare Coordinators Report presen                                      | ted by KR (appendix ii).    |  |  |
| S. Hud | S. Hudson moved to accept Landcare Report as true and accurate. Seconded: L. King. Carried. |  |                             |  |  |

#### 4. Correspondence:

|     | Correspondence:    |  |
|-----|--------------------|--|
| 4.1 | Correspondence In: |  |

|  | 4.1.1 Shire of Dalwallinu – Deed of Sub-Lease.              |   |                             |             |
|--|---|---|-----------------------------|-------------|
|  |   | PS & LK to sign and return to CEC                                 | of Shire of Dalwallinu – J  | ean Knight. |
| 4.1.2 SH received a new Bankwest security token.   |   |   |                             |             |
| 4.1.3 Ceneta Insurance Services emails.  |   |   |                             |             |
| Workers compensation and public liability renewed & paid.  Machinery insurance due March – SH. |   |   | ic liability renewed & paid | l <b>.</b>  |
|  |   |   |                             |             |
|  | LK to investigate advice on policies from NACC and/or WALN. |   |                             | _N.         |
|  |   | Adopt essential workplace policies at next GM – SH/KR to prepare. |                             |             |
| 4.2  | .2 Correspondence Out:                                      |   |                             |             |
|  | 4.2.1 Information Statement submitted on 18/10/2020.        |   |                             |             |
| 4.2.2 Ceneta Insurance Services emails regarding insurance renewals                            |   |   |                             | wals.       |
| S. Hua   | lson moved to acknow  | ledge all correspondence.   | Seconded: K. Rea.           | Carried.    |

# 5. General Business:

| 4.1   | Admin:  | Update of website – photos, bios and approvals.  |   |                    |  |
|---|---|--|---|--------------------|--|
|   |   | Discussed and accepted.  |   |                    |  |
| 4.2   | Admin:  | YYCMG Slogan.  |   |                    |  |
|   |   | New slogan agreed as; "Environment of the state of the st | onment   Agriculture   Comn   | nunity"            |  |
| 4.3   | Finance:  | Hire cost decision – Honey Spinner.  |   |                    |  |
|   |   | 1-day hire of spinner and knif   | e will be set at a \$50 refunda   | ble bond.          |  |
|   |   | KR to create booking form/hi   | e agreement and investigate   | credit card        |  |
|   |   | facilities.  |   |                    |  |
| 4.4   | Event:  | Soils Under the Microscope V   | orkshop – expression of inte  | erest?             |  |
|   |   | KT & KR to attend workshop.  |   |                    |  |
| 4.5   | Admin:  | Resignation of Committee Member – Paulina Wittwer.   |   |                    |  |
|   |   | Acknowledged.  |   |                    |  |
| 4.6   | Admin:  | Update Register of Members.  |   |                    |  |
|   |   | Updated.   |   |                    |  |
| 4.7   | Finance:  |  |   |                    |  |
|   |   | Green Jobs – appears unsuita   | ble.  |                    |  |
|   |   | State NRM Small – suitable. Ir   | nvestigate extending previous   | s grants to        |  |
|   |   | stage 2 or rewrite the future  | drought fund into a small pro   | ject and           |  |
|   |   | resubmit.  |   |                    |  |
|   |   | Election of new Committee Se   | •   |                    |  |
| 4.8   | Admin:  |  |   |                    |  |
| 4.8   | Admin:  | Kezia Rea taking over position   | from Jude Sutherland.   |                    |  |
| <b>4.8</b> <i>L. King</i>   |   |  | from Jude Sutherland.  Seconded: S.Hudson.  | Carried.           |  |
| L. King   |   | Kezia Rea taking over position   |   | Carried.           |  |
| L. King   | moved to elect K  | Kezia Rea taking over position<br>Rea as Committee Secretary.  |   | Carried.           |  |
|   | moved to elect K  | Kezia Rea taking over position  Rea as Committee Secretary.  Green Jobs Plans Funding.   | Seconded: S.Hudson.   | Carried.           |  |
| L. King<br><b>4.9</b>   | moved to elect K  | Kezia Rea taking over position  Rea as Committee Secretary.  Green Jobs Plans Funding.  Appears unsuitable.  | Seconded: S.Hudson.   |                    |  |
| L. King<br><b>4.9</b>   | moved to elect K<br>Finance:<br>Admin:                        | Kezia Rea taking over position  Rea as Committee Secretary.  Green Jobs Plans Funding.  Appears unsuitable.  Insurance Renewal, Policies, a  | Seconded: S.Hudson.  and Formal Procedures.  mination and Harassment Po   |                    |  |
| L. King<br><b>4.9</b><br><b>4.10</b>                              | moved to elect K. Finance: Admin: 4.10.1                      | Kezia Rea taking over position  Rea as Committee Secretary.  Green Jobs Plans Funding.  Appears unsuitable.  Insurance Renewal, Policies, a  Approval of Workplace Discri  | Seconded: S.Hudson.  and Formal Procedures.  mination and Harassment Po   |                    |  |
| L. King<br>4.9<br>4.10  | moved to elect K. Finance: Admin: 4.10.1                      | Kezia Rea taking over position  Rea as Committee Secretary.  Green Jobs Plans Funding.  Appears unsuitable.  Insurance Renewal, Policies, a  Approval of Workplace Discrit Adopt policy for the YYCMG a  | Seconded: S.Hudson.  and Formal Procedures.  mination and Harassment Po s presented (appendix iii).  Seconded: K. Rea.                            | licy.  Carried.    |  |
| <ul><li>L. King</li><li>4.9</li><li>4.10</li><li>P. Sym</li></ul> | n moved to elect K. Finance: Admin: 4.10.1 The moved to adopt | Kezia Rea taking over position Rea as Committee Secretary. Green Jobs Plans Funding. Appears unsuitable. Insurance Renewal, Policies, a Approval of Workplace Discrit Adopt policy for the YYCMG a   | Seconded: S.Hudson.  and Formal Procedures.  mination and Harassment Po s presented (appendix iii).  Seconded: K. Rea.                            | licy.  Carried.    |  |
| <ul><li>L. King</li><li>4.9</li><li>4.10</li><li>P. Sym</li></ul> | n moved to elect K. Finance: Admin: 4.10.1 The moved to adopt | Kezia Rea taking over position Rea as Committee Secretary. Green Jobs Plans Funding. Appears unsuitable. Insurance Renewal, Policies, a Approval of Workplace Discrit Adopt policy for the YYCMG a policies as presented. Kalannie Landcare Building Le  | Seconded: S.Hudson.  and Formal Procedures.  mination and Harassment Po s presented (appendix iii).  Seconded: K. Rea.  ase between YYCMG & Shire | licy.  Carried. of |  |

2 Prepared By: Kezia Rea Date: 23/02/2021

| orwarded to Kochii for |
|------------------------|
| rrect addition on      |
| rrect addition on      |
| rrect addition on      |
|                        |
| e unspent funds in     |
| administrative costs   |
|                        |
| cy and equipment hire. |
|                        |
|                        |
| Nixon to be involved.  |
|                        |
| ).                     |
|                        |
|                        |
| Statutory Declaration  |
| ents.                  |
| n<br>b                 |

#### 6. Business without Notice:

| .1 Open for business | None tabled. |
|----------------------|--------------|
| without notice.      |              |

# 7. Close General Meeting:

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

### **COMMITTEE APPROVAL**

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

| Name:      | Position:   | Date: | Signature: |
|------------|-------------|-------|------------|
| Peter Syme | Chairperson |       |            |
| Kezia Rea  | Secretary   |       |            |

3 Prepared By: Kezia Rea Date: 23/02/2021