

# MINUTES OF CITTASLOW GOOLWA MANAGEMENT MEETING No 108

Thursday December 7<sup>th</sup> 7.00 PM

Held at Cittaslow Corner, Goolwa

1. **Present:** M Gardner, C Putland, J Low, K Smith, K Ross, M Alsford , T Trimboli, A Nesci, N Leahy, L Mateer.

2. **Apologies:** V Mulhall, J Williams, S Woodsmith, T Parkes.

3. **Confirmation of Minutes from Meeting:** 02 November 2017 No.107

*Moved: T Trimboli Secoded: K Smith*

That the Minutes of the Cittaslow Management Committee Meeting held 6 August 2017 be confirmed  
CARRIED

## 4. **Business Arising**

### 4.1 **Cittalow product bags**

Jane will collect Product bags from Paul of the Farmers' Market.

### 4.2 **Cittaslow Corner Lease agreement**

*Moved: T Trimboli Secoded: M Alsford*

That Management Committee agrees to pay the annual fee for rental of \$500.

CARRIED

*Moved: K Smith Secoded: J Low*

That Rod Flintoff (member/electrician) be asked to tag all of the electrical equipment in Cittaslow Corner.  
CARRIED

### 4.3 **Information and training in Xero**

The process of meeting with groups to explain the use of Xero and draft financial procedures has begun but the training session referred to last meeting has not yet been held.

### 4.4 **Alternative site for Farmers Market**

Council has approved the use of the RSL lawns for the Farmers' Markets to be held during January while Jaralde Park is occupied by the Rotary markets.

### 4.5 **Fruit Forest members**

All Fruit Forest members have signed the Cittaslow members' Code of Conduct but we are awaiting two of the group taking out membership with Cittaslow.

### 4.6 **Edward Booth**

Letter of gratitude and voucher have been delivered to Edward Booth in recognition of his years of contributing to Cittaslow.

#### **4.7 Environment Award Goolwa Primary School**

The Citation has been written and Margaret will arrange for the Certificate to be printed.

#### **4.8 Public Liability Insurance**

PL Insurance cover has been increased to \$20 million and Certificate of Currency received. Also confirmed amended dates for events cover.

### **5. Reports**

#### **5.1 President – M Gardner**

Report circulated.

*Moved: C Putland      Seconded: K Ross*

That the President's report be received.

CARRIED

Action: The keys to both the Community Garden and the new electricity box on the wharf will be kept on a hook behind the counter in Cittaslow Corner together with the handle for the taps on the RSL lawn. They will be signed in a register when removed and returned by members.

Action: Cittaslow International has requested documentation about each member town. This information will be collected in a dedicated folder within the Cittaslow Goolw Drop Box and Cittaslow International given the link.

J Low will set up the folder and K Smith, J Low and S Woodsmith are asked to provide links to relevant items.

T Trimboli will contact Lyn Clarke and explain what is needed and provide her with the link.

#### **5.2 Vice President**

No report. Volunteers are called for this position which is not filled at present. To be discussed at the February meeting.

#### **5.3 Secretary – C Putland**

*Moved: J Low      Seconded: T Trimboli*

That the correspondence as recorded in the Agenda papers be received. CARRIED

#### **5.4 Treasurer – Julie Low**

Reports circulated.

*Moved: k Ross      Seconded: K Smith*

That the financial reports as recorded in the Agenda papers be received. CARRIED

J Low confirmed that she will have access to updated accounts on a daily basis and the Community Garden is able to receive details at their preferred intervals.

### **5.5 Membership – J Low**

*Moved: A Nesci                      Seconded: M Alsford*

That the report be received and new members endorsed:

Anne Brookman  
Carole Treloar  
Mon Bowring  
Robert and Joan Jones

CARRIED

### **5.6 Food and Wine – K Smith**

Reports circulated (Group meeting; Smoke Off; ATW).

*Moved: T Trimboli      Seconded: A Nesci*

That all reports be received.

CARRIED

Each year Smoke Off has donated a portion of the takings from sale of raffle tickets to CFS Currency Creek and Goolwa RSL; in 2016 this amount was \$250. It was originally intended as a way of encouraging participation in the event, firstly when it was held in Currency Creek then when it moved to the RSL. Publicity for the event makes reference to this support. However Smoke Off did not receive funding from Council in 2017 (other than in-kind support) which has changed the financial outcome.

*Moved: K Smith              Seconded: C Putland*

That the amount of \$250 be donated to both CFS Currency Creek and Goolwa RSL in 2017; and

That a review of the arrangement for future years based on an accurate analysis of the current financial situation be conducted early in 2018 before any publicity is released.

CARRIED

### **5.7 Community Garden – N Leahy and L Mateer**

Report circulated.

*Moved: J Low                      Seconded: T Trimboli*

That the report be received.

CARRIED

### **5.8 Goolwa Farmers Market – J Williams**

Report circulated.

*Moved: M Alsford              Seconded: A Nesci*

That the report be received.

CARRIED

### **5.9 Goolwa Fruit Forest – M Alsford**

Report not circulated – attached to these minutes.

*Moved: K Smith      Secoded: A Nesci*

That the report be received.

CARRIED

N Leahy stressed that Community Garden members are happy to share their experience to assist with the development of the Fruit Forest wherever possible.

### **5.10 Publicity – K Smith**

Report circulated.

*Moved: K Smith      Secoded: K Ross*

That the report be received.

CARRIED

### **5.11 Cittaslow Corner – T Trimboli/C Putland/K Ross**

Volunteer Report circulated.

*Moved: T Trimboli      Secoded: M Alsford*

That the report be received.

CARRIED

### **5.12 Education – V Mulhall**

No Report.

### **5.13 Arts Interest Group – C Putland**

No report.

It was reported that the Friendship Seat project (which was not funded under Council's Community Arts and CD grants) was considered today by Council's Arts and Cultural Advisory Committee and recommended for Public Art Project funding, to be decided by Council at the next meeting 18<sup>th</sup> December.

### **5.14 Environment Interest Group – A Nesci**

Report circulated.

*Moved: J Low      Secoded: K Smith*

That the report be received.

CARRIED

## **6 New Business**

### **6.1 Vice President appointment**

Deferred to February meeting.

### **6.2 Asset Register**

M Alsford has offered to develop an asset register for Cittaslow. Some of the groups already have one – K Smith and K Ross to assist in providing them. J Low noted that Xero can provide a platform for managing the data and reporting.

### **6.3 Annual Report**

M Gardner paid for the printing of 50 copies of the Annual Report at a cost of \$440.

*Moved: C Putland      Seconded: K Smith*

That M Gardner be reimbursed for expenditure of \$440 for printing of the Annual Report.  
CARRIED

Amanda Fairman designed the copy for the Annual Report free of charge.

*Moved: T Trimboli      Seconded: M Alsford*

That a \$25 voucher for products in Cittaslow Corner be given to Amanda Fairman in thanks for her design work.  
CARRIED

#### **6.4 Goolwa Pageant Float**

Management members were encouraged to join the parade and walk (with their dogs or grand/children) alongside the Cittaslow float constructed and piloted by Edward Booth. Meet at 5.30 Sunday 10<sup>th</sup> at Football Ground for 6.30pm start.

#### **6.5 Stock management at Cittaslow Corner**

Issues of stock control were discussed at some length – consignment vs purchase, returning/refreshing items that don't sell readily, process of selecting and prioritising products. The current procedure aims to offer flexibility, is tailored to each type of product, and is agreed by negotiation with each producer. It was agreed that it is working quite well at the moment with slightly increased sales, but will continue to be monitored. There is also a stock management policy in the members' folder which may need updating. Members are encouraged to share/publicise the products via Face Book.

A related issue is the production of jams and chutneys by the Community Garden members. There is less interest generally in making products amongst CG members at present and the recent introduction of regulations governing 'home/commercial' kitchens has not made it easier. A Nesci is considering registering her kitchen and has the paperwork which does not appear too onerous. A 'how to' session is proposed for CG members to share their skills in making apricot jam/chutney around 2<sup>nd</sup>/3<sup>rd</sup> week of January. To be referred to Food and Wine Group members to organise – K Ross will circulate information to them.

#### **6.6 A-Frame sign at Cittaslow Corner**

V Mulhall reported to M Gardner that James Stewart suggests the purchase of a new A-frame at \$250 including art work and printing. He has ordered one already and it could be ready before Xmas once the text is decided.

Steve Grieve submitted some options for catchy wording as requested by the Committee.

*Moved: K Ross      Seconded: A Nesci*

That the first option be adopted reading:

*Side 1: "WHAT IS CITTASLOW? COME IN AND FIND OUT"*

*Side 2: "LOCAL GIFTS/EDIBLES/ART/CRAFT"*

CARRIED

Action: M Gardner to inform James Stewart of the decision.

Action: a small group comprising T Trimboli, C Putland, and ?? will meet to discuss design options for the external walls of Cittaslow Corner.

#### **6.7 Cittaslow Brochure Update**

The information brochure needs updating with new images and revised copy.

Action: M Gardner and T Trimboli will work on this in the new year with help from K Ross. C Putland will suggest some wording related to volunteer involvement.

#### **6.8 Lyn Clarke's garden project**

The proposed work on Lyn's garden in lieu of a voucher from Cittaslow will commence in March after the summer heat and may focus on her front garden depending on the cost and time required.

#### **6.9 Tidy Town volunteers**

All Council volunteers working public are now required to be covered by strict safety conditions and the Tidy Town volunteers have decided not to participate as a result. Margaret to investigate the situation.

#### **6.10 Strategic Plan Feedback**

Some helpful feedback on the draft has been received from members and will be brought to the meeting in February.

#### **6.11 Meeting date/time**

*Moved: K Ross          Seconded: J Low*

That meetings are proposed to be held from 4pm on the second Thursday of the month in 2018 subject to confirming Tracy's availability as Vice treasurer.          CARRIED

**Meeting concluded: 9.25pm**

**Next meeting:** tentatively to be held on ***Thursday February 8<sup>th</sup> 2018 at the new time of 4pm***, subject to consultation with Tracy Parkes about her availability.

ATTACHMENT:

**CITTASLOW MANAGEMENT COMMITTEE MEETING  
2 NOVEMBER 2017**

**Report from Goolwa Fruit of the Forest (GFF) Group**

The GFF Group has not met formally since the previous management committee meeting.

The situation regarding the development of the Forest remains that Alexandrina Council has approved the site for the Forest and funds to be used for the purchase of a solenoid for irrigation of the Forest. The Group has informally agreed on the trees to be planted and the stages of the planting but has not provided Council with these plans as yet.

Carol Cooney, the Council member seconded to the Group, has been of great assistance and will help in the drafting of a grant application to Council for the purchase of trees for stage 1 of the Forest.

The Group is next schedule to meet on 16 November 2017.

Marty Alsford