

MINUTES OF CITTASLOW GOOLWA MANAGEMENT MEETING No 104

Thursday August 3rd, 7.00 PM

To be held at the Cittaslow building, Lot 1 Cadell Street, Goolwa

1. **Present:** M Gardner (MG), C Putland (CP), T Parkes (TP), K Smith (KS), T Trimboli (TT), V Mulhall (VM), S Woodsmith (SW), J Low(JL), L Clark(LC), N Leahy (NL), L Mateer (LM) (ex-officio Community Garden).

The President welcomed new members.

2. **Apologies:** K Ross, M Alford , E Booth, J Williams

3. **Confirmation of Minutes from Meeting** 11 July 2017 No.103

Moved S Woodsmith Seconded V Mulhall:

That the Minutes of the Cittaslow Management Committee Meeting held 11 July 2017 be confirmed.

4. **Business Arising**

4.1 **Calendar quotes**

NL presented options for printing Cittaslow Calendars based on the (previously circulated) quote from Karel Lume. Bearing in mind the tight timeframe for design and printing it was suggested to seek volunteer/s from the wider membership to assist.

Moved T Trimboli Seconded J Low:

That the proposal to publish 200 copies of an A4 spiral bound 2018 Cittaslow Calendar be pursued subject to the successful formation of a volunteer project management team to organise all aspects of the process, with volunteers sourced from Cittaslow membership and a view to having a finished product by mid October 2017.

ACTION:

MG to issue an email to membership by Friday 11 August calling for volunteers to form the management team.

NL to assist in developing a project management brief.

4.2 **Signage at Cittaslow Corner**

TT reported on his discussion with Simon Grenfell from Alexandrina Council who indicated that Council would favour neither signage on external walls nor temporary flags although a permanent flagpole may be acceptable. He advised that Cittaslow should submit a proposal. Meanwhile an A-frame sign that could wheel in and out is considered as an inexpensive first step.

Moved S Woodsmith Seconded V Mulhall:

That quotes be sought for the cost of design and printing on a metal A-frame stand on wheels up to the value of \$200.

ACTION:

TP to source the metal A-frame.

VM to talk with James Stewart for advice about design, printing and costing.

CP to ask Steve Grieve to draft some options for attention-grabbing wording for committee's consideration.

4.3 Insurance Policy Farmers Market

Insurance Policy for Farmers market distributed for management document folders

4.4 Publicity – Archiving

No action on identifying a person to manage archiving.

4.5 Rubber Stamp Cittalow product bags

Discussion whether more economical and effective to print stickers. Decision deferred to next meeting.

ACTION:

Anne Mari Trimboli to be asked to confirm size and cost of bag initially then JL to investigate size, costing and options for stamp vs stickers.

4.6 Accounting software

JL and TP to report next meeting.

4.7 Friendship Seat

TT and VM reported that quotes for artwork from 2 interested artists are being considered in the range of \$5000 - \$10,000, with some variation in the structure of seat. Funding application to Council requires:

- Site details – 2 options: at Cittaslow Park in front of the clinic where seating is due for replacement; or, alongside CC in the garden area facing Cadell St. The latter area is cared for by Tidy Towns and they have agreed to assist with planting around proposed seat using their existing plant donations.
- In-kind contributions including volunteer hours (costed at \$22-25 ph) and donations of plants.
- Cash contribution (eg from Management Committee and Food and Wine Group)
- Any other sources of funds (eg Lions).

Moved T Trimboli Seconded V Mulhall:

That for the purpose of the Council grant application Cittaslow Management allocate a cash contribution of between \$500-\$1000 to the Friendship Seat project and that a further \$1000 contribution be sought from the Food and Wine Group account, to be ratified at the next meeting of the Group.

CARRIED

ACTION:

TT to send a letter to Lions Goolwa requesting a donation of \$1000 towards the cost of the Friendship Seat (contact details provided by MG).

TT talk with Steve Grieve about the construction of the seat.

4.8 New Year Fireworks

Discussion canvassed risk and security issues as well as the valuable opportunity to promote the contribution of Cittaslow to the wider community. There was considerable support for the event provided the measures outlined in the Task sheet distributed were implemented.

Moved J Low Seconded C Putland:

That management agrees to the formation of a New Year fireworks event committee.

That the members comprising Karen Ross, Julie Low, Liz Livingston and Alan Edwards all have Cittaslow membership.

That Karen Ross provides leadership and is responsible for members of the committee complying with instructions/decisions.

That Cittaslow bank details be provided for donations to be deposited, and

That the committee covers the cost of the fireworks, the extra \$1373.62 for insurance and other associated expenses which are necessary for the safety of the event.

CARRIED

ACTION:

The Committee is also asked to present progress reports to monthly Cittaslow Management committee meetings through Karen and/or Julie.

4.9 Public Officer

Details of the new Public Officer, C Putland, have been registered with Business and Consumer Affairs, Dept Premier and Cabinet.

5. Reports

5.1 President – Margaret Gardner

Report circulated.

Moved S Woodsmith Seconded K Smith:

That the report be received.

CARRIED

5.2 Vice President – Edward Booth

No report.

5.3 Secretary – Christine Putland

Correspondence was tabled.

Moved K Smith Seconded V Mulhall that the Report be received.

CARRIED

5.4 Treasurer – Tracy Parkes

Report circulated. Amendment: under Reconciliation the 'June' date for income and expenses should read 'July'.

Bank balance at 31/07/17 is \$5384.83.

Moved T Parkes Seconded S Woodsmith that the report be received with amendment.

CARRIED

Moved S Woodsmith Seconded T Trimboli:

That Julie Low and Tracy Parkes are to be provided with internet banking authority on all Bendigo bank accounts in addition to existing authority of Margaret Gardner and Edward Booth.

CARRIED

5.5 **Food and Wine** – Scott Woodsmith

Scott gave a verbal summary of the items discussed at meeting on 31.07.17. It was noted that the proximity of committee and management meetings means there is little time to submit written report.

Financial report circulated. Income from Winter Dinner was \$855. Bank balance at 31.07.17 is \$7402.60.

Moved S Woodsmith Seconded K Smith that report be received.

CARRIED

ACTION:

A volunteer is needed to organise the Smoke Off raffle in Olaf 's absence.

MG will send an email to membership requesting assistance.

5.6 **Community Garden** – Noel Leahy

Noel reported that it was a quiet time at the Garden. Financial Report circulated. Bank balance at 31.07.17: \$4537.72.

Moved L Mateer Seconded L Clark that report be received.

CARRIED

5.7 **Goolwa Farmers Market** – Jane Williams (absent)

Bank balance at 31.07.17: \$2482.40. Financial Report to be submitted in future by treasurer

Moved S Woodsmith Seconded V Mulhall that financial report be received.

CARRIED

5.8 **Goolwa Fruit Forest** – Marty Alsford

Report circulated. LC reported.

Revised Volunteer Code of Conduct for Fruit forest was distributed for management document folders

Confusion about the implications of the Cittaslow Facebook strategy for the Fruit Forest has been resolved. The next meeting will be held on Thursday 17 August 1-3pm Council Office (room to be advised) with workshop regarding site plans and proposal to Council.

Moved L Clark Seconded S Woodsmith that the report be received.

CARRIED

Lyn C left 9pm

5.9 **Publicity** – Ken Smith

Report circulated. Farmers Market continues to be publicised in local media outlets and planning has commenced for publicity for Smoke Off Festival on 5 November.

Minutes of Management and Food and Wine meetings are being added to the website. This will enable members who don't attend meetings to keep informed and also prospective members to learn more about Cittaslow Goolwa activities.

Moved K Smith Seconded T Parkes that the report be received.

CARRIED

5.10 **Cittaslow Corner** – Tony Trimboli

Reports on Volunteer and Stock Coordination circulated.

Moved T Trimboli and Seconded S Woodsmith that the report be received.

CARRIED

Moved T Trimboli Seconded J Low that the list of responsibilities in the Volunteers Report be accepted as the role statement for the Volunteer Coordinator at Cittaslow Corner.

CARRIED

ACTION:

CP will email a copy to members to insert in Management Folders.

Moved T Trimboli Seconded V Mulhall:

That MG send an email to Cittaslow members calling for expressions of interest to perform general cleaning tasks at Cittaslow Corner at a rate of \$25ph fortnightly on Tuesday or Wednesday.

That Mark Stringer be engaged to clean windows at Cittaslow Corner twice a year.

CARRIED

ACTION:

MG to compile a list of general cleaning tasks as a brief for prospective volunteer cleaner/s.

CP to remind general volunteers to sweep the floor regularly and if time allows to wipe over the produce on shelves.

CP and JL to set up a petty cash float for purchase of cleaning products for general volunteers as well as stationery, tea and coffee etc.

5.11 **Education** – Vanessa Mulhall

Vanessa gave a verbal update on progress at Goolwa Primary School and interest by Investigator College to have year 5 involved.

Moved V Mulhall Seconded K Smith that the report be received.

CARRIED

5.12 **Art Group** – Christine Putland

No formal report. Action to set up the Cittaslow 'Arts and Culture Club' will commence in Spring when members return from winter breaks. Meanwhile the focus is on gaining funding for the Friendship Seat (item 4.7)

5.13 **Membership** – Julie Low

New member application: Barbara Mason.

Moved S Woodsmith Seconded v Mulhall that the application be endorsed.

CARRIED

Strategies are needed to ensure that new members are welcomed promptly after their application is received and provided with information about how to become involved. Waiting until the next meeting for approval at Management committee delays this process. A Welcome pack could be sent immediately and then list circulated to committee for ratification at next meeting.

A drop-in coffee morning is proposed at CC to help people get to know each other and hear about ways to become involved.

ACTION:

JL to report to next meeting on proposals to streamline membership process.

6. New Business

6.1 **Cittaslow Policy re sourcing goods for sale in Cittaslow Corner and at Farmers Market**

Concern expressed that policies about where produce is sourced from should be consistent across Cittaslow outlets.

ACTION:

JL and JW to consult and report next meeting.

6.2 **Corporatising Cittaslow Certificates (discussion deferred)**

NB Agenda Items taken out of order at this point to admit discussion of urgent new item

6.3 **(Agenda ref: 6.8) Purchase of Wine Glasses**

SW reported that there are fewer than 100 wine glasses remaining and there has been discussion in Food and Wine group about purchasing new ones etched with Cittaslow logo. He (verbally) presented the pros and cons of 2 options comprising glass vs polycarbonate.

Moved S Woodsmith Seconded T Trimboli:

That management committee approves the purchase of 504 'wine glasses' up to the value of \$2150 and refers the decision about glass or polycarbonate and printed or etched logo to the Food and Wine Group.

CARRIED

ACTION:

TT to raise the item at Food and Wine group meeting on 28.09.17

6.4 Responsible Persons Certification for 'At the Wharf'

Discussion of licensing requirements to have a 'Responsible Person' for 'At the Wharf' events. Different systems of accreditation seem to apply. Several members already have an accreditation card.

ACTION:

Refer to Food and Wine group to clarify requirements and identify who has accreditation to ensure that the necessary number are present at events.

6.5 AGM date and format and date in October for Workshop 5

Items for AGM include sign-off of new Strategic plan, retrospective formalising of Life Membership for LC and JC, and presentation of Annual Report.

AGM to be held: Thursday 16 November 2017.

Next Strategic planning workshop to be held Thursday 12 October 2017.

AGM format to be discussed next meeting.

ACTION:

Members to email to MG re dates of any absences for the remainder of 2017.

6.6 International Cittaslow Market Regulations

Note copy of these in Management folders.

6.7 Re-accreditation of Cittaslow

This will be a focus on 2018.

6.8 Grow Free Insurance

Request from Cittaslow member Andrew Barker for Cittaslow to auspice the Grow Free Festival in order to gain insurance cover. Factor for consideration is whether existing insurance cover will suffice or whether additional cover must be taken out.

ACTION:

MG to check details of insurance and implications of auspicings this event.

Meeting concluded: 10.06pm

Next meeting: Thursday September 7th 2017 7.00pm. Apologies in advance from TT, VM, SW.