

MINUTES OF CITTASLOW GOOLWA MANAGEMENT MEETING No 105

Thursday September 7th, 7.00 PM

Held at 3 Curson Place, Goolwa

1. **Present:** M Gardner (MG), C Putland (CP), T Parkes (TP), E Booth (EB), J Williams (JW), J Low (JL), L Clark (LC), J Booth.

2. **Apologies:** K Ross, M Alford, K Smith, T Trimboli, V Mulhall, S Woodsmith.

3. **Confirmation of Minutes from Meeting** 03 August 2017 No.104

Moved: J Williams Seconded: J Low

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

4. **Business Arising**

4.1 **Calendar – call for volunteers**

MG issued an email to membership calling for volunteers to form the management team however no responses were received. It was agreed that it was too late to act on this proposal for 2018 but will be revisited next year in good time for the 2019 calendar.

4.2 **Signage at Cittaslow Corner**

TT and SW are away and no report on quotes. Steve Grieve has drafted some options for attention-grabbing wording for committee's consideration however it was agreed to defer this issue until the key members return and when the outcome of the funding lease is known.

4.3 **Publicity – Archiving**

No action on identifying a person to manage archiving to date however MG will pursue.

4.4 **Rubber Stamp Cittalow product bags**

Decision deferred to next meeting with more information.

4.5 **Accounting software**

JL reported that the free trial of software has been very successful and has now expired. Advantages include: change in user is seamless, access via password as needed and tracking movement, manages asset register and tracking stock, can export to excel, live feed to bank account, cancellation without penalty. Subscription is \$50 per month discounted to \$37.50.

Moved: J Williams Seconded: E Booth

That Treasurer take out subscription to Xero Accounting Software and that JL and TP have access in the first instance. CARRIED

4.6 **Friendship Seat**

Funding application to Council submitted with \$2000 contribution from Cittaslow (Management + Food and Wine) and \$2000 contribution from Lions Goolwa (TBC).

Total project cost including inkind volunteer labour: \$22935

Request to Alexandrina Council Connecting Communities through the Arts fund: \$7935.

4.7 New Year Fireworks

The fireworks committee has notified by email that it will not be requiring Cittaslow support for the New year's event after all as it has decided to go with SABA as in the past.

4.8 Grow Free Insurance request

Grow Free was informed that Cittaslow would agree to auspice the Grow Free Festival in order to gain insurance cover subject to them taking out Cittaslow membership. Andrew Barker has indicated that they will not be accepting the offer they do not wish to be contrained by membership or policy.

4.9 Smoke Off Raffle

Rod Flintoff responded to the request for a volunteer to manage the raffle in 2017 and has already begun to organise.

5. Reports

5.1 President – Margaret Gardner

Report circulated.

Moved: E Booth Seconded: T Parkes

That the report be received.

CARRIED

5.2 Vice President – Edward Booth

No report.

5.3 Secretary – Christine Putland

Correspondence was tabled.

Moved: E Booth Seconded: J Williams

That the report be received.

CARRIED

5.4 Treasurer – Julie Low

Report circulated. Note that although the Cittaslow accounts are being consolidated there can still be separate sub-accounts for each group.

Moved: E Booth Seconded: J Williams

That the report be received.

CARRIED

There is a concern that payments may be delayed pending approval at monthly Management Committee meetings. It was agreed that groups would have an operating account with agreed limit for spending between meetings and included in reports at subsquent Management meeting.

Moved: E Booth Seconded: J Williams

That the Treasurer and Assistant Treasurer discuss with each group representatives the amount of operating funds they require access to between Management meetings.

CARRIED

T Parkes reported that the new computer has been set up. The meeting thanked both T Parkes and J Low for their hard work in managing the financial arrangements.

Moved: E Booth Seconded: T Parkes

That the computer be stored securely in Cittaslow Corner. CARRIED

The preferred colour laser autofeed scanner/printer has been identified in Officeworks. A local provider 'Coorong computers' will be invited to quote on this product for comparison before purchase.

J Low sought approval to pay in advance to A1Hire for reservation of tables for the Smoke Off event.

Moved: E Booth Seconded: T Parkes

That reservation fee for 14 tables be paid to A1 Hire. CARRIED

5.5 Food and Wine

Report circulated.

Moved: E Booth Seconded: J Low

That report be received. CARRIED

5.6 Community Garden

Reports circulated from N Leahy and L Mateer.

Bank balance at 31.08.17: \$3272.68

Moved: E Booth Seconded: J Williams

That reports be received. CARRIED

5.7 Goolwa Farmers Market – Jane Williams

Report circulated.

Moved: E Booth Seconded: J Low

That report be received. CARRIED

5.8 Goolwa Fruit Forest

Verbal report from L Clark.

Very productive workshop held at Council offices, well-attended, with stages broken down for planning. The group is joining Cittaslow for support.

Moved: E Booth Seconded: J Williams

That the report be received. CARRIED

5.9 Publicity – Ken Smith

Report circulated.

Moved: E Booth Seconded: J Williams

That the report be received. CARRIED

5.10 Cittaslow Corner – Tony Trimboli

Reports on Volunteer coordination and Stock Coordination circulated. Actions from last meeting carried out.

Moved: E Booth Seconded: J Williams

That the report be received. CARRIED

5.11 Education

Notes from V Mulhall circulated.

L Clark circulated summary of meeting with Investigator College. (see also item 6.5 below)

Moved: E Booth Seconded: J Williams

That the report be received. CARRIED

5.12 Art Group – Christine Putland

No Report other than Friendship Seat application (see above 4.6)

5.13 Membership – Julie Low

Verbal report – 3 new members this month. New Role Statement and Procedures prepared for position of Membership Coordinator. ‘Welcome’ afternoon tea for new and interested members to be held at Cittaslow Corner 15/09/17.

Moved: E Booth Seconded: J Williams

That the report be received. CARRIED

6. New Business

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

Existing policy in Policy folder covers this issue. (See Stock Report 5.10)

6.2 Corporatising Cittaslow Certificates

It was agreed that it is desirable to have consistent design for all Cittaslow certificates.

Moved: E Booth Seconded: J Williams

That the design applied to Life Membership certificates for Lyn and John Clark be accepted as the proforma for all future certificates. CARRIED

6.3 AGM format

It was agreed that in addition to the usual formalities, there will be a presentation about the visit in August to Cittaslow town Fonglin, Taiwan, by the four members involved.

6.4 Lease agreement with Alexandrina Council on Lot 1 Cadell St.

The Lease on Cittaslow Corner expires on 31 December 2017. Council is seeking an indication of whether Cittaslow is interested in remaining on site, and if so, requests that we submit a proposal addressing current and proposed uses for the building. It was agreed that it has been very advantageous for Cittaslow to have access to these premises throughout 2017 and that we should seek a further lease.

Moved: J Low Seconded: J Williams

That the Secretary, President and Stock Coordinator work together to draft a Proposal to Council requesting a new lease and circulate to other members for comment before submission.

CARRIED

6.5 Letter of support for Investigator School Crossing

Students and teachers of Investigator College are seeking community support for their bid to have flashing lights installed at their school crossing for safety of children. Cittaslow Management is asked to write in support of this effort.

Moved: J Low Seconded: J Williams

That a letter be sent to Investigator College and Alexandrina Council in support of the school's efforts to have lights installed at the pedestrian crossing on Cadell St (Alexandrina Road).

Meeting concluded: 9pm

Next meeting: Thursday October 5th 2017 7.00pm.