**Minutes of Cittaslow Goolwa Management Meeting No.102, 1 June 2017 in Cittaslow Corner**

**1. Present:** Margaret Gardner (Chair), Lyn Clark, Jan Henderson, Scott Woodsmith, Vanessa Mulhall, Ken Smith, Tony Trimboli, Lyn Mateer, Marty Alsford, Tony Trimboli, Cr. Karen & Kaarel Lume, John Clark (Minutes).

Meeting opened at 7.01 PM.

**2. Apologies:** Edward and Jane Booth, Jane Williams, Noel Leahy

**3. Minutes of previous meetings**

3.1 Meeting No. 101 of 6 April 2017

Moved Tony, seconded Vanessa that the Minutes be received **CARRIED**

Signed by Chair ……………………………………………

**4. Business arising from Minutes**

4.1 Calendars

There has been no action. It was agreed that the matter be deferred to the July meeting.

**ACTION:** John to follow up with Noel Leahy.

4.2 Cittaslow Corner policy & procedures

The current draft was tabled and circulated. The document to be included into committee member folders. It was agreed that the matters be re-visited in 3 months time.

4.3 Town entry signage

Moved Kaarel, seconded Marty that we explore with Council having town entrance signage indicating Goolwa’s status as the first Cittaslow in Australia **CARRIED**

4.4 Insurance policies explanation

We have 5 policies. Details of 4 of the 5 were tabled. The fifth policy relates to the Farmer’s Market, which a condition of the Licence. Copies are to be kept in committee member folders.

There was some discussion regarding paintings. It was stated that we take no responsibility for loss or damage to those paintings in Cittaslow Corner which belong to others. The question was asked as to whether we have anything in writing re paintings. It was agreed that we should have a written agreement with any exhibitors.

There was also a question as to why we needed a separate policy for the Farmers Market.

**ACTION:** Margaret to check with Jane Williams.

4.5 Voluntary Organisations Authority Number

Cittaslow Goolwa now has its own VOAN for free police checks. This process may not be sufficient for school or disabled clearance. Margaret to seek more information if required in future.

4.6 Cittaslow membership information brochure

As we still have a large number of brochures in stock, a new brochure is not yet warranted. However ideas for the next one can be submitted to the President.

**5. Reports**

5.1 President’s report

Circulated and tabled.

Moved Scott, seconded Marty that the report be received **CARRIED**

5.2 Treasurer’s report

Tabled.

Refer to the summary statements at Attachment 1 to these Minutes.

Moved Scott, seconded Lyn that the reports be received **CARRIED**

Outstanding cheques number 63 made out to Local Government Insurance is to be cancelled due to being paid twice.

**ACTION:** Jan to process cancellation of cheques no. 63.

5.3 Food and Wine Group - Ken

Report tabled.

Moved Marty, seconded Ken that the report be received **CARRIED**

“At the Wharf” to be last Friday of month during the season.

Ken stated that there is a lack of recycling bins around town.

Moved John seconded Vanessa that we make representation to Council for the provision of recycling bins around town. **CARRIED**

**ACTION:** John to approach Simon Grenfell regarding the provision of both recycling and green waste bins around the district.

We need a “how to” session on recycling.

**ACTION:** Margaret to ask Debbie Smith if we can arrange “how to” session on recycling.

The Solstice Bonfire function to be hosted by the Clayton Bay Community Association is to be held on Saturday 17 June, was raised by Margaret. The F&W Group will support this activity and a flyer will be distributed. Cittaslow has been asked to help with the BBQ and provision of sweets.

**ACTION:** Margaret to circulate a request to assist Solstice Bonfire

Karen Lume advised that a Winter Solstice Dinner will be held by GT 5214 at South Lakes Golf Club 21st June. Bookings to Karen.

Moved Scott seconded Tony that the report be received. **CARRIED**

5.4 Community Garden – Lyn Mateer

Report tabled

Moved Jan , seconded Scott that the report be received. **CARRIED**

5.5 Goolwa Farmer’s Market

Report tabled

Moved Lyn , seconded Ken that the report be received **CARRIED**

5.6 Goolwa Fruit Forest report – Marty Alsford

Nil formal report – Marty to provide a written report. Planning details were circulated by e-mail.

A site has been identified – behind the Library.

A district tour was conducted – there are some issues to be dealt with.

Moved Marty, seconded Kaarel that the Goolwa Fruit Forest become a sub-committee of Cittaslow Goolwa **CARRIED**

Moved Marty, seconded Tony that a Working Group of four be established to draft a submission to Council regarding the Goolwa Fruit Forest and that applications be sought for those positions.

 **CARRIED**

Marty advised that he is going on leave until end July. Lyn Clark volunteered to act in this capacity pending Marty’s return.

**ACTION:** Marty/Lyn to draw up an application for a working group positions.

Jan requested an indication of expected costs for Cittaslow.

5.7 Cittaslow Assembly report – Lyn Clark

Report tabled.

Moved Vanessa , seconded Kaarel that the report be received **CARRIED**

5.8 Cittaslow Corner - Tony Trimboli

Reports tabled by the Stock Coordinator & the Volunteer Coordinator

Moved Marty seconded Ken that the stock control report be received. **CARRIED**

Tony advised that there is an issue with Artworx who has work currently displayed in CC- they want to continue notwithstanding our later policy of offering space to others on a rotational basis.

We could re-imburse Artworx for the hanging materials, but we need to accommodate others. It was agreed that we need MOUs in future. This should include displaying at own risk, length of time for display, etc.

**ACTION:** Margaret, Tony & Anne Mari Trimboli to draft a standard form Memorandum of Understanding regarding the display of paintings in CC.

Tony advised that Wendy Middleton has stepped down as Stock Coordinator.

**ACTION:** Margaret to call for people to act as Stock Co-ordinator.

Moved Vanessa, seconded Marty that the Volunteer Coordinator’s report be received

 **CARRIED**

Tony advised that we were experiencing difficulty in securing volunteers to man CC during the winter months. Perhaps we can change days/times of operation? June to October long weekend Fri to Monday for 6 hours

The lease says that we need to be operating for 5 days for 4 hours each day, including weekends and public holidays.

It was suggested that we drop back to 4 hours per day during winter – we could have 1 person a day and thus need fewer volunteers. We could also also change days from Thursday to Monday from 11.00 AM to 3 PM with immediate effect.

Moved Scott, seconded Kaarel that Cittaslow Corner winter operating times be Friday to Monday from 11.00 AM to 3.00 PM with immediate effect. **CARRIED**

**ACTION:** Scott to facilitate the change of CC operating times roster.

Kate Setchell has agreed to act as Volunteer Coordinator while Christine Putland is away.

5.9 Education– Vanessa Mulhall

Report tabled

Moved Scott, seconded Ken that the report be received **CARRIED**

Ken advised that Debbie presented on how to cook carp at the Goolwa Primary School. This was very well received and Debbie has been asked to return.

5.10 SABA/Cittaslow Awards – Lyn Clark

Report tabled

The award planning was done in something of a rush – needed some quick decisions.

Moved Ken, seconded Kaarel that the report be received **CARRIED**

5.11 Publicity - Ken

This is to be added as a standard agenda item in future.

**6 Accounts for payment**

Jan advised that all the accounts related to the General Assembly and Cittaslow Corner were being paid.

6.10 Membership applications

Applications have been received from the following:

Elaine and John Spillane

Faye Groom

Freya Sadka

Karen Heness

Tony Hudson

Christene Blunden

Liz Jackson

Kate Elliott

Janne and Lars Eldmann

Roonie Weeks and Grant Crittenden

Moved Kaarel, seconded John that these applications be accepted for membership.

Moved Scott, seconded Ken that Tony Hudson not be accepted for membership. Following considerable discussion, the motion was put with a consequent tied vote, with abstentions. The Chair made a casting vote in favour of the motion.

**MOTION CARRIED**

The (to be amended) original motion was NOT PUT.

**8. Business on notice**

8.1 Cittaslow Newsletter

We need a new newsletter editor. Lyn is acting *pro tem*.

**ACTION:** Margaret to call again for someone to be the newsletter editor.

8.2 Lions Auction Saturday 3 June

Margaret advised that she has sent out an e-mail calling for helpers.

8.3 Cittaslow barrow

We need to remove the original barrow from Council offices. This matter is long overdue.

Vanessa volunteered to store. Margaret offered the use of a trailer. John offered to tow the trailer and we need a couple of able-bodied people to help. Kaarel offered to assist.

**ACTION:** Vanessa to check out barrow dimensions and to coordinate with Council and others.

**9. Other business**

9.1 Arts & Culture Group – Tony Trimboli

Tony advised that there has been an informal meeting of some of our people to discuss the possibility of establishing an informal arts and culture group. Further discussions will be held after Christene returns. Originally the group was to discuss the matter of a friendship seat. There has been no progress of the latter issue.

**10. Closure and next meeting:** The meeting was closed at 9.25 PM. The next meeting will be held on Thursday 6 July at 7.00 PM at Cittaslow Corner.

**Action point summary**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Noel | Calendars | ACTIVE. Delayed too late this year. To be considered later July. John to follow up Noel |
|  | Margaret G | Cittaslow Corner policy & procedures | COMPLETE. Current Draft tabled including stock control. To go in folder. To be re-visited in 3 months |
|  | Margaret G | New signage for town entrances | ACTIVE. Nothing progressed with Simon Grenfell. Nothing re Cittaslow at town entrances. . |
|  | Tony T | Friendship seat | ACTIVE. There has been no progress |
|  | Lyn | Nominations for Cittaslow awards | COMPLETE |
|  | John & Margaret | Insurance policies explanation | COMPLETE. Distribute to members. Margaret has tabled a document. We have 5 policies. Discussion regarding paintings. Do we have anything in writing re paintings? Question re Farmers Market. |
|  | Margaret  | Volunteer Organisation Authorisation Number expenses | COMPLETE. We have a VOAN number – 2926. The cost of clearances for organisations with a VOAN are free.  |
|  | Margaret  | Cittaslow brochure replacement | We still have some left. Do not need anymore. We should be preparing the new brochure notwithstanding. |
|  | Tony T | CC advertising for foot traffic - A frame? | ACTIVE in abeyance |
|  | Lyn & Jan | Membership database to Membership Coordinator | COMPLETE |
| 102/1 | John | Follow up with Noel Leahy re calendars for July meeting | ACTIVE |
| 102/2 | Margaret | Check with Jane Williams re Farmer’s Market insurance | ACTIVE |
| 102/3 | Jan | Process cancellation of cheques no. 63 | ACTIVE |
| 102/4 | John | Approach Simon Grenfell regarding the provision of both recycling and green waste bins around the district. | ACTIVE |
| 102/5 | Margaret | Ask Debbie Smith if we can arrange “how to” session on recycling | ACTIVE |
| 102/6 | Margaret | Circulate a request to assist Solstice Bonfire | ACTIVE |
| 102/7 | Marty & Lyn | Draw up an application for a working group positions for Fruit Forest | ACTIVE |
| 102/8 | Margaret, Tony Anne Mari | Draft a standard form Memorandum of Understanding regarding the display of paintings in CC | ACTIVE |
| 102/9 | Margaret | Call for people to act as CC Stock Co-ordinator | ACTIVE |
| 102/10 | Scott | Facilitate the change of CC operating times roster | ACTIVE |
| 102/11 | Margaret | Call again for someone to be the newsletter editor | ACTIVE |
| 102/12 | Vanessa | Check out barrow dimensions and to coordinate with Council and others | ACTIVE |

 **Appendix 1**

**Cittaslow Goolwa financial summary for April 2017**

Total income for April $ 15,755.96

Total expenditure for April $ 5,740.22

Cash at bank as at 30 April $ 42, 672.00

Unpresented cheques $ 3564.50

Cittaslow funds available $ 517.07

Term deposit 143302925 $ 7068.92

Term deposit 152658860 $ 5307.16

**Cittaslow Goolwa financial summary for May 2017**

Total income for May $ 13,523.97

Total expenditure for May $ 43,876.17

Cash at bank as at 31 May $ 15,601.09

Unpresented cheques $ 6845.79

Cittaslow funds available $ 2057.64

Term deposit 143302925 $ 7068.92

Term deposit 152658860 $ 5307.16

**Cittaslow General Assembly financial summary at 31 May 2017**

Total income as at 31 May 2017 $ 53,059.14

Total expenditure as at 31 May 2017 $ 46,561.48

Balance as at 31 May 2017 $ 6497.66

With some accounts outstanding

Total monies due: $1400.00

Total expenses outstanding $ 5879.80 approximately

**Food and Wine Group finances as at 29 May 2017**

Income $ 50.00

Expenditure $ 0.00

Cash at bank as at 29 May 2017 $ 8679.77

**Farmer’s Market finances for May 2017**

Total income for May $ 496.64

Total expenditure for May $ 3569.11

Includes $ 2000 transferred to CG general account

Bank balance as at 30 May 2017 $ 590.74