MINUTES OF CITTASLOW GOOLWA MANAGEMENT MEETING No 106

#### Thursday October 5th, 7.00 PM

**Held at Cittaslow Corner, Goolwa**

1. **Present**: M Gardner (MG), C Putland (CP), E Booth (EB), J Williams (JW), J Low (JL), K Smith, N Leahy, J Booth.

**There being no quorum the meeting proceeded with motions recorded to be ratified at the next meeting on November**.

1. **Apologies**: K Ross, M Alsford , T Trimboli, V Mulhall, S Woodsmith, T Parkes (TP).
2. **Confirmation of Minutes from Meeting:** 07 September 2017 No.105

Moved: E Booth Seconded: J Williams

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

1. **Business Arising**

**4.1 Publicity – Archiving**

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

**4.2 Rubber Stamp Cittalow product bags**

J Low presented samples of paper bags:

* 2 sizes small and medium, with ‘string’ handles 42c and 62 c each respectively.
* The sticker with Cittaslow Logo ‘shipping label’ size would cost .033 per item.

(Alternative bag with inbuilt handles was rejected as not strong enough to hold glass jars.)

Members were concerned about whether this was a justifiable expense. J Williams noted that Paul (the baker at the Farmers Market) obtains his bags from Con (the Fruiterer).

Moved: J Williams Seconded: J Low

That J Williams would explore the possiblility of obtaining simple small and medium sized paper bags from market stall holders. CARRIED

Action: N Leahy is able to print Avery stickers 8 to a page.

**4.3 Group Operating Funds**

The decision has been taken to bring all group bank accounts into one consolidated Cittaslow Account with Bendigo Bank, retaining a separate transparent line for each group to enable them to keep track of their own income and expenditure. As an incorporated body the Cittaslow Management Committee is responsible for managing finances; the aim is to streamline financial reporting while each group continues to manage its budgets and day to day expenses. It is intended that groups will seek approval from Management for major items of expenditure, but to avoid unnecessary delays for minor items in between management committee meetings, they will have access to operating funds. The Treasurer, J Low, was asked to consult with each group about the amount of operating funds they require.

Food and Wine group agreed to $1000 being the limit of expenditure without prior approval from Management Committee (aside from ongoing projects such as ATW and Smoke Off).

Community Garden and Farmers Market together proposed a compromise for the time being in which they retain separate bank accounts but give the Treasurer access in order to incorporate the information directly into consolidated accounts.

**4.4 Cittaslow Corner Lease Proposal**

The Draft proposal to Council for a renewal of the lease of Lot 1 Cadell Street for a further 24 months was circulated prior to the meeting.

Moved: C Putland Seconded: J Low

That comments be received from members until Monday evening after which time the proposal be submitted to Alexandrina Council. CARRIED

1. **Reports**

**5.1 President – Margaret Gardner**

Report circulated.

Moved: E Booth Seconded: J Williams

That the President’s report be received. CARRIED

AGM

Alternative venues were discussed for the AGM on Thursday 16th November at 7pm.

Moved: J Williams Seconded: E Booth

That J Williams enquire about the availability and terms of using the Goolwa Aquatic Club lower ground floor room for the Cittaslow AGM. CARRIED

Insurance

M Gardner proposed that Cittaslow consider extending public liability insurance for events to accommodate larger gatherings.

Moved: J Williams Seconded: K Smith

That the President seek a quote from the Local Community Insurance Services for extending events cover to 1000 persons. CARRIED

It was noted that the Garden Barrow had been moved from Council premises and transported to Alexandrina Cheese at their request by members O Hansen and S Grieve.

**5.2 Vice President – Edward Booth**

 No report.

**5.3 Secretary – Christine Putland**

Correspondence was summarised.

L Clarke forwarded an email to M Gardner confirming that she would no longer be attending committee meetings but would appreciate receiving the minutes.

Moved: E Booth Seconded: J Williams

That the resignation of L Clarke from Cittaslow Management Committee be received and that a letter be forwarded to her confirming her resignation with thanks and noting that her signficant contribution will be acknowledged formally at the Annual General Meeting on 16 Nov 2017. CARRIED

**5.4 Treasurer – Julie Low**

Reports circulated prior to meeting.

Bank balance at 30 Sept 2017 $ 23,930.27

Moved: J Low Seconded: J Williams

That the reports be received. CARRIED

J Low confirmed that the groups have agreed to change accounts to Bendigo Bank to facilitate consolidated accounting. It was noted that Food and Wine group would do this after the Smoke Off event was concluded to avoid confusion. After that time it will be easier to provide a more detailed profit and loss report.

N Leahy noted that some members of the Community Garden were concerned about the implications of the changes in financial arrangments for their group.

Moved: C Putland Seconded: K Smith

That a written explanation of the proposed changes to the financial operating system be prepared and issued to all groups to clarify details. CARRIED

**5.5 Food and Wine**

K Smith gave a verbal report, noting that the timing of meetings makes it harder for Food and Wine to submit a written report.

Moved: E Booth Seconded: J Williams

That report be received. CARRIED

The group has asked Mayor Keith Parkes to open Smoke Off.

The next seasonal dinner will take place at the South Lakes Golf Club on Tuesday 5th December at 6pm. Booking details will be emailed soon.

Recycling

The group has discussed the issue of recycling bins in public places.

Moved: J Williams Seconded: K Smith

That a letter be sent to Alexandrina Council suggesting that clearly marked recycling bins with the signature yellow lids be placed next to the regular refuse bins throughout the Alexandrina Council region.

Environmental issues

It has been noted that increasingly issues raised at Food and Wine meetings concern a range of environmental issues. It is suggested that a Cittaslow Environment Interest Group be formed in the new year.

Moved: J. Low Seconded: J Williams

That an inaugural meeting of a Cittaslow Environment Interest Group early in 2018 will be announced at the AGM with publicity and details to follow. CARRIED

**5.6 Community Garden**

No report. (N Leahy had left the meeting

**5.7 Goolwa Farmers Market – Jane Williams**

Verbal update.

Moved: E Booth Seconded: K Smith

That report be received. CARRIED

**5.8 Goolwa Fruit Forest**

No report.

**5.9 Publicity – Ken Smith**

Report circulated.

Moved: J Williams Seconded: E Booth

That the report be received. CARRIED

**5.10 Cittaslow Corner – Ken Smith**

Nothing to Report re Volunteer coordination – see detail contained in Lease Proposal

Stock Coordination Report circulated.

Moved: K Smith Seconded: E Booth

That the report be received. CARRIED

* 1. **Education**

No Report.

* 1. **Art Group – Christine Putland**

This group is also planned to start in 2018 when key members return from leave so will be announced at AGM along with the proposed Environment group.

* 1. **Membership – Julie Low**

3 new members joined in September.

A very successful ‘Welcome’ afternoon tea for new and interested members was held at Cittaslow Corner 15/09/17.

New members’ names to be listed on agenda in future.

Moved: E Booth Seconded: J Williams

That the report be received. CARRIED

1. **New Business**
	1. **Cittaslow Corner Draft Business Plan**

Plan was tabled and final version will be attached to minutes. Comments to be received asap.

Moved: E Booth Seconded J Williams

That the Cittaslow Corner Business Plan be adopted subject to late comments and amendments. CARRIED

* 1. **AGM Public Notice**

Action: When details of the venue are finalised notice of the Annual General meeting will be circulated as per the constitution.

* 1. **Wildlife Welfare Organisation**

The WWO has iinvited cittaslow members to attend the Official Opening of the Wildlife Rescue Centre on Skewes road Goolwa on Friday 3rd November 2017. They have also asked if Cittaslow would be prepared to assist by providing morning tea.

Action: K Ross will be asked to forward this request to the Food and Wine group next meeting.

**Meeting concluded: 9pm**

**Next meeting:** Thursday November 2nd 2017 7.00pm.

Apologies: J Low for Nov and Dec meetings.