



**Minutes of the Management Committee Meeting
of Lake Baroon Catchment Care Group**

Held at 455 North Maleny Road, Maleny on
Thursday July 14th 2016

The meeting commenced at 6.30 pm

0090.1 **Welcome and Apologies**

Attendance: Peter Stevens President Steven Lang Secretary
 Dave Clark Project Officer Mark Amos Manager
 Keith Schelberg Treasurer Matt Bateman Project Officer
 Sally Watter Committee Member

Apologies: H. Spring, P. Gilmour-Walsh, J. McKay, N. McCarthy, S. Skull

0090.2 **Minutes of the last Management Committee Meeting of LBCCG, held on Thursday June 23rd 2015**

Keith moved a motion to amend the minutes

Motion: *That the Minutes of the previous meeting, as amended, be accepted.*

Moved: Steven Lang
Seconded: Keith Schelberg

CARRIED

0090.2.1 Business arising from previous minutes - *nil*

0090.3 **Correspondence**

Correspondence tabled (*see Attachment 1: Correspondence*)

Motion: *That Mark and staff arrange to have a meeting with the new CEO of BMRG as soon as is convenient.*

Moved: Peter Stevens
Seconded: Sally Watter

Motion: *That the inwards and outwards correspondence as listed be received and endorsed.*

Moved: Keith Schelberg
Seconded: Peter Stevens

CARRIED

0090.4 **Treasurer's Report**

Treasurer's report tabled

Motion: *That the Treasurer's Report as tabled be endorsed.*

Moved: Keith Schelberg
Seconded: Sally Watter

CARRIED

0090.5 **Priority Business**

0090.5.1 Bank of Queensland New Account

Motion: *That the TD Account (200136788) at MCU which matures on July 20 2016 be rolled over to our Everyday Account (200058275).*

Moved: Keith Schelberg

Seconded: Peter Stevens

CARRIED

Motion: *That the Lake Baroon Catchment Care Group instruct Keith Schelberg to make arrangements with the Bank of Queensland to open a Business Web Savings Account. This account is to have a daily transfer limit of \$40,000. Peter Stevens, Keith Schelberg and Steven Lang are to be the signatories with any two to sign. Each signatory is to have their own Bank of Qld security token.*

Moved: Keith Schelberg

Seconded: Peter Stevens

CARRIED

0090.6 **Reports**

0090.6.1 Mark Amos presented the project expenditure and current status report

Motion: *That all unspent funds from completed projects be moved to a Project Contingency Fund. The balance of the Contingency Fund will not exceed \$10,000. The purpose of the Contingency Fund is to top up a project's fund in the event of extraordinary circumstances.*

Moved: Peter Stevens

Seconded: Keith Schelberg

CARRIED

0090.6.2 **Matt Bateman presented a report on the completed Priority Weed Program 2015-16**
Matt presented a Powerpoint to the meeting.

Motion: *That the Reports as presented be endorsed.*

Moved: Sally Watter

Seconded: Peter Stevens

CARRIED

0090.6.3 Business arising from Reports - *nil*

0090.7 **General Business**

0090.7.1 **Workplace Health and Safety Report**
No incidents have been reported

0090.7.2 **SEQ Catchments membership**

Peter has approached the organisation with a view to joining, as long as we have representation.

0090.7.3 **Dairy Program continuation/Dave Clark's employment**

Mark brought us up to date on the budget situation for the Dairy Program as referred to in last month's minutes.

0090.7.4 **Other business**

Steven has been invited to speak at a literary lunch at Coolum on September 10th 2016

Attachment 1: Correspondence

Inwards Correspondence from 23rd June 2016			
Date	Notes	Action	Person
23-Jun-16	BMRG - new CEO	Circulate	SL
27-Jun-16	Barung Landcare - Native Seed Collection & Propagation workshop	Circulate	SL
27-Jun-16	BMRG - bulletin	Circulate	SL
23-Jun-16	Daawat Indian Restaurant - meeting dinner (\$100.60)*	Pay	MA/DL
24-Jun-16	Assist Ecological - office maintenance (\$90.00)	Pay	MA/DL
24-Jun-16	Assist Ecological - office maintenance (\$240.00)	Pay	MA/DL
24-Jun-16	Watsons Garage - diesel (\$70.00)*	Pay	MA/DL
24-Jun-16	Telstra - office account (\$128.80)*	Pay	MA/DL
24-Jun-16	Assist Ecological - maintenance & weed management 1011-003 (\$240.00)	Pay	MA/DL
24-Jun-16	Assist Ecological - maintenance 1415-018 (\$240.00)	Pay	MA/DL
24-Jun-16	Assist Ecological - maintenance 1415-018 (\$480.00)	Pay	MA/DL
24-Jun-16	Josh Rennie Hynes - maintenance 1415-018 (\$840.00)	Pay	MA/DL
28-Jun-16	Maleny IGA - drinks for TAFE 1516-010 (\$53.39)*	Pay	MA/DL
29-Jun-16	Noosa Landcare - What Fungi is That & What Bird is That? Workshop	Circulate	SL
30-Jun-16	Barung Landcare - Traveston 8/7/2016	Circulate	SL
1-Jul-16	Watsons Garage - diesel (\$82.50)*	Pay	MA/DL
1-Jul-16	Australian Scientific - water testing equip recondition 0809-001 (\$1,273.80)	Pay	MA/DL
1-Jul-16	Telstra - Manager mobile (\$78.12)*	Pay	MA/DL
01-Jul-16	Healthy Waterways - news	Circulate	SL
01-Jul-16	Workcover - Premium update	Return	MA
01-Jul-16	T. Packer (Seqwater) - approved project 1516-004	File	MA
02-Jul-16	BBC Digital - printer hire (\$140.80)*	Pay	MA/DL
04-Jul-16	Totem Fauna & Flora - weed management 1516-004 (\$2,241.25)*	Pay	MA/DL
04-Jul-16	S. Duncan (Hinterland Bush Links) - letter of thanks	Circulate	SL
05-Jul-16	S. Duncan (Hinterland Bush Links) - letter of support request	Return	PS/MA
05-Jul-16	BMRG - bulletin	Circulate	SL
06-Jul-16	Brush Turkey Enterprises - news	Circulate	SL
07-Jul-16	P&K Nash - machine hire 1516-014 (\$1960.75)*	Pay	MA/DL
07-Jul-16	Brush Turkey Enterprises - stocklist	File	MA
07-Jul-16	Maleny Town & Country - materials 1516-014 (\$17.90)*	Pay	MA/DL
07-Jul-16	A. Powell MP - newsletter	Circulate	SL
08-Jul-16	NSW DPI - NRM on Farms	Circulate	SL
08-Jul-16	International water Centre - newsletter	Circulate	SL
08-Jul-16	Barung Landcare - Gardens for Wildlife workshop 19/7/2016	Circulate	SL
10-Jul-16	Bridge Creek Bushcare - 13/7/2016	Circulate	SL
11-Jul-16	Healthy Waterways Awards - 2016 winners	Circulate	SL
12-Jul-16	Totem Fauna & Flora - weed management 1516-004 (\$2,227.50)*	Pay	MA/DL

Outwards Correspondence from 23rd June 2016			
Date	Notes	Action	Person
28-Jun-16	BMRG - Invoice 124 1617-030 (\$3,300.00)*	Sent	MA/DL
28-Jun-16	Assist Ecological - maintenance & weed management 1011-003 (\$240.00)	Paid	MA/DL
28-Jun-16	Assist Ecological - maintenance 1415-018 (\$240.00)	Paid	MA/DL
28-Jun-16	Maleny IGA - drinks for TAFE 1516-010 (\$53.39)*	Paid	MA/DL
28-Jun-16	Assist Ecological - maintenance 1415-018 (\$480.00)	Paid	MA/DL
29-Jun-16	Josh Rennie Hynes - maintenance 1415-018 (\$840.00)	Paid	MA/DL
1-Jul-16	Watsons Garage - diesel (\$82.50)*	Paid	MA/DL
1-Jul-16	Watsons Garage - diesel (\$70.00)*	Paid	MA/DL
1-Jul-16	Daawat Indian Restaurant - meeting dinner (\$100.60)*	Paid	MA/DL
1-Jul-16	Assist Ecological - office maintenance (\$90.00)	Paid	MA/DL
1-Jul-16	Assist Ecological - office maintenance (\$240.00)	Paid	MA/DL
4-Jul-16	Totem Fauna & Flora - weed management 1516-004 (\$2,241.25)*	Paid	MA/DL
4-Jul-16	Australian Scientific - water testing equip recondition 0809-001 (\$1,273.80)	Paid	MA/DL
7-Jul-16	Petty cash - (\$499.71)	Paid	MA/DL
7-Jul-16	Telstra - Manager mobile (\$78.12)*	Paid	MA/DL
7-Jul-16	P&K Nash - machine hire 1516-014 (\$1960.75)*	Paid	MA/DL
12-Jul-16	Totem Fauna & Flora - weed management 1516-004 (\$2,227.50)*	Paid	MA/DL
12-Jul-16	Maleny Town & Country - materials 1516-014 (\$17.90)*	Paid	MA/DL
12-Jul-16	Telstra - office account (\$128.80)*	Paid	MA/DL

* denotes GST applicable