



RICHMOND LANDCARE INCORPORATED
P.O. Box 525
ALSTONVILLE 2477
ABN 99 340 770 402

Minutes of Management Committee Meeting held on 14/2/24
at Lismore Heights Sports Club

MEETING OPENED by the Chairperson Hedy Bryant at 5:50PM

APOLOGIES: Peter

PRESENT: Alan, Rodney, Lyn, Rob, Jim, Hedy, Alana

OTHERS: Louissa

DECLARATIONS OF INTEREST:

Standard declarations on file.

MINUTES OF PREVIOUS MEETING:

"...that the minutes of Management Committee meeting held on the be accepted as read.

Moved: Jim

Seconded: Lyn

Carried: Yes

MATTERS ARISING FROM MINUTES:

- Rob to pursue lodging DGR – can be done now
- Staffing:
 - o Flow chart of staff updated
 - o Emily translated into full time position as Local Landcare Coordinator, starting 14 March
 - o PD available for Admin Officer – Alana to put up on website
 - o Lou has started
 - o Project Officer needed (1 person, 3 days per week) to support Lou: recruit by putting out an EOI. Advertise online, social media, Lismore council, etc.
 - 3-year term
 - Recruitment needs to be fairly quick so EOI might be better
 - May need to advertise later if nobody comes forward for the EOI
 - Action: Lou and Hedy will work on the EOI
- Need a proper key register
- Bunnings donation: ongoing
- Staff phones: to be discussed today
- Metal signs: for discussion at a future meeting
- Trailer: still needs to be relocated. Action: Hedy will talk to Megan Lewis about relocating the trailer.

CORRESPONDENCE IN:

Motion that inwards correspondence be accepted.

Moved: Alana

Seconded: Rob

Carried

CORRESPONDENCE OUT:

Motion that outwards correspondence be accepted.

Moved: Lyn

Seconded: Rob

Carried

TREASURERS REPORT:

Verbal

Motion that the Treasurer's report be accepted.

Moved: Lyn

Seconded: Alan

Carried

NEW MEMBERSHIPS:

No new memberships

Landcare Coordinator's REPORT:

As attached

Motion that the LLC report & PO report be accepted.

Moved: Rob

Seconded: Alana

Carried

COMMITTEE ACTION PLAN REVIEW

For discussion

LNSW REPORT - Lyn

Verbal

- LNSW to have funds for shared services: HR, IT, website, Xero, templates, (not insurances)
- Admin fees: becoming trickier with new Labor government
 - o Asking for breakdown of 10% admin fees
 - o Need to embed some costs into project instead of calling 'admin'

NCRLN Report (Jim)

Verbal

- LEP – Local Environment Plan; Caring for Catchments plan

Governance Audit and Risk Subcommittee (Rob)

Verbal

- Simplifying processes
- Meeting with new member groups

RAP (Hedy)

Verbal

- Working party has reduced significantly
- Successful art competition before Christmas
 - o Hedy and Kathy met with Tywana Caldwell (winner) today
 - o RLI will use her artwork in next RAP or merch
- A lot of work being done with community
- Planning underway for reconciliation week

Membership sub-committee (Jim)

Verbal

- Membership engagement plan – highlighting what needs to be achieved
- Emily to finalise when she returns
- Seeking input from committee
- About 80 member groups active at last count
- Current policy of giving life membership can create issues when member groups go inactive

Finance sub-committee (Alan)

Verbal

- Lyn and Alan met last Friday to discuss finances, Xero etc
- Bookkeeper working out well
- Focus on forward planning with cashflow spreadsheets

AGENDA ITEMS:

16.1 Phones/laptops

Motion: proceed with equipment purchase on Emily’s return

Amendment: Hedy and Lou bought a tablet today so Lou won’t need an extra

Moved: Lyn Seconded: Rodney Carried

16.2 Relocation of office

Motion: pursue further discussions with NRLC with a view to finalising the agreement (based on Lyn’s brief)

Moved: Lyn Seconded: Alan Carried

16.3 Endorse treasurer to invest funding income

Motion: treasurer establishes an account with Summerland for term deposits: invest \$200,000 in 2x \$100,000 term deposits (as per brief)

Signatories: Hedy, Lyn, Jim

Moved: Lyn Seconded: Alan Carried

16.4 Strategic planning

Lismore Council covering strategic planning day. Lyn and Hedy to meet with staff to discuss extra money available

16.5 – covered earlier

16.6 RLI Insurance

- Auscover difficult to deal with!
- Public liability: 7 subgroups (unincorporated)
- Insuring subgroups is complicated with Auscover
- Alternative proposal is to join Landcare NSW insurance; then subgroups will no longer be covered
- Information sheet provided by Lyn on insurance etc for unincorporated groups
- Rob to find out more information re subgroups covered automatically by us under Landcare NSW as members
- Decision to be made out of session

16.7 Volunteer agreements

Everyone on the committee needs to sign volunteer agreement – please return to Secretary for 2024

GENERAL BUSINESS:

Lyn: move to have Alan take office as Acting Vice-Chair

Moved: Lyn

Seconded: Alana

Carried

NEXT MEETING:

To be held on second Wednesday of the month

Zoom meetings alternative month											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	14	11 (Monday (workshop)	10	8 Zoom	12	10 Zoom	14	11 Zoom	9 AGM	13 Zoom	11 Annual plannng

MEETING CLOSED:

The Chairperson closed the meeting at 7:21 PM.

Hedy Bryant

Date: 14/2/24