

## Minutes for the Leards Forest Environmental Trust Inc. Meeting

**Meeting Held:** 18 May 2017 at 12:30pm

**Venue:** Boggabri Golf Club

**Present:** David Ross (DR), Debbie Corlet (DC), Carolyn Nancarrow (CN), Julie Heiler (JH), Ros Druce (RD), Catherine Collyer (CC), Peter Forbes (PF), Dan Yates (DY), Dan Martin (DM), Lachy Johnson (LJ), Darren Swain (DS), Colleen Fuller (CF), Roz Solomon (RS)

**Apologies:** Scott Mitchell (SM)

### Acceptance of Previous Minutes:

DR acknowledged LM and asked everyone to thank her for taking the minutes at the previous meeting. Moved by JH and CN.

### Business Arising

DR discussed that he had met with a possible Auditor, Anita Maunder of FFP. He advised that a Tier 1 is for organisations with revenue of \$300,000, requiring a full audit process and that Anita couldn't help us with that. However, because Tarrawonga was late in payment that means that the Trust is under the \$300,000 threshold and we can get Anita's company to do the Audit for us.

DR to investigate what is required as we may need to provide two (2) Financial Statements – one for 2015 to 2016 and one for 2016 to 2017.

Action on DR to talk to FFP to take care of the financials.

Action on RS from the November meeting was to follow up on the balance of the fund. \$184,028.60. RS explained that there will be a small fee for service. Update for the application forms and financial statements. A few hundred dollars maybe which everyone agreed was OK.

### Application Received regarding Noxious Weeds

DM – explained that there are a couple of different types of weeds and asked the question if this was more of a management issue rather than a community issue and wasn't sure if allowing this application was the right way to go as it might be poor practice if it wasn't really going to benefit the whole community.

CN – is it the weed causing the destabilisation?

JH – it is very deep rooted.

LJ – if removal will create an opportunity for erosion? It can act as a control.

RD – they are talking about trees and trying to stabilise.

DM – think it is 2 projects – erosion project and people's activities. Or a weed project. Investigate it further.

CC – separating into 2 projects – a bank stabilisation project and then a weeds issue. Vote on the weeds side of it. Inform the Trust and come back to the Committee with further detail on the bank stabilisation. That will allow us time to decide if we can go forward on it.

DS – are you going back to Maules Creek to ask them to split up the costs.

DR – will take the costings – this is my calculations of the costings and is this correct and get them to work on the bank stabilisation side of it.

#### **Boggabri P&C Application**

P&C received a water tank in the first round and they have given me progress reports.

DR – any concerns.

CC – very good program for the kids. It's just an extension.

Approved.

#### **Application Received from Fairfax School - Paint Management**

CN explained that the project was about installing separate boxes under the sinks to wash paint and brushes etc. This will also help the kids understand that paint doesn't go to the water system.

CC – public school application is basically a continuation of the previous works and is an enhancement which is fine.

DR – meets all the requirements. Do you want to have another look at it?

CC – what is the amount?

DR – \$3,315.88.

CC – I think it meets the criteria.

Approved.

#### **Model Constitution**

DR – has everyone read DR's summary? Are there any personal risks, trust risks? For me – we need to organise the AGM later in the year. Minutes of the meetings go to Fair Trading. We have to fill set positions.

LJ – can't you appoint an "Executive".

JH – depends on what's in your Constitution. Can be amended at the AGM.

DR – Model Constitution requires a minimum of these positions – President, Secretary and Treasurer etc. We want to keep as simple as possible.

JH – we can write our own Constitution. Guidelines and meet the basic guidelines.

DR – so do I draft a new Constitution that is more practical?

CC – that is the simplest way. You're here chairing it and you are independent. We don't need a Treasurer because that role is held through the Council anyway and they are safe guarded and you have a Secretary.

DR – plus the Accounting firm in the background.

DR to draft a new Constitution within a month for everyone to review. Everyone has 2 weeks to come back with comments and then DR to finalise. DR to submit to Fair Trading.

LJ – you need a minimum of 5 in case people don't turn up.

JH – unless you are a financial member you don't get voting rights. Makes sense to remove the financial sections because members change.

DR – Model Constitution forces us to have an AGM in October. So, we have our AGM at our next meeting in November hopefully rather than having to have the AGM in October.

JH – why don't people want this money?

RD – I've heard from community members that they don't want to touch the money because it is from the mines. It is an Environmental Trust and kept within a small region – so it is a good thing.

DR – is it feasible to put something into the Green Flyer.

CN – we could put the projects on the flyer and do a mail drop.

JH / CN / CC – advertising – we'll put together a brochure and bring it to the next meeting.

### General Business

JH – topping up the bank balance.

DY – thought money was supposed to go into this.

DR – each of the mines – DS, LJ and DM to consider what they may or may not owe. Within 4 weeks (by 18 June 2017) to come back to DR.

DR asked RS if there is anything else we need to know about or if she had anything else to share?

RS – Advertising will have costs regarding designing a brochure etc – Darryl did the application. CN to be in touch with RS.

Next Meeting – around 16 or 17 November 2017.

Meeting closed at 1:45pm.

### Action List

Action Owner	Action to be completed
David Ross	To talk to Anita at FFP to take care of the financials
David Ross	DR to send through progress reports re water tank for the P&C. DR to send through for everyone's records.
David Ross	Application Received from Fairfax School - Paint Management. This project is approved.
David Ross	Draft a new Constitution within a month (18 June 2017) for everyone to review. Once comments are received as per below DR to submit to Fair Trading.
ALL	2 weeks to review the new Draft Constitution and any comments to go back to DR.
JH / CN / CC	To organise information to go into the Green Flyer regarding the Trust – so the community and organisations are more aware of how the Trust can provide financial support for local projects.
DS / LJ / DM	To consider what they may or may not owe. Within 4 weeks (by 18 June 2017) to come back to DR.
CN / RS	CN to talk to RS regarding any costs for advertising / designing etc.