

**Community Garden 3231 Inc  
Annual General Meeting  
Minutes of Meeting**



|                          |  |
|--------------------------|--|
| <b>Date &amp; Time:</b>  | Saturday, August 28, 2021 11:00-12:30  |
| <b>Location:</b>         | Via ZOOM (Meeting ID 84364420094)  |
| <b>Chair:</b>            | Liz Wood   |
| <b>Returning Officer</b> | Janice Carpenter   |
| <b>Minutes:</b>          | Paul Hermecz   |
| <b>In attendance</b>     | 34 Registered members attended plus co-located family members whose numbers were not counted.<br><b>Attachment A</b> provides details of the members who registered and attended the meeting via ZOOM. |
| <b>Apologies</b>         | Barbara & David Sainsbury, Belated: Marg Lacey, Sarah More, Michelle Mehan   |

| <b>Item</b>                  | <b>Description</b>   |
|------------------------------|--|
| <b>1. Welcome</b>            | <b>NOTED:</b> Liz Wood welcomed all and acknowledged that we garden and meet on the land of the Eastern Maar and Wadawurrung people and that we pay our respects to Elders past, present and emerging.<br><b>NOTED:</b> The level of member attendance to this meeting is excellent, comprising the 34 members formally registered through ZOOM plus family garden members co-locating with those registered. With the quorum of 16 <sup>1</sup> members exceeded; the meeting was formally opened.  |
| <b>2. Previous AGM</b>       | <b>NOTED:</b> Motion 1: “ <i>That the minutes of the 2020 AGM held October 3, 2020 are accepted</i> ”<br>Proposed by: Rod Tucker, Seconded by: Alison Witcombe<br>Motion Accepted.   |
| <b>3. 2021 Annual Report</b> | <b>NOTED:</b> Liz Wood, Gretel Lamont, Therese Hutchens and Keith Bremner presented highlights from the 2021 Annual Report.<br>Key points from Liz (President overview) include: <ul style="list-style-type: none"> <li>• Master plan for the garden; special thanks to all members who provided input and the advice by landscape designer Tim Day and layout designs by local architects and garden members Helen Berthelsen and Ian Laging. See <b>Attachment B</b> Master Plan layouts presented during the meeting.</li> <li>• Funding submission to Surf Coast Shire Council to implement Stage 1 of the Master Plan. Unfortunately, Council have placed Stage 1 on hold (due to a strategic assessment of the vacant council land surrounding the garden for social housing). We will revisit this in approximately 12 months time.</li> <li>• Funding was approved for Stage 2 (\$4,200) which includes major repairs to shed, relocation of adjacent retaining wall and provision of a shipping container for temporary storage. Work is underway with a new shed roof completed, site preparation for both the retaining wall and the shipping container.</li> </ul> |

<sup>1</sup>The Committee Model Rules require 10% of the registered members be in attendance at the AGM to achieve a quorum. There were 151 members recorded at the last Committee meeting held on August 13, 2021; resulting in a quorum of 16.

| Item | Description   |
|------|---|
|      | <ul style="list-style-type: none"> <li>• Proposal to develop a community orchard at 2 Fraser Drive. Special thanks to Avril prepared the submission but unfortunately Council was unwilling to support this idea until the social housing assessment is resolved.</li> <li>• Funding and construction of a pathway and indigenous meadow connecting Fraser Drive to Albert Avenue; currently underway. A terrific initiative driven by garden members Janice Carpenter, Lecki Ord and Angela Berry.</li> <li>• Continuation of keeping our garden healthy and productive. Thanks to the garden team, Gretel, Avril, Gay, Debra, Angela and Barbara. They do an amazing job in planning crops, managing working bees and keeping us focused.</li> <li>• Upgrade to IT including a new website (under construction) and kindly donated software and storage from <i>Microsoft for Not-for-Profits</i>. Thanks to Paul and John for the background work in setting this up.</li> <li>• Revised membership induction process – thanks to Gay.</li> <li>• A few great events throughout the year – End of year Xmas party, Farewell for Daryl and Peggy Love, Soup in the Garden.</li> <li>• Thanks to Sue Leavesley who has taken on the coordinating role for our roster for the Resale Shed. We raise a significant income from this activity. Thanks to all of you who have volunteered at the shed.</li> <li>• Thanks to the Bendigo Bank for funding raised wicking beds which will help address the issues of kikuyu invasion of the NE corner of the garden.</li> <li>• Thanks to our building and maintenance team, especially Keith and Barry who keep the garden infrastructure ship shape.</li> <li>• Thanks to Heather and her trusty helper Caitlin for our monthly newsletter and annual report.</li> <li>• Thanks to council staff and Councillors Liz Pattison, Mike Bodsworth and Mayor Libby Stapleton who care about the work we do and appreciate the garden and its place in our community.</li> <li>• Thanks to Therese Hutchens who has been a wonderful Treasurer; efficient, thorough and diligent.</li> <li>• We hope to formally celebrate our achievements and successful operation at our tenth birthday party (in our eleventh year) on Sunday 31st October. Thanks to Heather, Sue and John who have been planning the celebration event; COVID willing!</li> </ul> <p>Key points from Gretel (Gardening Team) include:</p> <ul style="list-style-type: none"> <li>• Special thanks to the Gardening Team for jollying us along through these lockdown times and continuing to promote and practice sharing of the food we grow.</li> <li>• There's always jobs to do in our Garden; please feel free to tackle any of the jobs on the notice board during your lockdown exercise breaks; remembering to register using the QR code and practice COVID safe distancing.</li> <li>• Funding received from Bendigo Bank will fund new raised wicking beds (\$500).</li> <li>• Tomato seedlings will be available to share soon. Other plantings will happen soon; squash and pumpkin.</li> </ul> |

| Item   | Description  |
|--|--|
|  | <p>Key points from Keith (Building and Maintenance Team) include:</p> <ul style="list-style-type: none"> <li>• Generally, a quiet year due to lockdown. Some Master Plan preparatory jobs were completed including demolishing the old pizza oven, relocating the worm farm and propagation table, the fig tree and sour cherry were removed to make room for a new retaining wall.</li> <li>• We'll continue to progress the shed upgrade including laying a concrete floor and creating a kitchenette (using pre-loved benches and sinks).</li> <li>• Thanks to the Building and Maintenance members for their enthusiasm and effort through the year.</li> </ul> <p>Key points from Therese (Treasurer) include:</p> <ul style="list-style-type: none"> <li>• On June 30, we had a record 196 registered members. 51 new members and 25 members did not renew.</li> <li>• The main income for Community Garden for the past year came from membership subscriptions, plot rentals and Resale Shed.</li> <li>• The main expenditure for this period has been for garden supplies - pea straw &amp; manure.</li> <li>• Overall income was down, largely due to drop in donations and grants and overall expenditure was slightly up, largely driven by increases in garden supplies and maintenance. A small surplus was generated leaving the balance sheet in good position for the coming year.</li> </ul> |
| <p><b>4. 2020 Financial Statement</b></p>        | <p><b>NOTED:</b> Motion 2: <i>“That the 2021 Financial Statement is accepted”</i><br/> Proposed by: Therese Hutchens, Seconded by: Debra White<br/> Motion Accepted.</p>   |
| <p><b>5. Membership and Plot Rental Fees</b></p> | <p><b>NOTED:</b> Motion 3: <i>“That the annual membership fees of \$30 per family, \$15 per individual and plot rental fee \$35 all remain unchanged for financial year 21/22”</i><br/> Proposed by: Therese Hutchens, Seconded by: Janice Carpenter<br/> Motion Accepted.</p>   |
| <p><b>6. Election of Committee</b></p>           | <p><b>NOTED:</b> Nominations were received as follows:<br/> President: Liz Wood<br/> Vice President: Heather McKee<br/> Treasurer: Anne Whelan<br/> Secretary: Paul Hermecz<br/> General Committee/Building &amp; Maintenance Team Leader: Keith Bremner<br/> General Committee/Garden Team Leader: Gretel Lamont<br/> General Committee: Avril Blay<br/> General Committee: John Pahlow<br/> With no other nominations contesting the designated positions, Returning Officer, Janice Carpenter, declared the positions filled.</p> <p><b>NOTED:</b> Therese has declared her retirement from the Committee. Liz, expressed much gratitude and respect for the dedication and expertise Therese has provided over the past three years.</p>   |
| <p><b>7. AGM Closure</b></p>                     | <p><b>NOTED:</b> There being no other business the formal part of the meeting was duly closed at 12pm. Liz Wood then welcomed Guest Speaker, Kim Neubecker, founding member, horticulturist, avid gardener and supporter of growing food close to where we live.</p>   |

| Item  | Description   |
|---|---|
| <p><b>8. Guest Speaker Kim Neubecker on “a meander through local sustainable gardening”</b></p> | <p><b>NOTED:</b> Kim delivered a wonderful virtual visual "meander" through gardens she has visited throughout the world and linked them back to her garden and practices that can create a sustainable and productive garden. Kim provided great advice and tips on planting timing, locations, soil care, growing citrus, storing your harvest; particularly spuds and garlic. Kim highly recommended the following references:</p> <ul style="list-style-type: none"> <li>• Garlic - Penny Woodward</li> <li>• Growing Vegetables South of Australia – Steve Solomon</li> </ul> <p>The presentation met the aim of taking us away from lockdown blues and answered many questions. Liz concluded with a vote of thanks to Kim. As a token of great appreciation of Kim's significant contribution to the early establishment of the community garden and continued support and excellent advice, the Committee has awarded Kim life membership to the Community Garden 3231. A certificate and small gift was also presented and will be delivered to Kim as soon as the COVID lockdown restrictions permit.</p> |

## Attachment A: Registration and Attendance Report from ZOOM

84364420094\_RegistrationReport-11

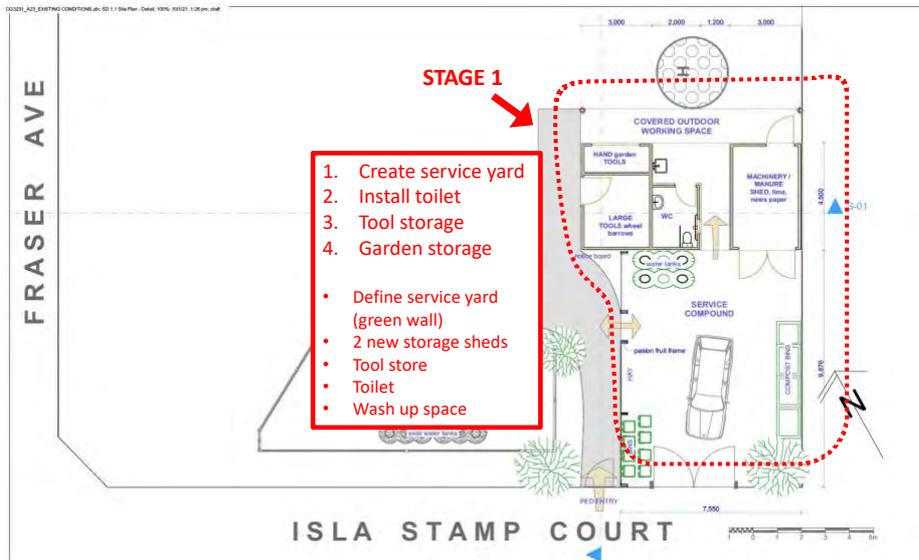
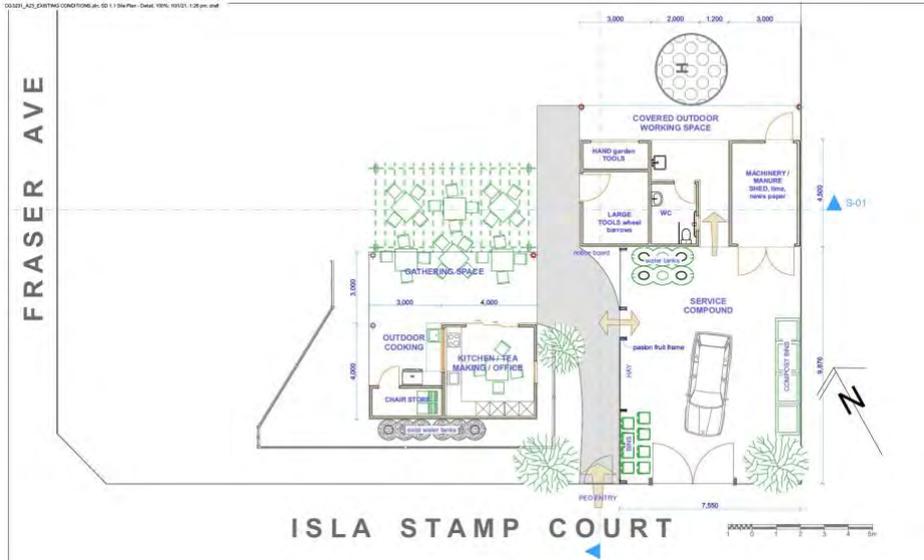
| First Name | Last Name  | Registration Time   | Please specify your relationship with CG3231 | Attended |
|------------|------------|---------------------|--|----------|
| Kaz        | Paton      | 2021-08-14 13:35:44 | Non_Member-Supporter-Friend_of_the_C         | y        |
| Paul       | Hermezc    | 2021-08-12 20:10:11 | Paid_up_Member-Family                        | y        |
| Gretell    | Lamont     | 2021-08-13 21:38:52 | Paid_up_Member-Family                        | y        |
| Sue        | Leavesley  | 2021-08-12 20:27:01 | Paid_up_Member-Family                        | y        |
| Jo         | Murray     | 2021-08-13 10:02:54 | Paid_up_Member-Family                        | y        |
| Debra      | White      | 2021-08-13 16:18:52 | Paid_up_Member-Family                        | y        |
| Angela     | Berry      | 2021-08-14 10:58:28 | Paid_up_Member-Single                        | y        |
| Barbara    | Selvy      | 2021-08-13 11:35:26 | Paid_up_Member-Single                        | y        |
| David      | Beauchamp  | 2021-08-26 15:11:28 | Paid_up_Member-Family                        | y        |
| Sue        | Bennett    | 2021-08-28 10:44:03 | Paid_up_Member-Family                        | y        |
| Helen      | Berthelsen | 2021-08-22 19:26:04 | Paid_up_Member-Family                        | y        |
| Keith      | Bremner    | 2021-08-23 03:21:08 | Paid_up_Member-Family                        | y        |
| Kate       | Bulling    | 2021-08-26 16:25:48 | Paid_up_Member-Family                        | y        |
| Janice     | Carpenter  | 2021-08-13 08:52:55 | Paid_up_Member-Family                        | y        |
| Lyn        | Howden     | 2021-08-23 11:12:58 | Paid_up_Member-Family                        | y        |
| Therese    | Hutchens   | 2021-08-22 09:07:05 | Paid_up_Member-Family                        | y        |
| Margaret   | Jacobs     | 2021-08-22 13:14:54 | Paid_up_Member-Family                        | y        |
| Julienne   | Kinna      | 2021-08-28 11:08:46 | Paid_up_Member-Family                        | y        |
| Ian        | Laging     | 2021-08-22 18:38:09 | Paid_up_Member-Family                        | y        |
| John       | Pahlow     | 2021-08-21 20:38:32 | Paid_up_Member-Family                        | y        |
| Marcus     | Rodda      | 2021-08-22 12:47:07 | Paid_up_Member-Family                        | y        |
| Rod        | Tucker     | 2021-08-22 10:44:50 | Paid_up_Member-Family                        | y        |
| Anne       | Whelan     | 2021-08-22 03:31:24 | Paid_up_Member-Family                        | y        |
| Barry      | Whelan     | 2021-08-22 12:21:20 | Paid_up_Member-Family                        | y        |
| Conrad     | White      | 2021-08-20 16:24:49 | Paid_up_Member-Family                        | y        |
| Ann        | Williams   | 2021-08-26 03:11:47 | Paid_up_Member-Family                        | y        |
| Liz        | Wood       | 2021-08-26 18:50:48 | Paid_up_Member-Family                        | y        |
| Avril      | Blay       | 2021-08-22 03:26:39 | Paid_up_Member-Single                        | y        |
| Gabriel    | Fuller     | 2021-08-28 10:53:38 | Paid_up_Member-Single                        | y        |
| Gill       | Gartlan    | 2021-08-26 20:45:12 | Paid_up_Member-Single                        | y        |
| Heather    | McKee      | 2021-08-22 16:19:48 | Paid_up_Member-Single                        | y        |
| Caryl      | Nowson     | 2021-08-28 10:44:26 | Paid_up_Member-Single                        | y        |
| Lecki      | Ord        | 2021-08-17 14:49:42 | Paid_up_Member-Single                        | y        |
| Jenny      | Stephens   | 2021-08-22 18:43:58 | Paid_up_Member-Single                        | y        |
| Alison     | Witcombe   | 2021-08-28 11:02:34 | Paid_up_Member-Single                        | y        |
| Kim        | Neubecker  | 2021-08-28 10:06:33 | Past_Member                                  | y        |
| Ian        | Abbott     | 2021-08-22 09:24:04 | Paid_up_Member-Family                        | n        |
| Margaret   | Lacey      | 2021-08-22 03:26:12 | Paid_up_Member-Family                        | n        |
| Nerida     | Milsom     | 2021-08-22 06:04:15 | Paid_up_Member-Family                        | n        |
| Michele    | Meehan     | 2021-08-28 10:51:12 | Paid_up_Member-Single                        | n        |
| Megan      | Stoyles    | 2021-08-22 03:28:37 | Paid_up_Member-Single                        | n        |

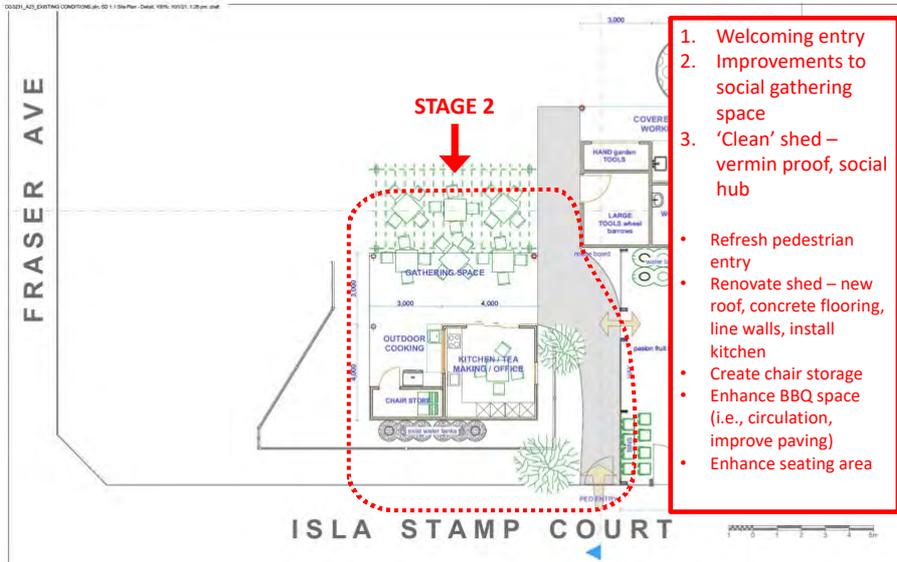
### Summary

Total Registered **34**  
 Members in  
 Attendance  
 Total Past Members  
 and Friends **2**

# Attachment B: Master Plan

## Master Plan Concept Plan





1. Welcoming entry
  2. Improvements to social gathering space
  3. 'Clean' shed – vermin proof, social hub
- Refresh pedestrian entry
  - Renovate shed – new roof, concrete flooring, line walls, install kitchen
  - Create chair storage
  - Enhance BBQ space (i.e., circulation, improve paving)
  - Enhance seating area