



Executive and General Meeting

Monday, 13th November 2006

Queanbeyan City Council Chambers

1 Opening

The meeting was opened at 6:07 pm with Lynton Bond (President) in the Chair. A warm welcome was extended to all present.

2 Attendance / Apologies

In attendance were Lynton Bond, Tom Baker, Sandra Lloyd, John Bruggeman, Charles McDonald, Bruce Taloni, and Claudia Nye.

Apologies were received from Maryke Booth.

Welcome Diane Johnson from Ainslie Weeders.

3 Minutes of 16th October.

Motion: C McDonald / Claudia Nye

“That minutes be accepted”

Carried.

4 Business Arising

- (a) Coordinators position being advertised, closes 17th Nov. Lynton, John Francis and Jenny Gillies are the selection panel. We should have a shortlist by 27 Nov. offer the week after, start mid January.
- (b) NLP MCS project due to end 30th Aug. \$20,000 left over, recommend to extend project.
- (c) Planting lists and brochures. Final quotes are in and all are similar. We will go with Geoff Butler's quote.

5 Correspondence List - Coordinator.

- (a) Invitation to ACT NRM forum (“A New ACT Natural Resource Management Plan”) on the 16-17th November. Tom will go on the 16th and Lynton on the 17th.
- (b) Workshop for rehabilitating native grasslands “From The Ground Up”. High cost to attend.
- (c) Media releases, none.
- (d) Display at Disc. Centre during the last month, “Life In The Suburbs”. Borrowed display cabinet from Maryke but had to pay for freight to and from centre.
- (e) “Celebrate Heritage” Sunday, Sandi and Lynton assisted. Poorly advertised.

6 Accounts (Maryke Booth).

- (a) Accounts deferred, no Maryke.

7 President's Reports (Lynton Bond) New and outstanding business.

- (a) Maryke Booth still negotiating with Resort Trailers. Things are moving.
- (b) Tom and Lynton attended a meeting with ACTEW to hand over the art competition 1st prize winning painting.

- (c) “K to C” is going along well. “Scottsdale” has been purchased.
- (d) Molonglo Catchment Coordinator – Draft Milestones submitted by Lynton to get sign off.
- (e) Coordinator Recruitment closes this week.
- (f) Heather has put in a claim for expenses.
- (g) NLP project – slow.
- (h) M-CHiP brochure still needs some work. Needs to be more readable.
- (i) Procedures Manual. Lynton has Draft manual.
- (j) Management Committee needs to inform the coordinator about terms and conditions at CMA offices at the moment. Lynton would appreciate comment. Understanding must meet expectations.

8 Other Business.

- (a) AGM due in Dec. Accounts need to be audited before then. Council Chambers have been booked for Dec. 11th, for AGM if a/c’s are ready.
- (b) Tom Baker received an email from Deborah Bell, QCC sustainability officer, suggesting council start a sustainability newsletter to go out with the annual rates notices.
- (c) Cleanup on Aboriginal land adjacent to Cooma Road on Saturday 9th December, 9:00 am to noon. Meet near big gate. Tom has details.

9 Next Meeting, AGM, Monday, 11th December 2006, at 6:00pm, QCC Chambers.

10 Closure

The meeting was closed at 7.20 pm.

Action By	Details	Start Date	Due Date	Completed
All	Feedback on M-ChiP brochure	19-06-06	10-07-06	On going
All	Review Communications Strategy draft	10-07-06	14-08-06	On going
LB	Distribute trailer quotes and concept sketch to partners for agreement	10-07-06	14-08-06	Yes
HC	Prepare Milestones for 2006-07 and 2007-08 Funding Agreement with ACT	10-04-06	30-06-06	
HC/BT	Display Trailer quotes and final design	14-08-06	11-09-06	
HC/BT	“Test drive” the Communications Plan on an activity	14-08-06	11-09-06	
HC	Complete media plan for Sony camera and return to LAL	08-05-06	19-06-06	

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(Chairman)

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(Date)