# Foundation Meeting

## Level 3, Toowoomba City Library

## Sunday 16 June 2019 – 2.00pm

## Minutes

1. **Meeting Open and Welcome** The meeting was opened by Debbie Bassingthwaighte at **2:10pm.**

   **Acknowledgement of Country**

2. **Attendance**

   a. **Present** Kirsten Bradley, Russell Bradley, Brodie Bassingthwaighte, Ana ZeKants, Debbie Bassingthwaighte, Sara Hammer, Penny Claringbull, Jen Munt, Rebecca Hopper, Stuart Wighton, Gavin Gustafson, Mark Cowan, Rochelle Cullen, Cherie Achilles, Charmaine Cassidy, Megan Robins, Peter Scott, Kayleen Bromley, Angela Hocking, Janet Dennison, Janine Banks, Mareena Clarke, Steven Birt, Garry White, Lynda white, May Volp, Stan Moffatt, Jane Orme - **28 people**

   b. **Apologies** Marie West, Kerrie Cull, Amy Thwaites, Selena Komodzinska, Gavin Lyall, Sharon Reis, Angela Murphy, Justin Russell, Jill Heilbronn - **9 people**

   c. **Quorum** Minimum of 7 people required. 28 people present. Quorum confirmed.

2. **Context and Background Information**

   a. The History of Permaculture Toowoomba – what has brought us here?

   Debbie Bassingthwaighte presented a slide series and poster encapsulating the Social Permaculture Design Process that has been used to seek community interest and engagement.

   b. Reasons for becoming an Incorporated, Not-For-Profit Association were explained.

3. **Special Business**

   a. **Resolution** to **become an incorporated association** in compliance with the ***Associations Incorporation Act 1981*** and the ***Associations Incorporation Regulation 1999***.

   **Motion** It is resolved that the unincorporated association, Permaculture Toowoomba, will become an incorporated association under the Act.

   **Moved by Megan Robins** **Seconded by Peter Scott** **Carried Unanimously**

   b. **Resolution** to **appoint a person** to make the application to the Office of Fair Trading

   **Motion** It is resolved that Deborah Bassingthwaighte be appointed to prepare and make application to the Office of Fair Trading on behalf of Permaculture Toowoomba to become an incorporated association.

   **Moved by Janine Banks** **Seconded by Jen Munt** **Carried Unanimously**

   c. **Choose a name** for the incorporated association

   **Motion** The name of the incorporated association will be **Permaculture Toowoomba Inc.**

   **Moved by Janet Dennison** **Seconded by Russell Bradley** **Carried Unanimously**

**d. Adopt a Set of Rules**

**Discussion** Megan Robins enquired whether the Association Rules should require that the president hold a Permaculture Design Certificate (PDC).
Peter Scott commented that he felt a PDC should not be required by the president because he felt that other factors, such as leadership skills, were more important to the role of president than a PDC. He also noted that PDC is not a registered qualification, therefore is not necessarily a marker of permaculture expertise.
Russell Bradley and Garry White agreed with Peter's comments.

It was agreed by the meeting that there would be no requirement for the President to have completed a Permaculture Design Certificate.

**Motion** The **Model Rules** will be adopted in their entirety as the Association Rules of Permaculture Toowoomba Inc. with the following specifications:

Association's name before incorporation – **Permaculture Toowoomba**

Association's name after incorporation – **Permaculture Toowoomba Inc**

Objectives – **The objects of the association are to**:

- **empower resilience** within the **Toowoomba Region** through the sharing of **knowledge**, **skills** and **resources**.
- have a central focus on **Permaculture Ethics** and **Design Principles**, along with the practical application of these in our daily lives.
- **connect**, **educate** and **empower** our local community and build individual and collective resilience, knowledge and skills.

The end date of the association's financial year – **31 December**

Classes of Membership – The membership of the association consists of **ordinary members**.

**Moved by Garry White Seconded by Penny Claringbull Carried Unanimously**

e. **Election of Members of the Management Committee**. The Management Committee must include **President**, **Treasurer**, **Secretary**, and in 2019 will also include an **Events Coordinator** and a **Welcoming Officer**.

**Russell Bradley** took the chair for the election of President.

i. **President Debbie Bassingthwaighte**
**Nominated by Jane Orme Seconded by Kirsten Bradley Carried Unanimously**

**Debbie Bassingthwaighte** resumed the chair for the remainder of the meeting.

ii. **Treasurer Kirsten Bradley**
**Nominated by Russell Bradley Seconded by Jane Orme Carried Unanimously**

iii. **Secretary Janet Dennison**
**Nominated by Debbie Bassingthwaighte Seconded by Stuart Wighton**
**Carried Unanimously**

iv. **Events Coordinator Rebecca Hopper**
**Nominated by Janet Dennison Seconded by Janine Banks Carried Unanimously**

v. **Welcoming Officer Megan Robins**
**Nominated by Debbie Bassingthwaighte Seconded by Kirsten Bradley**
**Carried Unanimously**

f. **Election of Committee Supporters** (not members of the Management Committee).

1. **Jen Munt**
2. **Jane Orme**
3. **Angela Hocking**
4. **Stuart Wighton**
5. **Janine Banks**

All Nominated by Sara Hammer Seconded by Janet Dennison **Carried Unanimously**

## 4. General Business

### a. Financial Details

| | | |
|---|---|---|
| Income | $600.00 | Donation of full proceeds from RetroSuburbia Workshop facilitated by Debbie Bassingthwaighte, Kirsten Bradley and Kat Swan on Sunday 19 May 2019.<br>20 participants x $30.00 (19 via Eventbrite, 1 cash payment) |
| Expenditure | - $86.00 | Room Hire – Multipurpose Community Room, Level 3, Toowoomba City Library for Workshop on 19 May 2019. |
| | - $30.00 | Afternoon Tea – Formation Meeting Sunday 16 June. |
| | - $54.00 | Room Hire – Multipurpose Community Room, Level 3, Toowoomba City Library for Meeting on 16 June 2019. |
| Accounts for Payment | -$158.55 | Incorporation lodgement fee to Office of Fair Trading. |
| | - $30.00 | Afternoon Tea – Garden Insights Visit on Sunday 7 July. |
| **Balance** | **$241.45** | This will be used to open a new Bank Account for Permaculture Toowoomba Inc. at **Bendigo Bank, Toowoomba.** |

### b. Membership Fees

**What will Membership Fees be used for?**

There are expenses that will be paid on behalf of members to ensure the ongoing success of our community not-for-profit association, so membership fees will be used in a number of ways. Here are just a few:

- General fees associated with the management of Permaculture Toowoomba Inc. including annual incorporation fees to the Department of Fair Trading, bank fees, domain registration and web hosting, etc.
- Venue hire for meetings, workshops and events (only as needed).
- Afternoon tea, supper or other refreshments served at events.
- Payment to special guest presenters and workshop facilitators (only as needed).

All Management Committee members will offer their time and expertise on a purely voluntary basis.

**Benefits of being a Financial Member**

Belonging to a community of permaculture enthusiasts brings many benefits. Here are just a few:

- Attend all events organised by Permaculture Toowoomba Inc. throughout the year at **no cost** (including visits to gardens, practical workshops, guest speakers and other gatherings). A light Afternoon Tea or Supper will usually be served at events. There will be a fee for non-members to attend.
- Enjoy the company of like-minded people and make new friends.
- Be informed through emails, newsletters, our Facebook group, minutes of meetings and our annual report.
- Continue learning about permaculture through shared knowledge and experience.
- Attend and vote at general meetings of our association.
- Be protected by Public Liability Insurance of $2,500,000.
- Be assured the Management Committee is working within approved Association Rules.

**Set Membership Fees for 2019-2020**

**Motion** The Membership Fees for Permaculture Toowoomba Inc. will be:

i. **Ordinary Member - $40 for membership until 31 December 2020**. This initial fee is for a period of up to 18 months rather than the usual annual fee which will be $40 per calendar year.

ii. **Second (or subsequent) Ordinary Member living in the same family household - $30 for membership until 31 December 2020.** This initial fee is for a period of up to 18 months rather than the usual annual fee which will be $30 per calendar year.

iii. Membership Fees will be due for renewal no later than **31 December 2020**.

**Moved by Brodie Bassingthwaighte** **Seconded by Megan Robins** **Carried Unanimously**

**c. Insurance**

It is a requirement that our Association holds appropriate **Insurance**. It is therefore proposed that application will be made to become a member group of the **Queensland Water and Land Carers Inc.** There is no fee to become a member group, however, membership must be approved by QWaLC. If successful, Permaculture Toowoomba Inc. will then have access to free insurance as described below:

i. **Certificates of Currency** will be held with Aon Risk Services Australia Limited via **QLD Water and Land Carers Inc.**

ii. Public Liability - $30,000,000

iii. Protector Liability - $20,000,000 in aggregate

iv. Personal Accident - $2,500,000

**d. Rhythm of Events**

We plan to hold a regular rhythm of events throughout the year. This will include Garden Insights visits, Workshops, Connect and Learn evenings with Share Table, and other events to meet the needs of members. Dates identified so far include:

**Garden Insight Visits – 1st Sunday of every month from 2.00pm to 4.30pm**

| | |
|---|---|
| Sunday 7 July | Janine Banks's Garden, 54 Ladner Street, Drayton |
| Sunday 4 August | Kirsten Bradley's Garden, 7233 New England Highway, Crows Nest |
| Sunday 1 September | |
| Sunday 6 October | |
| Sunday 3 November | |
| Sunday 1 December | |

**Connect and Learn Evenings – Last Monday evening of every month from 6.30pm to 8.30pm**

| | |
|---|---|
| Monday 29 July | |
| Monday 26 August | |
| Monday 30 September | |
| Monday 28 October | |
| Monday 25 November | |

**e. Any other item of General Business**

**Venues for Meetings**

Jane Orme initiated discussion about potential venues for future meetings, as library hire fees are quite high and the venue isn't particularly inspiring.

Janet Dennison suggested the CUA community space in Ruthven Street, or the East Creek Neighbourhood Centre on Kitchener Street.

Jane advised that Amaroo in Highfields is potentially available.

Committee will consider these venues if required for future meetings.

5. **Meeting Close** The meeting closed at **3:35pm**

**Afternoon Tea** was served.

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# ATTENDANCE REGISTER

PLEASE PROVIDE YOUR NAME AND CONTACT DETAILS.

EVENT: PUBLIC FOUNDATION MEETING

DATE: SUNDAY 16 JUNE 2019

| NAME | PHONE NUMBER | EMAIL<br>YES, I'D LIKE TO RECEIVE UPDATES ABOUT FUTURE EVENTS. |
|---|---|---|
| 1. Kirsten Bradley | 0448 501 799 | ☑ kirstenbrad12@gmail.com |
| 2. Russell Bradley | 0438 040 035 | ☑ TSAX 27@ GMAIL.com |
| 3. Brodie Bassingthwaighte | 0447 75[illegible] | ☐ |
| 4. Ana Zekarts | 0403 940 490 | ☑ anaroof@yahoo.com |
| 5. Debbie Bassingthwaighte | 0407 374 853 | ☑ debbie @ optimise learning.com.au |
| 6. Sara Hamer | 0423779156 | ☑ sara.hamner@usq.edu.au |
| 7. Penny Claringbull | 0435 049 999 | ☐ pennyclaringbull@gmail.com |
| 8. Jet Munt | 0432 892 920 | ☐ themuntbunch@yahoo.com.au |
| 9. Rebecca Hopper | 0422 096 714 | ☑ beckahop@hotmail.com |
| 10. STUART WIGHTON | 0411 704 708 | ☐ SWIGHTON1@BIGPOND.COM |
| 11. GAVIN GUSTAFSON | 0428 110 670 | ☑ elpinstone426@bigpond.com |
| 12. MARK COWAN | 0403 [illegible] | ☐ Markcowan1984@gmail.com |
| 13. Rochelle Cullen | 0431 917 724 | ☐ rochelle_cullen@outlook.com |
| 14. Cherie Achilles | 0439 867 026 | ☐ olivebellamy12@gmail.com |
| 15. Charmaine Cassidy | 0411 030 270 | ☐ charcass74@gmail.com |
| 16. Megan Robins | 0431 946 979 | ☐ megandy23@bigpond.com |
| 17. Peter Scott | 0428 717 233 | ☐ Bfarm15@outlook.com. |
| 18. Kaylea Bradley | 0438 177 111 | ☐ Kayleen.Bradley@usq.edu.au |
| 19. ANGELA HOCKING | 0434 597 826 | ☐ angelahocking88@gmail.com. |
| 20. | | ☐ |

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EVENT: PUBLIC FOUNDATION MEETING

DATE: SUNDAY 16 JUNE 2019

| NAME | PHONE NUMBER | EMAIL<br>YES, I'D LIKE TO RECEIVE UPDATES ABOUT FUTURE EVENTS. |
|---|---|---|
| 1. Janet Dennison | 0439533676 | ☑ wirranee@icloud.com. |
| 2. Janine Banks | 0457146118 | ☑ yogini jamni@hotmail.com. |
| 3. MAREENA CLARKE | 0476796098 | ☐ |
| 4. STEVEN BIRT | 0414505098 | ☑ stevebirt1973@HOTMAIL.COM |
| 5. GARRY WHITE | 0414737015 | ☑ gazza white@westnet.com.au |
| 6. LYNDA WHITE | 0432978303 | ☑ lyndajoy@westnet.com.au |
| 7. MAY VOLP | 0402171275 | ☑ fullcirclefarmtoowoomba@gmail.com |
| 8. Stan Moffatt | 0400005676 | ☐ ~~Stan~~ suchislifemoff@gmail.com |
| 9. Jane Orme | 0403702993 | ☑ jane.m.orme@gmail.com |
| 10. | | ☐ |
| 11. | | ☐ |
| 12. | | ☐ |
| 13. | | ☐ |
| 14. | | ☐ |
| 15. | | ☐ |
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