

**Minutes of the Management Committee Meeting
of Lake Baroon Catchment Care Group**

Held at 455 North Maleny Road, Maleny on
Thursday December 12th 2019

The meeting commenced at 6.20 pm
Peter Stevens, Chair

0122.1 Welcome and Apologies

Attendance:	Peter Stevens	President	Keith Schelberg	Committee Member
	Heather Spring	Vice President	Mark Amos	Manager
	Bob Philpot	Treasurer	Paul Mackay	Project Manager
	Steven Lang	Secretary	Matt Bateman	Project Manager

Apologies: S. Skull, M. Malter, J. McKay, D. Ebenezer, W. Johnston, P. Gilmour-Walsh, D. Hinchliffe, S. Watter

0122.2 Minutes of the last Management Committee Meeting of LBCCG, held on Thursday November 14th 2019

Motion: *That the Minutes of the previous meeting, as circulated, be accepted.*

Moved:	Bob Philpot	
Seconded:	Heather Spring	CARRIED

0122.2.1 Business arising from correspondence - nil

0122.3 Correspondence

Correspondence tabled (*see Attachment 1: Correspondence*)

0122.3.1 Business arising from correspondence - nil

Motion: *That Correspondence inwards be accepted and Correspondence outwards be endorsed.*

Moved:	Heather Spring	
Seconded:	Keith Schelberg	CARRIED

0122.4 Treasurer's Report

Motion: *That the Treasurer's Report as tabled be accepted.*

Moved:	Bob Philpot	
Seconded:	Peter Stevens	CARRIED

0122.4.1 Payment Schedule

Motion: *That the Treasurer's Payment's Schedule for November-December be endorsed.*

Moved:	Bob Philpot	
Seconded:	Keith Schelberg	

CARRIED

0122.4.2 Business arising from Treasurer's report

Staff debit cards

Motion: *That a balance of \$15,000 be maintained at the start of each month for the Bank of Queensland Business Debit Account (staff debit cards).*

Moved: Bob Philpot
Seconded: Heather Spring

CARRIED

0122.4.3 Addition to MCU Internet Banking Authority for Payments and Transfers

Motion: *That Telstra Mobile be added to our MCU Internet Banking Authority for Payments and Transfers (BPay).*

Moved: Bob Philpot
Seconded: Keith Schelberg

CARRIED

0122.5 Reports

0122.5.1 Manager - CORE projects and administration

0122.5.2 Project Manager – Landslides and Weeds

Motion: *That the reports be accepted.*

Moved: Steven Lang
Seconded: Heather Spring

CARRIED

0122.7 General Business

0122.7.1 Work Health & Safety Report

0122.7.2 Staff leave

122.7.2.1 Mark Amos, Friday 20th December, returning Monday the 13th January 2020.
122.7.2.2 Matt Bateman, Friday 13th December, returning Thursday the 2nd January 2020.
122.7.2.3 Paul Mackay, Monday 23rd December, returning Monday 13th January 2020

Motion: *That the leave be approved*

Moved: Peter Stevens
Seconded: Heather Spring

CARRIED

