

Matai Community Garden meeting 15.2.15 2pm, 5 Fincham Road

Present: Jake Roos, Yvonne van Leeuwen, Bianca Begovich (Council Sustainable Communities Co-ordinator), David Eyles, Emma Atkins, Wayne and Holly Brady, Hillary Wooding, Naomi Saito, Michael Stevenson-Wright Heather and John Dawson, David and Blanche Macleod, & Loretta.

Welcome to everyone, what a great turn out for our community garden!

Agenda

1. Community garden plan,
 2. Do have enough keen people to do this?
 3. Terms of reference,
 4. Type of not for profit,
 5. Name,
 6. Purpose, Membership – who and how?,
 7. Executive positions and duties,
 8. Meeting frequency,
 9. Calling AGMs and SGMs,
 10. What happens at AGMs,
 11. Winding up,
 12. Bank account,
 13. Community board grant,
 14. Community board approval,
 15. Representatives going to meeting on 31 March,
 16. Other,
 17. Sustainable Home and Garden Show 21-22 March,
 18. Other workshops? – e.g. eco cleaners, waste audit, biodiversity in your backyard.
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1. Jake discussed the need to form a formal group with decision making processes in place to enable us to move forward to apply for the \$500 grant. ie; chairperson, secretary, treasurer, committee members. We discussed the requirement of a bank account, which requires either incorporated society or charitable trust. Hilary told us of her experience of setting up inc societies and that there was more to it than \$100 set up. Yvonne said why don't we take the 'trust' route, and have one person open an account with 3 signatories (2 of 3 to sign). Group was in agreement with this last idea so we can move forward with our application. Bianca said we could follow the requirements of an incorporated society without actually going through the official process. This is called an unincorporated society.
 2. Jake read out the Purpose and Objective for our garden plan, and made a few amendments based on group feedback. It was agreed:

To grow food together, by making a place for neighbours to meet, learn about gardening and develop supportive relationships, to strengthen our neighbourhood and become more sustainable.

We spoke about the name of the group. Decided that Matai Community Garden Group encompassed our primary purpose.

3. Next we discussed Membership. What does this mean? Need to show a membership base. Michael said our mailout list comprises our membership list. Do we charge a membership fee?
4. A motion was put forward to charge an annual \$20 fee per household and this should cover the routine costs of water and the annual reserve charge from council. All in agreement.
5. Produce from the garden would be allocated with the following priority order:
 - a. Active members of the group (contributing time to the garden)
 - b. Non-active members of the group
 - c. Local charities e.g. food bank
 - d. Neighbours in the immediate area who are not members
6. Executive positions put forward for nomination: Chairperson (Jake), Treasurer (Holly), Secretary (Yvonne), membership secretary (Emma), and 1 other general committee member (Heather). We will have an AGM annually in March to elect offices. A quorum of 50% plus 1 (including proxy votes) is required at this meeting. The Committee must have a minimum of 1 meeting per quarter and has a quorum of three.
7. Two weeks notice to members is required for an annual general meeting (AGM) or special general meeting (SGM). This notice must include the time and place of the meeting and the agenda. At an AGM there must be a chairman's report on the past year's activities of the group, and a treasurer's report on total income, expenditure, account balance and number of current members of the group.
8. A SGM is required to change the group's terms of reference, wind up the group or elect a new committee at any time other than at an AGM. However an SGM can be held at the same time as an AGM. An SGM can be called by the committee or by any member of the group petitioning the committee with a motion supported by 50% members of the group.
9. We discussed what we have to do if we wind up the group. Any monies would be used for disestablishing the garden. Any funds remaining to go to a group with a similar purpose.
10. Motion put forward to open bank account. All in agreement.
11. Motion put forward to apply for grant for \$500 from the Paraparaumu/Raumati Community Board and also seek permission from the Board to establish a community garden on the Matai Road Reserve, ideally at their meeting on 31 March 2015. All in agreement.
12. Motion put forward to accept the above terms of reference and election of committee. All in agreement.
13. Bianca invited the Group to tell others about their Greener Neighbourhood activities and community garden plans at the Sustainable Home and Garden Show on 21-22 March. At a

minimum this requires volunteers to fill the roster for the Greener Neighbourhoods tent, and help provide photos and content for a few posters. Yvonne and Jake to arrange.

14. We then proceeded to garden site to discuss the 'nuts and bolts' of the garden creation.
Meeting closed 3.30pm