

YOUNG FARMER GROUP MEETING
Meeting held 20 June 2021 at Leagues Club

MINUTES

PRESENT:	Anna Smith - Chair Sam Travers – Deputy Sandy Collier – Secretary Tim Obin – Treasurer Oliver Trinkett – Committee Member Charlotte Paul – Committee Member Petrina Lee – Committee Member San Chou – Committee Member Alex Owen – Committee Member
APOLOGIES:	Bruce Sampson
Meeting opened:	6.07pm

EXAMPLE ONLY

Meeting Opening

Agenda Item 1.1: Attendance and apologies

Bruce Sampson sent apologies ahead of meeting. There were no other apologies.

Agenda Item 1.2: Confirmation of minutes from previous meeting

The minutes of the previous meeting were taken as read. There were no comments or amendments suggested.

The Committee resolved to adopt the minutes of the previous minutes of the meeting held on 20 March 2021.

Agenda Item 1.3: Action Table

The Committee discussed the Action Table which was included in the circulation with the agenda. There was 1 open item:

- *Open item 1: Anna expecting 3 quotes back next week. Will email findings and recommendation.*
- *All other items to discuss at next committee meeting*

Agenda Item 1.4 Discussion from General Business notes from previous minutes

1. *Provide update on Facebook Group creation*

Oliver provided an update on progress:

- *Group had been set up and all logos, images and business information uploaded. Current in review mode (2 reviewees) before going live.*
- *Will invite all current members to join following a social and email campaign as per the 2021 Social Engagement Plan*

2. Insurance renewal

The Secretary provided an update:

- *Insurances due for both WorkCover and Public/Professional Indemnity in July. Three additional quotes were received, but decision remains to stay with current provider as a discount was offered that was favourable.*

3. New committee member application

The Committee discussed three new member applications that had been received. Sam and Petrina had coffee catchups as per the Group Succession Plan and reported back.

Two candidates are away until September so will be contacted then and the third has been invited to attend the next Committee meeting in July.

ACTION: Petrina to reach out to two candidates in September

EXAMPLE ONLY

Correspondence Incoming

Agenda Item 2.1: Quote received from local radio station for advertising

Charlotte shared the quote from 3GB which was \$690 for 2 weeks of 30 second slots in September before the ball.

Committee discussed whether they could get a speaking or advertorial spot as part of this. Charlotte to circle back and confirm before proceeding.

Agenda Item 2.2: Email received from guest speaker for upcoming event

Paulina Saskovis (Succession Planning Expert) now unable to present at August workshop due to family circumstances.

Committee discussed three alternatives and San to reach out in following week.

Agenda Item 2.3: Initial designs for group logo received

Tim shared initial designs from winning contractor for group logo. Team congratulated Tim on managing this process and brief as the initial designs received were exemplary. Committee discussed the budget for all Group assets to be completed by same designer.

ACTION: Tim to ask for quotation for additional work

Correspondence Outgoing

Agenda Item 3.1: Group sponsorship proposal sent to Gallagher Fencing - awaiting response

Anna to follow up again this week. No further update.

Agenda Item 3.2: Email sent to venue for upcoming event quote

Alex advised about an email sent to Riverina Expert Hire about providing equipment for the venue as prices were not listed on the website. This was sent on 23/5/2021 and awaiting a response.

The Company Secretary requested that an additional three quotes were gathered.

ACTION: Alex to contact an additional 2 suppliers for quotation

Agenda Item 3.3: Email to members regarding Covid-19 safety at gatherings

Example: The committee discussed the COVID risk management email sent to our event database. This will be read out and placed at entry point to our next workshops:

- *Pretty Pine*
- *Wakool*
- *Griffith*

The Company Secretary is charged with continuing to check if these details need to be updated.

Treasurer's Report

The Committee discussed the Treasurer's report, which were included in the meeting papers. These were taken as read.

The Treasurer provided the following updates regarding the report:

- *Fundraising Initiatives above budget due to the Young Farmer footrace event that was not included in the 20/21 budget*
- *GG Agribusiness advised that their partnership payment will fall into the new year. This will not affect budget as has been budgeted for new financial year.*
- *Sales of hats has been better than expected due to the social media campaign last month. An order will have to be made in the new financial year that had not been budgeted for.*
- *Grant acquittal reporting has been completed for the Community Grants, however the final acquittal payment has not yet been received. \$15k had to be used out of reserves to pay contractors but will be repaid by 15 July.*
- *Still chasing up an Accounts Receivable for PJA Fin. As it is our 5th attempt we will be seeking advice as to how to proceed.*

General Business

Agenda Item 5.1: Upcoming radio ad

Covered earlier.

Agenda Item 5.2: Event Calendar

Concern that the event calendar is not being updated as often as it should. Confirmed responsibility and expectations that it would be updated twice a month, with old events removed then.

Other General Business:

SheepTogether clash: Anna reported our Succession workshop has a clash with a SheepTogether webinar, which are extremely popular. As have not begun marketing, will contact speakers to see if they can do the Tuesday before or after before progressing. Either of those dates work for the Committee and no clashes.

Action: Consider changing date of Succession Webinar

Meeting Finalisation

Agenda Item 6.1: Date and location of next meeting

July 30th 6pm at Tim's property (364 Sassafras Rd)

Agenda Item 6.2: Meeting close

Meeting closed at 8.03pm.

Appendix

ACTION TABLE

Meeting Date	Responsibility	Action Description	Expected Completion	Completion Date	Completion Notes	Status
06/05/2021	Anna	Seek three additional quotes for insurance	End June			OPEN
20/06/2021	Petrina	Restart contact with two new committee members	End September			OPEN
20/06/2021	Alex	Receive additional 2 quotes for hire for upcoming event	End June			OPEN
20/06/2021	Anna	Contact speakers about date change for Succession Webinar and change marketing materials	End June			OPEN
20/02/2021	Tim	Committee Budget	End May	28/05/2021	<i>Budget presented and approved at May meeting.</i>	CLOSED
20/02/2021	Anna	Contact Paulina about presenting Succession Webinar	End May	20/05/2021	<i>Completed. Organised and accepted invitation.</i>	CLOSED
20/02/2021	Anna	Sponsorship Proposal	End Feb	03/03/2021	<i>All sponsorship decks updated to send out.</i>	CLOSED

MINUTES TIPS AND TRICKS

- Distribute minutes within 2 days of meeting for approval by Committee. It will be in 'Draft' format before then. Confirm the accuracy of the minutes at the next meeting.
- Establish communication guidelines for anything urgent that cannot wait for the next meeting
- Conventions for drafting minutes include using simple sentences and simple words, use active, rather than passive, voice, be consistent with use of tense, avoid terms such as 'he said' or 'she said' unless quoting their actual words, avoid personal descriptions or attributes. For other tips and legalities about drafting and storing minutes, please access the NFP Law Guide [here](#).
- Meeting actions transferred into Action Table.



Department of
Primary Industries



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Download the full Young Farmer Group Guide from <http://www.youngfarmer.nsw.gov.au/>.

If you need further information or assistance, please contact the Young Farmer Business Program via their [website](#).

