



Annual General Meeting

MINUTES – ANNUAL GENERAL MEETING

Wednesday 24th February 2010

The Pavilion, Allan Border Field

1 Bogan St, Breakfast Creek

The Chair, Mark Sorby, declared the meeting open at 6:40pm.

1. ATTENDANCE & APOLOGIES

Refer to **attached** list for attendees.

2. CONFIRMATION OF PREVIOUS MINUTES:

IT WAS RESOLVED that the previous minutes of the Association AGM for 2009 and held February 2009 were confirmed and accepted as a true and correct record.

Moved: Andrew Bottomley
Seconded: Wayne Giebel
All in favour

3. BUSINESS ARISING FROM PREVIOUS MINUTES

There were no matters arising from the previous minutes.

4. PRESIDENTS REPORT

The President, Andrew Bottomley reported that the past year was an eventful year on a number of fronts. Andrew spoke of the AGM in February 2009, as well as the second Landscape Australia Expo and Conference which was cancelled the day prior to the event due to poor attendance. Other industry events, such as workshops, supplier nights and conferences were also poorly attended.

Andrew advised that sponsorships were down on previous years and it was therefore decided by the Board in early 2009 to restructure the Awards evening for 2009. Instead of the normal Gala Awards Ball, the Association tried an "Oscars" type evening on a largely reduced budget. Feedback from the evening indicated that while the evening was successful a return to the Gala type ball was preferred.



Annual General Meeting

Andrew mentioned that the 6th edition Costing Guide was produced and thanked the following members: Jason McGarry, Andrew Bottomley, Wayne Eggert, Jim Stewart, Nick Westwood, Dave Taylor, Graham Park, Yvette Risk (Industry Development Officer – IDO) and Cassandra Dare (New IDO).

Andrew continued, stating that because of dwindling funds, members and sponsors, the Board members decided to take some action which would give the Association some new direction. Firstly, the services of our Industry Development Officer Ms Yvette Risk were terminated in June 2009 and Ms Cassandra Dare commenced work as the new IDO in July 2009. Secondly the contract of Vorn Australasia with Mr Jim Vaughan as CEO and Ms Theresa Elliott as Secretariat was not renewed with a termination date of 30th November, 2009, with Mr Mark Sorby starting as the new CEO from 1st December, 2009.

Andrew stated that the Board members are committed to growing the association's membership base as a priority and this growth will help to open up an increase in sponsorship opportunities as well as to support the association becoming self funding.

At the last Board meeting in November 2009, the Board acknowledged the contribution of Jim and Theresa over the past 10 years to bring a struggling Association to a position of strength.

Andrew thanked Marcia Grace Byriel for her ongoing commitment to the Association as Editor of our Landscape Lifestyle publication. As well as the efforts of Louise Bellchambers and Kate Johnson for the Awards evening.

Andrew continued to thank his fellow Board Members for their support, dedication and commitment to not only the monthly Board meetings but all the extra meetings we had during 2009.

(refer to the attached Presidents report for full details)

5. FINANCIAL STATEMENT

2009 continued to be a turbulent and uncertain year globally. Locally, confidence was mixed and trade up and down. These conditions were also reflected by the result achieved by the association. A net loss of \$53,029.14 was a turnaround of some \$65,443 from the previous year's net profit of \$12,414.



Annual General Meeting

Although gross profit only reduced by \$8,313, expenses increased by some \$53,808. Of this \$35,000 can be attributed to an increase in wages from 2008. This difference in wages from year to year is due to the fact an Industry Development Officer was only employed by the association for 6 months of the 2008 year. An additional \$8,500 represents employee entitlements and vehicle allowances with a proportion of this figure actually applicable to the previous year but accounted for in 2009. A one off recruitment fee also reflected in this year's figures but will set off against 2010 sponsorship revenue.

In addition, increases in operating expenses such as postage, printing, phone and insurance of approximately \$10,000 also contributed to the total increase in expenses reported.

The strength of our balance sheet position was also reduced. Expenses incurred in the production of the 6th Edition Costing Guide were funded from cash funds held with funding from HAL delayed. A retrospective funding application is currently being prepared and the publication is continuing to sell strongly. Cash position was further depleted with the retirement of a \$27,000 debt to Vorn Australasia.

Moving forward it is likely that contractor/consultant/management expenses will be reduced significantly in 2010. All operating expenses and association expenditure is currently being reviewed.

Revenue generated from membership, accreditation, sponsorship, advertising, sales of publications and tickets to events must be increased. Additional HAL funding applications will be submitted but for the association to be self sufficient and not reliant on the success of funding applications, developing our own revenue streams must be a priority.

The board is confident that the changes implemented in the management structure of the association will have a positive effect on cash flow and balance sheet position in 2010 and provide a membership base capable of generating a strong annual income for the long term.

(refer to the Annual Report 2009 attached for a full copy of the Treasurer's Report).

Moved: Dave Taylor
Seconded: Donna Sands
All in favour



Annual General Meeting

Appointment of the Auditor for 2010:

It **WAS AGREED** to retain Stacey & Stirk Pty Ltd, PO Box 115, Morningside, Q, 4171 as Landscape Queensland Ind. Inc. auditors for 2010.

Moved: Dave Taylor
Seconded: Nick Westwood

6. ELECTION OF BOARD MEMBERS FOR 2010

Mark Sorby declared all positions vacant and read the nominations received for board positions.

Nominations for 2010:

President – Andrew Bottomley, The Landscape Construction Company

Nominated by: Dave Taylor
Seconder: Nick Westwood

Vice President – Dave Taylor, Interface Landscapes

Nominated by: Andrew Bottomley
Seconder: Wayne Giebel

Secretary – Wayne Giebel, Wayne Giebel Landscapes

Nominated by: Nick Westwood
Seconder: Trevor Murphy

Treasurer – Tom Reardon, AWX

Nominated by: Andrew Bottomley
Seconder: Brendan Carmody

Board Member – Trevor Murphy, Container Connection (Qld)

Nominated by: Nick Westwood
Seconder: Andrew Bottomley

Board Member – Nick Westwood, Bremer TAFE

Nominated by: Trevor Murphy
Seconder: Wayne Giebel

Board Member – Graham Hayward, Professional Turf & Garden Pty Ltd

Nominated by: Gregory Stevens
Seconder: Andrew Bottomley

Annual General Meeting

It was at this time Jason McGarry questioned not calling for nominations from the floor. Denis Fitzpatrick and Marion Hammond supported calling for nominations from the floor, despite the constitution calling for nominations 14 days prior to the meeting and the office bearers' positions being filled. Tom Reardon suggested if Andrew Bottomley, President, agreed that nominations on this occasion could be called for. Andrew agreed and nominated Luke Pickering from Active Play. This nomination was seconded by Dave Taylor and Luke accepted his nomination to the board. No other nominations were called.

It was decided that after reference to the constitution document, if need be this appointment can be ratified at the next general meeting.

Board Member – Luke Pickering, Active Play

Nominated by: Andrew Bottomley

Secunder: Dave Taylor

IT WAS AGREED that all nominations be accepted as per Clause 11.1

IT WAS RESOLVED all nominated members accepted their election to the Landscape Queensland Board for 2010.

Moved: Donna Sands
Seconded: Elizabeth Smith
All in favour

7. Resolution for a change of name:

Mark put fourth that the name of the association be changed from Landscape Queensland Industries Inc to Landscape Queensland Industries Association Inc (or preferences 2 or 3 as subject to acceptance by Fair Trading Queensland) and that paragraph 1 of the company's constitution be modified to include the new name.

Three preferences will be submitted to Fair Trading Queensland and include;

- Landscape Queensland Industries Association Inc
- Queensland Landscape Industries Association Inc
- Queensland Association of Landscape Industries Inc

Mark advised that the Board agreed that a recommendation be made to the members that they resolve the matter of a Change in Association Name by Special Resolution.

Annual General Meeting

Mark asked all those members in favour of the resolution for a change of name to raise their hands. The Resolution was passed with in excess of $\frac{3}{4}$ of members present at the annual general meeting being in favour of the change of name.

IT WAS AGREED that Landscape Queensland Ind. Inc. put forward the three preferences for a change of name to Fair Trading Queensland.

8. GENERAL BUSINESS

Landscape Queensland Ind. Inc. Goals for 2010:

Mark Sorby announced LQI goals for 2010, which included *creating value for members* through developing relevant member services: I/R, OH&S, industry updates/fact sheets etc which give members information, backup and support; creating buying power through Member Benefits Partners; creating a situation where potential member savings in dollars or in time are greater than the annual cost of membership; and providing the opportunity to attend various relevant and timely industry events and training.

Increasing membership numbers.

Create value for sponsors through providing them with a return on investment; running relevant, timely, interesting and enjoyable events, to attract industry participants giving our sponsors the opportunity to sell & promote their products or services and establish relationships with their target market.

Improved communications through providing members the opportunity to provide feedback and contribute information about issues they feel are important throughout the industry.

Improved events to build a reputation throughout the industry for quality events which are worth the time and effort to attend.

Lift association profile which will assist with lobbying government and build a greater awareness of the association within the general public, including our accreditation and certification programs; motivate homeowners and government to seek out LQI members and especially LQI accredited and certified members as preferred contractors or suppliers.

Improved operational systems and procedures through internal systems, required to ensure the association operates to fulfill its record keeping and transparency requirements; and quality service delivery to provide this in an efficient and friendly manner.

Gain better industry statistical information will enable the association to communicate to industry stakeholders and government bodies the potential the industry has in areas such as employment and the underlying contribution to the economy as a whole. This will lead to further investment for training and research and development etc.



Annual General Meeting

Identify industry issues and develop suitable policy on behalf of the industry with The LQI board being proactive in developing strategies in response to identified issues in order to represent the best interests of our members and the industry as a whole.

Run a proactive, consultative and transparent management committee with Board members who are committed to the success of the association and the industry.

Mark stated that these were the association's main goals for 2010 and that some of them are interlinked and will lead to other opportunities throughout the year. He also advised that there were other areas the association would be working on, such as bringing Landscaping Business's and Schools closer together and looking at the training and licensing requirements of the industry.

Member Benefit Partners

Mark then introduced all new member benefit partners and what they would offer members in 2010. These included Toyota Materials Handling, Caltex Star Card, Building and Construction Payment Solutions, AWX, Trade Alliance Group, Kennard's Hire, Mobiles Galore and Aon.

See attached.

Mark thanked all those attending the meeting.

There being no further business, the meeting closed at 7.20 pm.

Signed: _____

Date: _____

AGM Attendees List 2010

Company	Name
Active Play	Luke Pickering
AHI Jensen	Rob Davey
Australian Lawn Concepts	John Keleher
AWX	Thomas Reardon
AWX	Brooke Toholka
AWX	Jessica Hill
Baileyana	Michael Whiteoak
Boral	Martin Dobson
Boral	Simon Charrington
Boss Gardenscapes	Jim Stewart
Boss Gardenscapes	Mark Shiraldelli
Boss Gardenscapes	Micki Stewart
Botanical Bliss	Marian Hammond
Bremer Tafe	Nick Westwood
Building & Construction Payment Solutions	Verity Wiles
Building & Construction Payment Solutions	Peter Hanlon
Centenary Landscaping Supplies	Richard Hampson
Centenary Landscaping Supplies	Adam Kisnorbo
Centenary Landscaping Supplies	Aaron Mackenzie
Container Connection	Trevor Murphy
Container Connection	Ryan Murphy
Dig It Landscapes	Greg Mann
Dig It Landscapes	Bob Ferguson
Dig It Landscapes	Tim Stafford
Edwards & Pitman	Andrew Edwards
Elmich	David Oliver
Eureka Landscapes	Jason McGarry
Eureka Landscapes	John White
GeoFabrics	Greg Lock
Green Survival	Dennis Fitzpatrick
Horticulture Training	Elizabeth Smith
Horticulture Training	Philip McCabe
Horticulture Training	Eric Eller
Impact Grasses	Lee Littlechild
Impact Grasses	Evelyn Blaikie
Interface Landscapes	Dave Taylor
JMac Constructions	John Hope
Moore Landscape Construction	Brad Moore
NuGrow	Peter Ellis
NuGrow	Brendan Carmody
NuGrow	Roy Wilson
Pacific Trees	Donna Sands

Pacific Trees	?
Professional Turf & Garden	Graham Hayward
Professional Turf & Garden	Barbara Hayward
Ray Palmer Landscapes	Ray Palmer
Ray Palmer Landscapes	Sandra Palmer
Room Landscapes	Chris Gill
Smart Stone Landscapes	Karen Luscombe
Smart Stone Landscapes	Lorne Sanders
SubTropical Gardening	Paul Plant
TLCC	Andrew Bottomley
Toyota Materials Handling	Paul Allen
Trade Alliance Group	Scott Crowther
Trade Alliance Group	Devon Bull
Universal Magazines	Emil Montibeler
Universal Magazines	Deborah Hainsworth
Universal Magazines	Nicole Schneider
Wayne Giebel Landscapes	Wayne Giebel

Staff/ Speakers	Mark Sorby
	Cassandra Dare
	Jeff Thomson
	Andy Bichel
	Rod Statham
	Skarlett Walters
	Marcia Grace-Byriel

66 Attended

Annual Report 2009



President's Report for 2009

The past year was an eventful year on a number of fronts. Kicking off the year in February 2009 was our AGM which was reasonably well attended by our members.

In April 2009, the second Landscape Australia Expo and Conference was held at the RNA Showgrounds. This event is not run by Landscape Queensland Ind. Inc but merely endorsed by our Association. Due to a poor response from our members and the Landscape Industry in general, the Conference component was cancelled the day prior to the event. This response was just the forerunner for a poor attendance at most events during the year. Throughout the year a number of small workshops organised by our Industry Development Officer were poorly attended as well with a maximum of 6 attending one workshop and 8 attending another.

Our normally successful one day Landscape Conference (usually attracting 80-100 delegates in previous years) was another event not supported in 2009 with only 25 delegates attending the Conference at Cleveland.

Also a couple of supplier evenings held in the latter part of the year failed to attract any interest from members or the industry in general.

With sponsorships down on previous years it was decided by the Board in early 2009 to restructure the Awards evening for 2009. Instead of the normal Gala Awards Ball, the Association tried an "Oscars" type evening on a largely reduced budget. Feedback from the evening indicated that while the evening was successful a return to the Gala type ball was preferred.

The 6th edition Costing Guide was produced and launched at the Awards evening. Along with a review of all rates contained in the publication, the sub committee also reviewed the process of establishing each rate so that a more streamlined and uniformed method could be used in the future for further updates. I would like to sincerely thank the following members for their time, efforts and patience in helping me review and produce the current edition: Jason McGarry, Wayne Giebel, Wayne Eggert, Jim Stewart, Nick West wood, Dave Taylor, Graham Park, Yvette Risk (Industry Development Officer – IDO) and Cassandra Dare (New IDO).

With dwindling funds, members and sponsors, the Board members decided to take some action which would give the Association some new direction.

Inside this issue:

Presidents Report	1
Treasurers Report 2009 in Review	3
Directors & Management Team for 2009	4

Landscape Queensland Ind. Inc.

PO Box 327

Cleveland Qld 4163

Phone: 3286 1746

Fax: 3488 0920

Email:

info@landscapequeensland.com.au

Web:

www.landscapequeensland.com.au

President's Report-continued

Firstly, the services of our Industry Development Officer Ms Yvette Risk were terminated in June 2009 and Ms Cassandra Dare commenced work as the new IDO in July 2009. Secondly the contract of Vorn Australasia with Mr Jim Vaughan as CEO and Ms Theresa Elliott as Secretariat was not renewed with a termination date of 30th November, 2009. After extensive advertising for a full time CEO, the Board appointed Mr Mark Sorby as the new CEO from 1st December, 2009.

Both new appointments have already made an impact for Landscape Queensland Ind. Inc in a short period of time with the Association now returning to its core values of supporting it's members and promoting and fostering a professional industry.

The Board members are committed to growing our membership base as our main priority and this growth will help to open up an increase in sponsorship opportunities. Our focus is to have a membership base at a level that will allow the Association to be self funding ie. Membership funds cover all salaries and the day to day running of the Association.

In the short time Mark and Cassandra have been associated with Landscape Queensland Ind Inc, the Board has seen very positive signs and we all look forward to 2010 being a significant year for the Association.

At our last Board meeting in November 2009, the Board acknowledged the contribution of Jim and Theresa over the past 10 years to bring a struggling Association to a position of strength.

I would like to thank Marcia Grace Byriel for her ongoing commitment to the Association as Editor of our Landscape Lifestyle publication.

Thank you also to Louise Bellchambers and Kate Johnson for your time and effort in producing our Awards evening.

To my fellow Board Members I wish to thank you for all your support, dedication and commitment to not only our monthly Board meetings but all the extra meetings we had during 2009. The new year looks very positive and I look forward to all our hard work coming to fruition in 2010 as Landscape Queensland Ind. Inc embarks on its next evolution stage.

THANK YOU

Andrew Bottomley
President



Treasurers Report—Statement of Financial Performance 2009

2009 continued to be a turbulent and uncertain year globally. Locally, confidence was mixed and trade up and down. These conditions were also reflected by the result achieved by the association. A net loss of \$53,029.14 was a turnaround of some \$65,443 from the previous year's net profit of \$12,414.

Although gross profit only reduced by \$8,313, expenses increased by some \$53,808. Of this \$35,000 can be attributed to an increase in wages from 2008. This difference in wages from year to year is due to the fact an Industry Development Officer was only employed by the association for 6 months of the 2008 year. An additional \$8,500 represents employee entitlements and vehicle allowances with a proportion of this figure actually applicable to the previous year but accounted for in 2009. A one off recruitment fee also reflected in this year's figures but will set off against 2010 sponsorship revenue.

In addition, increases in operating expenses such as postage, printing, phone and insurance of approximately \$10,000 also contributed to the total increase in expenses reported.

The strength of our balance sheet position was also reduced. Expenses incurred in the production of the 6th Edition Costing Guide were funded from cash funds held with funding from HAL delayed. A retrospective funding application is currently being prepared and the publication is continuing to sell strongly. Cash position was further depleted with the retirement of a \$27,000 debt to Vorn Australasia.

Moving forward it is likely that contractor/consultant/management expenses will be reduced significantly in 2010. All operating expenses and association expenditure is currently being reviewed.

Revenue generated from membership, accreditation, sponsorship, advertising, sales of publications and tickets to events must be increased. Additional HAL funding applications will be submitted but for the association to be self sufficient and not reliant on the success of funding applications, developing our own revenue streams must be a priority.

The board is confident that the changes implemented in the management structure of the association will have a positive effect on cash flow and balance sheet position in 2010 and provide a membership base capable of generating a strong annual income for the long term.

Dave Taylor
Treasurer

ITEM	2009	2008
INCOME	\$372,665	\$461,510
EXPENDITURE	\$425,694	\$448,518
PROFIT/LOSS	(\$53,029)	\$12,992
RETAINED SURPLUS (ACCUMULATED DEFICIT) AT THE END OF FINANCIAL YEAR	\$506	\$53,535
TOTAL ASSETS	\$45,367	\$112,062
TOTAL LIABILITIES	\$44,861	\$58,527
NET ASSETS	\$506	\$53,535
MEMBERS EQUITY	\$506	\$53,535



Board of Directors & Management Team—2009

Andrew Bottomley	President	Jim Vaughan	Chief Executive Officer (to November 2009)
Donna Sands	Vice President	Mark Sorby	Chief Executive Officer (commenced December 2009)
Graham Park	Vice President	Theresa Elliott	Secretariat (to November 2009)
Dave Taylor	Treasurer	Louise Bellchambers	Marketing/Media Event Coordination
Wayne Giebel	Secretary	Kate Johnson	Newsletter Editor
Trevor Murphy	Board Member	Marcia Grace-Byriel	Industry Development Officer (to July 2009)
Nick Westwood	Board Member	Yvette Risk	Industry Development Officer (commenced July 2009)
Lee Roach	Board Member	Cassandra Dare	
John Hallo	Board Member		



CEO – REPORT

Mark Sorby

Landscape Queensland Ind. Inc. Goals for 2010

1. Create value for members
 - a. Develop relevant member services: I/R, OH&S, industry updates/fact sheets etc which give members information, backup and support
 - b. Create buying power through Member Benefits Partners, where LQI members can save money or receive priority service on a range of products and services. Create a situation where your potential member savings in dollars or in your time are greater than the annual cost of membership.
 - c. Provide the opportunity to attend various relevant and timely industry events and training.
2. Increase membership numbers
 - a. To be truly representative of the landscape industry in Queensland we must lift our member base.
 - b. More members will create a greater and more secure revenue stream enabling funds to be reinvested back into member services and events to the benefit of industry.
 - c. Higher attendance at events means more sponsors, enabling better more high profile events.
3. Create value for sponsors
 - a. Sponsors and partners want value for the dollars they invest into the association. They want a return on investment and have certain measurements to evaluate this.
 - b. By running relevant, timely, interesting and enjoyable events, we'll attract industry participants giving our sponsors the opportunity to sell & promote their products or services and establish relationships with their target market.

- c. We must support the companies that support our association. As we know we would be unable to hold many of the events we have without the support of our sponsors and partners.
- 4. Improve communications
 - a. We must improve the quality of our publications, web page and events to ensure members are receiving timely and relevant information. Whether a member attends an event or not, they will develop a perception of our association through our communications with them.
 - b. Members must also have the opportunity to provide feedback and contribute information about issues they feel are important throughout the industry.
- 5. Improve events
 - a. As with overall communications, LQI events need to improve and we as an organization need to build a reputation throughout the industry for quality events which are worth the time and effort to attend.
- 6. Lift association profile
 - a. A higher profile for the association will assist when we are lobbying government on behalf of the industry.
 - b. A greater awareness of the association within the general public, including our accreditation and certification programs, will benefit the industry and members who can use LQI membership to promote their businesses.
 - c. By lifting our awareness and profile, we want to motivate homeowners and government to seek out LQI members and especially LQI accredited and certified members as preferred contractors or suppliers.
- 7. Improve operational systems and procedures
 - a. Internal systems are required to ensure the association operates to fulfill its record keeping and transparency requirements.
 - b. Quality service delivery is a priority and we must strive to provide this in an efficient and friendly manner.
- 8. Gain better industry statistical information

- a. A better understanding of the size of our industry including the amount and type of work being undertaken, staffing levels, materials used etc, will enable us to communicate to industry stakeholders and government bodies the potential the industry has in areas such as employment and the underlying contribution to the economy as a whole. This will lead to further investment for training and research and development etc.
9. Identify industry issues and develop suitable policy on behalf of the industry
- a. As previously mentioned, information gathered from members is vital in determining current issues and problems that may need addressing at a policy maker level.
 - b. Member surveys, and the ability to contact your association through email, phone or face to face will be provided.
 - c. The LQI board will be proactive in developing strategies in response to identified issues in order to represent the best interests of our members and the industry as a whole.
10. Run a proactive, consultative and transparent management committee.
- a. Board members are committed to the success of the association and the industry. As business owners they have a vested interest in the success of the industry and are genuine in their efforts to do what's best for the association, its members and the landscape industry.

These are our main goals for 2010. Some of them are interlinked and will lead to other opportunities throughout the year.

There are also other areas which we'll be working on such as bringing Landscaping Business's and Schools closer together and looking at the training and licensing requirements of the industry.

I know that with the support of THE BOARD, OUR MEMBERSHIP and OUR PARTNERS, THESE GOALS ARE VERY ACHIEVABLE.

THANKYOU