

Minutes of the Board Meeting

27 November 2018

350 Lauriston Reservoir Road, Kyneton

Meeting started: 9:40

Present: Paul Foreman (Chair), Pater Mitchell, Loki McIntyre, James Nelsson, Gayle Osborne, Ann McGregor, *Staff:* Sophie Bickford, Linda Parlane

1. **Apologies:** Karen Alexander

2. **Introduction and acknowledgement of country**

3. **Conflicts of interest:**

Sophie and Linda are employees; Paul is a part-time consultant assisting with the implementation of projects.

4. **Induction of Board**

General information on the organisation and its operations was discussed here and under following items. All documents will be available on DropBox.

Peter/Sophie to set up and clarify processes for emails and access to DropBox

5. **Minutes of the previous board meeting**

Motion: that the minutes of the Board meetings on 9th August and 3rd October be accepted:

Moved: James

Seconded: Gayle

6. **Business arising**

Board Development:

Sophie's contract has been completed and awaiting implementation by book-keeper.

Andrew from Thoughtpost and Sophie are to talk further on options for ED and Board to discuss workload/priorities *Ongoing – see minutes*

Funding to be sought for strategic Plan development: *ongoing, for March weekend meeting*

Indigenous engagement

To be followed up by Karen for later meeting – see below

7. **Minutes of Fundraising Committee meetings (link [here](#))**

8. **Financial matters**

8.1 *Financial Report (Attachment 1a and b)*

Report was prepared by Sophie but the figures were not confirmed and the report was not approved by the meeting. Issue of tracking grant expenditure was raised – Sophie has set up sub-accounts in Xero and will be developed with new Treasurer and bookkeeper but may require a Xero upgrade

8.2 *Budget update*

Currently spending more than earnings. Still budgeting for \$150,000 income for 2018-19, but spending may be \$200,000 so need to go beyond HMST targets. Particularly want to be able to employ an ecologist/project support person

Paul to update budget figures and circulate

8.3 *Treasurer and Bookkeeper*

Paul is working with Dale on finding a Treasurer – one prospect in Melbourne to be interviewed, but also seek a local (retired) person.

Bookkeeper has not been reliable in payments or reporting on time. Simon Cammell is helping Sophie seek a replacement. Chair's Report (Attachment 2)

9. **Chair's Report (Attachment 2)**

10. **Board Development**

10.1 *Delegations (Attachment 4)*

Paul and Peter have develop policy and process for delegations. Further clarification needed on: clarify responsible person and advisors (eg FR committee); processes for applications for grants; cutoff amounts that can be signed by ED or Chair, within budget, etc.

Peter/Paul to revise, all Board to review and provide feedback

10.2 *Strategic plan*

Development of Strategic and Operational plans and budget: weekend meeting on 16th and 17th March.

Funding to be sought for strategic Plan development, for venue and to employ Andrew Donovan

Ask Andrew if he is available, his fee.

10.3 *Strategic priorities and key performance indicators*

These are needed for Perpetual grant application due 7th December (see below). Noted that we need to pick indicators and measures that will help us assess the organisation and projects (Perpetual have an emphasis on organisational efficiency and effectiveness. Aim is ask for core funds including additional staff rather than project funds that do not provide for essential core activities.

Sophie and Ann to develop, and ask Roewen for advice

11. **Executive Director's Report (Attachment 3)**

11.1 *Fundraising*

Linda thanked Board for their fundraising work during the year

Linda will catch up with Loki and Gayle re AAA program.

Helen McPherson Smith Trust (HMST) Grant ends in February but Linda's funding continues to May

Fundraising Strategy: Sophie and Linda are meeting our senior fundraising/advisor Roewen Wishart (Xponential) after this meeting – the last meeting funded under HMST. They will seek ideas for the next 6 months, including:

- Donor list: more major donors needed – with more followup including on-going donors.
- Crowd-sourcing campaign: proposed to increase mailing list
- Strategic priorities and KPIs (see Perpetual grants)

Fundraising committee to review HMST/fundraising, to present to February Board Meeting

Perpetual Trustees: grant application due 6 December. Karen has done a lot of work already. Strategic priorities and Key Performance Indicators were discussed: above

Sophie to prepare application

Spotlight walk in Wombat Forest: event was with existing donors to build relationship with them, and needs follow-up.

Second spotlight event to be organised in March.

11.2 Communications

Tahli has made videos on VEAC Central West Forest Investigation (with Gayle) and Leaky Landscapes (with Paul and Wedderburn people).

11.3 Project development

Wedderburn CMN with BA are drafting a prospectus for their project, due early 2019.

Heathcote project (Bendigo Council funds): Sophie met people on 25/11 as first step. Scoping meeting Sunday Feb 3.

Glideways scoping meetings in SWGoulburn and Strathbogies (RE Ross funds) on 4 and 6/12.

Pre-scoping meetings for other areas (DELWP funds): felt it was too early as we cannot promise much at this stage.

12. Events

12.1 BA Symposium May 2019

Date: 24 May 2019

Venue: Euroa Community Conference and Function Centre (ticks all boxes for up to 150 people)

Catering: local caterer to be contacted

Cost: \$350 for hall hire.

Topic: restoring landscapes (leaky landscapes, restorative agriculture, landscape function) David Tongway and John Ludwig were proposed as keynote speakers.-

Peter to confirm local arrangements
Sophie to investigate keynote speakers
Symposium SC to meet soon (18 December)

12.2 *Christmas event Thursday 13 December 5:00 to 7:30pm*

On-line marketing event with launch at Paul Dettmann's for people on major donor list plus Board. Tahli developing Buy-a-card for \$50 (and/or T-shirt or Teatowel). Will also add to the mailing list.

Sophie and Tahli to organise,
Board to attend – Linda will organise people for conversations

12.3 *Major speaker in Bendigo Tuesday 26 or Sunday 31 March 2019*

Peggy Eby to talk about flying foxes (in context of the consequences of habitat loss). Also need to showcase BA more – short talks and posters on projects. Event will also help with existing and prospective donor lists.

13. Other Business

13.1 *Volunteer strategy*

Ann to review State Government Volunteer Strategy to determine if there is anything for us – refer to Fundraising Committee.

13.2 *Engagement with State government*

Following election and re-shuffle. Proposed we

Re-engage with local members
Have a letter ready to congratulate new environment minister and propose meeting to discuss biodiversity strategy

13.3 *Indigenous engagement update*

Karen to develop for next meeting

13.4 *VEAC enquiry on Western Forests*

Peter has prepared a draft for feedback. Re Mount Cole and Mount Lonarch, aim is to get better protection of the area recommended as State Forest. Noted that all records of Phascogales, Mountain Brushtails and Powerful Owls are in this State Forest.

Ann, Gayle and others to provide feedback.

13.5 *Associate membership*

Membership application process is being set up on website.

14. Calendar

14.1 *Meeting schedule (proposed)*

Tuesday 12th February 2019: Reporting meeting (pre HMST acquittal)

Saturday 16th to Sunday 17th March 2019: Board plan weekend workshop (at Kyneton, funding for venue/accommodation/facilitation to be sought)

Tuesday 30th April 2019: Reporting meeting (post-HMST), preparations for symposium

Wednesday 12th June 2019: Strategic and budget meeting for 2019-20

14.2 Other events

15. Other topics for reading:

Conservation governance - Carina Wyborn papers [here](#) [here](#)

Meeting ended: 12:40pm

Appendix 1: Actions from previous minutes

Financial report

Sophie to discuss process with Brendan and seek assurance of improved attention to the task or seek another book-keeper.

Board Development

1. Board to discuss Sophie's hours. *Executive developing contract*
2. Andrew from Thoughtpost and Sophie are to talk further on options for ED and Board to discuss workload/priorities *Ongoing – see minutes*
3. Funding to be sought for strategic Plan development
- 4.

Projects

Karen to help lead engagement with Indigenous groups. *To be addressed*

Relationships with Aboriginal organisations

Karen to act on recommendations approved at previous meeting *Ongoing*