

# Wildcare Inc. – Board of Management Meeting



## Minutes

**Thursday, 14 September 2017**

**Board Room, Derwent Sailing Squadron, Marieville Esplanade, Sandy Bay**

**Meeting opened at:** 11:04 am

**Directors Present:** Andrew Smith (AS; Appointed Co-Chair), Peter Williams, (PW; Elected Co-Chair and Chair of meeting), Glen Hayhurst (GH; Secretary and minute taker), Robert Dyson (RD; Treasurer), Sally Salier (SS), Dave Harris (DH), Kate Mooney (KM), Stan Matuszek (SM), John Duggin (JD), Erika Shankley (ES)

**Others Present:** Jason Jacobi (JJ, General Manager, PWS), Pip Gowen [PG, Regional Volunteer Facilitator (South), PWS, observer]

**Apologies:** Rosemary Gales (RG), Sally Simco (SAS), Bob Tyson (BT)

#	Item	Raised by	Context/Explanation	Motion/Outcome	Required Action(s)
1	Welcome		PW welcomed all present. New Secretary GH introduced.		
2	Apologies		As recorded above.		
3	Minutes of previous meeting: 8/6/2017			Moved: AS, seconded: DH that minutes be accepted. Passed.	
4	Business arising from minutes	AS	The Gift Fund Committee requires a new chairperson. This should be someone with a natural science background.		All Directors: Forward names of suitable candidates to AS by 30/9/17.
5	Financial report Aug 2017	RD	There was some discussion over falling membership subscriptions mainly through a decrease in renewals. We haven't yet been able to attract any sponsorship.	Financial report accepted.	
6	Co-Chairs reports	AS/PW	AS: 1. Provided assistance to Friends of Tasman Island (FoTI) with the crowdfunding project. Funds will go directly to the branch's a/c. It wouldn't be appropriate to have multiple branches crowdfunding simultaneously. 2. Received enquiries about the formation of new branches.		All Directors: At next Board meeting review FoTI's experiences with crowdfunding to learn from this prior to developing an appropriate Wildcare policy.

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7	Gift Fund Committee outcomes	AS	All previous projects approved.		
8	Gift Fund project invitation progress	AS	<p>1. Save the OBP fund - Invite the OBP DPIPWE Management Team and the Friends of the OBP to jointly make application for up to \$20,000 in line with the objectives of the Save the OBP Fund.</p> <p>2. Raptor fund – Invite the Raptor Rehabilitation and Wildlife Rescue Centre to make application for up to \$12,000 in line with the objectives of the Raptor Rehabilitation Fund.</p> <p>3. Bonorong fund – Invite Wildcare Friends of Bonorong and Bonorong Wildlife Centre to jointly make application for up to \$17,000 in line with the objectives of the Wildcare Bonorong Fund.</p> <p>4. Lighthouse fund – Item superseded by FoTI crowdfunding project.</p>	Moved: AS, seconded: JD that all groups be invited to apply for the funding for the amounts specified. Passed.	AS: Make the invitations (by 30/9/17) and forward applications to the Gift Fund Committee when acceptances received.
9	Biosecurity projects	AS	NRM South have provided a \$12,000 grant for relevant projects. Applications are assessed by NRM South. Only one branch application has been received: Friends of Maria Island for a wash-down station on the Darlington jetty. This project has been completed. Applications may yet be received from Friends of Melaleuca & FoTI. Funds can be used for implementation of support assets such as signage.		
10	Internal project funding applications	AS/PW	<p>1. Fulcrum app Software - Friends of GIS - \$2000</p> <p>2. Helicopter Costs - FoTI - \$2000</p> <p>3. Interpret Heritage German Chimney – Friends of Bruny Island Quarantine Station - \$700</p> <p>4. Windy Moor Boardwalk Stain and Helicopter Assistance – Friends of Mt Field - \$2000 (resubmitted)</p>	<p>All applications approved in full for the amounts stated.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>• \$30000 available for internal projects due to transfer from Gift Fund.</li> <li>• ES withdrew from the meeting for the discussion of application 2 and</li> </ul>	GH: Advise applicants accordingly by 30/9/17.

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				<p>PW withdrew for the discussion of application 3.</p> <ul style="list-style-type: none"> <li>The meeting supported the general principle that Wildcare branches should be able to make their own decisions as to how to use project funds.</li> </ul>	
11	Update on Wildcare personnel status	AS/PW	<p>PW provided a summary of discussion papers. Feedback from Directors was incorporated in the revised paper (V4).</p> <p>AS: There are five good candidates for the Facilitator role.</p> <p>New Operations Manager role will be on a contract basis for all payment arrangements. Wildcare doesn't have sufficient funding for a CEO at present.</p> <p>KM: Operations Manager's KPIs doesn't include reporting to the Co-Chairs.</p>	<p>Board noted progress and accepted the proposals in paper V4.</p> <p>As a result of Carol Pacey finishing in the role of bookkeeper, payments will probably be run less frequently in future (eg twice/month).</p>	<p>PW &amp; Lindie Lupo: Provide text to Facilitator to include item in newsletter showing appreciation for Carol and indicating possible reduction in payment services to branches. By next newsletter deadline.</p> <p>PW: Present flowers, chocolate &amp; certificate to Carol by 7/10/17.</p> <p>AS &amp; PW: Advertise for the Operations Manager role by 30/9/17 and fill the role by 31/10/17.</p> <p>AS &amp; PW: Select the successful candidate for the roles of Facilitator by 30/9/17.</p> <p>AS &amp; PW: Include the reporting of Operations Manager to Co-Chairs as a separate item in the contract. By 31/10/17</p>
12	Wildcare business operation	RD	<p>RD provided a summary of discussion paper.</p> <p>There was discussion as to whether the Board should be approving applications for grants or whether that should be performed by the CEO, Co-Chairs or a committee.</p>		AS & PW: Provide options for Board for next Board meeting.
13	PWS new strategic plan	JJ	JJ gave an excellent presentation on the development of the draft PWS Strategic Plan		

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			<p>for 2017-19 – copies of which were distributed. He highlighted the Three Capes project as a good example of successful implementation of the Vision. The Strategic Plan will need to be expanded to a duration of 5, 10 or 20 years.</p> <p>A major linkage with Wildcare is shown through the goal of having PWS being seen as relevant to and being valued by communities as represented specifically by the <i>Participation (Wildcare)</i> program. JJ suggested that the Wildcare Board should develop the divisional plan that will provide the detail as to how the program should operate. PWS should be encouraged to take a more strategic approach to taking advantage of Wildcare resources. He recommended that the Board should consider using external consultants to workshop the development of a strategic and divisional plan. Wildcare could assist PWS with educational programs that don't have the same leverage as some of the higher profile ones.</p> <p>PWS will celebrate its 50th anniversary in 2021.</p> <p>PG: Directors are invited to a Community Engagement Event at Woodvine NRA on Thursday, 9 November 2017 to recognise the work of Trauti Reynolds in compiling her historic journals and to honour Wildcare/PWS 20+ Presidents and Convenors. Refer to the invitation email for further details.</p>		
14	Event to mark 21 years of Wildcare	PW	There was much discussion of the options canvassed in the paper with a divergence of views held.	Agreed that there will be a Wildcare Week in Spring 2018 featuring barbeques at central locations followed by branch events. Long-serving members should be recognised.	PW: Provide some suggestions for review by Board at the next Board meeting.

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15	Proposal that Wildcare re-join Volunteering Tasmania	PW		Proposal that Wildcare re-joins Volunteering Tasmania accepted.	
16	Newsletter proposal	AS/SAS	Item from previous meeting	Agreed that we should maintain three editions of Wildtimes per year in both hardcopy and digital format.	PW: Request that Facilitator trials email to Wildcare members that highlights and links to interesting news items on the Wildcare website. Email by 31/10/17.
17	Social media skills development	SAS	<p>The proposal for encouraging relevant Wildcare members to participate in digital coaching sessions was discussed.</p> <p>Wildcare website usability issues faced by Presidents or other branch members in entering items on a low frequency basis was raised.</p>	<p>Agreed that we support Digital-Coaching sessions for relevant Wildcare members such as the new Facilitator.</p> <p>GH offered to provide hands-on support services for using the website to people in the North and North West.</p>	GH: When new Facilitator is appointed, request that they distribute an email to branch Presidents offering website support services to people in the South (Facilitator) and North & North West (GH).
18	Update on Achievement Awards	PW	Sixteen people have been nominated for the Wildcare Inc Environmental Volunteering Award section of the Tasmanian Community Achievement Awards facilitated by Awards Australia. Wildcare receives significant value from sponsoring this. Judging is on 5 October 2017.		
19	Amendment to Board meeting schedule	SAS	Discussion paper highlights a discrepancy between the current arrangement of Board meetings in April, June, September & December and the Wildcare constitution which states that meetings must be held at least every third month.	General agreement that four meetings per year is acceptable. Defer a final decision on this to the next meeting.	
20	Friends of the Fresh-Water Lobster	SAS	Background paper on the work of the Friends of the Fresh-Water Lobster prepared by SAS.	Agreed that branch was very active and doing significant work.	

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21	Other items	PG	The Tasmanian Landcare Awards are open for entries. ( <a href="http://www.landcaretas.org.au/tasmanian_landcare_awards2017">http://www.landcaretas.org.au/tasmanian_landcare_awards2017</a> )		
22	Next meeting			Thursday, 7 December 2017, 9:30am followed by lunch. Venue TBA.	

**Meeting closed** at 2:55 pm