

Minutes
fotpin Coordinating Committee Meeting
25 October 2010, 7.30pm

Attended: Vaughn Cox, Heather Burness, Warren Bond, Rosemary Blemings, Mark Hallam, Mark Burness (coopted member advising on Rules of Management)

1 Apologies

Don Driscoll

2. Minutes of the last meeting

Minutes of the previous meeting to be circulated out of session and approved
Moved Heather, Seconded Warren Bond, Accepted unanimously

3. Correspondence in and out

Re Fundraising

Bunnings re metal stakes for grass project

Re Rules

John Fitzgerald and L Harland

Re Students from Universities

Film documentary making (UC), Landscape architecture (UC), Possible volunteering from ANU student contacting Don

Re LIDAR

Quote and other various emails

Re Licence agreement

Data management PC&L, ACT and fotpin

Re PCL volunteer policy

Re EACT Grants

See Change, STEP, BoB (Bush on the Boundary), Seeing Grasslands, (all tabled)

Re Weed Management Plan Implementation

Seeking comments on the draft plan, Brushcutter use training, Chemicals for spraying (all PCL)

Re Grass Restoration

Burning- PCL to manage, Plot locations, Fencing, Locks and gate and access to park (all PCL), Finance Management with GCG re access to grant monies

Re News of various opportunities

UMECC Forum, Submission for Landcare 'one off' monies, Greening Australia Seed propagation Workshop, Greening Australia Veglink funds

Re Equestrians and BMX tracks

PCL signage and handout, Malcolm Fyfe

Re GCG

Meetings, wire roll, Lower Ginninderra Catchment Tour, plants from Bunnings, GCG's role

Re Guided Walks

Information concerning the spring program to MCG, GCG, fotpins, distributed Posters and brochure

Re Newsletter

Update and newsletter set to appropriate contacts and new members

Re Weetangera Primary School fete

Organisation of fotpin activity at WPS fete

Re Rabbits

Transect results and August values David Wong

Re PCL

Two track and tree maintenance issues

Re Fire Policy and Management

Neil Cooper PC&L Manager Fire policy

Re Distribution of Beating the Weed menace

To Schools in the area by Don Driscoll

Re Parkcare Coordinators Meeting

PCL, possibility of the formation of a Canberra Nature Park Advocacy Group

Actions arising

Heather to send the link to the PCL Volunteer Policy to Warren for uploading onto our website

Pax to send correspondence concerning August values (Rabbits, David Wong) to Heather for filing

4. Treasurers Report/ Business arising

**4.1 Statement of Receipts and Payments for the period 25-Jul-2010 to 23-Oct-2010 tabled \$583.50
(see attached document)**

Warren Bond Seconded Mark Hallam Accepted unanimously

4.2 Payments for Approval at Fotpin Coordinating Committee Meeting 25 Oct 2010

To Warren Bond for Fotpin.org.au domain name registration \$49.00

To Pax for Paper for printing brochures, fliers, quizzes \$59.34

Receipts tabled

Mark Hallam Seconded by Heather Burness Accepted Unanimously

4.3 Discussion re management of monies for Grass Restoration Project with GCG

Need for a monthly statement from GCG on our grant monies and interest.

4.4 Consumables costs

P&C will reimburse (on receipts) expenses for consumables, etc, up to the value of \$200 per year.

It was decided that the simplest way to handle this was to purchase them initially through our books, and then make a bulk request for reimbursement to P&C. This way our books reflect the true cost of our activities.

Warren Bond undertook to check whether this was acceptable to P&C.

Actions Arising

Payments to be made to WB and Pax

WB to ask GCG re the possibility of monthly statements from GCG outlining the status of our grant and its interest

WB to keep receipts of costs of consumables and bill P&C after our payments

5. Reports

5.1

(a) GCG

Pax reported that Lyn Jenkins, Chair of GCG, wanted to be kept in touch with the progress of our grass restoration program. The GCG meeting had a special speaker from Environment ACT speaking on the quality of water run off (specifically generated from building and construction sites).

WB tabled a document to which he spoke at a further GCG meeting (see attached documents)

(b) MCG

Pax reported that the October MCG meeting was concerned with activities across the catchment. He presented information to MCG concerning our directions and activities.

He also pointed out that MCG were particularly interested in fotpin attending their meetings, although he believed that it wasn't necessary for that to happen each month.

(c) Parkcare coordinators meeting with P&C

Pax reported

- that P&C wish to establish a "weed task force"
- that volunteer park care labour usually utilised in CNP might be used "off reserves" and "on reserves".
- that even with a restructure of TAMS there will be no significant change to how we relate or operate with them
- P&C do not want Parkcare groups to use phostoxin (phosphine gas) in independent management of rabbit numbers
- there was general concern at the meeting about lack of funds for Rabbit control
- that there was general interest amongst convenors at the meeting that an advocacy group concerning issues related to the management of CNP might be formed
- there was general concern re cyclists on unmanaged tracks
- that at the next meeting there should be 30 minutes allocated for Parkcarers to voice their concerns

Action Arising

That HB contact MCG re fotpin receiving emailed minutes of their meeting

5.2 STEP workshop

Rosemary reported that she found the workshop useful for finding out what other groups were doing, networking and exploring synergies.

Action Arising

Rosemary to follow up on the STEP feedback form

5.3 Possible linkages with other ACT environment funded projects

Copies of the "Seeing grasslands", "Bush on the Boundary" (BoB) and "See change" projects were tabled and read.

BoB project was of interest to fotpin, Both Pax and Don have spoken to Jenny Murdoch, the Science Coordinator at Hawker College. She attends BoB meetings as Hawker College is involved in this project

Pax reported that the See Change project will be substantially reworked and recast. It's possible that we might be involved with this project through the local Primary Schools.
MH pointed out the positive outcomes which would come from a common methodology across Parkcare groups. He felt that there was not much cross flow of information and that what we learn from our project could contribute to other groups.
MH believed that the Parkcare Coordinators meeting should be able to do this.

5.4 Equestrian issue update

Feedback had been given to Stuart Jeffries of P&C on the draft wording of signage to be placed at the Pinnacle Nature Reserve. Fotpin has not heard back at this stage.
MH pointed out that it would be good to document the state of the tracks both before and after the opening of the gates for equestrian access.
WB stated we needed to document off track usage.
Rosemary tabled 4 photographs of tracks from October 1997.
WB stated that there needed to be signage at all intersections.

Actions Arising

Pax to follow up re signage and notice board information for equestrian usage
Pax to follow up re wheel rut damage to tracks with P&C

6 CC Setting up issues

6.1 A review of the Draft Management Rules. Papers presented by Mark Burness and Heather Burness

The committee noted the changes made and not made by Mark Burness to the Draft rules as per his paper attached.

A question was raised as to what happens if someone volunteering with fotpin doesn't abide by the PCL Volunteer guidelines. It was stated that the person in question was to be asked not to work outside the guidelines and if necessary the incident would be reported to PC&L.

In response to Heather's paper the committee recommended

That Mark Burness reword clause 10 (3) of the Draft Rules to address the desire of the Coordinating Committee to have elections at Annual General Meetings by majority of votes for Coordinating Committee positions.

Mark Hallam Seconded Warren Bond Unanimously accepted

After some discussion Pax requested that a formal position of "Coordinator" be established as part of the fotpin Coordinating Committee executive as separate from the Convenor.

The committee recommended

That Mark Burness reword clause 10 (2) and renumber below clause 12 to add another clause defining the Coordinator's position under clause 11

Mark Hallam seconded Warren Bond Unanimously accepted

Rosemary left the meeting at 9.20pm with apologies

6.2 Follow up discussion and resolution of committee member's roles as coordinators of activities including our spring/summer priorities.

Paper by Pax

The committee addressed the question of whether we needed to redistribute our workloads so we can ask general fotpin members for assistance. This would become part of a strategy of succession planning. The committee needed to do forward planning for 3-6 month priorities.

Actions Arising

Pax to identify a “calendar of activities” which would be seasonally influenced to put to the group out of session.

Subsequently, the committee would create a list of members to do specific tasks in which they are skilled or have expressed the desire to be involved eg Wendy Whitham as a proof reader.

7. Programs

7.1 Weed Management Plan Implementation Status

It was noted that

- we are entering the season for slashing Saffron Thistle and spraying St Johns Wort
- the Pinnacle Nature Reserve was currently swamped by weed growth due to the weather
- the weeding effort has fallen short of the targets in the Weed Management Plan
- the weather had not been conducive to activity but had benefited weeds
- Horehound spraying by P&C had covered 1.7 hectares as well as other smaller areas
- there has been weeding effort in the Bottom Pinnacle that was not projected in the WMP
- 8 fotpins had been trained and approved by P&C in slashing weeds with brushcutters

7.2 Soil and Water Erosion assessment program

This program has been pushed down in priority by the need for weeding in this season and the NGRP. The program will re emerge next year.

7.3 Fire Management paper

Deferred to next meeting due to DD’s absence. It was noted that Don is very busy with the NGRP but continues to liaise with Margaret Kitchin a fire ecologist with P&C.

7.4 Grass restoration Program formal adoption by fotpin

The Grass Restoration program was formally adopted as a fotpin project.
The committee recommended that

fotpin formally adopt the Grass Restoration Project proposed, written and lead by Dr Don Driscoll as a priority program

Heather Burness Seconded Vaughn Cox Unanimously accepted

When and if he wishes to publish findings from the Grass Restoration Project, that Dr Don Driscoll acknowledges fotpin involvement and support

Warren Bond Seconded Heather Burness Unanimously accepted

7.5 Rabbit control program

Continues to be an incomplete draft fotpin program, awaiting further input with a view to release in the first quarter of 2011

8. Information outreach and web content

8.1 Summer Newsletter.

The Committee agreed to the options outlined in Pax's paper as possibilities for the current newsletter. See attached paper

8.2 FOTPIN website update

The Committee made special acknowledgement of Warren's outstanding efforts in creating the site. They were extremely grateful for his perseverance and efforts in building the site and recognise and appreciate its obvious potential as a vehicle for communicating information about fotpin activities.

Pax Seconded Mark Hallam Unanimously accepted

Warren put forward the following recommendations to the committee to develop a protocol for clearance of content for publication on the *fotpin* website. See attached paper for background

Subject to the conditions below, responsibility for website content rests with the webmaster.

Content that describes fotpin positions and opinions requires clearance by the Coordinating Committee (either at a meeting or out of session by email)

Examples and Special Cases:

Coordinating Committee Agenda Papers

The final agenda circulated for CC meetings will be published to the website, but without the supporting papers

Minutes of Coordinating Committee

Once approved by each CC member (following an email process to conclude not more than 2 weeks after the meeting), the minutes will be published on the website as "Draft Minutes". A footnote will explain what is meant by "Draft".

Following ratification at the next CC meeting, the minutes, revised as appropriate, will be published as "Minutes".

Minutes of General and Special Meetings of Members

As for Coordinating Committee Minutes, once approved by the CC members the minutes will be published as "Draft Minutes". A footnote will explain what is meant by "Draft".

Following ratification at the next General Meeting of members, the minutes will be published as "Minutes"

Exceptions to the above:

Documents that have already been circulated to members and beyond will be assumed to have been approved by the Coordinating Committee

Content that summarises and presents approved fotpin activities requires approval only by those CC members immediately associated with them (eg. the leading and assisting CC members for that activity)

Content contributed by members and published under their own name is not assumed to be fotpin opinion and its publication is at the discretion of the webmaster.

Seconded Mark Hallam Unanimously accepted

Action Arising

Warren will notify all 5 email lists that our website is up and functional.

8.3 Weetangera Primary School fete

In planning phases and in communication with WPS

8.4 Spring program of Guided Walks update

Two have been done and one to go. Attendance numbers recorded on activity sheets as

- Birding walk had 15 attendees
- Rosemary's walk had 16 attendees

8.5 Letterboxing – approach, numbers, when?

Feedback where walk attendees had received information is as follows

10 people had seen the walks advertised by posters. This comprised 2 at Hawker shops and 8 at the Pinnacle reserve

4 attendees had seen the walks advertised in letterbox dropped brochures.

7 had received notice of the walks via email, 2 from COG and 1 from MCG

Heather pointed out that we need to get the message out beyond Hawker and Weetangera suburbs but that this would need funding and that likely times for letterbox dropping would be Spring and Autumn

9. Recruitment/membership

5 new members since our last meeting

10. Any other business

Heather handed Mark Hallam a small paper with tips re archiving form an archivist from the City of Sydney (see attached document)

11. Next Meeting

13 December 2010, 7.30pm

Burness residence, 61 Ambalindum St Hawker ACT 2614

Meeting closed 10.30pm

12 Attached Documents

(12.1 and 12.2 attached; others available by request from the Secretary)

12.1 Statement of Receipts and Payments

12.2 Payments for Approval

12.3 Notes from which Warren Bond spoke at the GCG meeting of 18.10.10

12.4 Discussion paper on the rules of fotpin for Agenda Item 6.1 (Mark Burness)

12.5 Notes for Summer 2010 Newsletter (Pax)

12.6 Proposed protocol for clearance of content for publication on the fotpin website (Warren Bond)

12.7 Know how to create good records: Alli Burness

**12.1 Friends of the Pinnacle Statement of Receipts and Payments
For the period 25-Jul-2010 to 23-Oct-2010**

| | | |
|---------------------------------------|----------|------------------------|
| Opening balance on 25-Jul-2010 | | \$0.00 |
| Receipts | | |
| Donations | \$144.00 | |
| Joining Fees | \$220.00 | |
| Membership | \$226.00 | |
| | | <u>\$590.00</u> |
| Payments | | |
| Bank Charges | \$6.50 | |
| | | <u>\$6.50</u> |
| Surplus of receipts over payments | | <u>\$583.50</u> |
| Closing balance on 23-Oct-2010 | | <u>\$583.50</u> |
| Reconciled to: | | |
| CPS Account 03356841 | \$400.50 | |
| Petty Cash | \$183.00 | |
| Total | | <u>\$583.50</u> |

Warren Bond
Treasurer
23 Oct 1010

**12.2 Friends of the Pinnacle Payments for Approval at Fotpin Coordinating Committee Meeting
25 Oct 2010**

| <u>Payment to</u> | <u>Purpose</u> | <u>Amount</u> |
|-------------------|---|---------------|
| Warren Bond | Fotpin.org.au domain name registration | \$49.00 |
| Pax | Paper for printing brochures, fliers, quizzes | \$59.34 |
| Receipts filed | | |