

**Minutes**  
**fotpin Coordinating Committee Meeting**  
Monday 23 May 2011, 7.30 pm

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**Attended:** Vaughn Cox, Heather Burness, Warren Bond, Don Driscoll, Mark Hallam

**1. Apologies**

Nil

**2. Minutes of the last meeting/ Business arising**

Moved Heather; seconded Pax; unanimously carried

Business Arising

- Monthly financial statement from GCG re grass project, Pax/Warren to follow up
- Acquittal procedures of grants to Heather, Pax to send
- Warren to approach PCS to repay fotpin for the consumable expenses

Other actions from the previous minutes not completed yet

- Heather to send to Peter Kalyvas a list of people with various knowledge, skills, interests and expertise.
- Don and Pax undertook to walk on the PNR with Peter and Brian to identify particular areas that illustrate ideas and management issues on a date to be set delayed by Peter recovering from injury
- Warren to contact GCG re the possibility of monthly statements showing the status of our grant monies and interest. Pax to follow this through.

**3. Correspondence in and out / Business arising (Selected)**

Moved Heather, seconded Warren

## Correspondence concerning

- The Shed at North Kama
- Possible Environment ACT grant from and to PCS, MCG and GCG
- Letters of support from and for the Conservation Council funding proposal
- Letter of support for the Seeing Woodlands MCG funding proposal from fotpin
- Resignation of member Mervyn Aston
- Resignation of CC member Rosemary Blemings
- Various emails regarding weeding and NGRP signs from and to PCS
- Various emails re meetings from and to PCS
- Chief Minister's reply in support of parkcare focal point for Lower Molonglo at North Kama property
- Mary Porter MLA in support of parkcare focal point at North Kama property
- NRM Chair Sarah Ryan thank you for presentation on their field day by fotpins
- Grant proposal for Federal government Volunteers funding (FaCHsia) for slashing kit
- Successful Grant from MCG for GPS and sprayers
- Deed of grant from GCG for our Environment ACT grant
- Fotpin Submission to National Capital Authority review

**Action Arising**

Heather to send thank you letter to Rosemary Blemings for her efforts on the CC over the last 10 months.

**4. Treasurers Report/ Business arising**

See report attached below

Moved Warren; seconded Heather; carried unanimously

## Business arising

The committee agrees that Pax to be reimbursed for expenses detailed in the Treasurer's Report.

Moved Warren; seconded Heather; unanimously carried

**5. Governance** (an initial standing item in the first phase)**5.1 Draft Rules**

The committee discussed the feedback from fotpin members on the draft rules.

## Comments from Dierk von Behrens, and committee responses

- Clearly distinguish in the rules the four kinds of meetings: Committee, AGM, GM, SGM.  
Agreed to be done in a specific section of the rules
- Rule 8. *Members are not personally liable for any debts incurred by the group.* This rule is not reflective of an unincorporated group member's liability as all members are jointly and severally liable for debts of an unincorporated group in law.  
The Committee agreed to omit this rule as it is not legally correct. The Rule was a hang over from the time when the group was considering incorporation at the early stages.  
The CC agreed to footnote that all members of the group are liable for its debts
- Dierk suggested the phrase "inappropriate human activities" to be added to the list of threats to biodiversity and ecological function that are listed 'to halt and reverse' as part of our objectives.  
The CC believed that it was difficult to define 'inappropriate' and therefore didn't agree with this so therefore better to insert "for example" before the stated 'threats'.

- Rule 27/2. That 3 committee members (two committee as well as the Treasurer) be nominated as trustee signatories to the accounts rather than 2 in total as it now stands. CC asked Mark Burness to change the wording to reflect that at least 2 members of committee were to be signatories, the Treasurer and at least one other member.
- Rule 29. The insertion of the word ‘general’ to correctly name the type of meeting that the rules may be alterable within.  
Agreed
- Rule 30. That the Secretary must keep in his/her control all records except the current financial records, those to be kept by the treasurer.  
Agreed
- Rule 31 to reflect that notices be sent by either post or by email to the most recently recorded email address.  
CC asked Mark to change Rule 2 to define what an address was.

Dierk also recommended that fotpin become an incorporated body so that members were not liable for fotpin debts.

The committee noted his response and also noted that this was an issue for members to resolve.

Comments from Pax (including one from Malcolm Fyfe), and committee responses

- First page should show the Pinnacle as The Pinnacle with a capital “T” and this should follow throughout the document in (1) and (2) etc. (comment from Malcolm Fyfe)  
Agreed
- Formatting in 5 after objectives are: should have a small (i) and (ii).  
Agreed
- Rule 9. The word “directs” is considered too controlling and the words ‘facilitates’, ‘coordinates’ or ‘organize’ is suggested.  
The committee agreed to using the words “facilitates and manages” to describe its powers.
- Rule 10 has some internal conflict within as 10(1) and 10(2) is setting out the office bearers and then allowing others to be elected from time to time.  
The committee agreed to delete 10(2) and incorporate into 10(1) the words “plus any member co-opted under rule 10(5)”

Comments from Lesley Harland and John Fitzgerald, and committee responses

- Rule 2 definitions. Why define “ordinary committee member” as it is only used in 10(1) and is obvious. The term “ordinary Committee member” is used by most groups that have committees to describe committee members that don’t hold an office bearing position.  
The committee noted this comment but agreed to leave it as it stands for clarity.
- Rule 3. Why do we need it?  
The CC agreed to refer to the Model rules so that some 8 pages of rules could be left out of the fotpin management rules. This allows for brevity especially in regards to rule 7(4).  
The CC requested Mark Burness to amend the rules to reflect that the fotpin Management rules take precedence over the model rules except where expressly stated to the contrary.
- Rule 6. That we drop the word “to” at the start of (a)-(j).  
CC agreed to delete the word to in this part of the rules
- Rule 13. In rule 31 there is mention of a ‘register of members’ but does not say who keeps it. Should it be included in 13(2) under Secretary responsibilities or is it one for the Treasurer? As the Secretary is charged to keep all records then it automatically falls

to the Secretary to keep a register of member.

CC noted that a register of members contains a list of names of members and their postal address only.

- Rule 20 (1) (b) Is it too limited for only committee to provide reports at the AGM as there could be reports from other people doing specified projects etc.  
The committee noted this as a good point and asked that the words in this subsection be expanded to include “other reports as deemed appropriate by committee”.
- Rule 20(4). Do we need it and do we need to refer to 25 July 2010?  
The CC requested that the date be footnoted. This clause forms part of the critical history of the group. The 25 July 2010 was in fact the first meeting of the group as the rules were voted upon.
- Rule 21 (1). Do we need the word “however”?  
The CC agreed to keep the word ‘however’ for greater flexibility.
- Rule 22(2). Notice of requested General Meeting refers to rule 32 and its dealing with surplus property. Should it be a reference to rule 29?  
CC agreed for this rule to refer to both 32 and 29.

The Committee recommended that Mark Burness change the current draft of the management rules to reflect the views of the committee as noted above.

Moved Pax; seconded Warren; unanimously agreed

### **Action Arising**

Warren to collate a register of members with names and postal addresses only.

## **5.2 Working toward an AGM**

Things to be done:

- Notice to be sent to members 21 days prior to the meeting (3 July)
- Notice to include agenda and afternoon tea invitation (bring a plate)with announcement of public speaker
- Pax to draft to CC members a report of the years activities to be presented to members at the AGM
- Warren to draft the Treasurers report and will organize an auditor
- The CC to ask Mark Burness to speak briefly to the rule changes
- There will be a vote on the rules
- All CC positions will stand down and nominations will be taken from the floor
- Pax to organize a venue and returning officer to chair the meeting whilst the election takes place
- Returning officer and secretary to record numbers
- At the notice of the meeting 21 days prior, members will be reminded that inquiries regarding nominations for positions and roles on CC are welcome and to be alerted to the current rules (25 July 2010) and the new draft rules ready for consideration and vote. Warren will organize this last hyperlink.
- Heather and Pax to finalize a brief outline of the roles of CC positions for members who are interested in sitting on Committee
- Printed material needed for meeting
  1. Convenor’s report
  2. Treasurer’s report
  3. Some copies of the Rules 25 July 2010
  4. Copies of the current draft ready for voting

### **Actions Arising**

As above.

## 6. Canberra Institute of Technology (CIT) Programme

CC to note out of session decision to proceed and update on progress.

Recommendation:

that fotpin sees the joint fotpin/CIT collaboration as potentially positive, worthwhile and beneficial for both parties and agree to proceed with the fotpin CIT program

Moved Heather; seconded Pax; unanimously carried

Update on program

5 students working on the following programs

- Grass experiment
- Weed plan
- SSA
- Vegetation mapping and planting program
- Mapping of Aprasia

## 7. Proposed planting program

Update on the proposed planting program, next steps

Communication and recommendation from John Brannan attached.

Recommendation:

- Subject to PCS approval of the proposed planting program, the Committee approves the draft program

Moved Pax; seconded Warren; unanimously carried

## 8. Community Service Order placement scheme

Further advice has been received from the Dept. of Justice that they cannot deliver three workers easily for various reasons.

Recommendation:

that the committee decide not to proceed with becoming an agency for supervising CSOs for the present and see as an alternative Dept. of Justice supervised workteams to meet our peak requirements

Moved Pax; seconded Mark Hallam; unanimously carried

## 9. Slashing meeting update, proposed saffron control project

- The meeting of saffron slashers on 20 April determined a need for 2 more brushcutters and better quality harnesses, the latter for OH&S reasons.
- This was seen as sufficient for the PNR but that working North Kama in the future would see a need for more equipment
- The slashers were not ruling out organizing further equipment
- Some areas of the PNR had seen revised slashing activity to work on new growth.
- One of the benefits of slashing saffron was the better conditions it created for completing the Kangaroo survey
- The CC noted that there was a proposal for a Saffron Control experiment being developed

Recommendation:

that the Committee agrees to Pax submitting a bid to the Commonwealth Volunteer Grants for brush cutting equipment including better quality harnesses as agreed by the Slashing Group.

Moved Pax; seconded Don; unanimously agreed

**Action Arising**

Pax to prepare the submission

**10. Green Gym**

Pax has communicated with Drew English from [Australian Trust for Conservation Volunteers](#); no progress so far

**11. Focal point Grant application**

Environment ACT grant for the North Kama focal point was not lodged for a variety of reasons.

We supported an application from the Conservation Council (regarding the Lower Molonglo Valley) and Seeing Woodlands Project (see other business, item 17.3)

**12. Bottom Pinnacle and North Kama proposals and Woodlands Strategy**

Pax advised that this was a timely moment to advocate for Bottom Pinnacle and North Kama to be annexed to The Pinnacle Nature Reserve

Pax to attend Woodlands Strategy meeting on Wednesday 25 May

**13. Program reports****13.1 Native Grass Restoration Project**

- Completed 1st round of treatments on time and in budget
- Latest results on [website](#)

**13.2 Weed Management Plan Implementation**

- Refer to [website](#)
- End of weeding year approaching, after which we need to consolidate learnings and revise the plan

**13.3 Soil and Water Erosion Assessment Program**

- EDL (Ephemeral Drainage Line) assessments about one third complete
- Considering assessing the streams that move into Kama Nature Reserve as well

**13.4 PEEP (Pinnacle Environmental Education Project)**

- Heather to reconnect with Peter Kalyvas

**13.5 Rabbits and Kangaroos**

Rabbits

- refer to [website](#) for details

Kangaroos

- Final estimate of kangaroo numbers from the sweep count on 1 May was 722 Eastern Grey Kangaroos and 2 Swamp Wallabies
- This implies a density that is greater than the ACT Government's "conservation density", ie the density at which there is no noticeable effect of kangaroos on the grasslands
- Management decisions lie with the PCS and Land Management and Planning
- Further details on the [website](#)

**13.6 Fire management paper**

No progress as yet as Don is focused on the NGRP

## 14. Information outreach and web content

### 14.1 Pinnacle Nature Reserve Brochure

- Rosemary Blemings delivered a package of material concerning the brochure plans
- Heather to collate its contents and the next Committee to decide in this project

### 14.2 Newsletter

June edition to include articles by/about:

- Pax: Bottom Pinnacle and North Kama proposals and the Woodlands Strategy
- Warren: Roos and the Count Day
- Don: NGRP treatments
- Small vignettes by R. Von Behrens about Bees and wasps seeking the nectar from the sugar and from CC about the AGM

### 14.3 Website update

Warren reported on the latest site visitor statistics.

Since he began recording on 11 March:

- There have been 312 unique visitors to the site
- The top 5 most visited pages have been 'News', 'Recent weeding', 'This Week on the Pinnacle', 'Photo Gallery' and 'About us'
- The 'Advocacy' page, the weather link and the new web content page were also quite popular

### 14.4 Guided walks

#### Action Arising

Heather to draft a Spring program and email to CC members for out of session perusal and raise the issue of a letterbox drop for discussion.

### 14.5 Noticeboard

- Need to revisit this
- Next Committee to work on this

## 15. Convenor's reports

### 15.1 Molonglo BoB (Bush on the Boundary)

- BoB committee interested in making use of the LiDAR dataset with flythrough and mapping
- Seemed best that Warren go to explain this at the next meeting

### 15.2 GCG (Ginninderra Catchment Group)

- Calling for suggestions for pilot "Weeds advocacy" projects
- Pax to write a brief submission

### 15.3 MCG (Molonglo Catchment Group)

- No fotpins attended this meeting

### 15.4 Meeting with PCS by Pax, Warren and Heather, 20 April

- We need to provide updated 6 month workplan
- We need to let them know the fotpin activities at the Pinnacle on a more regular basis
- Minutes are attached and were sent to PCS on April 21 but still no reply
- List of actions arising included in the summary at [item 19](#).

## 16. Membership/volunteer recruitment

Warren reported that since the last meeting there have been:

- 1 new member, Brenda Runnegar
- 2 members confirmed membership by completing the registration form
- 2 member who had paid a subscription donation missed the deadline for completing and registration form and has been moved off the membership list
- 1 resignation, Mervyn Aston

Current total membership: 44

It was noted that we need to recruit new active people, and a letterbox drop in Spring was suggested.

## 17. Other business

### 17.1 Update on Requested General Meeting held on 15 March

- A brief statement of the outcome was posted on our [website](#).
- Subsequently Mervyn Aston resigned his membership of fotpin.

### 17.2 Digital Data Management Plan

Warren spoke to a previously circulated paper on the need for fotpin to have a plan for backup and storage of digital files and data, especially as our activities involve us in collecting increasing amounts of data, often in very large files.

The core of the proposal was to :

- 1) Set standards for personal digital file backup guidelines;
- 2) Establish a central data file storage using a large external hard drive; and
- 3) Appoint a data manager to manage the data storage and facilitate transfer of data with and between members

He also suggested ways of improving data exchange including making use of an internet facility called “DropBox”

Recommendation:

That the Committee approve the adoption of the proposed and circulated Data Management Plan and appoint Warren as data manager

Moved Warren; seconded Don; unanimously carried

#### Action arising:

Warren to investigate the acquisition of a suitably sized external hard drive for fotpin data storage.

### 17.3 Seeing Woodlands Project

Fotpin has been approached to be involved in a photo workshop and exhibition entitled *Seeing Woodlands* currently submitted for an Environment ACT grant by David Wong and photographer Chris Holly. The workshop would take place on the PNR and surrounds in Spring.

## 18. Next meeting(s)

The next coordinating Committee meeting will be held immediately preceding the AGM at Weetangera Primary School on the 24 July time to be confirmed.

**Meeting concluded 10.30 pm**

**19. Summary of Actions arising from the Minutes**

- 1) Pax and Warren: Monthly financial statement from GCG re grass project.
- 2) Pax to send acquittal procedures of grants to Heather.
- 3) Warren to approach PCS to repay fotpin for the expenses paid to Pax
- 4) Heather to send thank you letter to Rosemary Blemings for her efforts on the CC over the last 10 months
- 5) Mark Burness to change the current draft of the management rules to reflect the views of the committee at this meeting
- 6) Warren to collate a register of members with names and postal address only and email to Heather
- 7) Pax to submit a bid to the Commonwealth Volunteer Grants for brush cutting equipment including better quality harnesses as agreed by the Slashing Group.
- 8) Heather to reconnect with Peter Kalyvas
- 9) Heather to collate the contents of Rosemary's info pack about a brochure ready for the next Committee to decide in this project
- 10) Heather to draft a Spring program and email to CC members for out of session perusal and raise the issue of a letterbox drop for discussion.
- 11) Pax to write a brief list of information for GCG pilot weeding programs
- 12) Warren to investigate the acquisition of a suitably sized external hard drive for fotpin data storage.

**Actions relating to AGM**

- 13) Pax /Heather: Notice to be sent to members 21 days prior to the AGM (3 July)
- 14) Notice to include agenda and afternoon tea invitation (bring a plate)with announcement of public speaker
- 15) Pax to draft to CC members a report of the years activities to be presented to members at the AGM
- 16) Warren to draft the Treasurers report and will organize an auditor
- 17) Heather to ask Mark Burness to speak briefly to the rule changes
- 18) Pax to organize a venue and returning officer to chair the meeting whilst the election takes place
- 19) Heather and Pax to finalize a brief outline of the roles of CC positions for members who are interested in sitting on Committee
- 20) Pax and Heather to organize printed material needed for meeting , copy of Convenor's report, Treasurers report, some copies of the Rules 25 July 2010, copies of the current draft ready for voting
- 21) Warren to organize hyperlink for versions of the rules ready for the AGM

**Actions arising from meeting with PCS, 20 April**

- 22) insurance check on Mark Burness vehicle. (Pax has done already, resent today)
- 23) fotpin to determine what tracks we are not going to drive on
- 24) if fotpin further investigates the possibility of becoming an agency for the supervision of people undertaking CSO orders to let PCS know and email them
- 25) provide a 6 month workplan to Nadia
- 26) pinpoint risk areas of track erosion to Stuart/ Nadia who will follow this up at our next meeting to determine a timetable ( noting the priority of track repair in other parks)
- 27) Pax to provide map to Nadia/ Stuart and Jenny re ALG invasion of Nth Kama property so that they may relay this info to those concerned.
- 28) Speak with Don re the likelihood of burning the plots in the fotpin Grass experiment

**20. Tabled Reports/papers/ documents**

- 20.1 [Agenda Item 4 Treasurer's Report](#)
- 20.2 Agenda Item 7 Proposed Planting Program
- 20.3 Agenda Item 15.4 Minutes of meeting with PCS, 20 April
- 20.4 Agenda Item 17.2 Digital Data Management Plan

Treasurer's report attached. Other reports/papers available from the Secretary.

**20.1 Agenda Item 4 Treasurer's Report**

**Friends of The Pinnacle  
Statement of Receipts and Payments  
For the period 25-Jul-2010 to 23-May-2011**

<b>Opening balance on 25-Jul-2010</b>	<b>\$0.00</b>
 <b>Receipts</b>	
Donations <sup>1</sup>	\$529.00
Joining Fees	\$220.00
Membership	\$236.00
Grants <sup>2</sup>	\$692.00
Interest	0.05
	<b>\$1,677.05</b>
 <b>Payments</b>	
Bank Charges	\$6.50
Stationery	\$59.34
Domain name registration	\$49.00
LiDAR data <sup>3</sup>	\$385.00
Weeding consumables	\$55.40
	<b>\$555.24</b>
 Surplus of receipts over payments	<b>\$1,121.81</b>
 <b>Closing balance on 23-May-2011</b>	<b>\$1,121.81</b>
 <b>Reconciled to:</b>	
CPS Account 03356841	\$1,023.21
Petty Cash	\$98.60
	<b>\$1,121.81</b>
Less unrepresented Cheques	\$0.00
Total	<b>\$1,121.81</b>

Warren Bond  
Treasurer  
23 May 2011

<sup>1</sup> Includes specific donation of \$385 for purchase of LiDAR data

<sup>2</sup> Grant from Molonglo Catchment Group for purchase of 2 SOLO spray units and 2 etrex-H gps units

<sup>3</sup> Paid for with a donation specifically for this purpose

**Payments for Approval at Fotpin Coordinating Committee Meeting 23 May 2011**

<b>Payment to</b>	<b>Purpose</b>	<b>Amount</b>
Pax	Purchase of equipment against Molonglo Catchment Group grant	
	Spray units	
	2 x SOLO 475 Knapsack Sprayers	\$330.00
	2 x SOLO extension lances	65.00
	3 x SOLO brass adjustable nozzles	49.50
	<b>Total</b>	<u>\$444.50</u>
	GPS units	
	2 x Garmin etrex-H GPS units	<u>\$248.00</u>
	<b>Grand Total</b>	<u><b>\$692.50</b></u>

Receipts attached