

**fotpin Coordinating Committee Meeting**  
**Monday 29 August, 2011 7-30 pm**  
**Minutes**

## Contents

1. [Apologies](#)
  2. [Minutes of the Last Meeting](#)
  3. [Correspondence](#)
  4. [Treasurer's Report](#)
  5. [Membership Report](#)
  6. [Convenor's Report](#)
  7. [Governance](#)
    - 7.1 [Responding to Committee vacancies: Secretary and Coordinator](#)
    - 7.2 [Committee Member roles](#)
    - 7.3 [Re-consideration of incorporation](#)
    - 7.4 [Membership of Peak Bodies](#)
- Programs
8. [Weed Management](#)
  9. [Native Grass Regeneration Project](#)
  10. [Soil and Water Erosion Assessment Program](#)
  11. [Revegetation Project](#)
  12. [Focal Point](#)
  13. [Belconnen Hills Woodlands Strategy](#)
  14. [Information, outreach and website](#)
    - 14.1 [Newsletter](#)
    - 14.2 [Guided Walks](#)
    - 14.3 [Pinnacle Environmental Education Project](#)
    - 14.4 [Pinnacle Noticeboard and Information Brochure](#)
    - 14.5 [Website update](#)
- Other Business
15. [CIT student projects](#)
  16. [Green Team](#)
  17. [Next Meeting](#)
  18. [Summary of Actions Arising](#)
  19. [Tabled Reports/papers/ documents](#)
- 

**Attended:** Warren Bond (Treasurer), John Brannan, Heather Burness, Vaughn Cox (Convenor), Don Driscoll

### 1. Apologies

Nil

### 2. Minutes of the Last Meeting (24 July 2011)

Moved Heather; seconded Warren; accepted unanimously

Business Arising from meetings of 23 May and 24 July

- Don to obtain financial statements from GCG for grass project regularly as required
- Pax and Don to identify and report to Committee on grant acquittal procedures

- Warren to approach PCS to repay fotpin for the consumable expenses
- All other actions arising had been satisfactorily dealt with.

Actions remaining from meeting with PCS 20 April

- Need to revise operating plan and send to PCS
- Burning of Grass Experiment plots: Don to remind Nadia to organise a meeting with fire folks

### 3. Correspondence in and out / Business arising

List of Correspondence in and out was tabled by Pax

Moved: Pax; seconded: Heather; accepted unanimously

No business arising

### 4. Treasurer's Report / Business arising

Financial Statement for the period 1 July to 29 August 2011 was tabled by Warren

Moved: Warren; seconded: Don; accepted unanimously

Business Arising

Recommended reimbursement of \$47.55 to Pax for laminating pouches and seedhead lopping equipment.

Moved: Warren; seconded: Don; agreed unanimously

### 5. Membership Report

Current Membership: 47

Total other interested people on email lists: 34

### 6. Convenor's Report

Report for the period 1 July to 29 August 2011 was tabled by Pax, outlining the major activities carried out by fotpin during that period.

Moved: Pax; seconded: John; accepted unanimously

### 7. Governance

#### 7.1 Responding to Sec and Coordinator vacancies

Pax tabled a paper outlining the current position and how we have been dealing with the vacancies.

He recommended "*that Warren and Pax continue to share responsibility for the Secretary's functions, and that Pax use his best endeavours to manage the coordinator's role, in consultation with Bob Hodgson*".

Moved: Pax; Seconded: Warren; Agreed unanimously.

#### 7.2 Committee Members roles

Pax tabled the current list of roles allocated to members by the 2010-11 Committee to distribute workload and provide fotpins and the community with Committee contacts for our areas of activity. The list can be found at [www.fotpin.org.au/governance.html](http://www.fotpin.org.au/governance.html)

A number of minor changes were made, including adding a Revegetation activity, with John Brannan as the lead and Don as the backup. The revised table will be added to the website along with the minutes of this meeting.

**Action Arising**

Warren to update the list of committee members' roles on the web site.

**7.3 Re-consideration of Incorporation**

Pax tabled a paper suggesting that it was timely to reconsider incorporation of the group, and recommending that two committee members investigate the costs and benefits of incorporation and report back to Committee at the next Committee meeting.

Following discussion, Pax's recommendation was revised to:

*Pax and Heather to explore the issues (costs and benefits) surrounding incorporation and report back as soon as time permits.*

Moved: Pax; Seconded: Warren; Agreed unanimously.

**Action Arising**

Pax and Heather to explore the issues (costs and benefits) surrounding incorporation and report back as soon as time permits.

**7.4 Membership of peak bodies**

We have been asked to become members of the Molonglo Catchment Group (MCG) at a cost of \$25 per annum. Warren suggested that before making that decision we should consider what we expect from belonging to peak bodies such as MCG, GCG, etc so that we can evaluate the costs and benefits of membership.

The benefits and costs of belonging to MCG and GCG (Ginninderra Catchment Group) were discussed, and it was decided that each should be evaluated on its merits. The advantages of belonging to MCG in terms of being able to access small grants makes that worthwhile.

Recommended that we should join MCG and Warren should check the details and organize it.

Moved: Pax; seconded Heather; agreed unanimously.

**Action Arising**

Warren to arrange membership of MCG.

**8. Weed Management**

Warren tabled a brief report on the current status of our weed management. Points highlighted included:

- We are seeing a very different weed year to last year, doubtless because of the markedly different rainfall. Nevertheless, Spring is seeing the emergence of many old foes including verbascum and saffron thistles.
- Weeding effort for July and August was 60 and 64 hours respectively, compared with 44 and 22 hours for these months in 2010.
- Key targets have been Verbascum, Spear thistles and Horehound.
- Increased effort has been helped by the more agreeable weather, a larger pool of weeders/sprayers and the availability of appropriate chemical to be able to spray weeds such as Horehound and Thistles.

Effort for the two months of July and August has largely been expended on grubbing verbascum and Spear thistles, and spraying Horehound and Spear Thistles. Other effort has been on a variety of broadleaves, exotic grasses, briars and woody weeds.

Moved: Warren; Seconded: Don; Accepted unanimously.

## 9. Native Grass Regeneration Project

Don reported on progress with the project.

- August sugar application was completed
- Lining people up to assist with plant sampling etc in October and November has been slow, but it is still considered to be a long way away for planning for many people; a reminder will be issued in mid-September.
- The potential influence of grazing in North Kama is expected to be overcome by the erecting of fences by PCS. This needs to be followed up.
- The burning of plots is still unresolved. As discussed under agenda item 3 Don will follow up with PCS.

Moved: Don; Seconded: Warren; Noted.

## 10. Soil and Water Erosion Assessment Program

Pax reported on the status of this project. He and Andrew Yates have mapped and assessed ephemeral drainage line erosion throughout The Pinnacle and portions of North Kama and Bottom Pinnacle. There is some 4-6 hours further work required to complete the assessments in these areas and South Kama. This will be completed ASAP. No progress has been made on the Track Erosion or Soil Surface Assessments.

Noted.

## 11. Pilot Revegetation Project

John tabled a progress report on the pilot revegetation project and specifically on plans for the Community Planting day, scheduled for Sunday 9<sup>th</sup> October. Quite a bit of work will be required leading up to the day, but careful planning has been carried out. Details of the day will be included in the Spring Walks Program flyer with further details on the web.

Moved: John; Seconded: Warren; Noted.

Committee will support as required.

## 12. North Kama Focal Point

Heather tabled a report of progress to date by the "shed group" who have volunteered to progress this matter.

The following motion, put by Heather and seconded by Pax, was agreed by Committee out of session on 11<sup>th</sup> August to enable planning to proceed: "that the fotpin shed group proceed with the shed project as outlined in the Program Initiation Document, subject to Parks and Conservation Services approval, termite inspection, and appropriate and adequate sponsorship being attained."

It was noted that the Coordinating Committee will be responsible to PCS for access and use.

Further consideration will continue out of session.

The report was noted, with thanks to the shed group.

### **13. Belconnen Hills Woodlands Strategy**

Pax summarized the background of this and provided an update on progress.

The ACT Government has committed \$250K per year over 2011-15 to woodland restoration. A Working Group has been established to implement the Strategy, where Pax represents Parkcare interests. Priority corridors for investment during 2011-12 are the Belconnen Hills and a northern arc of woodland reserves including Mt Majura.

Friends of Aranda Bushland, Mt Painter and The Pinnacle have combined to prepare elements of a plan for implementing the Strategy in the Belconnen Hills. John Brannan, Don Driscoll and Pax are on that planning team. That plan proposes a range of measures including shrub and tree plantings, equipment, ranger support and restoration activities from Black Mountain to the Molonglo and Murrumbidgee Rivers (working draft proposal attached). This proposal is a starting point for discussion and negotiation with PCS who, along with Parkcare groups, lease holders and Greening Australia are charged with developing a plan.

Moved: Pax; Seconded: Don; Accepted unanimously.

### **14. Information, outreach and website**

#### **14.1 Newsletter**

Pax reported that the Spring newsletter is in production, and to be comprised of the following articles:

- focal point outline (Elizabeth, through Heather);
- Spicers planting (John)
- 2010/11 weeding stats and assessment (Warren);
- Spring program of fotpin activities (Heather);
- Woodlands Strategy (Pax).

The aim is for publication in September, but not all articles in yet.

Warren said that he didn't expect to have time to provide his contribution, but that he would if he could.

#### **14.2 Guided Walks**

Heather reported that the Spring Walks program was finalized and comprised:

- Wildflowers and Grasses, Rosemary Blemings, 17 Sept and 15 Oct
- Community Planting Day, 9 Oct
- Guided Bird Walk, John Brannan, 23 October
- The Great Walk: life on the river, Pax and Adrian Brown (Ngunnawal Ranger, PCS). 5 Nov
- Imaging Connections: The Pinnacle and Kama Nature reserve, Andrew Trousdell, 20

A poster advertising the Spring Program is now completed and ready to place at local shops and across the reserve. Information will need to be placed prominently on the website with details for the photo work shop, long walk and planting day.

The report was noted and approved

#### **14.3 Pinnacle Environmental Education Project (PEEP)**

Heather reported that a number of generous fotpins undertook a walk in the reserve with Peter Kalyvas and Brian Dobbs on August 7 to give information for the development of the PEEP program (John Fitzgerald, Don Driscoll, John Brannan, Pax, Elizabeth Smith, Mark Burness, David Tongway and Heather). Peter and Brian have not as yet been in

contact since the walk. John Fitzgerald has been in contact with Peter generously offering information about grasses and geology for the program. Brian has contacted John to talk about birds

Noted.

#### **14.4 Pinnacle Noticeboard and Information Brochure**

##### Pinnacle brochure

Heather reported that this is currently on hold. There are difficulties in making a brochure accessible on the Reserve.

It was suggested that we could make something similar available from the website, based on the previous brochure for the Nature Trail. Warren undertook to explore this possibility.

##### **Action Arising**

Warren to develop a walking guide for The Pinnacle based on the Nature Trail and make it available from the website, as time permits.

##### Letterbox flyer

Heather reported that a letter box flyer is in design phase with the text finalized and images in progress. The spring program is advertised on the last page. The text focuses on who we are, what we have done, where we are going and how people may engage with the PNR and become members. The title of this brochure is "Do you care about the Pinnacle?"

After our first priority households, being those bordering on the reserve, have received the brochure, other target readers will be those living in "unfotpinned" areas of Weetangera and Hawker, Holt, Higgins and possibly small parts of Cook. Letterbox drop is timed for September.

Noted.

#### **14.5 Website update**

Warren tabled a brief report covering major content additions to the website since the last meeting, as well as increased functionality with the addition of a search capability. He also reported on the site visit statistics, Highlights of which are that there have been nearly 700 unique visitors to the site since March, over 2,700 visits and 8,500 page views.

Noted.

#### **15. CIT student projects**

Heather reported that there has been no further contact with students or staff and that he will be contacting CIT staff to find out progress. The staff member who was leading the program has now left CIT. The program and its worth to fotpin in the future need to be evaluated. Committee decided that that was best done at the end of the academic year.

##### **Action Arising**

Heather and Pax to evaluate the future of the relationship with CIT and report back to Committee in time for a decision for 2012.

## **16. Green Team**

Pax reported that he'd received advice from Molonglo Catchment Group that the Green Team has received funding. Fotpin submitted a range of suggestions for how they could assist on The Pinnacle.

We need to be ready to design the Spring work program for the Green Team.

### **Action Arising**

Pax to coordinate a program of activities for Green Team Participation on The Pinnacle.

## **17. Next Meeting**

The next Coordinating Committee meeting will be held on Monday 12<sup>th</sup> December at Pax's house.

**Meeting Concluded 9-30 pm**

**18. Summary of Actions Arising**

- 1) **Don** to obtain financial statements from GCG for grass project regularly as required
- 2) **Pax and Don** to agree on acquittal procedures for grants
- 3) **Warren** to approach PCS to repay fotpin for the consumable expenses
- 4) **Pax** to revise operating plan and send to PCS
- 5) **Don** to remind Nadia (PCS) to organise a meeting with fire folks regarding burning of the Grass Experiment plots
- 6) **Warren** to update the list of committee members' roles on the web site.
- 7) **Pax and Heather** to explore the issues (costs and benefits) surrounding incorporation and report back as soon as time permits.
- 8) **Warren** to arrange membership of MCG.
- 9) **Pax** to coordinate a program of activities for Green Team Participation on The Pinnacle.



## **19. Tabled Reports/papers/ documents**

- 19.1 Agenda Item 2: Action list from meeting of 23 May 2011
- 19.2 Agenda Item 3: Correspondence
- 19.3 [Agenda Item 4: Treasurer's Report](#)
- 19.4 Agenda Item 6: Convenor's Report
- 19.5 Agenda Item 7.1: Responding to Committee vacancies: Secretary and Coordinator
- 19.6 Agenda Item 7.2: Committee Member roles
- 19.7 Agenda Item 7.3: Re-consideration of incorporation
- 19.8 Agenda Item 8: Weed Management
- 19.9 Agenda Item 11: Pilot Revegetation Project
- 19.10 Agenda Item 12: North Kama Focal Point
- 19.11 Agenda Item 13: Belconnen Hills Woodlands Strategy
- 19.12 Agenda Item 14.5: Update on the website

Treasurer's report attached. Other reports/papers available from the Minutes Secretary, Warren Bond.

**Item 4: Treasurer's Report**

**Friends of The Pinnacle  
Statement of Receipts and Payments  
For the period 01-Jul-2011 to 29-Aug-2011**

<b>Opening balance on 01-Jul-2011</b>	<b>\$429.45</b>
<b>Receipts</b>	
Membership	\$20.00
	<b>\$449.45</b>
<b>Payments</b>	
	<b>\$0.00</b>
Surplus of receipts over payments	<b>\$449.45</b>
<b>Closing balance on 29-Aug-2011</b>	<b>\$449.45</b>
<b>Reconciled to:</b>	
CPS Account 03356841	\$330.85
Petty Cash	\$118.60
	<b>\$449.45</b>
Less unpresented Cheques	\$0.00
Total	<b>\$449.45</b>

Warren Bond  
Treasurer  
29 Aug 2011

**Payments for Approval at Fotpin Coordinating Committee Meeting 29 Aug 2011**

<b>Payment to</b>	<b>Purpose</b>	<b>Amount</b>
Pax	Purchase of laminating pockets	\$19.00
	Purchase of pruning shears and tongs for seedhead	
	lopping	\$28.55
	Total	<b>\$47.55</b>

Receipts attached