



## BOARD MEETING – MINUTES

MEETING: BOARD HASTINGS		DATE: 25 NOVEMBER 2010	AT: BIOSPHERE FOUNDATION OFFICE,
BUSINESS ITEMS	DECISION / RESOLUTION	ACTION / STATUS	
<b>1. PROCEDURAL MATTERS</b>			
1.1 PRESENT	<p><b>Chair:</b> Rob Gell  <b>Directors:</b> Jack Krohn (Secretary &amp; Public Officer) Reade Smith (Mornington Peninsula Shire) Graeme Davis (Parks Victoria) Libby Anthony (Frankston City Council)            Jim Kerin (Frankston Roundtable) Jeff Weir (Treasurer), Lynette Keleher (City of Casey) Jane Jobe (Vice Chair)  <b>Executive Officer:</b> Cecelia Witton</p>		
1.1.2 APOLOGIES	Peter Woodgate (Research Committee Chair) Stuart Halligan (Cardinia Shire)		
1.2 POTENTIAL CONFLICT OF INTEREST	No potential conflicts of interest were declared.		
1.3 MINUTES OF PREVIOUS MEETING 16 <sup>TH</sup> SEPTEMBER 2010	<p>The Minutes of the Board Meeting circulated to all Board Members prior to this meeting were reviewed.</p> <p><b>Item 2.1 Chair's Report</b>            Point was raised that wording in Chair's report did not clearly portray the role of the Foundation in meetings about Peninsula Link , following discussion it was proposed to amend the wording of the last paragraph of the Chair's report on page 3 to more clearly represent the position of the foundation as that of a facilitating role.</p>	<p>Jack to listen recording of last meeting for context of last paragraph of Chairs report page 3 and amend wording</p>	

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<p>RECORD OF BOARD FOCUS MEETING 14<sup>TH</sup> OCTOBER 2010</p>	<p>It was proposed that paragraphs 5 and 6, and the second sentence of Action paragraph 3 and action paragraph 4 on page 2 of the Chair’s report be amended to reflect context more clearly.</p> <p>It was also proposed to amend the wording of paragraph 6 on page 2 removing the first four words in the opening sentence. Paragraph to commence " It was agreed.....’</p> <p><b>Other business item 4.3</b> Page 11 The additional sentence below to be included, before last paragraph</p> <p>“That the board members were invited to attend a workshop and to look at the website to familiarise themselves with the organisation Be the Change”</p> <p>Action wording amended to read “ Participants pay to attend unless sponsored, presenters are not paid.”</p> <p>Minutes accepted with changes as noted above to be made by Executive Officer prior to publishing on website.</p> <p><i>Moved: Libby Anthony Seconded: Jeff Weir Carried</i></p> <p>Notes of meeting were circulated to all Board Members prior to this meeting.</p> <p>Record noted.</p> <p>The Minutes of the Board Meeting as circulated to all Board Members prior to</p>	



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	<p><b>Secretary/ Public Officer:</b> Jack Krohn nominated by Jeff Weir nomination accepted, - no other nominations — Seconded by Jane Jobe</p> <p>It was noted that this was the last term under the constitution for Jack Krohn as Secretary and that during the term a replacement would be sought.</p> <p><b>Treasurer</b> Jeff Weir nominated by Libby Anthony – nomination accepted, - no other nominations Seconded by Jack Krohn.</p>			
<p>2.2 REPORT BY SECRETARY / PUBLIC OFFICER (JACK KROHN)</p>	<p>Secretary reported that the Chair is serving final term under the constitution and that the process to identify the next chair should be commenced as soon as possible and that the criteria and process used previously be reviewed for discussion by the board at the next meeting.</p> <p>Secretary reported that he has presented to Cardinia Shire Council, Casey City Council Conservation Advisory Committee, and was asked to speak at Western Volcanic Plains Biosphere AGM.</p> <p>Secretary provided an overview on the Noosa Biosphere Manager’s workshop attended by Reade and himself. The workshop was attended by representatives from Noosa, Great Sandy and Mt Kosciusko (Parks NSW) and Dr Ishwrahan of UNESCO was also present.</p> <p>Secretary reported the lesson from the workshop and discussions with representatives of other Biosphere Reserves are that clear focus is a very important part of where we should be going.</p> <p>The Company Secretary’s report was received.</p>	<p>Jack to prepare briefing paper for next meeting.</p> <p>Chair proposed to contact Neil McCarthy on how to better engage Parks Vic relating to Biospheres</p> <p>Jim raised possible value in holding conference in the future.</p> <p>Libby enquired if Tourism is largest industry in the Biosphere from dollar and number employed. EO to research and report to board.</p>		

<p>2.3 EXECUTIVE OFFICER'S REPORT (CECELIA WITTON)</p>	<p>Executive officer report was reviewed</p> <p>EO reported that all councils had paid their contributions amounting to \$80,000 and had recast the budget based upon known council contributions.</p> <p>The budget now incorporates allowance of remuneration for one day per week for Ian Stevenson to work in a Development Director role for a six month period. Brief discussion on terms of engagement and expected outcomes for development director role took place.</p> <p>Recommendation Budget be accepted</p> <p><i>Moved Jeff Weir Seconded Libby Anthony - accepted</i></p>	<p>Libby enquired on the amount allocated to media and marketing – seems small.</p> <p>Chair commented improved engagement with councils should facilitate additional opportunities through communications sections to leverage best use of funds.</p> <p>EO commented that there is need to consider the issues that were not so apparent in the past regarding the audience and how to communicate.</p>
<p>2.3 EXECUTIVE OFFICER'S REPORT (CECELIA WITTON) <i>(cont.)</i></p>	<p>Office at Tyabb – reported that discussions in progress with MPS and further information on costs still to be obtained also looking at other options.</p> <p>The Executive Officer's report was accepted.</p>	<p>Proposed that EO circulate recommendation to Executive then Board via email early January for consideration prior to next board meeting.</p>
<p>2.4 FINANCIAL REPORT (CECELIA WITTON)</p>	<p>Financial statements to 31<sup>st</sup> October 2010 were tabled</p> <p>Recommendation financial statements be accepted</p> <p><i>Moved Jeff Weir Seconded Jim Kerin</i></p> <p>The Financial Report was accepted.</p>	
<p>2.5 PROJECTS</p> <p>2.5.1 SOUTHERN BROWN</p>	<p>No written report was received.</p>	

<p>BANDICOOT RECOVERY</p> <p>2.5.2 WATSON CREEK</p>	<p>No written report was received</p>	
<p>2.6 RESEARCH COMMITTEE</p>	<p>No written report was received.</p>	
<p>2.7 ROUNDTABLE REPORTS</p>	<p><b>Frankston</b></p> <p>Overview of Ecofoot print report initial project \$10,000 received \$7,500 delays experienced similar project were underway in the Frankston area. Base line data set report of what footprint was based on ABS data. Commissioned a survey at an event well attended with exhibitors from other groups . 150 surveys distributed 6 returned. Time taken to complete survey was an issue – then reviewed project and adopted more direct marketing approach using cards biodiversity, water, energy, bandicoot and Frankston Spider orchid distributed by The Connies.</p> <p>A number of events were attended by the Connies distributing cards. Sustainability education is competitive area, if doing similar project need to undertake a gap analysis.</p>	<p>Jim Kerin to provide written report for publication on website.</p> <p>Jim to provide copy of 1<sup>st</sup> stage of project – report electronically prepared by Western Regions Environment Centre.</p> <p>Copy of survey handed around.</p> <p>Reade commented that Noosa had a footprint program whereby householders schools etc get ‘leaf’ for each area they are working to save energy, water etc.</p>
<p><b>3. SUBMISSIONS AND PRESENTATIONS</b></p>		

<p>3.1</p>	<p>Notes from board workshop 14<sup>th</sup> October 2010 on Roberts Evaluation report were circulated prior to the meeting.</p> <p>A key element of the report is that it highlighted this notion of what is the identity and role, where does the Biosphere fit, that is the fundamental issue, about peoples perceptions and expectations about community engagement and community control. Is the Biosphere a community organisation working for outcomes with the emphasis on community or a sustainability organisation about outcomes where it is working with and on behalf of the community and engaged with the community.</p> <p>Discussion followed on alignment of the business plan with the charter, Seville and Madrid and how they are implemented. How the Biosphere can better engage with community and government, utilization of community energy, electronic means of involving community and providing information.</p> <p>Chair proposed half day executive meeting to -</p> <ul style="list-style-type: none"> <li>▪ review business strategy in line with Seville, Madrid and Charter</li> <li>▪ how to engage more strongly with State Government</li> <li>▪ looking at social and economic targets along with DSE monitoring and do we align with State government objectives.</li> <li>▪ what is a community development conference for either 2011 or 2012 at the latest.</li> <li>▪ and look at determining KPI's as part of the business plan</li> <li>▪ and that Peter Woodgate and Ian Stevenson also participate in the meeting.</li> </ul>	<p>Jack to draft up response to be posted on website</p> <p>EO commented that Seville Strategy and Madrid Action plan have been drawn up as a table and that progress against actions noted. Proposed to update and circulate to the Board.</p> <p>EO to arrange suitable date for meeting in December.</p>

4. GENERAL BUSINESS		
4.1 NEW MEMBERS	New Member approved was: None	
4.2 CORRESPONDENCE	The Folder of Correspondence was tabled at the meeting and contents noted.	
4.3 OTHER BUSINESS	<p>Suggested that Biosphere become a member of radio Port Phillip and that we endeavour to have a board member interviewed on a monthly basis.</p> <p>Brief discussion on proposal to hold public meeting in 2011 being a follow up on the meeting of 2006 regarding Southern Brown Bandicoot recovery program and formation of a regional recovery group.</p> <p><b>Policy review</b> Review of policy and procedures relating to Volunteers as proposed at last meeting has not been completed</p>	<p>Jim to have Brendan Telfer send membership application. As part of Communication strategy further consider this suggestion.</p> <p>EO to attend 2<sup>nd</sup> steering committee meeting to be held on 26 November 2010.</p> <p>EO to research current policies and circulate draft policy for presentation at the next board meeting.</p>
4.4 BOARD MEETING DATES 2011	The next Board Meeting date: nothing in my notes either (and nothing in my computer calenda)	EO to circulate Schedule of proposed dates