



## BOARD MEETING – MINUTES

MEETING: BOARD			DATE: 17 DECEMBER 2009	AT: BIOSPHERE FOUNDATION OFFICE, HASTINGS
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), Jeff Weir (Treasurer), Libby Anthony, Graeme Davis, Stuart Halligan, Jim Kerin  <b>Alternate Directors:</b>  <b>Guest:</b> Garrique Pergl (on behalf of Reade Smith and Alex Atkins)  <b>Minutes Secretary:</b> Yvonne Reifenberg</p>	The Board welcomed Graeme Davis as the new representative for Parks Victoria, replacing Bob Brinkman, who has relocated to take on Fire Management.		
APOLOGIES	Jane Jobe, Lynette Keleher, Reade Smith and Alex Atkins, Peter Woodgate, Cecelia Witton			
1.2 POTENTIAL CONFLICT OF INTEREST	No potential conflicts of interest were declared.			
1.3 MINUTES OF PREVIOUS MEETING 19 NOVEMBER 2009	<p>The Minutes of the Board Meeting as circulated to all Board Members prior to this meeting, were accepted.  <i>Moved: Jack Krohn; Seconded: Stuart Halligan; Carried</i></p>	Jack Krohn will follow up further with Harry Williamson regarding the Biosphere DVD being developed.		
<b>2. REPORTS TO BE TABLED AND RECEIVED</b>				
2.1 CHAIR'S REPORT (ROB GELL)	<p>Rob Gell informed the Board of a meeting scheduled for Tuesday, 22 December, at Cardinia, being facilitated by Dr Michael Kennedy, CEO, Mornington Peninsula Shire Council, to bring together all Chief Executive Officers of the five Biosphere Councils.                      The Chair's report was received.</p>	This meeting was attended by CEOs Dr Michael Kennedy (Morn. Pen.), George Modrich (Frankston), Garry McQuillen (Cardinia), Alan Bawden (Bass Coast), Peter Fitchett, Director Planning & Development (Casey), Rob Gell and Cecelia Witton.		
2.2 REPORT BY SECRETARY / PUBLIC OFFICER (JACK KROHN)	Jack Krohn advised the Board that he is scheduled to meet with Nicola Ward, Casey's Environmental Manager, who already flagged that she is likely to be unable to attend the Foundation's board meetings as Lynette Keleher's Alternate, due to regular internal Thursday management meetings.			

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2.2 REPORT BY SECRETARY / PUBLIC OFFICER (JACK KROHN) (cont.)		<p>The Board considered the suggestion of seeking the nomination of Peter Fitchett (Director of Infrastructure and Planning) and agreed that he should be approached with a view to having him nominated as Casey's Alternate Director.</p> <p>The Company Secretary's report was received.</p>				<p>Jack will discuss this matter with Nicola Ward at their meeting on 17 December. Jim Kerin will discuss the matter directly with Peter Fitchett. Stuart Halligan also offered to take up the matter with Peter.</p>		
2.3 EXECUTIVE OFFICER'S REPORT (CECELIA WITTON)		<p>In the absence of Cecelia Witton, who was an apology for this meeting, the Board discussed several issues that were raised in her written report.</p> <p><u>Office Accommodation</u> The Board was apprised further of the tenancy situation: it is solely the Foundation's responsibility to find another tenant, as neither the real estate agent nor the landlord will become involved prior to the expiration of the tenancy agreement (May 2011), and this effort will take some months.</p> <p>The Board agreed on the following actions:</p> <ul style="list-style-type: none"> <li>• Continuing to explore the accommodation offer made by the Mornington Peninsula Shire Council – possibly the Eco Living Display Centre at the Briars Park in Mount Martha, or a return to Hastings Hall Office, or other facilities still to be determined.</li> <li>• Advertising locally for a tenant to take over the lease.</li> <li>• Deferring a final decision until the next Board Meeting [28 January 2010].</li> </ul> <p><u>Board Minutes – Availability for Distribution</u> The Board discussed the Research Committee's request to have Board Minutes or a summary available and concurred that it would also be advantageous to provide Council partners with access to these through the Foundation's website. The Board agreed on a process, whereby the draft minutes would be assessed and approved for general publication, and confidential matters deleted and referred to as having been conducted <i>in camera</i> (as is the practice with the Minutes of Council Meetings).</p> <p><i>Resolution:</i> <i>The Board agreed to make available Board Minutes for the Foundation's public website and Council partners, once these are approved by the Board for distribution.</i> <i>Moved: Libby Anthony; Seconded: Jack Krohn; Carried</i></p>				<p>Garrigue Pergl recommended that MPSC be provided with full details of office requirements, to enable the Council to find a more suitable office for the Foundation.</p> <p>The Board assessed the contents of the Minutes of the previous meeting held on 19 November and approved these for distribution on the website.</p>		

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2.4 FINANCIAL REPORT (CECELIA WITTON)	The Financial Statements 30 November 2009 and Cash Flow Projections prepared 10 December 2009 were circulated prior to the meeting. The Board resolved to review the Foundation's financial position at the next Board Meeting on 28 January 2010. The Financial Report was accepted. <i>Moved: Jeff Weir; Seconded: Graeme Davis; Carried</i>			
2.5 PROJECTS 2.5.1 SOUTHERN BROWN BANDICOOT RECOVERY 2.5.2 WATSON CREEK	The Board commended the ongoing efforts of project managers David Nicholls and Janet Borley. The written reports were received.	Libby Anthony indicated that grant funding opportunities exist through Frankston's Community Grants and Service Grants; however, applications should not be lodged until after the completion of the EcoFootprint Survey.		
2.6 RESEARCH COMMITTEE	The written report was received.			
2.7 ROUNDTABLE REPORTS	The written and verbal reports from Bass Coast, Frankston and Mornington Peninsula Roundtables were received.	Frankston RT will endeavour to finalise the EcoFootprint Survey with the assistance of Harry van Moorst and The Connies.		
<b>3. SUBMISSIONS AND PRESENTATIONS</b>				
THE BIOSPHERE AND THE BUSINESS SECTOR	The Board discussed means of engaging further with the sustainable business sector. <ul style="list-style-type: none"> <li>Stuart Halligan advised the Board of an opportunity for Biosphere involvement with Koo Wee Rup Health Services, who wish to become "Biosphere friendly".</li> <li>Libby Anthony provided the example of the Rotorua Sustainable Tourism Network.</li> </ul> The Board agreed that the Foundation should develop a set of criteria and a charter to cover aspects such as: " <i>Biosphere friendly</i> ", " <i>Sustainability Charter</i> ", " <i>Biosphere Business moving business towards sustainability</i> ", " <i>Biosphere Schools</i> ", <i>suitable Logo</i> .	Jack Krohn will be meeting with Dr Robyn Leeson of Net Balance Foundation, to explore how this organisation can assist the Biosphere in developing its approach to the business sector.		
OTHER KEY ASPECTS	The Board also discussed the following matters that will impact on the organisation: <ul style="list-style-type: none"> <li><i>The Land and Biodiversity White Paper – Securing our natural future</i></li> <li><i>State of the Environment Report 2008 – The Government Response Nov. 2009</i></li> <li>The appointment of a Patron for the Biosphere</li> </ul>	The Board agreed that these matters should be discussed with the Foundation's Advisory Panel.		

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<b>4. GENERAL BUSINESS</b>								
4.1 NEW MEMBERS		New Members approved were: Kay Barrow (Bandicoot Buddy), David D V Gibb <i>Moved: Jeff Weir; Seconded: Jack Krohn; Carried</i>						
4.2 CORRESPONDENCE		The Correspondence Folder was circulated among the Board Members and those in attendance initialled the Signature Sheet.						
4.3 OTHER BUSINESS		<p><u>Proposals for Additional Reporting to Board</u> The Board agreed that the following additional reports shall be incorporated as part of the Board reporting process and included in the agenda:</p> <ul style="list-style-type: none"> <li>• Report from the Advisory Panel – this Panel provides expertise that can be offered to Council partners.</li> <li>• Reports from Councils – on a voluntary basis – reporting against <i>pro forma</i> items, such as sustainability indicators, etc.</li> </ul>				These agenda items will be incorporated into Board Meeting Agendas in 2010.		
4.4 BOARD MEETING DATES 2010		<p>The Board considered the proposed dates and agreed that all Board Members would be emailed to ascertain their availability on those dates.</p> <p>The date of the first meeting for 2010 has since been set as <b>Thursday, 28 January</b> (the date originally proposed).</p>				Yvonne Reifenberg will email all Board Members regarding their availability on the proposed dates.		