



BOARD MEETING – MINUTES

MEETING: BOARD		DATE: 28 JANUARY 2010	AT: BIOSPHERE FOUNDATION OFFICE, HASTINGS
BUSINESS ITEMS	DECISION / RESOLUTION		ACTION / STATUS
1. PROCEDURAL MATTERS			
1.1 PRESENT	<p>Chair: Rob Gell (left 11.00 am) Deputy Chair: Jane Jobe (chaired meeting 11.00-11.30 am) Directors: Jack Krohn (Secretary & Public Officer), Libby Anthony, Stuart Halligan, Lynette Keleher (till 10.00 am), Reade Smith Guest Presenter: Dr Sharron Pfueller, Research Committee (8.45-9.45 am) Executive Officer: Cecelia Witton Minutes Secretary: Yvonne Reifenberg</p>		
APOLOGIES	Graeme Davis, Kevin Yorke, Jeff Weir, Jim Kerin, Peter Woodgate		
1.2 POTENTIAL CONFLICT OF INTEREST	No potential conflicts of interest were declared.		
1.3 MINUTES OF PREVIOUS MEETING 17 DECEMBER 2009	<p>The Minutes of the Board Meeting as circulated to all Board Members prior to this meeting, were accepted, subject to the amendment of Agenda Items 2.5 and 3. <i>Moved: Jack Krohn; Seconded: Stuart Halligan; Carried</i></p> <p><u>Matters Arising:</u></p> <ul style="list-style-type: none"> ▪ Net Balance Foundation: Jack Krohn reported that he had met with Dr Robyn Leeson; however as this discussion was unrelated to the Biosphere, he did not pursue the matter of Net Balance's possible assistance to the Biosphere. ▪ Harry Williamson DVD: Jack Krohn reported that Harry would be contacting Janet Borley, (Project Officer) regarding locations along Watson Creek to be used for the DVD. ▪ Alternate Director representing Casey Council: Nicola Ward is the representative currently nominated by Casey; however she had already indicated scheduling conflicts; hence the Board was seeking representation by Peter Fitchett. This matter is still in abeyance, subject to a final decision being reached by Casey Council. 		<p>Agenda Item 2.5 Projects: <u>Amended Action/Status statement:</u> 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 Eco-Footprint Survey.</p> <p>Agenda Item 3: Submissions and Presentations: <u>Additional Action/Status statement</u> Jack Krohn will be meeting with Dr Robyn Leeson of the Net Balance Foundation, to explore how this organisation can assist the Biosphere in developing its approach to the business sector.</p>

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1.3 MINUTES OF PREVIOUS MEETING 17 DECEMBER 2009 (cont.)	<ul style="list-style-type: none"> ▪ Publishing of the Board Minutes and/or Summary: The Board agreed that the approved minutes would be made available on the website. In addition, a summary or <i>Communiqué to Council CEOs</i> would also be prepared and circulated to Board Members for prior vetting (on a speedy turnaround basis), before the final version is emailed to the five Council CEOs (and Councillor directors copied in). ▪ 	The Board assessed the contents of the Minutes of the Meeting held on 17 December and approved these for distribution on the website, subject to the necessary changes being made.		
1.4 RECORD OF EXECUTIVE TELECONFERENCE 7 JANUARY 2010	<p>The Board discussed several matters raised in this report – <i>refer Agenda Items 2.4, 3.2 and 3.3.</i></p> <p>The record was noted</p>			
2. REPORTS TO BE TABLED AND RECEIVED				
2.1 CHAIR'S REPORT (ROB GELL)	<p>Rob Gell informed the Board of the outcome of the Council CEOs meeting held on 22 December 2009 and preparations being made for the CEOs Workshop to be held on 24 February - <i>refer Agenda Item 3.2</i></p> <p>The Chair's report was received.</p>	Rob Gell will schedule a meeting of the Advisory Panel to discuss a range of issues.		
2.2 REPORT BY SECRETARY / PUBLIC OFFICER (JACK KROHN)	<p>Jack Krohn reported that he was as yet not able to contact Diane Marshman (DSE), who is managing the review of the Biosphere Foundation. DSE has engaged Consultants Roberts Evaluation Pty Ltd to conduct this review – <i>refer Agenda Item 2.3</i></p> <p>The Company Secretary's report was received.</p>			
2.3 EXECUTIVE OFFICER'S REPORT (CECELIA WITTON)	<p>Cecelia Witton updated the Board on the following matters raised in her written report:</p> <p><u>DSE Review of the Biosphere</u> DSE has engaged consultants Roberts Evaluation Pty Ltd to carry out this review. Initial discussions with Roberts were held and a visit to the Biosphere Office is scheduled for 3 February. The consultants also plan to hold focus group sessions and to establish an internet link for survey participants to provide voluntary feedback.</p>	The consultants visited the Biosphere Office on 3 February, to conduct an interview with Cecelia Witton and gather information as per their brief. An internet link was provided for feedback into a general questionnaire, and communicated to Biosphere General Members.		

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<p>2.3 EXECUTIVE OFFICER'S REPORT (CECELIA WITTON) <i>(cont.)</i></p>	<p><u>Office Accommodation</u> The details of the Biosphere's office requirements were forwarded to Mornington Peninsula Shire Council, as suggested by Garrique Pergl at the December Board Meeting. Libby Anthony requested that consideration be given to offering office space for 1-2 people/businesses that are required to quit their premises at the Westport Business Centre due to its closure, as announced by the Mornington Peninsula Shire Council. Such "share-tenants" could become Biosphere / Business Members. The Executive Officer's report was accepted.</p>	<p>Cecelia will explore this option</p>		
<p>2.4 FINANCIAL REPORT (CECELIA WITTON)</p>	<p>The Financial Statements at 31 December 2009 and Cash Flow Projection at 17 January 2010 were circulated prior to the meeting. Cecelia Witton alerted all Board Members to the financial situation, with funds on hand at 18 January being \$14,388 (after setting aside \$56,689 tied to unexpended grant funding, which includes \$7,000 allowance for grant administration); hence the urgent necessity to ensure that fresh funds become available by the end of February, in order to ensure that the organisation continues to operate. <u>Future Funding</u> The Board was advised that each of the 5 partner Councils agreed to contribute \$6,000 (agreed at CEO Meeting held 22 December), amounting to an additional \$30,000 cash support being made available to the Biosphere to 30 June 2010. The Board agreed that a letter requesting confirmation of this understanding should be sent to the CEOs prior to the CEOs Workshop on 24 February. <u>Business Membership Fees</u> Libby Anthony felt that the Biosphere Brochure(s) membership section should also include the option to become a Business Member, so as to generate a higher level of membership contributions from those organisations that, otherwise, would opt only to join at the lower fees. The Board discussed the pros and cons, in light of advice from Jeff Weir regarding DRI's experience (that new members tend to opt for the lowest fee available/shown), and agreed that this issue should be explored further. The Financial Report was accepted. <i>Moved: Jack Krohn; Seconded: Jane Jobe; Carried</i></p>	<p>General Membership Renewals for 2009-2010 were invoiced at 20 January 2010. A letter requesting confirmation of this funding assistance is to be sent to the CEOs prior to the Workshop on 24 February. The approach to offering the availability of Business Memberships, as well as other types of memberships, is to be explored further</p>		

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2.5 PROJECTS								
2.5.1	SOUTHERN BROWN BANDICOOT RECOVERY	<p>The Board discussed the funding proposals and recommendation presented in David Nicholls' report. The Board agreed that a <i>Caring for our Country</i> grant should be lodged once it has been fully detailed in line with the parameters set by the funding body. The Board also considered the proposed applications to The Ross Trust, and the Dame Elizabeth Murdoch and Normal Wettenhall Foundations, and agreed that these should be lodged on the proviso that they are fully developed as stipulated in the funding conditions set by these philanthropic funding bodies.</p> <p>The written report was received.</p>				Cecelia will have further discussions with Ian Stevenson (Research Committee) and David Nicholls.		
2.5.2	WATSON CREEK	No report was given.						
2.6	RESEARCH COMMITTEE	No written report was received.				<p><u>Mass Balance Project and linkage to Sustainability Indicators:</u> Peter Woodgate is to contact Graham Turner (CSIRO Sustainable Ecosystems) regarding the status of this project. The Sustainability Indicators (identified by Troy Kraska) could possibly become an extension of this project.</p>		
2.7	ROUNDTABLE REPORTS	<p><u>Frankston RT – Eco-Footprint Survey:</u> Cecelia Witton reported that she was advised that this project would be completed in February. Libby Anthony added that Harry van Moorst will conduct a “<i>Before and After</i>” survey.</p> <p>The verbal report was received.</p>				It is now anticipated that this project will be completed in February.		

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3. SUBMISSIONS AND PRESENTATIONS								
3.1 EDUCATION STRATEGY PRESENTATION BY DR SHARRON PFUELLER, RESEARCH COMMITTEE		<p>Dr Pfueller's verbal presentation focused on the issues and questions raised in the proposed Education Strategy which is theoretical at this stage. One of the Biosphere's core functions is <i>LOGISTIC SUPPORT</i>, including education and training; therefore the development of such a strategy is an important responsibility for the Biosphere.</p> <p>When requested by the Board to indicate the highest priority recommendations, Sharron singled out No 6 and No 7, adding that good programs may already be available (eg. DRI and CERES) and members for an Education Committee should be recruited from outside of the existing Research Committee.</p> <p>The Board agreed that the Biosphere should play a facilitating role in bringing together the stakeholders in this process, and that the following steps should be taken:</p> <ul style="list-style-type: none"> ▪ Establish an Education Committee of suitably experienced members – include Council representatives (eg Education Officers). ▪ Request Council partners to advise the Biosphere of their environmental / sustainability education plans. ▪ Identify clearly the Biosphere's role and aims – SMART goals. ▪ Establish Education Indicators. ▪ Conduct an inventory of existing programs available within the Biosphere. ▪ Conduct a workshop or forum. ▪ Share the information. 				<p>Sharron will explore:</p> <ul style="list-style-type: none"> - whether one of her Monash students could conduct this inventory by way of an internship. - how the Sustainability Indicators (generated by Troy Kraska) relate to the Education Indicators. <p>Sharron and Cecelia will progress these actions with assistance from Councils (and their Education Officers).</p> <p>Sharron will report back to the Board in 2 months' time.</p>		
3.2 PREPARATION FOR COUNCIL CEO WORKSHOP 24 FEBRUARY 2010		<p>Rob Gell briefed the Board on the positive outcome of the initial CEOs meeting held on 22 December 2009, at which agreement was reached on the following:</p> <ul style="list-style-type: none"> ▪ Change of name to <i>Western Port Biosphere</i> ▪ Council funding of \$6,000 each (totalling \$30,000) to 30 June 2010. ▪ Progressing the Biosphere to Stage 2 <p>In preparing for the CEOs Meeting on 24 February, the Executive meet on 27 January to develop discussion points and explore a full range of opportunities, including:</p> <ul style="list-style-type: none"> ▪ Sustainable tourism, sustainable agriculture (food trail), Mass balance project, Education ▪ Biosphere-wide collaboration that links potential Biosphere programs across all LGAs 				<p>Jack Krohn will also prepare some information for the meeting on 24 February.</p>		

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3.2 PREPARATION FOR COUNCIL CEO WORKSHOP 24 FEBRUARY 2010 <i>(cont.)</i>		The Board agreed on the following actions: <ul style="list-style-type: none"> ▪ Requesting confirmation - in advance of this meeting - of the funding commitment made in December. ▪ Developing a one page summary or <i>Council CEO Communiqué</i> ▪ Developing a Sustainability Charter for Business and seeking the CEOs' support ▪ Apprising the CEOs of the proposed Biosphere Education Strategy 						
3.3 NOOSA ARTS FEDERATION PROPOSAL		The Board explored the opportunity to participate in this project and agreed on the following actions: <ul style="list-style-type: none"> ▪ Await the outcome of the Council CEOs Meeting on 24 February. ▪ Assemble a small committee to explore the approach this Biosphere should take. ▪ Utilise this film as an opportunity to expand into the community and bring Roundtable members (old and new) together. ▪ Seek the necessary funding. 						
4. GENERAL BUSINESS								
4.1 NEW MEMBERS		New Member approved was: Emanuelle Emile-Blake (Bandicoot Buddy) <i>Moved: Jack Krohn; Seconded: Libby Anthony; Carried</i>						
4.2 CORRESPONDENCE		The Folder of Correspondence was tabled at the meeting and contents noted.						
4.3 OTHER BUSINESS		<u>Engaging with the Business Sector</u> This was a continuation of the discussion commenced at the January Board Meeting. Libby Anthony distributed copies of the <i>Rotorua Sustainability Charter</i> and, using this document as a template, the Board explored how the Biosphere could develop a strategy for engaging with business, through the development of a Sustainability Charter for Biosphere Businesses.						

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4.3 OTHER BUSINESS <i>(cont.)</i>		<p>The following points were considered in developing such a charter:</p> <ul style="list-style-type: none"> ▪ This charter <ul style="list-style-type: none"> - can also be applied for tourism - links with existing projects - provides mechanisms to join everyone up - generates business membership - is useful for business signage ▪ Testing this approach with such organisations as Koo Wee Rup Health Services ▪ Running business sustainability workshops ▪ Utilising sustainability assessment auditors to carry out annual assessments ▪ Evaluating outcome against commitments that businesses have made themselves <p>The Board resolved that Libby Anthony and Jack Krohn will work together to develop a Biosphere Sustainable Business Charter for consideration by the Board. Such a charter will need to be suitably restructured for not-for-profit organisations, such as Koo Wee Rup Health Services.</p>				<p>In order to flesh out the full details of the proposal, the draft charter is to be circulated by email for input from Board Members.</p>		
4.4 BOARD MEETING DATES 2010		<p>The Board Meeting dates presented for 2010 were noted, namely:</p> <ul style="list-style-type: none"> ▪ First Half 2010: 28 January, 18 March, 15 April, 20 May, 17 June ▪ Second Half 2010: 15 July, 16 September, 18 November <p>A provisional date was set for the Annual General Meeting – Sunday 24 October.</p>						