



BOARD MEETING – MINUTES

MEETING: BOARD HASTINGS		DATE: 16 SEPTEMBER 2010	AT: BIOSPHERE FOUNDATION OFFICE,
BUSINESS ITEMS	DECISION / RESOLUTION	ACTION / STATUS	
1. PROCEDURAL MATTERS			
1.1 PRESENT	Chair: Jane Jobe Directors: Jack Krohn (Secretary & Public Officer) Reade Smith (Mornington Peninsula Shire) Graeme Davis (Parks Victoria) Libby Anthony (Frankston City Council) Jim Kerin (Frankston Roundtable) Jeff Weir (Treasurer), Stuart Halligan (Cardinia Shire) Lynette Keleher (City of Casey) Executive Officer: Cecelia Witton	Rob joined the meeting via telephone conference between 8.10am and 9.45am Graeme Davis joined the meeting at 8.45am Jim Kerin left the meeting at 10.15am	
1.2 APOLOGIES	Rob Gell (Chair), Peter Woodgate (Research Committee Chair)		
1.2 POTENTIAL CONFLICT OF INTEREST	No potential conflicts of interest were declared.		
1.3 MINUTES OF PREVIOUS MEETING 15 TH JULY 2010	The Minutes of the Board Meeting as circulated to all Board Members prior to this meeting, were accepted. <i>Moved: Jeff Weir Seconded: Jack Krohn Carried</i>	Noted Jane shown as retiring	
1.4 RECORD OF EXECUTIVE MEETING	The record was noted.		
2. REPORTS TO BE TABLED AND RECEIVED			
2.1 CHAIR'S REPORT (ROB GELL)	Discussions held with Ian Stevenson with view to him being appointed as Director of Strategy.		

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	<p>Attended Port of Melbourne Authority luncheon with senior managers regarding the Port of Hastings.</p> <p>Report on actions from Executive Meeting –Proposed letter be sent to Geoff Rayner, LMA – identifying that DEWHA requirements provide an opportunity to achieve superior long term outcomes through consultation and that Biosphere has ability to facilitate high level meetings should this role be required.</p> <p>Chair reported that subsequent to Executive meeting he had an opportunity for conversation with representatives of Southern Way and Abi Group, this may have better outcome.</p> <p>Letter sent to Minister Jennings directing attention to the Biosphere’s unique ability to facilitate high level meetings across agencies in the region to work together on issues.</p> <p>It was agreed that to ensure honest and proper governance for the future, the Foundation should review policy and procedures in working with volunteers and staff to ensure clear directions and understanding of process, responsibility and protocol are in place.</p> <p>Chair proposed that this be referred to the Executive for development and implementation as soon as possible.</p> <p>Meeting Chair proposed that the Foundation should adopt an advocacy policy for the Peninsula Link project in order to clarify the position of the Foundation and confirm that its role is not trying to cross statutory roles of other parties.</p> <p>It was reiterated that Biosphere is not looking to cross statutory roles of councils or agencies and fully respects the many expert people involved and those who may at the same time be involved with Biosphere. Biosphere is more about a facilitation role not an arbiter – it is about helping to draw the parties together in the same way as Watson Creek.</p>	<p>.</p> <p>Libby advised that FCC are in direct consultation with LMA and have written to the Minister and LMA requesting that offsets be located in FCC. Understood that MPS have also requested offsets be located with in Shire.</p> <p>Clarification sought that parties are not acting with cross purpose. Received.</p> <p>Jim advised meeting that a number of members, have had meetings with the Minister and LMA regarding the Peninsula Link, representing themselves.</p> <p>Libby advised that meetings with LMA and the community are taking place and FCC is participating also.</p> <p>Jack advised meeting that he did speak to Chris Murphy following the Executive meeting.</p>

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		<p>Perhaps the real issue here is that what is happening, is that the discussion of the Biosphere with these entities and it being a biosphere can certainly up the anti in terms of the whole impetus of environmental protection and community engagement, our role is more like a catalyst rather than anything else in this sort of situation and it means if we can add value by being there then we should be part of the conversation.</p> <p>The Chair's report was received.</p>						
2.2 REPORT BY SECRETARY / PUBLIC OFFICER (JACK KROHN)		<p>Grant Arnold – Statewide Manager for Statutory Planning in DSE will be the new alternate director for Jack Krohn.</p> <p>Jack provided clarification on directors appointments and history of terms structure.</p> <p>Presentations have been made to Bass Coast Shire and Mornington Peninsula Shire</p> <p>Trying to attend Biosphere Managers workshop in Noosa.</p> <p>Last years AGM presented Certificates of Appreciation – would be good to do this again as they were well received by the members.</p> <p>The Company Secretary's report was received.</p>				<p>Reade heading to Noosa at same time on another matter.</p> <p>Libby re criteria for awards, suggested call for nomination from community. As was done last year. Name of certificate proposed "Champions of the Biosphere" and to look at categories</p> <p>EO to Circulate criteria</p>		
2.3 EXECUTIVE OFFICER'S REPORT (CECELIA WITTON)		<p>Executive officer report was reviewed</p> <p>Summary of Grants submitted, funds received and completed projects provided.</p> <p>Support of reappointment of Chair and confirmation Minister's representative received from Minister Jennings office, noting this would be the last term of these directors.</p> <p>Lease – Option to extend Lease of current office expires on 1st February 2011.</p>				<p>Page 3 of report re lease option date on</p>		

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<p>2.3 EXECUTIVE OFFICER'S REPORT (CECELIA WITTON) <i>(cont.)</i></p>			<p>Suggested that Foundation investigate alternative office facilities, some options were raised. Background on previous arrangements provided for context and preference to a location that was fairly equidistant for travel and provided secure tenure and security of reasonable access. It was noted that it has been proposal at previous meetings to consider rotating board meeting locations.</p> <p>Meeting Chair proposed that details of alternatives be sent to EO for further investigation and that the matter be discussed at the November board meeting.</p> <p>Draft Business Charter proposal for funding from Sustainability Victoria has been prepared.</p> <p>A selection of Photo's have been sent to Noosa for exhibition from those provided by Parks Victoria, Phillip Island Nature Park, City of Frankston, Casey City Council and Mornington Peninsula Shire.</p> <p>Overview of meeting with Market people of councils provided, the outcome was positive. The need to develop a generic brochure very graphic which is bright and provides basic overview of Biosphere as well as develop more targeted brochures.</p> <p>AGM – overview of concept for workshop and venue and content.</p> <p>The Executive Officer's report was accepted.</p>			<p>lease should read February 2011 EO to correct.</p> <p>Libby advised meeting that Frankston has new Community Centre at Karingal and that there could be rooms there to follow up. Lynette thought Casey may have something.</p> <p>Jim asked Jack to follow up re KTRI</p> <p>EO to mock up design in consultation and send to councils marketing to input.</p> <p>Executive to further develop format</p>		
<p>2.4 FINANCIAL REPORT (CECELIA WITTON)</p>			<p>Draft audited end of financial statements were presented.</p> <p>The Foundation has turned the loss of last year around and a small surplus this year of \$4,444 is in no small part due to increased contribution from councils to support the Foundation to 30th June, but it has not relieved the Foundation of any responsibility moving forward in ensuring the Foundation can extract and find funding from external sources.</p> <p>There is good success with grant programs and other applications submitted. The</p>			<p>Libby queried date of her appointment as a director – EO to verify</p> <p>Libby queried number of meetings attended EO to verify</p> <p>Graeme Davis – name misspelt to be corrected.</p>		

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	<p>Foundation is likely to receive notification that three grants have been received, and these will be recurring over two years.</p> <p>Noted that the Foundation has made a start in attracting donations but need to build on funding raising. This is a critical aspect of our business case working with the councils, to raise the profile of the Foundation and to attract members.</p> <p>Resolution – That the annual financial report be accepted.</p> <p><i>Moved Jim Kerin seconded Jeff Weir carried</i></p> <p>The Financial Report was accepted.</p>		
2.5 PROJECTS			
2.5.1 SOUTHERN BROWN BANDICOOT RECOVERY	The written report was received.		
2.5.2 WATSON CREEK	The written report was received.		
2.6 RESEARCH COMMITTEE	No written report was received.		
2.7 ROUNDTABLE REPORTS	Bass Coast Jane conveyed that the response to Jack's presentation on his trip to European Biospheres at the last roundtable meeting has been positive and helped to reinvigorate the roundtable members.		
3. SUBMISSIONS AND PRESENTATIONS			
3.1			

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			<p>ROBERTS EVALUATION - BIOSPHERE REVIEW REPORT – J Krohn</p> <p>Prior to endorsing the nomination for our biosphere reserve in 2002, the Victorian State government developed and adopted a Biosphere Policy to provide a context for its consideration of the request to endorse the nomination. The policy includes a clause to the effect that once a biosphere reserve nomination has been endorsed under the policy, no further nomination will be considered for endorsement until the endorsed biosphere reserve’s performance has been evaluated over a period of at least eighteen months.</p> <p>The Foundation has been in regular contact with Department of Sustainability and Environment (as the biosphere reserves policy is administered through the Environment portfolio) since mid 2005, when the Foundation had been operating for eighteen months. However it was not until late 2008 that DSE initiated action to implement a review. DSE established a steering committee with representatives of the agencies (or their descendants) that had contributed to the preparation of the policy in 2002, and in 2009 appointed Roberts Evaluation to conduct the evaluation in a sturdy, transparent and independent manner.</p> <p>The Roberts review has now been completed and copies of the final report have been provided to the Foundation and posted on DSE’s website. Findings of the review relevant to the Foundation may be summarised as follows:</p> <ul style="list-style-type: none"> • The Foundation’s operations have been conducted in accordance with the policy. • The Foundation has achieved modest but discernible benefits within the biosphere reserve across the triple bottom line. • The Foundation has performed relatively well in the light of its constrained resource base. • The Foundation can perform better especially with regard to 					

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	<p>communications both with members/ former members and with the broader community.</p> <p>The focus of the report on the Foundation reflects the Foundation's unique position as the only available illustration of the effect and efficacy of the biospheres policy. The report does not make recommendations about the options for changing the policy or keeping it as is, although DSE will use the report to help it formulate recommendations about the policy for the consideration of Cabinet. The report does not make recommendations for the consideration of the Board regarding the operations of the Foundation.</p> <p>RECOMMENDATIONS: That the Board:</p> <ul style="list-style-type: none"> • Welcomes the completion of the evaluation process and the publication of Roberts Evaluation's independent review report; • Provides a link to the report on DSE's website from our own website; • Acknowledges the usefulness and relevance of the report to the Foundation (while noting that its primary focus is on the State government's Biospheres policy rather than on the Foundation for its own sake); • Looks forward to engagement with the State government through DSE on possible changes to the Biosphere Policy in the light of the Foundation's experience and the review; • Acknowledges the contributions that many current and former Foundation • members and other Biosphere stakeholders have made to the information base collected through the review; and • Notes that the report provides valuable information and analysis of the Foundation's performance which will be used in the ongoing refinement of the Foundation's strategy and operations, in particular through the 	<p>In terms of Governance – in 2005 the Foundation commissioned the David Risstrom review on Governance</p> <p>Structured meeting and targeted objectives how we communicate with stakeholders and community at AGM</p> <p>EO send business case to Board</p> <p>Need to focus on Business Strategy</p> <p>Alternates are encouraged to attend</p> <p>Identify areas to do better</p> <p>Lynette keen to look at community engagement ideas</p> <p>Jane to write a summary of response for website and members in form of initial statement.</p>		

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			<p>workshop session planned for this year's AGM.</p> <p>Libby tabled a summary of the Review – in scorecard format which is still a work in progress. Suggested for inclusion to the response is the section on barriers – e.g. funding discussion of barriers and how we move forward. Highlights need for better communication. Strategic direction not clear.</p> <p>Governance issues –</p> <p>Discussion on the followed on these points, which highlighted the next steps of the report being the State Government review of policy and the need for that to change before the Foundation can move to extend the Biosphere Reserve to include the whole of each council area. The Foundation currently operates as if this was the area.</p> <p>Proposed to modify final dot point to include the barriers, communication with community and stakeholders are added.</p> <p>Need to consider local government and community in our response suggested initial response be reviewed to convey to members that they should direct their questions to the Foundation.</p> <p>Meeting Chair proposed to hold focused board meeting 14th October at 10am structured to cover relevant matters with targeted objectives on issues from the Roberts Evaluation Report.</p>					
4. GENERAL BUSINESS								

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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>Jeff reported on his trip to present to the International Marine Education conference in Fiji and of his discussion with an British anthropologist doing research, using anthropology on why tourism strategies in Fiji have not worked. Looking at the cultural connections.</p> <p>Recommendation – that research committee the Foundation get some anthropological research undertaken involved from the research point of view to look at how sustainability will fit within our culture and how it will fit into the future.</p> <p>Reade provided visual presentation on Awakening the Dreamer symposiums and the proposal to have the Biosphere support these sessions which are concerned with informing people on how they can do something positive and be actively involved in various issues through organisation running programs.</p> <p>Proposal that Biosphere share a relationship with Be the Change as part of raising our profile.</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>Recommendation – Issue be discussed at the next board meeting following further investigation.</p>				<p>JW to talk with PW on this proposal and also to talk to Sharron Pfeuller.</p> <p>Participants pay to attend unless sponsored, presenters are not paid.</p> <p>Need for caution expressed and thought that more information and research to be done.</p> <p>Some board members would try to attend a session</p>		

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4.4 BOARD MEETING DATES 2010		The next Board Meeting date: <ul style="list-style-type: none">▪ 14th October 2010						