

**Southern ACT Catchment Group
Management Committee Meeting Agenda
Wednesday 25th January 2017**

Minutes prepared by: Miranda Gardner

5.00 Welcome and Attendance

Attending: Miranda Gardner, Amanda Galbraith, Wendy Rainbird, Glenys Patulny.
Staff: Fiona Spier
Guests: Kerry Olsson
Apologies: Brian Butler

5:05 Acceptance of Previous Minutes

SACTCG Committee Meeting 15th November 2016
Correction – Wendy was an apology. Minutes accepted pending correction.

5:10 Matters Arising from Previous Minutes

Ongoing.

5:15 Correspondence

None.

5:20 Current consultations

The ACT Government is seeking community input into the review of the Lower Cotter Catchment Draft Reserve Management Plan. There will be a public information session on Wednesday 15 February 2017 at 17:00.

<https://yoursay.act.gov.au/lower-cotter-catchment-draft-reserve-management-plan>

While there is acknowledgement of GA volunteers and the revegetation work they have done in the catchment, there is no mention of Waterwatch which is very disappointing. There is also concern about the ability of rangers to manage and enforce the new restrictions which the plan will impose unless additional resources are provided to support them.

Action: SATCG to write submission. Fiona, Miranda or Glenys to attend public session on 15 February and will agree by email to on what points we want to make.

5.25 Treasurer's Update

Reports produced by Bookkeeper historically (as requested by previous staff) were not very useful in understanding organisational liquidity. The Treasurer has now requested profit and loss, cashflow and balance sheet for each meeting.

Icon Water – there is some surplus money left from this grant. Some of this will be used for administration fees as this has not been deducted over the life of the grant. The committee will need to discuss options and agree on what the remainder will be used for.

Action: MG to check Oi's email list re. circulation of financial reports as some people have not received these. Should be circulating reports at least one week beforehand.

5:35 **Secretary**

The position of Secretary is currently vacant following Jenny's resignation. Kerry Olsson has accepted our invitation to stand for the position after meeting Martine and Glenys through an AICD event last year.

Our Constitution requires us to call a general meeting to formalise Kerry's election. It is proposed that our next meeting in February should be a general meeting.

Following these changes to the committee the Public Officer will need to lodge the relevant forms with the ACT Government.

Action: FS to send Membership form to KO.

Action: FS to send invitation to members re special meeting (21 Feb). Invitation should include a note to say this will include a workshop/consultation session with members and dinner will be provided – more info to follow.

Action: KO to provide brief bio for circulation.

5:45 **SACTCG Strategic Plan**

Update: The consultant who was engaged to work on this project by ACT Government has withdrawn due to ill-health. MG and Sandy Lolicato, the Chair of Ginninderra Catchment Group, are meeting ACT Government reps on 3rd February to discuss next steps. It will be important at this meeting to ensure that the project is focussed on achieving the outcomes needed by the catchment groups, and making progress quickly.

The committee agreed that the consultancy brief should prioritise pulling together materials that already exist (both catchment groups' and external documents) into a usable format. Community consultation should be included in this.

Other areas of focus which may or may not be part of the consultancy project, but will also need to be prioritised, are strategic scenario planning ('what if' scenarios re. operational environment, funding etc.), organisational development, and business/operational planning.

It was noted that the catchment group still provides incorporated body status for most of the Parkcare Groups, ensuring that on-ground volunteers who are not interested in running a legal organisation do not have to do so. It was agreed that SACTCG needs to present a clearer 'value proposition' for its members (and potential funders) and focus on better communications with them.

It was agreed that the special general meeting to be held on 21st February should also be a member consultation event (with catering to attract more people!).

It was suggested that the Parkcare Coordinators' forum run by PCS may have replaced catchment groups in terms of information exchange. However, their focus is more on on-ground management, not grants, projects etc.; this is still a niche the catchment groups can occupy.

We should also consider how to better engage rural landholders and get them to committee meetings; many SACTCG projects in recent years have been partnerships with rural landholders.

Action: FS to look into booking Lyons Youth Haven for our special meeting/members event on 21st February.

5:55 Website update

The website working group is about to engage a contractor to maintain the shared website platform for a year. The cost, including hosting fees, will be around \$1300. This is a lot of money which was not budgeted for. The committee agreed to continue to be part of the website project for this first year and view it as a trial, to be reviewed after 12 months (other groups are taking a similar approach)

Action: FS to update website (e.g. date of committee meetings, upload minutes etc.).

6:00 Priorities for 2017

Areas for consideration were discussed:

- Organisational – e.g. governance, processes, staffing, work planning.
 - This needs to be sufficient to make sure the organisation is functioning well and is legally compliant (e.g. health & safety).
 - Currently there is no staff member who is formally responsible for managing the office, work planning, staff time management etc. These functions are undertaken by staff in an ad hoc/informal way, or by committee members. A few incidents recently have exposed the need for more structure in the way the office is managed. The committee will need to consider how to address this given resource constraints.
- Business – including funding, publicity/communications, partnerships.
 - Consideration of this matter is essential as our NLP funding runs out in June 2018. The strategic planning project should help us to focus our business priorities and plans.
 - Grant ideas – would be good to have these ready and waiting to put in when grants are released. This will allow for much better planning and interrelation of grants, and support for members.
- Our members – what they want from us and how we can better support /represent them.
 - It has been agreed that the 21 Feb meeting will be a member consultation session. In addition to this, Landcare ACT will shortly be sending out a survey to catchment group members; SACTCG may be able to use the results of this to understand more about member expectations.
 - Suggest that we re-institute member meetings. Committee meetings should be executive functions only. Could alternate months, or have a 30 min committee meeting followed by a members forum. We can discuss this with members on 21 Feb.

Action: Miranda to send round LACT survey for committee's comments.

Meeting closed: 6:30