# S:\2014\Wildcare\Wildcare Logo OL.pngWildcare Inc. – Board of Management meeting

# Minutes

**Friday 9 December 2016, 2.00 pm Royal Tasmanian Botanical Gardens, Hobart**

**Directors present:** Sally Salier (SS; Elected Co-Chair and Chair of meeting), Andrew Smith (AS; Appointed Co-Chair), Suzanne Crowley (SC; Secretary and minute taker), Robert Dyson (RD; Treasurer), Bob Tyson (BT), Rosemary Gales (RG), John Duggin (JD), Ian Ross (IR), Sally Simco (SS), Erika Shankley (ES).

**In attendance:** Malcolm MacDonald (MM; Wildcare CEO), Lindie Lupo (LL; Wildcare Financial Officer)

**Apologies:** Dave Harris (DH), Kate Mooney (KM), Stan Matuszek (SM),

[NB: Pre-meeting Christmas lunch was also attended by Carol Pacey]

| **#** | **Agenda Item** | Raised by | Context/Explanation | Motion/Proposed Action | Outcome/Required Action |
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| **1** | **Welcome** | SS | Sally acknowledged the traditional owners.  Sally welcomed everyone to the meeting and introduced Suzanne Crowley, the newly appointed Secretary.  SS thanked the various people who had stood in as Secretary over the past year. |  |  |
|  | **Declarations of conflict of interest** | SS | The following Directors declared a conflict of interest regarding the Internal Grant applications:   * Bob - Friends of Deal Island. |  | BT absented himself from the meeting discussion on the small grant proposal relating to Deal Island  and wooden boat festival |
| **2** | **Minutes of previous meeting: 8 September 2016** | SS | A number of amendments were requested:  Suzanne’s name is spelt Suzanne.  The last point on page 1 “2017 AGM” should read 25 March 2017.  SS noted that the Financial Report at this meeting had not been accepted, and asked that the meeting accept the September 2016 financial report. | Minutes from 8 September 2016 as amended were accepted as a true and accurate record. All agreed  The original signed and approved copy of the minutes be provided to Lindie (SS) and a copy forwarded to SC (LL). |  |

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| **3** | **Actions from minutes** |  | **See table at the end of this document** |  |  |
| **8.2** | **Draft budget** | SS | Discussion on the draft budget included:   * An allocation for professional development (PD). * Income $25k below expenditure * Setting an amount for sponsorship * Reducing the numbers of issues of Wildtimes * Prize Giving allocation * Merchandise * Cost of producing the annual report and postage. | The meeting approved the following amendments to the draft budget:  Reduce sponsorship target to $35k  Advertising & Promotions (incl Tas Community Award of $9k) increase to $11k  Facilitator fee $26k (not $40k)  AGM & BOM costs $8k  BOM grants reduce to $10k  Reduce Wildtimes newsletter to 4 issues pa $13.5k  Annual report $3000  The board accepted the draft budget as amended. | **ACTION:** LL to re-draft budget  **ACTION:** SS to circulate to BoM |
| **5** | **Strategic Direction** | SS | **5.1 Fundraising**  AS reported a draft letter to potential sponsors & donors had been drafted. Potential sponsors identified include Tasmanian Redline, Collins SPA.  BT suggested philanthropic organisations such as the TLC.  The successful ANU crowd funding project could be used as a model, raising $7k from members.  Discussion followed on how to progress this moved onto the KPIs of the CEO, specifically in relation to fundraising.   * 1. **Building effective internal communication**   2. **Review and refine Board practices**   3. **Renewal and Relevance**   IR spoke to the marketing and promotion proposal outline submitted by kingthing.  Discussion followed on the production of a promotional video, a survey of members to get a better picture of the membership. The board are interested in attracting younger people, the unique structure of branches, the possibilities of having a low response rate to a survey and the function / purpose of Wildcare.   * 1. **Raising the profile in the wider community**   An article written by ES had been well received. Discussion followed on other possible outlets for this eg the Mercury Editorial, connecting with various community groups such as the Children’s University.  The Narawntapu branch require high visibility vests. | The following actions from the previous minutes are to be carried forward as not yet completed:  5.2 Actions completed  5.3 All except 1 action completed. (This action in train)  5.4 | 5.1 **ACTION:** JD Develop Guidelines for branches wishing to utilise crowd funding for specific project  **ACTION:** BT Letter to be sent out.  **ACTION:** Interested Directors Fundraising Strategic Direction group will meet to develop a fundraising and marketing budget proposal.  **ACTION:** AS Discuss with PWS other possible sponsor benefits that they might be willing to include in the package.  5.2 **ACTION:** Board to review the number of issues of Wild Times per year.  **ACTION:** SS to collate directors’ performance management and send out to board for review.  **ACTION:** SS to provide a report on the health of the board prior to the AGM in March 2017.  5.3 **ACTION:** AS Arrange for Jodie to distribute BOM Grant Progress Updates form to relevant Presidents for completion by end of October.  5.4 **ACTION:** IR to circulate a link showcasing previous work by kingthing.  5.5 **ACTION:** ES to check out options with the Mercury.  **ACTION:** AS to locate / order merchandise (high vis vests) |
| **7** | **Co-Chair reports** | AS  SS | Both co-chairs gave their reports (see **Attachment 1**).  RG reported on wombats informing everyone that a community group has been established to deal with wombats (and mange).  SS informed the meeting that this would be her last meeting in the role of co-chair as she was not restanding |  | **ACTION:** Directors to provide feedback to AS on membership form |
| **9** | **CEO Report** | MM | MM spoke to his report. The audit is scheduled for 24 February 2017. |  | **ACTION:** Directors to take note of points in CEO report relating to Directors, to governance issues raise and the items raised in the Presidents’ Forums. |
| **10** | **Facilitator’s report** | AS | The facilitators report was tabled (see **Attachment 2**). |  |  |
| **11** | **Gift Fund report** | AS | AS had spoken to this previously under the Financial report. |  |  |
| **12** | **Internal grants** | SS | The three small grants applications approved out of session:   * Melaleuca $1996 * Maatsuyker $2000 * Billy Button Falls $1400   Three small grants requiring approval:   * Wooden Boat Festival - $495 * Deal Island – Display -$1000 * Mt Field – Signs - $1660 | The Board ratified the decision to approve all three out of session applications.  The board approved the three small grant applications. |  |
| **13** | **General Business** |  |  |  |  |
|  |  | AS | The Friends of Mt Field branch has been awarded $45K from the Tasmanian Community Fund.  Discussion followed on processing small grant applications received out of session. |  | **ACTION:** Directors are advised to check the budget prior to assenting to the approval of any project.  **ACTION:** Small grant applications received by board members are to be forward to the Secretary for processing.  **ACTION:** SC (new Secretary) to send out an email to all branches introducing herself. |
| **13.1** | **Clarification of policy** | SS | Directors need to be clear, and to make clear to branches and members that when publically commenting on a local issue they must do so as an individual not as a representative of Wildcare. |  | ACTION: SS to email those concerned. |
| **13.2** | **Wildcare board** | AS | All board members who wish to re-nominate for 2017 should forward their nomination to AS. |  | **ACTION:** All board members wishing to re-nominate should let AS know prior to the AGM in March 2017. |
| **13.3** | **CEOs KPIs** | SS | The board asked the CEO to leave the meeting in order to facilitate discussion.  The CEO position is up for review in February 2017.  Discussion centred on the KPI of fundraising and it’s centrality to the growth of the organisation. The board agreed to review the KPIs and for discussion to be continued out of session. |  | **ACTION:** SS to circulate CEO KPIs to board members. |