

BirdLife Western Australia – Executive Committee Meeting

23 January 2017 at Peregrine House, Floreat – Draft minutes

Issue / Topic	Points of Discussion / Details (<i>motions / decisions in italicised type</i>)	Action Required and Time Frame
Welcome and Attendance	Meeting started: 1730 Present: Mike Bamford, Jennifer Sumpton, Paul Netscher, Frank O'Connor, Sandra Wallace, Kathryn Napier, Mark Henryon (via skype) Apologies: Blair Parsons, Sue Mather Declaration of interest: Mike Bamford	
1.0 Confirmation of Previous Minutes	Motion: <i>That the minutes from the December 2016 meeting be accepted.</i> Moved: <i>Jennifer Sumpton; Seconded:</i> <i>Sandra Wallace. Carried.</i>	
2.0 Business Arising – Action List	<p>2.1 Committee vacancies – to date have received nomination forms from Lou Scampoli, Kathryn, Mark, Sandra, Mike, Jen, and Frank. EC members to get in touch with potential committee members.</p> <p>2.2 Serventy House/Manning Library – letter sent to City of South Perth and response received; attached FO'C suggested approaching CEO of City of South Perth Jeff Glass for a meeting to discuss potential accommodation at Manning Library.</p> <p>2.3 Urbn Surf Proposal – letter sent to City of Melville, copy attached MB declared a conflict of interest due to consulting position. SERAG to give a short presentation prior to the January General Meeting.</p> <p>2.4 South Coast Festival of Birds 2017 – Green Skills advised of funding approval, invoice received, copies of promotional material attached</p> <p>2.5 Nominations for Distinguished Service Awards/Roz Denny Award – Mark Suggestions made by EC members, noted by MB.</p> <p>2.6 Funding investigations –Donorcentricity report</p> <p>2.7 Volunteer hours – over 12,500 hours recorded in the 6 months to December 2016. Copy of spreadsheet attached JS noted documenting the number of volunteers as well as hours would be useful.</p>	<p>2.1 AP to please send membership list to EC members.</p> <p>2.2 MB to contact Jeff Glass.</p>
3.0 Treasurer's Report	Motion: <i>That the committee approve the accounts as presented to end of December 2016, attached.</i> Moved: <i>Kathryn Napier; Seconded:</i> <i>Jennifer Sumpton.</i> FO'C noted \$80,000 term deposit with JB Weir.	

	<p>3.1 Bequest from Ruth Jacobs estate, \$3,000 FO'C noted several options for expenditure of the bequest. Decision to be made in coming months.</p> <p>3.2 Proposed increase in WABN subscription fee FO'C proposed \$4 increase to WABN to cover increased printing and postage costs. SW suggested selling additional copies at the office front desk. KN queried an online only option for WAB subscription- FO'C noted significant difficulty with this option. Motion: the WABN subscription fee to be increased by \$4 from July 1 2017. Moved: Kathryn Napier, Seconded: Sandra Wallace.</p>	
4.0 Correspondence In	<p>4.1 Public Trustee – cheque from Jacobs estate 4.2 Email response from City of South Perth re Manning Library, attached 4.3 Brendon Grylls and Minister Jacob – response to 2017 State Election issues letter 4.4 Email request from Linda Soteriou, City of Swan re the formation of a Swan Bird group – attached FO'C noted insurance cover for bird walks would be covered under as a BirdLife activity. JS suggested formation of a 'friends group'. 4.5 Email from Jaye Allen, BirdLife WA member offering her cards for sale/educational purposes – attached SW suggested passing on to Sales Committee. 4.6 Letter from Mark McGowan MH commented on discrepancies between projected job numbers used to market mining projects and mining companies actual jobs provided to Australian citizens. PN noted importance of estimating and promoting the dollar value to environment/bird watching/tourism raised. MH queried what action can we advise people to take- SW suggested providing email and letter templates.</p>	<p>4.4 MB to contact Linda for more information.</p> <p>4.5 AP to pass on to the Sales Committee.</p>
5.0 Correspondence Out	<p>5.1 City of Melville re Wave Park 5.2 City of South Perth re Manning Library 5.3 Bruce Buchanan – condolence card 5.4 Christmas cards FO'C noted cards are sent to various people. 5.5 Minister Albert Jacob, Chris Tallentire, Lynn MacLaren and Brendon Grylls – 2017 State election issues brief and letter Discussion on the need to know politician's stances on key environmental issues.</p>	
6.0 Committees	<p>6.1 Office Manager Report - attached</p> <p>6.2 Community Education – Minutes of January meeting attached</p> <p>6.3 Excursions –</p> <p>6.4 Sales – stocktake completed; Fairy-wren badges are out of stock. FO'C requested a quote from Valerie.</p> <p>6.5 GWW – minutes of December meeting attached</p>	

	<p>6.6 Research -</p> <p>6.7 Social Media</p> <p>6.8 Photogroup</p> <p>6.9 Country Branches -</p> <p>6.10 OH&S -</p> <p>6.11 Library - FO'C noted new bird field guide being published by CSIRO (released in May 2017), to be sold by the front office.</p> <p>6.12 Publications -</p>	6.11 KN to promote on FaceBook.
7.0 Projects	7.1 Program Manager Report - attached	
8.0 Other Business	<p>8.1 AOC 2017, sponsorship of post grad students - see attachments from Sue Mather Two students normally supported by EC- KN to review previous years procedures.</p> <p>8.2 Roe 8 - Jen JS queried BL's stance on Roe 8. MB noted BL have just released a statement. MH noted BL does not have a firm stance. FO'C noted BWA have referred people to 'Rethink the Link' and "Save Beelie Wetlands' groups- for example, 'Rethink the Link' group has a link to send a letter template- MB suggested passing such action links on when members query what further action they can take.</p> <p>8.3 Malleefowl Recovery Group Employment opportunity- Blair MB noted potential engagement with BWA would be a great opportunity,</p> <p>8.4 Forest for Life Campaign - Mark MH asked if anyone is able to meet with the group.</p>	<p>8.1 KN to review.</p> <p>8.2 MB to contact NO about plans for the 'Vote for Birds' election campaign and to confirm NO's support of the 'No to Roe 8' campaign.</p> <p>8.4 MB to arrange a meeting.</p>
9.0 Business arising	9.1 Chair for Monthly General Meeting on Monday 23 January 2017: Mike; Guest Speaker: Sam Rycken, a Murdoch PhD student, will give a talk on satellite tracking black-cockatoos.	<p>9.1 Annette to organise key for WA Ecology Centre.</p> <p>9.1 Annette to confirm that Rod Smith will setup the equipment.</p>
	<p>Meeting closed 19:30.</p> <p>Next EC meeting Monday 13^h February 2017.</p>	

BirdLife Western Australia – Executive Committee Meeting

13 February 2017 at Peregrine House, Floreat – Final Minutes

Issue / Topic	Points of Discussion / Details (<i>motions / decisions in italicised type</i>)	Action Required and Time Frame
Welcome and Attendance	Meeting started: 1745 Present: Mike Bamford, Sue Mather, Jennifer Sumpton, Paul Netscher, Kathryn Napier, Sandra Wallace, Mark Henryon (via skype) Apologies: Frank O'Connor, Blair Parsons Declaration of interest: Mike Bamford (Consultant on Urbn Surf Proposal)	
1.0 Confirmation of Previous Minutes	Motion: <i>That the minutes from the January 2017 meeting be accepted.</i> Moved: Sandra Wallace; Seconded: Jennifer Sumpton. Carried.	
2.0 Business Arising – Action List	<p>2.1 Committee vacancies – 10 nominations to date (Lou Scampoli, Kathryn, Mark, Sandra, Mike, Jen, Frank, Paul, Felice Morcombe and Bruce Buchanan) SW and JS noted additional potential nominations, welcomed by the EC with 12 positions in total to fill.</p> <p>2.2 Serventy House/Manning Library – letter from City of South Perth advising library will not be available, attached</p> <p>2.3 Urbn Surf Proposal – submission made to City of Melville, copy attached. MB reviewed BL count records data and concluded bird numbers in the cove are very low and are not likely to be affected by the presence of the Wave Park. BWA would like to confirm concerns on potential environmental impacts on the cove and foreshore can be addressed, and will keep a close eye on the proposal.</p> <p>2.4 Roe 8 – Mike to contact NO re ‘Vote for Birds’ and support for ‘No to Roe 8 campaign’ NO have produced additional material voicing disagreement with the Roe 8 project. MB suggested referring members to the Environment group’s policy priorities for the 2017 election, available at: http://www.instantflipbook.com/flipbooks/e0b8390576/</p> <p>2.5 Nominations for Distinguished Service Awards/Roz Denny Award –</p> <p>2.6 AOC 2017, student sponsorships – Kathryn to review procedures KN to send application form and information to universities. KN to take over from SM to review applications with Allan Burbidge.</p> <p>2.7 Forest for Life Campaign – Mike to arrange meeting SW and MB noted forests have been retained due to the value of the timber industry. MB to contact TD for information.</p>	<p>2.6 KN to progress.</p>

	<p>2.8 Funding investigations –Donorcentricity report SM noted BWAs success in applying for a wide variety of grants. MB noted HB’s position has enabled greater success in grant applications. SM suggested a round table to develop a bank of projects for future grant opportunities. PN suggested calculating the value of bird tourism in key areas for promotion as a project idea.</p> <p>2.9 Volunteer hours – not getting many reports from EC members MH reminded the EC the importance of thanking volunteers. List of exceptional volunteers to added to the monthly agenda. AP to regularly ask committees for names, and to send out cards. JS noted Camp Out organiser Pete Taylor, SM suggested FOC.</p> <p>2.10 Birds in Plantations Project JS noted NO have contracted staff to work with plantation timbers in WA, reported by Nic Dunlop.</p>	<p>2.8 MB to speak to AP about contacting committees for conservation project ideas for future grants.</p> <p>2.9 EC members to send AP details. AP to please send out cards to FOC (for extensive work on finances) and Pete Taylor (great feedback received from the camp out).</p> <p>2.10 MB to contact ND and NO for more information.</p>
<p>3.0 Treasurer’s Report</p>	<p><i>Motion: That the committee approve the accounts as presented to end of January 2017, attached.</i> <i>Moved: Jennifer Sumpton; Seconded: Sue Mather.</i></p> <p>3.1 Bequest from Ruth Jacobs estate, \$3,000 – decision still to be made EC decided funds to go to the GWW project. Motion: To formally allocate the funds to the GWW project. <i>Moved: Jennifer Sumpton; Seconded: Sue Mather.</i></p>	
<p>4.0 Correspondence In</p>	<p>4.1 Dave Grills MLC – response to HAR letter 4.2 City of South Perth re unavailability of Manning Library, 4.3 Bruce Buchanan – concerns about Roe 8 mail out</p>	<p>MB to send out recent correspondence received.</p>
<p>5.0 Correspondence Out</p>	<p>5.1 Letter of support for Sue Kalab 5.2 Condolence card to Molly Angus</p>	
<p>6.0 Committees</p>	<p>6.1 Office Manager Report – attached – decisions needed on cleaning office carpets and replacing the office telephones. EC gives approval for AP to contact a commercial cleaning company and purchase new telephones.</p> <p>6.2 Community Education – Minutes of March meeting attached</p> <p>6.3 Excursions –</p> <p>6.4 Sales – minutes of February meeting attached – new Splendid Fairy-wren and Western Ground Parrot badges proposed; new WGP cards also available;</p> <p>6.5 GWW – MH noted an article coming out in Australian BirdLife in March. GWW has met with other organisations for a social media campaign. MH asked for advice on the best way to promote a campaign- PN suggested allocating a budget for advertising.</p> <p>6.6 Research –</p>	

	<p>6.7 Social Media – Helen, Tegan, Adam and Annette attending Social Media Strategy Workshop on February 14, refer Program Manager’s report. JS and SW to also attend.</p> <p>6.8 Photogroup -</p> <p>6.9 Country Branches –</p> <p>6.10 OH&S –Adam and Teagan will be completing 1st Aid courses February 13</p> <p>6.11 Library –</p> <p>6.12 Publications – availability of WABN electronically through the National Library, see attached email SM noted website update issues.</p>	<p>6.7 JS and SW to summarise the strategies at the next EC meeting.</p> <p>6.12 MB to contact AP regarding website updates.</p>
7.0 Projects	<p>7.1 Program Manager Report – attached</p> <p>7.2 EC member to liaise with Program Manager with regard to funded projects – Sue MB noted EC roles should be more formalised, including increased contact with office staff, volunteers and project manager.</p> <p>7.3 Shorebirds 2020 – Bob Paterson has requested that Thelma Crook receive a formal thanks from BirdLife WA for coordinating the counts in the Mandurah area as she is stepping down from the role – Sue</p> <p>7.4 South Coast Threatened Birds Recovery – meeting report attached</p>	<p>7.3 AP to draft formal letter.</p>
8.0 Other Business	<p>8.1 Paul Sullivan’s visit – document from Frank circulated Classes of memberships to also be discussed. Vision of BWA to be confirmed and discussed, such as expansion of office and staff. Document to be finalised prior to Paul’s visit.</p> <p>8.2 Ocean Reef Marina – Jen JS noted concerns with the development.</p> <p>8.3 Trigg Bushland – Jen JS noted the Bushforever site is under threat.</p> <p>8.4 Discussion on the York-Quairading Rd tree clearing. KN forwarded on email from Eddy Wajon to MB.</p>	
9.0 Business arising	<p>9.1 Chair for Annual General Meeting on Monday 27 February 2017: Mike; Guest Speaker: Paul Sullivan, BirdLife Australia CEO.</p>	<p>9.1 Annette to organise key for WA Ecology Centre. 9.1 Annette to confirm that Rod Smith will setup the equipment.</p>
	<p>Meeting closed 19:55. Next EC meeting Monday 13th March 2017.</p>	

BirdLife Western Australia – Executive Committee Meeting

20 March 2017 at Peregrine House, Floreat – Final Minutes

Issue / Topic	Points of Discussion / Details (<i>motions / decisions in italicised type</i>)	Action Required and Time Frame
Welcome and Attendance	<p>Meeting started: 17:40 Present: Mike Bamford, Paul Netscher, Jennifer Sumpton, Kathryn Napier, Alasdair Bulloch, Felice Morcombe, Jan Grimoldby, Bruce Buchanan Apologies: Lou Scampoli, Frank O'Connor, Mark Henryon, Blair Parsons Declaration of interest: None declared.</p> <p>Tegan Douglas presented an introduction and update to the Cockies in Crisis project.</p>	
1.0 Confirmation of Previous Minutes	<p><i>Motion: That the minutes from the February 2017 meeting be accepted, subject to a change to item 2.7.</i> <i>Moved: Jennifer Sumpton; Seconded: Kathryn Napier. Carried.</i></p>	
2.0 Business Arising – Action List	<p>2.1 Committee – Blair Parsons and Alasdair Bulloch to be co-opted to the Executive Committee <i>Moved: Jennifer Sumpton; Seconded: Kathryn Napier</i></p> <p>2.2 Volunteer Recognition – emails sent to all committees and country branches regarding thank-you cards for volunteers.</p> <p>2.3 AOC 2017, student sponsorships Kathryn Napier (KN) noted emails to be sent to universities when abstract due dates have been finalised.</p> <p>2.4 Forest for Life Campaign – Mike to discuss with Tegan Mike Bamford (MB), Helen Bryant (HB) and Tegan Douglas (TD) are meeting with the campaign to discuss the use of BWAs name and manner of involvement.</p> <p>2.5 Funding investigations – emails sent to all committees and country branches asking for suggestions for ideas for future grant applications</p> <p>2.6 Volunteer hours – just over 2,000 hours recorded for the year to date.</p>	
3.0 Treasurer's Report	<p><i>Motion: That the committee approve the accounts as presented to end of February 2017, attached.</i> <i>Moved: Jennifer Sumpton; Seconded: Felice Morcombe.</i></p> <p>3.1 Implementation of new software management system from National Office: EC members discussed the proposed transfer to the National Office's (NO) preferred accounting system and acknowledged that while other branches may have more rudimentary accounting</p>	<p>3.1 MB to contact Paul Sullivan (PS) to receive notes on the benefits of the new system and commitment from Bruce Potgeiter to train FOC and Erika.</p>

	<p>management systems in place, BWA's has evolved to meet our needs, primarily due to Frank O'Connors (FOC) extremely valued efforts as Treasurer.</p> <p>It was considered that a summary of the perceived benefits of the system would be of benefit before any change took place. BWA needs to meet funding bodies audit and accountability requirements, and these must be met before any transfer takes place. BWA must have access to and control over all accounts. It was noted that NO had offered to send the accountant to WA to assist in setting up new accounts, providing training and rolling the BWA accounts into the new system.</p> <p>3.2 Kites for Carnaby's Project. Donations through the crowdfunding campaign are going to the ABF account, so that a tax deductible receipt can be issued. Motion required for funds to be used for the Kites for Carnaby's Project. HB noted >\$10,000 received thus far for the campaign for both merchandise and donations. The value of tax-deductible donations is ~\$1500.</p> <p><i>Motion: That the committee approve the Kites for Carnaby's ABF donations be transferred to the Kites for Carnaby's project account.</i> Moved: Kathryn Napier; Seconded: Bruce Buchanan.</p>	
4.0 Correspondence In	<p>4.1 Spinifex Trust - \$10,000 for Native Bird Oasis project (Impact 100) 4.2 Senator Barnaby Joyce – senate enquiry, copy attached 4.3 Molly Angus – thank-you letter for BWA card and attendance at Barry Angus' funeral. 4.4 Linda Vernon, North Eastern Wheatbelt Regional Organisation of Councils – seeking assistance with a project at the Koorda Native Flora reserve; email attached. MB suggested putting a notice in ENews.</p> <p>4.5 Geraldton MB has contacted the group to offer support.</p>	4.4 JS to write EOI to be placed in ENews/Facebook
5.0 Correspondence Out	<p>5.1 Thank-you cards to Peter Taylor and Frank O'Connor 5.2 Letter of thanks to the Spinifex Trust 5.3 Response to Roe 8 opinion piece in the Fremantle Gazette; copy attached</p>	
6.0 Committees	<p>6.1 Office Manager Report – attached</p> <p>6.2 Community Education – Minutes of March meeting attached</p> <p>6.3 Excursions –</p> <p>6.4 Sales –</p> <p>6.5 GWW – Minutes of the February and March meetings attached.</p> <p>6.6 Research –</p> <p>6.7 Social Media –</p>	

	<p>6.8 Photogroup -</p> <p>6.9 Country Branches –Request from Geraldton – grants for signs re disturbing shorebirds on beaches; email attached</p> <p>6.10 OH&S -</p> <p>6.11 Library -</p> <p>6.12 Publications -</p>	
7.0 Projects	<p>7.1 Program Manager Report – attached HB gave an update of the various programs. The Great Cocky Count has >850 participants registered (~half this number received at this point last year). Crowdfunder campaign to grow banksia seedlings resulted in 5000 seeds purchased and growing. HB gave a background on the recently funded state NRM projects. HB noted recent donations resulting from the impact100 application. HB noted invitation received to attend the Gondwana Link conference in April (relevant to the GWW plus opportunities for collaboration). Alison Gounndrey and HB are available to attend.</p>	
8.0 Other Business	<p>8.1 2016 Twitchathon Funds – WA funds were \$1,893.60, allocated to WA Bitterns project. Suggestion from Stewart Ford that 2017 funds go to the GWW project; email attached To be discussed at next EC meeting.</p> <p>8.2 Voluntary Work Centrelink form for Shapelle McNee – copy of form and email attached. Email agreement from Frank, Mark, Kathryn, Felice, Jen and Lou</p> <p>8.3 Birding Around Perth – request from Australian Geographic; email attached</p> <p>8.4 Pilbara Country Branch – see attached email from Mark</p> <p>8.5 2017 Network Forum – Friday 25 and Saturday 26 May; see attached email from Fiona Blandford NO will fund two BWA members. MB noted he and FOC attended in 2016. MB noted HB will be funded separately, and this is a very good opportunity for the EC to attend and engage. KN, JS, PN, AB, BB, Felice Morcome (FM) and JG are not available to attend. Mark Henryon (MH) and Maris would be good candidates if available.</p> <p>8.6 Addressing members who haven’t provided an email address – Jen; email discussion with Annette attached</p> <p>8.7 New Field Guide from CSIRO – confirmation that BWA will continue to sell the book at a reduced price for members – emails previously circulated from Frank MB noted future arrangements need to be sorted out between NO and BWA. JG and JS noted selling books is a service to members and should continue. AB noted untidiness of selling books at different prices. Discussion to continue over email. KN and JS noted different services provided from BWA and NO- in person (via the office) vs online.</p>	<p>8.2 MB to sign.</p> <p>8.5 Annette Park (AP) to send notice to committees about opportunity to attend Network Forum- interested candidates to please submit an EOI.</p> <p>8.6 AP to progress with contacting members to update details.</p> <p>8.7 MB to circulate email from Diana. Discussion to continue.</p>

	<p>8.8 Offer of a set of HANZAB from BWA member Joe Barr, to raise funds for Cockatoo projects EC gratefully accepts the donation. JS to coordinate interest in the set.</p> <p>8.9 Support from BWA to start a Port Hedland Bird group requested from Clare Crowther- Mark. JS and BB queried if NO have guidelines in setting up new bird groups. JG volunteered to coordinate guidelines if none exist.</p> <p>8.10 EBO student grants to be put on agenda April EC meeting.</p>	<p>8.9 AP to contact NO for guidelines on setting up a new bird groups to provide to Clare.</p>
<p>9.0 Business arising</p>	<p>9.1 Chair for General Meeting on Monday 27 March 2017: Alasdair to Chair (now Kathryn Napier) ; Guest Speaker: Simon Nevill will give a talk on rare and uncommon birds of WA and their habitat.</p>	<p>9.1 Annette to organise key for WA Ecology Centre. 9.1 Annette to confirm that Rod Smith will setup the equipment. 9.1 MB to email AB (now KN) with instructions</p>
	<p>Meeting closed 20:10. Next EC meeting Monday 10^h April 2017.</p>	

BirdLife Western Australia – Executive Committee Meeting

10 April 2017 at Peregrine House, Floreat – Final Minutes

Issue / Topic	Points of Discussion / Details (<i>motions / decisions in italicised type</i>)	Action Required and Time Frame
Welcome and Attendance	Meeting started: 17:44 Present: Mike Bamford, Kathryn Napier, Mark Henryon, Jennifer Sumpton, Felice Morcombe, Alasdair Bulloch, Paul Netscher, Jan Grimoldby, Lou Scampoli, Bruce Buchanan Apologies: Frank O'Connor, Blair Parsons Declaration of interest: None declared.	
1.0 Confirmation of Previous Minutes	Motion: <i>That the minutes from the March 2017 meeting be accepted.</i> Moved: Bruce Buchanan; Seconded: Alasdair Bulloch. Carried.	
2.0 Business Arising – Action List	<p>2.1 Committee – Formal co-option of Jan Grimoldby to the Executive Committee. Moved: Bruce Buchanan; Seconded: Lou Scampoli. Carried.</p> <p>2.2 Implementation of new financial management system – Bruce Potgieter coming to Perth in May. The EC noted two separate issues with the accounts, firstly the existing outstanding financial issues noted by Frank O'Connor, and secondly the conversion to the NetSuite financial management system. The existing financial issues need to be addressed prior to the meeting in May.</p> <p>2.3 Network Forum – Linda Borrison, Carnaby's volunteer, suggested as an attendee. The EC agreed to support Linda's attendance via email. Mike Bamford (MB) also attending. Helen Bryant (HB) and possibly Mark Henryon (MH) to attend if funds permit.</p> <p>2.4 CSIRO Field Guide – email from Diane Gibson circulated by Mike</p> <p>2.5 Port Hedland bird group – currently no BWA Terms of Reference for Country groups and Branch Working Arrangements apply to branches that report directly to National Office. There is an old BAWA Country branch policy statement, attached Paul Netscher (PN) noted finances need to be organised. Lou Scampoli (LS) confirmed sign ins at events are required, with events covered under BWA's insurance. The EC noted the Country branch policy statement needs to be updated with correct terms and the inclusion of the statement that all other WA branches are sub-branches that report to BWA. The EC suggested Clare Crowther contact Christine Wilder for suggestions on setting up a country branch. The EC noted benefits for Country Branches include access to BWA's support, insurance, and they are able to publish notices in BWA publications.</p>	<p>2.3 MB to contact Fiona to confirm funding for attendance of two BWA members.</p> <p>2.4 MB to follow up with Diane regarding 'branches as outlets' for sales.</p> <p>2.5 LS to update the Country branch policy and send to Clare Crowther. Annette Park (AP) to also send any suitable BWA leaflets and documents.</p> <p>MH to contact Clare with Christine Wilder's contact details and BWA information.</p>

	<p>Motion: <i>The EC approves the establishment of a Port Hedland Country Branch.</i> Moved: <i>Lou Scampoli; Seconded:</i> <i>Jan Grimoldby.</i></p> <p>2.6 2017 Twitchathon funds – suggestion from Stewart Ford that the funds raised go to the GWW project Motion: <i>The funds raised from the 2017 Twitchathon go to the GWW project.</i> Moved: <i>Kathryn Napier; Seconded:</i> <i>Felice Morcombe.</i></p> <p>2.7 Linda Vernon, Koorda Nature reserve request – notice has been posted on Facebook and item will be included in the next edition of WA eNews. Jennifer Sumpton (JS) noted several people responded on FaceBook, and volunteers have been recruited.</p> <p>2.8 Volunteer hours – Reminder to all EC members to send volunteer hours to AP.</p>	
3.0 Treasurer's Report	<p>Motion: <i>That the committee approve the accounts as presented to end of March 2017, attached.</i> Moved: <i>Alasdair Bulloch; Seconded:</i> <i>Jennifer Sumpton.</i></p> <p>3.1 Netsuite –proposal from Treasurer, refer to attached email The EC is very supportive of investigating the implications of adopting NetSuite for BWA's accounts. Importantly the EC accepts that NetSuite must provide BWA with suitable functionality in order to manage its finances.</p> <p>3.2 Bequest from Claire Mercer; the Public Trustee has released the funds from her estate, cheque received for \$68,003.85. The EC is to consider the potential for expenditure of the funds and discuss at next months EC meeting. MH suggested re-visiting previous applications for support from researchers/friends groups/students. PN suggested a sustainability fund for staff and office support in leaner times. MH suggested potential benefits for demonstrating tangible outcomes for how bequests are spent may include increases in bequests. Kathryn Napier (KN) suggested incorporating a percentage of 'on-costs' from untied donations to contribute to a sustainability fund.</p>	
4.0 Correspondence In	<p>4.1 Stephen Dawson MLC, Minister for Environment – response to request to meet; appointment set for Wednesday 7 June MH to nominate a proxy to attend on his behalf to discuss the Helena and Aurora Range. Jan Grimoldby (JG) noted the new Port Hedland Country Branch to be set up by Claire Crowther is in the electorate of the new Minister.</p> <p>4.2 Dominique Griffiths – concerns re marina development in Rockingham, copy attached</p> <p>4.3 Public Trustee – notification of Claire Mercer bequest and cheque</p>	4.2 MB to contact Dominique.
5.0 Correspondence Out	<p>5.1 Thank-you letters to Sue Mather and Sandra Wallace</p> <p>5.2 Letter of thanks to Brad Kneebone, has stepped down from deputy Convenor position with Albany</p>	

	<p>5.3 Letter of thanks to John Masters, has stepped down from Convenor of Wheatbelt Avon branch</p> <p>5.4 Letter of thanks to Thelma Crook for work with Shorebirds surveys</p> <p>5.5 Letter to new Environment Minister Stephen Dawson, with request for a meeting.</p>	
6.0 Committees	<p>6.1 Office Manager Report – attached, please see comments regarding office storage space.</p> <p>6.2 Community Education – Brice Wells mentioned the need for volunteers. KN noted previous calls for volunteers have been unsuccessful. The EC suggested a more targeted approach to attract potential volunteers.</p> <p>6.3 Excursions – Sue Abbotts request for an EC liaison for the Excursions committee, there hasn't been one since Wayne Merritt <u>JS accepted the position.</u></p> <p>6.4 Sales –</p> <p>6.5 GWW – AB going to meetings in Norseman. MH noted the submissions to the EPA should be published this week, and the BirdLife support page for the Save the Helena Aurora Range will soon be live.</p> <p>6.6 Research –</p> <p>6.7 Social Media –</p> <p>6.8 Photogroup -</p> <p>6.9 Country Branches –</p> <p>6.10 OH&S –</p> <p>6.11 Library –</p> <p>6.12 Publications –</p>	<p>6.1 AP to get quotes for shelving.</p> <p>6.2 KN to contact Brice for information on the CEC for advertising.</p>
7.0 Projects	<p>7.1 Program Manager Report – attached MB noted the Impact 100 model of fundraising would suit BWA, and is worth considering for the future.</p> <p>7.2 Rottnest Shorebird survey report tabled - attached</p>	
8.0 Other Business	<p>8.1 2017 Art exhibition – Mike JG noted the Cambridge Library may be a good potential venue.</p> <p>8.2 That Birdlife WA request the National Office to establish a general consensus of usage, in consultation with the branches of Birdlife Australia, Government agencies and affected parties, by the determination/definition of the meaning to be derived or attributed to the terms 'Shorebirds', 'Waterbirds' and 'Bushbirds' – Bruce, see attached email</p>	<p>8.1 Mike to get in touch with Barbara.</p> <p>8.2 BB to draft a letter for circulation to the EC.</p>

	<p>Bruce Buchanan (BB) also emphasised the importance of consistent and accurate language. MB noted text is increasingly being sent for review to BWA staff.</p> <p>8.3 Recommended that Birdlife Australia determine how members are to treat what will become a steadily and significant increase in the number of sub-species (e.g. see Ehmke et al recently) and communicate their decision to all members – Bruce, see attached email PN noted BLA is guided by BL International. BB suggested BWA write to the board.</p> <p>8.4 Bruce noted serious issues with will wording. BB suggested the next time bequests are advertised, donors are advised it is recommended to specify BWA directly in the bequest if this is the wish of donors.</p> <p>8.5 EBO Student grants</p> <p>8.6 Forest for life campaign has approached BWA for permission to use BWA's logo in support. Brief discussion by the EC on the use of BWA logo. EC members to consider and discuss at the next EC meeting.</p>	
9.0 Business arising	9.1 Chair for General Meeting: Note there is no general meeting in April.	
	Meeting closed 20:15. Next EC meeting Monday 15 th May 2017. PN and JS apologies.	

BirdLife Western Australia – Executive Committee Meeting

15 May 2017 at Peregrine House, Floreat – Final Minutes

Issue / Topic	Points of Discussion / Details (<i>motions / decisions in italicised type</i>)	Action Required and Time Frame
Welcome and Attendance	Meeting started: 1735 Present: Mike Bamford, Kathryn Napier, Frank O'Connor, Lou Scampoli, Jan Grimoldby, Alasdair Bulloch, Felice Morcombe, Mark Henryon, Blair Parsons (via phone) Apologies: Bruce Buchanan, Jen Sumpton, and Paul Netscher Declaration of interest: MB consulting for the Melville Wavepark	
1.0 Confirmation of Previous Minutes	Motion: <i>That the minutes from the April 2017 meeting be accepted.</i> Moved: <i>Jan Grimoldby; Seconded:</i> <i>Felice Morcombe. Carried.</i>	
2.0 Business Arising – Action List	<p>2.1 Netsuite – report from Bruce Potgieter’s visit, attached email from Frank Frank O'Connor (FOC) summarised the meeting, and noted he is waiting to view reports extracted from Netsuite. FOC is corresponding with Stacy to view accounts, and will continue to correspond with Bruce and Stacy in the lead up to the deployment of Netsuite.</p> <p>2.2 Network Forum – Mike to confirm NO to fund attendance of 2 BWA members</p> <p>2.3 CSIRO Field Guide – Mike to follow up with Diane Gibson re 'branches as outlets' for sales. NB The new guide is here; of original order of 55 copies 11 still reserved for pre-orders and we have 8 in stock. A further 25 copies have been ordered. FOC noted decreased sales of cards, and potential option to supply cards on consignment to country branches. MB will follow up with Diana Gibson to carry out sales in a more coordinated manner.</p> <p>2.4 Claire Mercer bequest – use of funds FOC noted two options: funds for GWW volunteer surveys, or future Project Managers salary. Jan Grimoldby (JG) noted the strategic plan should drive funding priorities, rather than operating in an <i>ad hoc</i> manner. The EC noted the current strategic plan lacks structure and represents more of a wish list, though some items have been addressed. JG suggested the bequest funds should not be allocated until the strategic plan is reviewed and renewed, with agreement from the EC.</p> <p>2.5 Country Branch Terms of Reference –Lou to update policy document</p> <p>2.6 Art Exhibition – Mike to contact Barbara Piercey JG has spoken at length to Barbara Piercey. Issues identified were the need for a suitable gallery space, and sale of crafts as well as</p>	<p>2.5 MB to sign</p>

	<p>art. JG has enquired extensively on available spaces for an exhibition during National Bird Week, with none available for October 2017. JG suggests delaying until 2018 in order to achieve a good outcome.</p> <p>Motion: <i>An arts and crafts exhibition be organised for during Bird Week 2018 at a suitable gallery venue, with a sub committee to be created to facilitate the running.</i></p> <p>Moved: Jan Grimoldby; Seconded: Lou Scampoli.</p> <p>2.7 Request to NO to establish a consensus of usage re Shorebirds, Waterbirds and Bushbirds – Bruce to draft a letter for comment.</p> <p>MB also noted concerns with language used in fundraising letters that may denigrate the credibility of BirdLife. MB to discuss at the National Forum.</p> <p>2.8 Forest for Life use of BWA logo – EC to consider and discuss</p> <p>MB noted article in the next issue of WABN – EC members to read and discuss.</p> <p>2.9 Volunteer hours –</p> <p>2.10 Ruth Jacobs bequest to GWW-</p> <p>Letter to be sent to Trustees detailing where funds were allocated.</p>	<p>2.8 MB to discuss with NO.</p> <p>2.10 AP to send a letter to trustees.</p>
<p>3.0 Treasurer's Report</p>	<p>Motion: <i>That the committee approve the accounts as presented to end of April 2017, attached.</i></p> <p>Moved: Alasdair Bulloch; Seconded: Jan Grimoldby.</p> <p>3.2 Report on payments to branches from NO – Mike</p> <p>~15 years ago NO returned 15% of membership fees, then 7.5% to branches. In 2014, payments ceased in that form, and became based on requests for support.</p> <p>3.3 WABN Subscriptions – proposal for same rate for Australian and overseas subscribers – attached email</p> <p>Motion: <i>to change the WABN subscription to a flat rate of \$24.</i></p> <p>Moved: Frank O'Connor; Seconded: Jan Grimoldby.</p> <p>3.4 Motion: <i>The EC approves the 2017 budget.</i></p> <p>Moved: Kathryn Napier; Seconded: Lou Scampoli</p>	<p>3.2 FOC to draft document to request funds from NO to value add to WA activities.</p>
<p>4.0 Correspondence In</p>	<p>4.1 Nil</p>	
<p>5.0 Correspondence Out</p>	<p>5.1 Nil</p>	

<p>6.0 Committees</p>	<p>6.1 Office Manager Report - attached, including costs for new office furniture. EC supports new furniture and IT consultation (Greg Howel) to address poor internet connection.</p> <p>6.2 Community Education - minutes of April meeting attached</p> <p>6.3 Excursions - MB noted Sunday Times journalist joining excursion.</p> <p>6.4 Sales - new Fairy-wren badges to be ordered; new design without "Western Australia" underneath the bird to bring it in to line with the other bird badges. A new EC representative is needed for the Sales committee with the stepping down of Sandra Wallace</p> <p>6.5 GWW -minutes of April meeting attached Alasdair Bulloch and Mark Henryon gave a brief update. MH noted comments received on the high quality of PER submissions for the Helena and Aurora Range.</p> <p>6.6 Research -</p> <p>6.7 Social Media -</p> <p>6.8 Photogroup -</p> <p>6.9 Country Branches -</p> <p>6.10 OH&S -</p> <p>6.11 Library -</p> <p>6.12 Publications - WA Calendar, see attached email from Sue Mather with feedback on the 2017 calendar; need for an editorial advisory group - Mike. FOC noted group exists in the form of Publications Manager Sue Mather (noted 2017 calendar was not reviewed prior to publication). MB also noted need for procedures in reviewing reports.</p>	<p>6.1 FOC to contact Greg Howel.</p> <p>6.12 MB to contact SM.</p>
<p>7.0 Projects</p>	<p>7.1 Program Manager Report - attached HB gave an update on the extensive activities, grants and projects. Noted two EC liaisons required for Sales and Bitterns sub-committees.</p> <p>7.2 The new Bitterns sub-committee is having its first meeting on May 18th - need for an EC representative on this sub-committee. Lou Scampoli (LS) volunteered as liaison.</p>	<p>7.2 LS to review GWW TOR for potential use for Bitterns. LS to contact Robyn.</p>
<p>8.0 Other Business</p>	<p>8.1 EBO Student grants</p> <p>8.2 BWA Strategic Plan and Strategic Priorities - Jan</p> <p>8.3 Coordinator of Monthly Meeting speakers - see attached email from Sue Mather, stepping down from this role.</p>	<p>8.1 KN to contact TD to discuss</p>

	<p>8.4 Night Parrots - BWA to support the wellbeing and habitat of the Night Parrot, with a suggestion that BWA be involved with bird surveys to define habitat areas, if this is considered appropriate at this time - Alasdair MB noted Allan Burbidge (DPaW) is developing guidance for surveys with assistance from BWA members. BWA will support DPaW's applications for funding.</p> <p>8.5 Preparation of a submission/memo to NO on the language used in fundraising campaigns - Bruce/Mike</p> <p>8.6 That the WA Committee recommend to BirdLife Australia the adoption of the bird sequence as set out in Menkhorst, P and Rogers, D (2017), The Australian Bird Guide, CSIRO Publishing, for all BirdLife Australia bird lists, with immediate effect - Bruce The EC notes there is no perfect list for all purposes. The EC suggests Bruce write a personal letter to Glen Enke.</p> <p>8.7 Birds in plantations projects - email from Mike re WA part of the project MB noted some funds may be available for a project coordinator to organise surveys.</p>	
9.0 Business arising	9.1 Chair for General Meeting on Monday 22 May 2017: Mike; Guest Speaker: Brice Wells will give a talk.	9.1 Annette to organise key for WA Ecology Centre. 9.1 Annette to confirm that Rod Smith will setup the equipment.
	Meeting closed 20:20. Next EC meeting Monday 12 th June 2017.	

BirdLife Western Australia – Executive Committee Meeting

19 June 2017 at Peregrine House, Floreat – Final Minutes

Issue / Topic	Points of Discussion / Details (<i>motions / decisions in italicised type</i>)	Action Required and Time Frame
Welcome and Attendance	Meeting started: 17:35 Present: Mike Bamford, Frank O'Connor, Jennifer Sumpton, Lou Scampoli, Paul Netchser, Jan Grimoldby, Alasdair Bulloch, Kathryn Napier Apologies: Blair Parsons, Felice Morcombe Declaration of interest: None declared Resignation of Bruce Buchanan	
1.0 Confirmation of Previous Minutes	Motion: <i>That the minutes from the May 2017 meeting be accepted.</i> Moved: <i>Jan Grimoldby; Seconded:</i> <i>Alasdair Bulloch. Carried.</i>	
2.0 Business Arising – Action List	<p>2.1 Netsuite – update from Frank Training provided on using NetSuite, yet some crucial features required for managing BWAs accounts are still lacking. Frank O'Connor (FOC) noted some data may be included by the July 1 go live date, but if key functionality is not available, BWA will not go live with NetSuite on July 1. FOC will confirm by next Thursday. Motion: The BWA conversion date to NetSuite will be delayed until FOC notifies the EC that NetSuite is fully functional. Moved: <i>Alasdair Bullcoch; Seconded:</i> <i>Lou Scampoli.</i></p> <p>2.2 Network Forum – Mike report BWA was well represented at the Network Forum. Mike Bamford (MB) spoke to Andy Scobie (AS) regarding the tone of fundraising campaigns (which have been reported to be very successful financially). AS noted National Office (NO) are endeavouring to improve the language used in fundraising campaigns. MB discussed sales strategies with Diane Gibson, such as selling BWAs stock through the national website (shared portal).</p> <p>2.3 CSIRO Field Guide – Mike to follow up with Diane Gibson re 'branches as outlets' for sales. See 2.2.</p> <p>2.4 BWA Strategic Plan and Strategic Priorities – review Jan Grimoldby (JG) noted BWA's 'business plan' needs to feed into NO's strategic plan. Mark Henryon (MH) noted priorities need to be identified and addressed. The EC are to continue to review BWAs existing strategic plan with view to develop a new business plan. Lou Scampoli (LS) proposed a workshop in November. A discussion paper is to be developed by the EC prior to the workshop.</p> <p>2.5 Language used in NO fundraising campaigns – MB to discuss with NO See 2.2</p>	<p>2.1 FOC to draft a letter to be sent to NO from the EC explaining reasons for delaying the conversion date.</p> <p>2.2 MB To follow up with Diane Gibson regarding electronic sales.</p> <p>2.4 MB to follow up and obtain the most recent version of the National strategic plan.</p>

	<p>2.6 Forest for Life use of BWA logo – MB to discuss with NO</p> <p>2.7 AOC Student grants – Kathryn Due by June 30.</p> <p>2.8 WA Calendars – need to be reviewed by Publications Committee – MB to contact Sue Mather</p> <p>2.9 Volunteer hours -</p>	<p>2.6 MB to follow up.</p> <p>2.7 KN to follow up with AP and Allan Burbidge.</p>
<p>3.0 Treasurer's Report</p>	<p><i>Motion: That the committee approve the accounts as presented to end of May 2017, attached.</i> <i>Moved: Alasdair Bulloch; Seconded: Lou Scampoli.</i></p> <p>3.1 Branch Action Plan – Frank, documents attached Paul Netscher (PN) suggested identifying one area lacking funds (such as part of Annette Park's (AP) salary) rather than many small items. Jennifer Sumpton (JS) suggested highlighting the provision of 5% of management fees from BWA to NO in the introduction.</p> <p>3.2 Approval for new Term Deposit \$70,000 for 3 months @ 2.53% <i>Moved: Kathryn Napier; Seconded: Jennifer Sumpton</i></p>	<p>3.1 FOC to make amendments and send to MB.</p>
<p>4.0 Correspondence In</p>	<p>4.1 Catherine & Brent Parkin – email re Cat Brochure produced by BirdLife Tasmania, attached plus email from Eric Woehler, BirdLife Tasmania JG noted many WA councils will have their own cat brochures. MB noted BWA is often asked for our position on cats. MB suggested BWA develop our own policy/brochure, and send it to local councils.</p> <p>4.2 Friends of Bold Park – invitation to participate in 2017 Open Day, attached. Both the Community Education and Sales Committee are interested in participating. FOC noted the EC usually creates an events committee in this instance.</p> <p>4.3 Leonie Stubbs – unhappy with plastic wrapping on WA Bird Notes, see attached scanned copy of note.</p> <p>4.4 BGPA – notification of rent increase for Peregrine House, attached</p> <p>4.5 Myalup Bird Observers – invitation to opening of new signage, email attached</p> <p>4.6 Angela Rossen – request for BirdLife WA contribution to documentary on community engagement, email attached The EC requests further details from Rod Smith- how much funding is requested, and an outline of the documentary.</p> <p>4.7 John McKernan – letter and newspaper articles re corellas, attached</p>	<p>4.1 JG to amend the Tasmanian brochure in reference to the WA Cat Act.</p> <p>4.2 MB to speak to Helen Bryant (HB), Lesley, and Stella.</p> <p>4.3 AP to contact Margaret Phillipson to contact Daniels printing regarding options for sustainable packaging (biodegradable plastic or waterproof brown paper).</p> <p>4.4 AP to forward to Bunbury bird group and Bruce Buchanan.</p> <p>4.6 AP to contact Rod Smith with a request for more information.</p> <p>4.7 MB to send Corella report from South Australia to AP. AP to send to John McKernan.</p>

5.0 Correspondence Out	5.1 Public Trustee - update on Ruth Jacobs bequest	
6.0 Committees	<p>6.1 Office Manager Report - attached, Office Manager leave and current workload issues. Motion: To increase Annette Park's hours to 16 hours a week. <i>Moved: Alasdair Bulloch; Seconded: Kathryn Napier</i></p> <p>6.2 Community Education - minutes of May meeting attached</p> <p>6.3 Excursions -query from DPaW regarding recent excursion in Jandakot regional park and possible need for an event permit. MB noted this requirement is for large events.</p> <p>6.4 Sales -A new EC representative is needed for the Sales committee with the stepping down of Sandra Wallace</p> <p>6.5 GWW -updated Terms of Reference tabled and project wish list developed; attached EC noted the projects list is very well developed. Alasdair Bulloch (AB) noted some council's are charging for brochures provided for free by BWA.</p> <p>6.6 Research - Possible move back to Research & Conservation MB to contact Lauren Gilson regarding reviving the committee.</p> <p>6.7 Social Media -</p> <p>6.8 Photogroup -</p> <p>6.9 Country Branches -</p> <p>6.10 OH&S -</p> <p>6.11 Library -</p> <p>6.12 Publications -</p>	<p>6.4 MB to discuss potential liaison role with HB.</p> <p>6.7 KN to contact Tegan Douglas regarding social media strategies.</p> <p>6.9 MH to contact the potential new Hedland group. MB to finalise country branch guidelines. AP to follow up to send a welcoming package to Clare Crowther.</p>
7.0 Projects	<p>7.1 Program Manager Report - attached</p> <p>7.2 Minutes of Bitterns May meeting tabled. Two new song meters have been ordered. Copies of minutes and quote attached.</p>	
8.0 Other Business	<p>8.1 Recruitment of next Chair and Vice Chair - Lou EC to consider possible candidates.</p> <p>8.2 Office Manager workload and office accommodation - Lou See 6.1.</p> <p>8.3 Swan Valley Winery offer - how best to use - Lou</p> <p>8.4 EPA decision on Helena Aurora Range due at the end of June. AB suggests a response from BWA be published upon the release of the EPA's decision. MH noted a press release from BWA will be aligned with press release due to be published by 5</p>	<p>8.1 MB to write position description and advertise vacancies in ENews.</p> <p>8.4 MH to circulate drafted press release.</p>

	<p>conservation groups. JG suggested an official letter to be sent to the Minister.</p> <p>8.5 KBA's - Jan JG noted that the GWW is not a designated KBA, which appears to be an oversight? FOC noted the KBA guidelines (which are very specific) should be reviewed to determine if the GWW would be applicable. FOC noted Linda Borrison has volunteered to be WA's KBA Coordinator.</p>	
9.0 Business arising	9.1 Chair for General Meeting on Monday 26 June 2017: Mike; Guest Speaker: Michael Smith from the AWC will give a talk on the Australian Wildlife Conservancy.	9.1 Annette to organise key for WA Ecology Centre. 9.1 Annette to confirm that Rod Smith will setup the equipment.
	<p>Meeting closed 20:20. Next EC meeting Monday 10th July 2017. Apologies: JG, FOC.</p>	

BirdLife Western Australia – Executive Committee Meeting

17 July 2017 at Peregrine House, Floreat – Final Minutes

Issue / Topic	Points of Discussion / Details (<i>motions / decisions in italicised type</i>)	Action Required and Time Frame
Welcome and Attendance	Meeting started: 17:33 Present: Mike Bamford, Jennifer Sumpton, Paul Netscher (PN), Lou Scampoli, Felice Morcombe, Alasdair Bulloch, Kathryn Napier, Helen Bryant (Project Managers update). Apologies: Jan Grimoldby, Frank O'Connor, Blair Parsons, Mark Henryon Declaration of interest:	
1.0 Confirmation of Previous Minutes	Motion: <i>That the minutes from the June 2017 meeting be accepted.</i> Moved: Alasdair Bulloch; Seconded: Jennifer Sumpton. Carried.	
2.0 Business Arising – Action List	<p>2.1 Netsuite – Mike Bamford (MB) noted update received from NO - salaries are being paid through NetSuite, and the project is progressing. MB noted John Barkla is visiting BWA in August, and EC members should attend if available. The EC reiterated their support for the Treasurer, and suggested inviting John Barkla to a meeting with Frank O'Connor (FOC) and any available EC members when FOC is available in late August to be informed of progress and updates.</p> <p>2.2 Electronic Sales through national website – MB to follow up with Diana Gibson.</p> <p>2.3 BWA Strategic Plan and Strategic Priorities – MB to follow up and obtain most recent version of national strategic plan MB noted possible funding for accommodation- future meeting with the Nats Club and LotteryWest to occur.</p> <p>2.4 Forest for Life use of BWA logo – MB to follow up MB has followed up with P</p> <p>2.5 AOC Student grants – Kathryn, only one application received.</p> <p>2.6 Branch Action Plan – FOC to amend and send to MB</p> <p>2.7 Cat Brochure – JG to amend Tasmanian brochure MB is in contact with researchers at Murdoch University and will amend some text.</p> <p>2.8 Bold Park Open Day – MB to speak to Helen, Lesley & Stella</p> <p>2.9 WABN Packaging – AP to contact Margaret Phillipson; Daniels have advised that the current plastic wrapping is biodegradable</p>	<p>2.5 KN to forward on to EC for approval/comments.</p>

	<p>2.10 Sales Committee – MB to discuss potential liaison role with Helen Helen Bryant (HB) accepted, and noted new fairy wren badges have been ordered. Paul Netchser (PN) suggested increasing BWA sales through FaceBook. Lou Scampoli (LS) noted a paypal account is required for sales through FaceBook. HB is pursuing FaceBook sales with the Sales committee. PN suggested also advertising paintings on FaceBook, and possibly selling on EBay.</p> <p>2.11 Social Media – KN to contact Tegan regarding social media strategies</p> <p>2.12 Country Branches – MH to contact the potential new Hedland group; MB to finalise country branch guidelines MB signed to finalise. LS suggested sending an updated copy to all branch conveners, and point out requirements for insurance purposes (attendance sheets and safety briefings). An information pack would be useful to send to new branches. MB suggested Christine Wilder as potential country branches liaison officer.</p> <p>2.13 Recruitment of next Chair and Vice Chair – MB to write position description and advertise vacancies in eNews</p> <p>2.14 Volunteer hours -</p>	<p>2.10 JS to follow up painting sales with AP.</p> <p>2.11 KN to forward meeting notes.</p> <p>2.12 MB to contact Christine Wilder.</p>
<p>3.0 Treasurer’s Report</p>	<p><i>Motion: That the committee approve the accounts as presented to end of June 2017, attached.</i> <i>Moved: Jennifer Sumpton; Seconded: Lou Scampoli</i></p>	
<p>4.0 Correspondence In</p>	<p>4.1 City of Kwinana – notification of change to payment terms and conditions – attached</p> <p>4.2 Frank Batini – wrote in response to HAR mail out, see attached</p> <p>4.3 Michael Wilson, WA Newspapers – photographing birdwatchers, previously circulated LS noted Michael did not attend the invited walk.</p> <p>4.4 Allisdair McDonald, DPaW – development of Fortescue Marsh Management Strategy – attached</p> <p>4.5 Dept of Planning, Lands & Heritage – notification of new department – see attached</p> <p>4.6 Ivan Quail – email re City of Stirling’s choice of trees for verges – previously circulated</p> <p>4.7 Allouette Bena, City of Armadale – quote on birdwatching for new Armadale visitor guide, attached</p>	<p>4.5 MB to respond to Matt Fossey.</p>
<p>5.0 Correspondence Out</p>	<p>5.1 Bruce Buchanan and Bunbury bird group – invitation to Myalup Bird Observers invitation</p> <p>5.2 Ivan Quail – response to his email regarding City of Stirling’s verge trees</p>	

<p>6.0 Committees</p>	<p>6.1 Office Manager Report – attached, office reshuffle planned for Friday 21 July</p> <p>6.2 Community Education – minutes of June meeting attached</p> <p>6.3 Excursions – MB suggested encouraging excursions data to be submitted through the Bird Data app.</p> <p>6.4 Sales –</p> <p>6.5 GWW –minutes of June meeting attached</p> <p>6.6 Research –</p> <p>6.7 Social Media –</p> <p>6.8 Photogroup -</p> <p>6.9 Country Branches –</p> <p>6.10 OH&S –</p> <p>6.11 Library –</p> <p>6.12 Publications –</p>	<p>6.3 JS to raise with Excursions Committee.</p>
<p>7.0 Projects</p>	<p>7.1 Program Manager Report – attached HB provided an update, including: several State NRM grant applications have been submitted; BWA has been shortlisted for the 2017 impact 100. Cockies in Crisis is being finalised- MB suggested Tegan Douglas prepare a brief report/article for BirdNotes. Meetings with new cabinet ministers are continuing.</p> <p>AB noted Mineral Resources have taken the HAR case to the Wardens Court.</p> <p>7.2 Rottneest June surveys report tabled - attached</p>	<p>7.1 HB to contact TD.</p>
<p>8.0 Other Business</p>	<p>8.1 Establishment of Research Advisory and Conservation Advocacy Committees - Lou MB contacted Andrew Hobbs (Chair) who is happy to remain a member of the Committee.</p> <p>8.2 Business Plan meeting dates – Lou LS proposes an initial EC meeting should occur in September, with a wider group meeting to follow in October.</p> <p>8.3 Attracting more volunteers – Lou This should form a focus in the Business Plan.</p> <p>8.4 EC Member Roles – Felice Brief discussion on various roles of EC members on sub-committees. JS suggested attending an excursion; LS suggested getting in contact with the Education Committee.</p> <p>8.5 Monthly Speaker volunteer – Jen JS queried how speakers are normally found and approached in order to add to the next advertisement/provide feedback to</p>	<p>8.1 MB to contact people of interest.</p> <p>8.2 KN to arrange a doodle poll.</p> <p>8.5 JS to speak to Sue Mather.</p>

	<p>potentially interested persons.</p> <p>8.6 Christmas BBQ – venue & time – Jen JS reported the Excursions Committee have suggested a lunch BBQ at Kings Park on December 10.</p> <p>8.7 BWA calendar - Jen The EC suggests WA school holidays and public holidays to be placed on the calendar.</p> <p>8.9 Boobook research – The EC is happy to publicise the link.</p>	<p>8.6 JS to advertise.</p> <p>8.7 JS to contact Robyn to progress.</p>
9.0 Business arising	<p>9.1 Chair for General Meeting on Monday 24 July 2017: Kathryn to Chair; Guest Speaker: Dylan Korczynskij from Notre Dame University will give a talk on evolution in the Australian Ringneck.</p>	<p>9.1 Annette to organise key for WA Ecology Centre. 9.1 Annette to confirm that Rod Smith will setup the equipment.</p>
	<p>Meeting closed 20:10. Next EC meeting Monday 14th August 2017.</p>	