



**Minutes  
CCF COUNCIL MEETING  
1 PM, 27 May 2010  
Fauna & Flora International, Jupiter House, Station Road**

- 1) **Present:** Pamela Abbott, Chair; Pete Carey, Deputy Chair; Valerie Kapos, Secretary; Toby Gardner, Treasurer; Liz Campbell, Inst of Biol EA; Keith Virgo, TAA; Rebecca Lodge, Natural England; Sharon Brooks, UNEP-WCMC; Rachel Austin, FFI; Martin Kaonga, A Rocha; Sarah Moon, CCI.
- 2) **Apologies:** Richard Phillips, BAS; Bill Sutherland, Zoology; Bill Adams, Geography; David Chivers, Wildlife Research Group; Nigel Cooper, Diocese of Ely; Rosie Trevelyan, TBA.
- 3) **Minutes of previous meeting**
- 4) **Forthcoming events and outreach**
  - a) **2011 symposium:** Liz Campbell reported on arrangements so far. Council agreed that the confirmed booking at the Judge Institute is appropriate and that it should include upstairs breakout rooms to accommodate interactive sessions. The nature of those sessions has yet to be determined and the organising committee will seek wider input on this. It was agreed that on-line payment for registration would be acceptable with the reference line to include 'last name, Symposium' plus an email to say payment is made. Simon Stuart will be the key note speaker. A wrap-up speaker is still being sought.
  - b) **Conservation Fair – 13<sup>th</sup> June:** CCF has promoted participation and will have a stand itself. Many member organisations will also have stands. We need volunteers for the CCF stand and some ideas for interactive additions to the display. **Action:** Rachel Austin to pass along some ideas for activities; Pamela to set up rota for stand tending and call for volunteers; Val to compile list of CCF orgs attending and publicise.
  - c) **Summer Symposium – up date:** Registration is going well for the symposium and it is on track to break even. The programme has been finalised and is available on the web. It was suggested that press cover for the symposium would be desirable. **Action:** Toby to discuss possible press release with Sarah Moon
  - d) **Bioblitz:** Council agreed there is no need to make further effort to round up experts, but the poster will be circulated to help encourage general participation.
  - e) **Poster:** Pamela shared examples of the new pop-up banner. This was welcomed, and a few suggestions were made for minor wording and design changes
  - f) **Other – late** summer social; SBSTTA De-brief; CBD CoP Pre-brief: Council agreed that a social event would be better held in **September** this year. **Action:** Toby Gardner agreed to come up with ideas and coordinate organisation. Council agreed that both de-brief and pre-brief are potentially useful and **Action:** VK to encourage Peter Herkenrath to organise them. It was also flagged that the BES/JNCC are intending to hold a post-CoP discussion of the implications for overseas territories and that CCF might offer to play a role.
- 5) **CCF Vision update** –deferred to next meeting
- 6) **Revisiting the CCF Constitution pending from Feb-** Council considered the six questions in the document prepared by Andrew Clarke and agreed:
  - i) The small executive committee seems to work well and should continue
  - ii) There does not at present seem to be any need for a members' levy, but it would be good to retain the possibility

- iii) Two representatives per organisation at any Council meeting seems like a reasonable approach, but as there is only one vote per organisation, Council did not see placing this limit as a huge priority, but perhaps phrasing could be 'normally no more than two' or equivalent
  - iv) It makes sense for a quorum to be a percentage of the total membership, but given the attendance at Council meetings it would make sense to include in the redrafted constitution some kind of provision for electronic voting following circulation of a summary discussion on issues that require a quorum.
  - v) CCF has never had an information officer, but this post might be one way to limit the workload of the secretary. **Requires further discussion**
  - vi) There are no bylaws, but legal advice should be sought to see whether this and other phrasing need to remain for legal reasons. **Agreed to ask Daniel Owen whether he could suggest an affordable source of such advice.**
- 7) **CCF and CCI update:** The Chair provided a summary of recent discussions in CCI. There followed a broader discussion of interactions between CCF and CCI. Council expressed some concern that there is a risk of lost opportunities for substantive collaboration, especially with regard to drawing on CCF expertise in shaping the developing masters course. Agreed action: Chair to request an update and to offer to circulate call for input .
- 8) **Applications for membership:** Arcus Foundation Great Apes Program was approved for CCF membership
- 9) **Financial Report** Finances are healthy enough that a small loss on summer symposium could be absorbed, though none is anticipated
- 10) **AOB:** Valerie Kapos announced that she would like to step down from the post of secretary by the end of 2010. A new Secretary will need to be sought. **Action: VK to summarise what she does and how much time it takes so alterations to the job can be considered**
- The idea of a CCF HR forum was raised again ; several member organisations HR directors have expressed interest.
- Attention was drawn to the CCF facebook page, which is building momentum and readership. Council thanked Rachel Austin for her initiative in setting this up.
- 11) **Next Meeting: Thursday 23<sup>rd</sup> September 1pm at UNEP-WCMC**