

CCF COUNCIL MEETINGFriday 6th December 2013, 1200-1400

Castle Teaching Room, Judge Business School, Trumpington Street, Cambridge CB2 1AG



AGENDA	MINUTES
Chair: Roger Mitchell Minuting: Riam Knapp 1200 1. Welcome, introductions, record of members present and apologies	<p>Present</p> <p>Pete Johnstone, P.J. Elements Louise Bacon, Cambridge Bird Club Kevin Hughes, British Antarctic Survey Sarah Brooks, UNEP-WCMC Jocelyn Sze, Univ. Cambridge Studen Rep Emily Chenery, Dept. of Geography Anthony Lamb, Zoology Dept Stephen Allain, CPARG Chris Fletcher, CCV Keri Russell, ARU student Emily Dunning, Cambridge Hub Lauren Evans, Geography Dept Pamela Abbott, Natural England Consu Sartori, BirdLife Stephen Awoyemi, Dept. Geography MPhil CL Riam Knapp, Geography Dept. Roger Mitchell, ARC and Arc – Ecological Services Ellie Crane RSPB</p> <p>Apologies</p> <p>Samir Whitaker BirdLife Lucy Goodman, WCMC Philine zu Ermgassen, Zoology Martin Kaonga, A Rocha Craig Hilton-Taylor, IUCN Nigel Cooper, Diocese of Ely Roger Featherstone, Cambridge Mammal Group Simon Brockington, IWC Helen Doran, Natural England John Pilgrim, TBC Francine Hughes, ARU David Gowing & Donal O'Donnell, Open University Dominic Lewis, CUP Carolin Grohler, CPPP Monica Fritsch, CNHS</p> <p>Those present representing organisations with voting rights were identified as were those who had voted in absentia on agenda items.</p>

1210	2. Minutes of previous Council Meeting (13 th June 2013) and matters arising	Minutes approved.
1215	3. Applications for Organisational Membership of CCF – see note attached - for approval by vote a. Cambridge and Peterborough Amphibian and Reptile Group b. Blue Skies Collaboration	3.1 Cambridge and Peterborough Amphibian and Reptile Group Decision: Unanimously approved by Council. (Two abstentions by email.) 3.2 Blue Skies Collaboration DECISION: Unanimous approval. (One abstention.) Further: Council approved removing member organisations from CCF who had moved from catchment area and/or were inactive in the business of CCF.
1225	4. New Constitutional Bylaws on minimum number of Council Meetings – for approval by vote Approval sought to amend CCF Constitution to reduce minimum number of Council Meetings from three to two annually. <i>NB Extra Council meetings will be held if required.</i>	DECISION: Unanimous approval to move from three to two Council meetings per year.
1230	5. Confirmation CCF Committee's Co-options a. Judith Schleicher as Deputy Treasurer b. Stephen Awoyemi as Deputy Committee/Membership Secretary	DECISION: Approved.
1235	6. Application for Charitable Status for CCF (Roger Mitchell)	Discussion: Roger briefed the Council on the application process, and how the opening date for CCF's submission will be 01 January 2014. There were questions from individuals on the motivations for applying for charitable status – Roger responded outlining the three safeguards and advantages to CCF from this (fundraising benefits, limited liability, etc.). We also receive in-kind benefits such as using the Judge as an address, holding meetings here. ACTION ROGER: Proceed with submitting the application.
1240	7. Treasurer's Report (Lauren Evans) – note attached	Discussion: Balance as of yesterday is £514. Major income since June AGM of £616 from two CL lecturers, £210 surplus from Summer Symposium. Major expenditures since June - £1000 to Pete or fundraising strategy. £100 loss from Xmas party due to no shows who are now being chased up. New signatories are now in place. Roger added that will use Eventbrite booking to avoid problem of non-paying attendees. All Council members exhorted to urge others in their organisations to attend. Resounding thanks to Toby Gardner for deputizing until now were recorded.
1245	8. Fundraising strategy (Roger Mitchell) – note attached	Discussion: Pete introduced strategy – based on finding that CCF's culture is not focused around fundraising, recommends 1) that we have someone focussed on fundraising or a fundraising committee; 2) use the symposia as a springboard for generating more money (e.g., getting grant funds for sponsoring, advertising, doing raffles, etc.) and 3) get formal arrangement for fundraising or income generation with partner organisation. Pete identified potential targets and activities. Roger responded with news on some donations (IWC) and in-kind (Lisa from CCI). Pamela

		<p>proposed the idea of hosting a benefit gig. Questions from the floor: Would there be competitions between CCF and smaller members? Propose to reconsider charging organisations for membership on a sliding scale? Will fundraising have any effects on charitable application status? Will charitable status affect standing with CCI?</p> <p>ACTION: Fundraising group to be set up in the new year, it will be advertised.</p>
1250	9. Report on Symposia and Policy Briefs (Roger Mitchell)	<p>Good Summer Symposium and panel discussion, though attendance was less than expected. IPBES briefing was packed, with 70 people attending. Still looking for ideas and offers from Winter Symposium. The panel is now full, with panellists listed. Interactive session will be run by Jon Harper. Other potential meetings: Knowledge Exchange (Will Simonson) and Student Challenge Group, and Biosphere International (Norwich-based) have proposed an event in Cambridge.</p>
1255	10. Report on Knowledge Exchange initiative (Will Simonson)	<p>Will reported on how this was launched as part of the Student Challenge at the Innovation Hub – five students participated and looked at the ideas behind knowledge exchange. Hoping that one of the CL students might take this on as a project.</p>
1300	11. Report on Student Group (Lauren Evans)	<p>Lauren reported on how working with Emily and Jocelyn to have presence at Fresher’s Fair and Ethical Fair. Jocelyn held a careers event last week where Roger spoke. Hoping to link with Nick at Careers Service for larger careers events in the future. Question from the floor about the involvement of ARU (Anglia Ruskin Univ.) Jocelyn gave a briefing on the Cambridge Nature Society (for undergraduates) and highlighted potential for organisations to offer summer placements, etc. to undergrads.</p>
1310	12. Report on Website and Newsletter plus update on use of social media in CCF (Consuelo Sartori)	<p>Consu reported that the website is working well, we need to revamp content a bit. Need to update platform – this will cost between £150 - £300. In a conservative scenario this is needed once a year, in an ideal scenario, this would be twice a year. All present were in accordance with this. Need to encourage people to directly submit news rather than via email. Need a strategy to announce the change.</p>
1320	13. Report on Representatives Re-engagement strategy (Samir Whitaker)	<p>Roger reported on behalf of Samir, and have covered Geography, Zoology, Birdlife and IWC. Call out for if someone wanted to go out and be the ambassador for CCF to please get in touch with Roger and Samir.</p>
1325	14. Report on Social events. (Lucy Goodman & Pamela Abbott)	<p>Pamela reported that there have been three social event since last meeting: 1) Summer Solstice at Wicken Fen a great success with 50 attendees, with thanks to the National Trust for hosting; 2) Hayley Woods coppicing day – another great success, Oliver Rackam has offered to give a tour when the Oxslips and Bluebells are out in the Spring – thanks to Louise Bacon and the Wildlife Trust for organizing that; 3) CCF Christmas party this week – a massive over-subscription, new venue may have to be considered to next year. Made a loss due to no-shows, but the Cambridge Corncrakes were fantastic. The Great Fen Project has offered to host the next Summer Social.</p>
1335	15. Reports on CCF Working Groups – Women in Conservation Leadership; GIS; Marine; and Climate Change. Reports on proposed groups: Measuring Success; and Sharing Skills and Expertise.	<p>Women in Conservation Leadership – First meeting in September - 18 people, 20 people at the second in November. Pamela gave a debriefing on topics covered (empowerment) also decision that outreach would be directed towards both men and women on and case-by-case basis. See the groups page on website for documentation, and sign up for mailings on webpage also. Baseline and attitudinal survey on women in conservation. Offering a placement for CL Master’s student.</p> <p>GIS – Roger reported that the new group has had two meetings (organised by Sarah Light at WCMC) and another next week.</p> <p>Marine – Currently not very active as Philine on maternity leave.</p>

		<p>Climate Change – Currently not active.</p> <p><i>Reports on proposed groups:</i></p> <p>Measuring Success – Roger has met with Val Kapos about this as she had done a MacArthur funded project on measuring success for CCF in early days. Call for ideas and contributions to how we might further this.</p> <p>Sharing Skills and Expertise – Roger questioned whether this wasn't in fact what CCF does.</p> <p>Ideas for new groups brought up were 1) urban ecology/biodiversity group, and 2) volunteers group</p>
1345	16. Relationship with CCI (Roger Mitchell) – note attached	<p>Roger noted the close ties with CCI and help received from CCI. Next week will be a strategy meeting. MOU with CCI will be signed on behalf of CCF. Roger further detailed what we do with CCI – e.g., the CCF-CCI carbon task force (now called the Sustainability Group) which will coach members moving to the new building to be more sustainable, and other connections that the executive committee sits on. Calls will be made for representation in the future as needed. Riam mentioned the launch of UCCRI (University of Cambridge Conservation Research Institute)</p>
1355	17. Date, time and venue of next meeting – May/June 2014	<p>Next meeting will be in May or June, and it would be around an event - calls or what would people like for a Reps event.</p>
1400	18. Any other business	<p>None.</p>