

CCF COUNCIL & ANNUAL GENERAL MEETING

Tuesday 1st July 2014 1230-1400

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



DRAFT MINUTES

AGENDA ITEMS	MINUTES OF MEETING
1. Welcome, introductions, record of members present and apologies	<p>Present</p> <p>Roger (CCF Chair, Amphibian & Reptile Conservation & ARC Ecological Services) Judith Schliecher (CCF Treasurer, Geography) Pamela Abbot (Natural England), Will Simonson (CCF Deputy Chair, University of Cambridge, Plant Sciences) Jeremy Lindsell (A Rocha International) Sarah Brooks (CCF Web, UNEP-WCMC) Debra Macklin (CCF Web Moderator) David Noble (BTO) Chris Fletcher (Cambridge Conservation Volunteers) Fiona Burns (RSPB) Philine zu Ermgassen (The Nature Conservancy & University of Cambridge, Zoology) Louise Bacon (Cambridgeshire Bird Club), Kevin Hughes (British Antarctic Survey) Emily Chenery (University of Cambridge, Geography) Danielle Feger (University of Cambridge, Geography) Francine Hughes (Anglia Ruskin University) Riam Knapp (University of Cambridge, Geography) - Minuting</p> <p>Apologies</p> <p>Dominic Lewis (Cambridge University Press) Samir Whitaker (CCF Membership Secretary, BirdLife) Matt Shardlow (Buglife) Peter Pilbeam (Cambridgeshire Mammals Group) John Pilgrim (The Biodiversity Consultancy) Nigel Cooper (Ely Diocese) Rebecca Williers (Shepreth Wildlife Park) Craig Hilton-Taylor (IUCN) Helen Doran (Natural England) Vince Lea (The Countryside Restoration Trust)</p>

	<p>Stephen Awoyemi (CCF Deputy Secretary, University of Cambridge, Geography)</p> <p>Silviu Petrovan - Froglife (up for membership) Kirsten Bennett - Cambridgeshire ACRE (up for membership)</p> <p>Postal votes had been received from 10 member organisations.</p>
2. Minutes of previous Council Meeting on 6 th December 2013.	<p>Minutes Approved.</p> <p>Matters arising: all items arising in the agenda.</p>
<p>3. CCF Committee Membership – See ANNEX 2</p> <p>3.1. Confirmation of Committee Co-options – for approval by vote</p> <p>3.2. Resignations due to Committee members leaving Cambridge and means of filling these posts</p>	<p>3.1: Committee Co-options: Unanimous approval.</p> <p>3.2: ACTION ALL – Representatives to ask in their organizations for people who would be willing to help fill in with Drupal platform expertise. Vacant posts will also be advertised on website and Repls newsletter.</p> <p>Formal thanks were given to Lucy Goodman, Emily Dunning and Sarah Knight for their excellent contributions to CCF and good wishes to them going forward.</p>
<p>4. Applications for Organisational Membership of CCF – see ANNEX 3</p> <p>For approval by vote:-</p> <p>4.1. Froglife</p> <p>4.2. Cambridgeshire ACRE</p>	<p>Roger gave background to the two organisations applying for membership.</p> <p>4.1 Froglife DECISION: Unanimous approval.</p> <p>4.2 Cambridgeshire ACRE DECISION: Unanimous approval.</p> <p>General comments on membership – Will and Samir have been following up with some small members by email in order to identify reps. These include: Trumpington Orchards, Resource Africa. Discussion: whether or not these members should be retained despite inactivity. Current membership is 60. Whether to try to enrol new members such as Forestry Commission (NB according to Pamela they've said no in the past), Environment Agency, EFCA, Woodland Trust...</p>
<p>5. Financial position</p> <p>5.1. Treasurer's Report</p>	<p>5.1 Judith gave the Treasurer's report. The current account balance is about £2,200. Noted a need to keep a close eye on the account as minor bank fraud occurred.</p>

<p>5.2. Fund Raising</p>	<p>DECISION: £50 to be donated to the Great Fen Project from conference proceeds to help offset carbon used by participants travelling to conference.</p> <p>5.2 Fund raising submissions by Roger and Will, none successful yet. Fund raising committee meeting planned. Discussion on what the funds or surplus would be used for – website management, subsidising symposium, funding knowledge exchange initiatives, a paid staff member, as we are entirely reliant on volunteers.</p> <p>ACTION ROGER: To coordinate a fundraising group meeting in due course.</p>
<p>6. Report on Association with CCI. For information see:- Annex 4 – Memorandum of Understanding between CCF and CCI Annex 5 – CCI Strategy 2012-2020 Annex 6 – CCI Procedures: How CCI is structured, governed and managed Annex 7 – Overview of CCI Steering Committee Meeting 15/16 May 2014</p>	<p>CCF has now signed MOU (non-legal) with CCI. CCI and CCF are now discussing mutual strategies so that there are no overlaps nor gaps. There will probably be a meeting in September, and Roger will report back on that.</p> <p>CCF will have three desks in the new CCI Campus, which are being collectively paid for by all the CCI organisations. It will be a hot desk system and CCF will need to decide how the hot desks will be booked and used in due course.</p>
<p>7. Report on Student Hub Intern</p>	<p>Will reported on intern Jack Owen’s work (4 weeks) contacting other networks on knowledge sharing. [NB Subsequently this arrangement with the Student Hub was terminated as the intern disappeared from contact.]</p>
<p>8. Report on Website and Newsletter plus update on use of social media in CCF</p>	<p>Sarah Brooks reported that website looks have gone up 10-20% since Dec. There are now 1,500 monthly subscribers and nearly 700 weekly subscribers. Majority of clicks on ‘Jobs’. Two twitter followers. Other updates on rising metrics.</p> <p>ACTION SARAH: to email the Committee for hi-res logo.</p> <p>ACTION ALL: Follow the CCF tweet! [@CCF_Tweets]</p>
<p>9. Report on Representatives Re-engagement strategy</p>	<p>Samir gave a report on the member organisations visited by Will, Roger and himself. The re-engagement strategy will be continued after the summer break.</p>
<p>10. Report on the Summer Symposium</p>	<p>Roger reported on symposium highlights and feedback. This symposium had received the highest participant feedback of the last three and the interactive session has risen in rankings. It was attended by 75 and 53 gave feedback.</p>

11. Report on Social events	<p>Six social events over the past year, all highly subscribed. Two symposia, Hayley Wood, Christmas Party, Ceilidh and guided walk. Summer social idea: Botanic Garden's Summer Proms [NB This was done!] ACTION PAMELA: Will advertise in newsletter with meeting time and place.</p> <p>An autumn social at a member's site is being contemplated [NB This will be at Wandlebury Country Park on 18th October.]</p>
12. Reports on CCF Working Groups – Women in Conservation Leadership, GIS, Marine, and Student Group	<p>WiCL: 6 major meetings, 4 institutional change workshops, applied to CCI Collaborative Grant but were unsuccessful, have regrouped and discussed how to go forward, book club just started, next meeting 17/7/14, also doing baseline research (from MPhil and Cons Leadership) and Pamela will be giving a talk with Rosie Trevelyan at the Women in Science group</p> <p>Marine: Philine reported that the group is going very well with high attendance. 112 people are subscribed on the mailing list, two talks a month, next talk this Thursday on lessons learnt from the IPCC on public communications. Another talk at end of month. Also had a few social evenings.</p> <p>Student Group: Lauren had prepared a report on the group's activity over the last 12 months – this was tabled.</p> <p>GIS: 140 people on mailing list, 80 on Facebook.</p>
13. Planning for future symposia and social events.	<p>A CCF workshop or seminar on Volunteering in Conservation is being planned for the 17th September. ACTION ALL: anyone who would like to volunteer to help manage this event please contact Roger.</p> <p>CCF's Annual Symposium will be at The Judge Business School on 8th January 2015. [Will Simonson will be leading on the organisation of this.]</p>
14. Date, time and venue of next meeting.	<p>This will probably be in January 2015 – the date to be fixed by poll. The time allowed for the meeting will be extended to two hours.</p>
15. Any other business	<p>The Council gave a resounding thanks to Emily Chenery, Geography Rep, who has always attended meetings and made posters for CCF symposia; she was presented with a small gift from CCF. Emily introduced Danielle who will be Geography's new CCF Representative.</p>