

**Friends of Native Wildlife Inc**  
**Reg No: A0062521Y**  
**Minutes of Committee Meeting held**  
**9 February 2015**

Present: Elizabeth Walsh, Denis Young, Paul Foxworthy, Geoffrey Daniel, Graham Lucas, Anne Jessel

Elizabeth thanked Anne for organising Incorporation of the group.

1. Michael Norris has indicated he wants to step back from the organising of the Batting for Bayside project for now, to reduce his workload. Those present expressed their thanks to Michael for his work to date, and look forward to seeing him at events and meetings in the near future. We hope he will consider once again contributing to organisational matters once his workload decreases.

2. Office bearers of the new Incorporated association were confirmed, in continuation of the situation immediately before Incorporation:

President: Elizabeth Walsh  
Vice President: Paul Foxworthy  
Treasurer: Denis Young  
Secretary: Anne Jessel

3. Old Unincorporated vs New Incorporated Group

- a. Bayside Friends of Native Wildlife will continue as a volunteer group associated with Bayside Council.
- b. Events on Council or DEPI land will continue to be under the auspices of this group, which will resolve any potential insurance problems
- c. At this stage, members of the Friends of Native Wildlife Inc. committee will manage this group, as there are no volunteers to do so.
- d. As required under the rules of Incorporation, all monies and assets have become the legal property of Friends of Native Wildlife Inc.

**ACTION Elizabeth and Denis** to organise between them any necessary changes relevant to the financials

- e. Elizabeth stated that Michael Norris indicated he may be happy to continue to:
  - i. manage the Wildlife News
  - ii. monitor draft plans and similar documents from Bayside Council, and notify the committee of the existence of anything that may be relevant to native wildlife.

**ACTION Elizabeth** to confirm this is agreeable to Michael

- f. The committee would like to investigate options for insurance for the incorporated group.

**ACTION Anne** to organise a meeting with Phillip Carr, who had previously offered to meet with the committee to explain options.

4. A discussion of possible options for handling communications and the members register decided:

- a. having "one true version" is important
- b. all committee members should have access to all the data unless that is impractical

- c. the current system known as "Batika" shall be modified to become the membership register
- d. bulk email communications will be via Mailchimp, and Batika will be altered to ensure Mailchimp always has up to date information
- e. all committee members will have access to a copy.com share, containing relevant documents, handouts, communication templates, and any other file deemed relevant to running the association
- f. Batika shall be modified so it can also be used as an assets register
- g. EventBrite shall be trialled as an event handling system
- h. research shall be undertaken as to which tool will best help streamline enquiry management. Suggested tools were:
  - Help Scout
  - Bornevia
  - FreshDesk
  - GetSatisfaction

**ACTION: Anne** to act on all of the above

**ACTION: Anne** to give Denis Mailchimp access

5. Other projects that do, or will, need attention are:

- a. recruiting more waterbowl fillers
  - ACTION Elizabeth** to talk to Beach Patrols 3186, 3191, 3193 regarding whether they may be able to assist keeping waterbowls topped up
- b. recruiting bat box monitors
- c. cracked waterbowls
- d. possible future Rakali project
- e. planting to assist with habitat for Bronzewings
- f. repeat Superb Fairy-wren surveys
- g. expand membership numbers: in the short term, the projects and events we are running should assist with this
- h. obtain funding to assist with these tasks
  - a. there may be grant application opportunities during the next few months
    - ACTION Denis** to review and report
  - b. as an incorporated group, Council funding may be available
    - ACTION Elizabeth** to discover from Council what they may or may not fund for an Inc. body

**ACTION** review all of these at a future meeting when resources allow

6. As part of the transition for Incorporation, all current contacts will be automatically considered Associate members, due to their previous relationship being analogous. As we implement improved membership register management, we will contact these people to confirm if they wish to continue as Associate members.

7. Branding

- a. We will keep the current logo. For now, separate text including the Inc. and the registration number can be added to comply with legal requirements.
- b. Business card type stationery is needed.
  - ACTION Anne** to create pdf
- c. The domain fonw.org.au is not available: investigate fonwinc.org.au
  - ACTION Anne** to check availability
- d. the masters of the logos to be added to copy.com
  - ACTION Paul** to ensure logos are present

## 8. Event Infrastructure

- a. Standard sign in sheets for events need to be created and stored in copy.com  
**ACTION Paul** to create
- b. Handouts about bats would also be valuable. Elizabeth knows of some that may be suitable produced by Australian Bat Society  
**ACTION Elizabeth** to follow up and make available via copy.com if appropriate
- c. Container required for collecting donations  
**ACTION Geoffrey** to source

## 9. Updating public face with incorporation details:

- a. Website footer already updated with Inc. details
- b. Twitter requires updating  
**ACTION Anne** to update
- c. Facebook requires updating  
**ACTION Paul** to update

## 10. Event at Elsternwick Park scheduled for 28 Feb

- a. needs to be added to the website  
**ACTION Elizabeth** to send details to Paul once obtained from Friends Network  
**ACTION Paul** to update website
- b. discussion of remaining items re this event held over to organisational meeting scheduled for 16 February

## 11. Batting 4 Bayside

- a. tags required for attachment to Express Anabats with contact details in case someone needs to contact us about one while in use  
**ACTION Geoffrey** to draft suggested content for comment by committee, then organise a waterproof tag for each Express Anabat
- b. Dendy Park and Balcombe Park are possible locations for community events during March and April
- c. would be nice to know if bats were recorded in specific areas such as Balcombe Park and Dendy Park before deciding on those places for future events  
**ACTION Elizabeth** to send Anne dates and anabat numbers when these locations were checked  
**ACTION Anne** to check for bats recorded from those dates and anabats
- d. almost time for another workshop on bat box building  
**ACTION Geoffrey and Graham** to begin planning another workshop
- e. we would like to see 30 bat boxes installed in public spaces around Bayside. At least 2 per space, facing different directions.  
**ACTION Elizabeth** to discuss with Council
- f. the target bat box number quoted in the agenda was incorrect: 50 is the correct number. Assuming the Council agrees to 30 in public spaces, we still want at least 20 on private land.
- g. plans of the bat boxes to be made available on the website  
**ACTION Geoffrey or Graham** to forward plans to Paul when complete
- h. plans of the bat boxes Gio Fitzpatrick displayed at an event last year could also go on the website  
**ACTION Elizabeth** to check if she has a copy of Gio's pdf, and forward to Paul
- i. Bunnings is a potential source of donations of materials for making bat boxes  
**ACTION Elizabeth** to send Denis dimensions of required pipes and lids

**ACTION Elizabeth** to ask Barbara the name of her Bunnings contact  
**ACTION Denis** to follow up with Bunnings

## 12. Publicity avenues

### a. Facebook

Sally is doing a good job, we need to be more consistent with sending her material and leaving it to her to manage

**ACTION Everyone** try to send items to Sally for her to post

### b. Website

Needs a page where we can thank our sponsors

**ACTION Paul** to create

### c. Newsletter via Mailchimp

a better template is needed

**ACTION Anne** to create

### d. Contacting similar groups

Consider how we might create mutually beneficial relationships. Discuss ideas at next meeting.

### e. Meeting venue

**ACTION Elizabeth** to talk to Council about possible venues that might be available at no cost

### f. *Banksia Bulletin* contact listing

A review of a recent edition of the *Banksia Bulletin* revealed that several other groups have two contacts. It was agreed that two contacts is a better idea, as it provides a backup. It was also agreed that, given the prominence of the Batting for Bayside project at the moment, those two contacts should be organisers of that project. After discussion of these points, Anne and Elizabeth accepted the meeting's request to become the official contact points.

**ACTION Elizabeth** to notify Banksia Bulletin and any related relevant parties of the change in contact details.

## 13. Bronzewing Planting

Michael Norris noticed in early February that the date for the Bronzewing planting event had to be decided at short notice, and offered to do the organisation. He has apparently notified the Council of a suitable date in August.

## 14. Linked In correspondence

Appears to be an automated request, so the committee decided to ignore it.