



Sydney Weeds Committees

• Sydney Central • Sydney South West
• Sydney North • Sydney West – Blue Mountains

SWC Board Meeting

Teleconference

Thursday, 3rd November, 10:30 AM to 12:08 PM

Present

Jillian Macintyre (JS) Chair	Sydney North Committee
Steven Smith (SS)	Sydney North Committee
Leanne Bunn (LB)	Sydney Central Committee
Matthew McNaughton (MM)	Sydney South West Committee
Alex Burgess-Buxton (ABB)	Sydney South West Committee (left at 11:30)

Ex-officio

Amanda Kotlash (AK)	SWC Executive Officer
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Apologies:

Michael Pattison (MP)	Sydney West Blue Mountains Committee
Rod Ensbey (RE)	Department of Primary Industries

Minutes

1. PRELIMINARIES

Item 1.1 Welcome (Chair)

The Chair welcomed attendees.
Apologies from Michael Pattinson and Rod Ensbey were noted.
The agenda was confirmed.

Item 1.2 Declaration of pecuniary and any other conflicts of interest (All)

Whilst not a conflict of interest, AK informed the Board that she has been elected as a Hawkesbury City Council Councillor and as such has been appointed to the Greater Sydney Local Land Services Local Government Advisory Group and elected onto the Hawkesbury River County Council's Board.

2. PREVIOUS MEETINGS AND INTERSESSIONAL MATTERS

Item 2.1 Minutes of previous meeting (Chair)

Minutes of the previous Board meeting of 21 April 2016 provided at Attachment A were accepted.

- Moved: Matt McNaughton
- Seconded: Steve Smith
- All in favour.

Item 2.2 Actions arising (Chair)

The summary of Actions Arising and the current status from the previous meeting were noted.

Action Nos 3.1.1 and 4.1.1 were discussed in Board Decisions (see below)

Item 2.3 Correspondence list (Chair)

The summary of the Correspondence list provided at Attachment B was noted. The correspondence with Frank Cherry was also noted. See Board Decisions 3.4 below.

Item 2.4 Out of Session decisions (Chair)

The summary of Out of Session decisions provided at Attachment C was noted. Some ongoing issues were deal will in 3. Board Decisions.

3. BOARD DECISIONS

Item 3.1 Public Officer and Business Address (Chair)

The issue of the Public Officer was discussed again. It is not possible for the Executive Officer to take this position as it would mean she would have to use her home address which would be available to the public.

Additional information from Fair Trading was sought about the location of records/files. As long as it doesn't state in the SWC Constitution that the Public Officer needs to be with the records/files then anyone can be our Public Officer.

It was decided to appoint a Public Officer at the AGM.

Action 3.1.1: AK to put the appointment of the Public Officer on the agenda for the AGM.

Action 3.1.2: AK to change SWC's postal address to her PO Box No

Item 3.2 Stop the Spread Brochures (Chair)

The *Stop the Spread* brochures need updating to reflect changes to the *Noxious Weed Act* and Council amalgamations.

It was decided that the updating and re-printing of these brochures should occur after all foreseeable Council amalgamations are finalised and after the *Biosecurity Act* is up and running. The technical working group will probably have a hand in these updates.

Action 3.2.1: AK to send out electronic copies of current *Stop the Spread* brochures if required.

Item 3.3 MoU between GSKS and SWC (Chair)

At the last meeting, it was noted that a Memorandum of Understanding between GSKS and SWC would need to be pursued with Robert Adam to ensure continuation of the current arrangements into the future.

The Board held further discussions about the need for this MoU and decided that it was no longer necessary.

Item 3.4 Outstanding Issue with H&R Block (Chair)

MM indicated that he had been following up by phone, with limited success. It was agreed that a "settlement" should be negotiated to resolve the matter or otherwise just pay initial invoice to finalise the matter.

Action 3.4.1: MM to pursue this matter to completion.

4. REGIONAL WEEDS COMMITTEES ISSUES

Item 4.1 Regional Weeds Committees Issues (Committee Chairs)

The impact of the establishment of the Greater Sydney Regional Weeds Committee (GSRWC) on SWC was discussed. It seems that there is a lack of recognition of the importance of the essential role the SWC and its sub-regional committees has on the operation of the GSRWC.

The Board agreed that the essential role of the committees as networks for sharing and disseminating information, coordinating training, education/events needs to be formally recognised.

Action 4.1.1: JM and AK to write a concise history of the SWC pointing out its importance to the GSRWC.

5. REPORTS

Item 5.1 Financial Report to 30 June 2016 (Treasurer)

Financial reports were provided to the meeting as Attachment G. It was agreed that the Financial report be accepted.

Item 5.2 FY2016-17 Budget (Chair)

The budget for 2016-17 was deferred to be dealt with out-of-session (OOS).

Action 5.2.1: MM and AK to Prepare budget and send out as an OOS item.

Item 5.3 Executive Officer Report (Executive)

The Executive Officer provided an update on membership.

To date, breakdown by region is:

Blue Mountains/West – 6 financial members (Blue Mts yet to pay);

Central – 7 financial members;

North – 11 financial members (counting Northern Beaches as 3 not 1); and

South West – 8 financial members.

Total of 43 (including Blue Mts).

Action 5.4.1: AK to pursue Blue Mountains membership

Item 5.4 Website/Communications Report (Executive Officer)

The EO described the need for association management software that would enable SWC to offer better value for members.

Reasons for looking into this type of software include:

- Website needs updating
- It would be good to be able to do website updates in-house (e.g. every week a new weed could be on the front page in a special focus area)
- We could provide a portal for support when changing to the new *Biosecurity Act*
- We need to change web host (Webcity is not adequate)
- Up-to-date membership details would be readily available.
- Blogs and separate member areas would be easily developed
- Information (e.g. field days, seminars) that come from other organisation need to be easily sent out to relevant groups
- Emails and email groups need to be better managed (new software would offer tracking so you know who reads email and who doesn't)
- All files and info can be stored in a password protected area on the cloud.
- Document sharing becomes much easier.
- Members can update their details themselves.
- Websites on these platforms are easily scaled down to mobile phones and tablets – highly suited to field-based work
- Event tracking facilities
- Newsletter management

After looking at a number of available software solutions, the EO recommended using Wild Apricot. At only \$40 per month plus a 30 day free trial, this was considered good value.

The Board agreed to pursuing this software.

SS suggested that the new web site have an *Experts* section, so if someone is interested in a particular weed they will know who to ask to get the best advice.

Action 5.4.1: AK to set up account with Wild Apricot and liaise with all Board members about all aspects of the software.

6. OTHER BUSINESS

Item 6.1 GSRWC Technical Working Sub-committee (TWSC)

MM and LB gave an update on the work being done by the TWSC. The weed lists worked on by all 4 sub-regions were merged and now consist of 50 weed species. This will now be put forward to the State Weeds Committee for further refinement.

Item 6.2 Draft Policy Manual (Executive Officer)

The Draft Policy Manual was discussed. Although it was deemed to be complete OOS, it was agreed that it needed to be amended to include how we liaise with GSLLS and checked for any changes required since Council amalgamations.

Action 6.2.1: AK to edit Draft Policy Manual to include policy on liaising with GSLLS and update all Council details since amalgamations.

Item 6.3 Meeting Close (Chair)

The meeting closed at 12:08 PM.

Summary of Actions

Action No	What	Who	When
Action 3.1.1	Put the appointment of the Public Officer on the agenda for the AGM.	AK	8 th Dec
Action 3.1.2	Change SWC's postal address to her PO Box No	AK	ASAP
Action 3.2.1	Send out electronic copies of current <i>Stop the Spread</i> brochures if required.	AK	As required
Action 3.4.1	Pursue the H&R Block matter to completion.	MM	ASAP

Action 4.1.1	Write a concise history of the SWC pointing out its importance to the GSRWC.	JM & AK	Monday 7 th Nov
Action 5.2.1	Prepare budget and send out as an OOS item.	MM & AK	ASAP
Action 5.4.1	Pursue Blue Mountains membership	AK	ASAP
Action 5.4.1	Set up account with Wild Apricot and liaise with all Board members about all aspects of the software.	AK & Board	ASAP
Action 6.2.1	Edit Draft Policy Manual to include policy on liaising with GSLLS and update all Council details since amalgamations.	AK	ASAP