



**MINUTES OF BIRDLIFE SHOALHAVEN COMMITTEE MEETING
AT 3 LOUISA GROVE, VICENTIA ON 10 NOVEMBER 2023 AT 2PM**

1. Attendance and apologies

Present: Deb Callister-Carter, Karen Davis, Rob Dunn, Phil Hendry, Sue Mitchell

Apologies: Yolande Cozijn, Oisín Sweeney

2. Acceptance of the agenda

Approved, plus one additional item – Karen had a large Blue emu-wren painting donated by a member. Karen would look to sell this through GumTree. **Action 1**

3. Minutes of two previous meetings on 11 August and 8 September were approved

4. Business arising from the previous minutes

11 August meeting

Action 1 – Rob to line up potential surveyors for surveys at Lake Wollumboola and put them in contact with Phil Craven. Meeting agreed that BLS needed to take a greater role in Lake Wollumboola activities. Rob would follow up with Phil on training other surveyors and re-visit other areas for BLS support with Frances, e.g. Birddata analysis. **Action 2**

Action 2 - Oisín to line up a meeting with Liza Butler re. swifties, cats, urban trees, Jervis Bay NP extension. Deb's recent submission on the crematorium was noted. It was agreed that while supporting local issues, BLS should prioritise larger issues through discussion with other NSW branches and National Office. It was agreed that cats were a priority issue, especially given the campaign being co-ordinated by Maureen Webb.

Action 3 - Deb to follow up contacts to develop BLS conservation priorities.

Action 3 – Rob to email Head Office to get a list of BLS Members and regular givers to show name, email, suburb, postcode for members and regular givers. Rob had been advised that this was available online. He would email the new branch support staff to introduce them to Karen to progress the matter. **Action 4**

Action 4 – Yolande to contact SLA re. purchase of Glossies pamphlets, approval to invite BLS Members to KV talks and possible BLS funding from the project budget. Completed

Action 5 – Sue to flesh out a plan for Bird Week and come back to the Committee. Completed

8 September meeting

Action 1 - Phil send letter of appreciation to Brett. Completed

Action 2 - Rob to write to BirdLife Australia to explain the ramifications of them taking a public position on the referendum. Draft letter in the papers was approved and Robn would now send this to Kate Millar, CEO.

Action 5

Action 3 - Sue to have an email address set up for her role as Bird Walk Coordinator. Done, but Sue's personal email needed to be deleted from the web-site. **Action 6**

5. Updates and related issues

a. **President's report** – covered in the papers

b. **Secretary report** – no issues since handover of role

c. Treasurer report

The Income & Expenditure report for 1 January to 8 November 2023 was approved.

		GST
Cashbook Balance at 1/1/23	\$ 11,497.56	
Income		
Talk entry fees (fundraising)		
Misc Sales - books, posters etc	539.09	53.91
Red Bubble sales - commission		
Donations - through BA	600.00	-
Funding 2023 BA	1,500.00	-
Total Income	\$ 2,639.09	\$ 53.91
Less Expenses		
Lyrebird Film Education Partnership	1,363.64	136.36
Website Hosting		
Domain Name to 1/8/24	46.27	4.63
Research Grant to Sydney Uni	3,636.36	363.64
Meeting expenses		
Event expenses - Martine talk	218.18	21.82
Items to sell	716.32	71.63
Total Expenses	\$ 5,980.77	\$ 598.08
Cashbook Balance at 8/11/23	\$ 8,155.88	\$ (544.17)

d. Conservation Officer report – covered in action item above

e. Communications report – Magazine sent out in October.

f. Media Report – Yolande’s five recent talks had been emailed out. BLS members would be invited to future Shoalhaven Landcare talks, depending on venue. Shoalhaven Library had approached Yolande to give talks in Nowra next year.

g. Bird Walks Update – Active BLS program, though limited by number of leaders, while MUD bird walks are almost getting too many people. OH&S was discussed and it was agreed that Sue would purchase six first aid kits up to \$300 for BLS and MUD leaders. There had been no OH&S incidents since the last meeting.

Action 7

6. Recent Committee Changes

It was agreed that Brett’s communications role, now he was no longer on the Committee, would cover:

- maintaining our website
- producing our Magazine with Rob to give final approval
- contribute to Facebook with Committee members also suggesting posts for Brett to decide upon
- act as Facebook Moderator along with Phil
- make changes to BLS email addresses as requested

Brett had already handed over distribution of emails to BLS members and supporters through Campaign Monitor to Karen. Training for Phil in the Facebook moderator role and Sue in googledocs for bird walks would be useful, as well as a review of the website to look to minimize future changes.

These changes would avoid the need for Brett to engage with BirdLife Australia, which needed to be limited to Committee members.

It was agreed that Brett would be welcome to attend any BLS Committee meetings in the future.

Rob would discuss the revised role with Brett to make sure it will work for him for during his current commitment of three months. **Action 8**

A key action was to add Rob & Phil as bank signatories and remove Brett. Karen, Rob & Phil to arrange a time to go to NAB. **Action 9**

Phil had agreed to take on the Secretary role with his primary role to respond to enquiry emails or refer to other Committee members. Rob would continue to do minutes and Karen would manage Campaign Monitor communications.

Those attending the meeting confirmed that they would be happy to continue as Committee members next year.

The issue of succession planning was discussed. Rob stated that this was lacking in his own role of President. It was agreed that we should identify a Vice-President, willing to take on the President role in the future. It was decided to do this through our own contacts, as it was important that the Committee agreed on any change in President. Currently we only have one General Committee member, and it was agreed that we should look to get one or two more to increase resources and provide succession options for the other positions.

Action 10 – Rob to inform National Office of Committee changes, request change to BLS email address and the staff contact for sourcing lists of BLS members & supporters from Campaign Monitor.

7. AGM – when, where, speaker

The preferred date for the AGM was Thursday 8 February with 1 February as a second option.

It was agreed to have the meeting in Jervis Bay, with the St Georges Country Club being a good option, as people could eat at the restaurant, though cost could be an issue. Sanctuary Point Community Hall was another option, but we would need to provide catering. A pre-dinner bird walk would be scheduled.

It was felt updates on Booderee NP research would be a good focus for a speaker to be followed by the BLS AGM presented as review of 2023 and looking forward to 2024.

Action 11 – Rob to follow up on arrangements for the AGM. Everyone to suggest possible candidates for a Vice-President and two new General Committee members.

8. 2024 Action Plan

The 2024 Action Plan below was approved, drawing largely on the 2023 plan. **Action 12** – Rob to finalise the plan’s submission to National Office.



BIRDLIFE SHOALHAVEN 2024 ACTION PLAN

BIRDLIFE STRATEGIC OBJECTIVE	ACTIVITIES PLANNED FOR 2024	OUTPUT/KPI	INDICATIVE BUDGET
General administration e.g. meetings, stationery	1. Hold four Committee meetings, 2. On-going President, Secretary and Treasurer roles	4 meetings	Costs - Minimal
Local community and member and stakeholder engagement to build	1.. Quarterly BLS Magazine 2. On-going social media and web-site 3. Two BLS conservation evening talks and other BLS events, e.g. Zoom presentations, film night	Membership and supporter growth, no. of talks and	Costs - \$2,000 first aid kits, events, collateral,

partnerships and recruit/retain supporters	<ol style="list-style-type: none"> 4. AGM in February with talk 5. Bird presentations in partnership with Shoalhaven Landcare 6. Other bird talks to community groups and BLS stalls at community events 7. Expanding BLS Bird Walk program to include Bird for Beginners walks in Bird Week 8. Engagement of other non-Committee members to take on specific roles as volunteers, e.g. involvement in BLS projects, sub-committees, leading bird walks, support for Aussie Backyard Bird Count, community stalls, etc. 9. Explore options to expand the supporter base, e.g. bird posters, Shoalhaven Bird Guide, bird list, greeting cards etc. 	locations, attendees, transitioning supporters to members/WPs, Production of end products	signage, IT equipment, etc
Use of Birddata to inform bird conservation, e.g. survey birds; analyse threats and identify actions, run birddata workshop	<ol style="list-style-type: none"> 1. Jervis Bay, Jerrawangala and Lake Wollumboola KBA Guardian role 2. Birddata administrator for the Shoalhaven 3. On-going monitoring at Lake Wollumboola 4. Encourage members to use Birddata eg through bird walks 	Number of Birddata users, surveys submitted	Costs - Minimal
Advocate for bird and habitat conservation locally and alongside BirdLife national campaigns	<ol style="list-style-type: none"> 1. On-going conservation monitoring, communications, campaigns & advocacy, including: 2. Formal BLS submission and letters of support, supporting local campaigns 3. Communication of conservation issues in the BLS magazine 4. Networking with other Shoalhaven conservation groups 5. Responding to requests for support from other Shoalhaven conservation groups 6. Presentations to other groups on bird conservation 7. Monitoring of Shoalhaven bird conservation issues 8. Local and regional media contacts 	Campaign success, influence, media articles	Costs - \$500
Bird conservation projects aligned to the organisation's strategy and programs (e.g. KBAs)	<ol style="list-style-type: none"> 1. Birds in Backyards – BLS social media, talks and press 2. Aussie Bird Count – BLS social media, talks, Council, press 3. Support NPWS Shorebirds Recovery Program, Lake Wollumboola Protection Association and other bird conservation projects and groups through promotion and support 4. Role as Jervis Bay, Jerrawangala and Lake Wollumboola KBA Guardians 5. Partnership with Shoalhaven Landcare – plantings, talks, walks 6. Select Student Research Grant recipient and assess final report 7. 2024 BLS Student Research Grant 	Number of talks and attendance, ABC surveys, volunteers' involvement in projects	Costs - \$4,000 Student Research Grant program, other costs such to available funding

9. Support for a second BLS Student Research Grant

It was agreed that a second BLS Student Research Grant of \$4,000 plus GST should be offered and that National Office to be asked to match or contribute. Phil and Rob would review the guidelines to give a greater weighting for projects focussing on Shoalhaven's threatened birds. It was decided that Shani Masani should be asked to submit an article for the magazine on her project, rather than give a talk at the AGM. **Action 13**

Other options for support of projects from BLS untied funds were discussed.

It was agreed to offer \$500 to the Jervis Bay Maritime Museum to develop a "Birds of the Museum" brochure. BLS would provide bird list and photos and they would do the design, including BLS logo and arrange printing. Rob would liaise with the Museum on this project. **Action 14**

Karen would explore potential of BLS support of building nesting platforms for Osprey and a bird hide at Bhewerre Wetlands. **Action 15**

10. Next meeting – To be arranged after the date for the AGM is confirmed.

OUTSTANDING ACTIONS ITEMS FROM 10 NOVEMBER 2023 MEETING

Action 1 - Karen to sell donated painting on GumTree.

Action 2 - Rob to follow up with Phil Craven on training on doing surveys at Lake Wollumboola and assess other ways BLS can provide support with Frances, e.g. Birddata analysis.

Action 3 - Deb to follow up on meeting with Liza Butler re. swifties, cats, urban trees, Jervis Bay NP extension and talk to key people, eg National Office, other branches, Maureen Webb, Frances, to develop BLS's future conservation priorities.

Action 4 – Rob to email new branch support staff to introduce them to Karen so she can get lists of BLS Members, regular givers and supporters for use in Campaign Monitor.

Action 5 - Rob to write to Kate Millar CEO to explain the ramifications of BirdLife Australia taking a public position on the referendum.

Action 6 – Karen to arrange for Sue's personal email to be deleted from the website.

Action 7 - Sue to purchase six first aid kits up to \$300 for BLS and MUD leaders.

Action 8 - Rob to discuss Brett's revised role with him to make sure it will work for him for during his current commitment of three months.

Action 9 - Karen, Rob & Phil to arrange a time to go to NAB to change BLS bank signatories.

Action 10 – Rob to inform National Office of Committee changes, request change to BLS email address and the staff contact for sourcing lists of BLS members & supporters from Campaign Monitor.

Action 11 – Rob to follow up on arrangements for the AGM. Everyone to suggest possible candidates for a Vice-President and two new General Committee members.

Action 12 – Rob to finalise the submission of the BLS 2024 Action Plan to National Office.

Action 13 - Phil and Rob to review the BLS Student Research Grant guidelines to give a greater weighting for projects focussing on Shoalhaven's threatened birds.

Action 14 – Rob to liaise with the Jervis Bay Maritime Museum on the development of a "Birds of the Museum" brochure.

Action 15 - Karen to explore potential of BLS support to building nesting platforms for Osprey and a bird hide at Bhewerre Wetlands.