

CCF COUNCIL MEETING

Thursday 14th January 2016: 17.00 - 1830

CCI Campus, David Attenborough Building
Pembroke Street, Cambridge CB2 3QZ



MINUTES (final)

Agenda	Notes
Chair: Roger Mitchell Minutes: Will Simonson	
<p>1. Welcome, introductions, record of members present and apologies.</p> <p>1.1. All present to introduce themselves briefly: name and organisation.</p> <p>1.2. Apologies received will be recorded in the minutes.</p>	<p>Present:</p> <p><u>Committee</u> Roger Mitchell (Chair), Will Simonson (Deputy Chair and minutes), Judith Schleicher (Treasurer), Paola Bruseghini (Social Media Manager), Sarah Ivory (Communications Manager), Seb Dunnett (Membership Secretary), Debbie Macklin (Website Moderator/Newsletter Editor), Keri Jane Russell (Social Media Manager – Twitter), Andrea Santangelo (Student Rep), Sue Wells (Joint Marine Group Convener) [NB The following Committee Members are also Organisational Representatives:- Roger Mitchell – ARCT, ARC-ES Ltd, RSB and GOV&W AONB Sarah Ivory – UNEP-WCMC Will Simonson – Plant Sciences, Cambridge University]</p> <p><u>Council reps</u> Steve Allain (CPARG), Louise Bacon (CCV/Cambridgeshire Bird Club), Simon Brockington (International Whaling Commission), Oliver Burke (WT BCN), Pete Carey (UoC Plant Sciences), Sue Collins (Butterfly Conservation, Europe), Nigel Cooper (Diocese of Ely), Lizzie Duthie (FFI), Chris Fletcher (CCV), Kevin Hand (CNHS), Angelika von Heimendahl (Cam Cattle), Francine Hughes (Anglia Ruskin University), Kevin Hughes (British Antarctic Survey), Vince Lea (Countryside Restoration Trust), Jeremy Lindsell (A Rocha), Nibu Mukherjee (UoC Zoology), Teresa Mulliken (TRAFFIC), Silvia Perez-Espona (Anglia Ruskin University), Richard Phillips (British Antarctic Survey), Peter Pilbeam (Cambridgeshire Mammal Group), John Pilgrim (The Biodiversity Consultancy), Jess Sweeney (FFI), Rosie Trevelyan (Tropical Biology Association), Keith Virgo (Tropical Agriculture Association)</p> <p><u>Apologies</u> Pamela Abbott (Committee), Martin Baker (WTBCN), Mike Chandler (EAF), Cath Davey/Tayleur (Committee), Eoghan Griffen (SCAR), Tony Gent (ARCT), David Gowing (OU), Richard Guy (Committee), Daniel Hayhow (RSPB), Mandy Haywood (Orchard Park), Pete Johnstone (pjEnterprises), Natalie Lambert (Committee), Mark Nokkert (Cambs ACRE), Riamsara Knapp (Committee), Jean Perraton (Cam Valley Forum), Russ Waldren (Committee)</p>

<p>2. Minutes of previous AGM & Council Meeting – 23rd June 2015 (Annex 1)</p> <p>2.1. Minutes accepted - for acceptance by vote</p> <p>2.2. Matters arising – all matters are included in the agenda for this meeting.</p>	<p>2.1 – DECISION: The minutes were approved</p> <p>2.2 – There were no matters arising not already on today’s agenda.</p>
<p>3. CCF Committee Membership (Annex 2)</p> <p>3.1. Confirmation of Committee Membership – for approval by vote in advance by email.</p> <p>3.2. Resignations due to Committee members leaving Cambridge and means of filling these posts – any nominations to fill vacant posts?</p> <p>3.3. Management of succession – for discussion.</p>	<p>3.1 – DECISION: There was unanimous approval for the of four co-opted committee members to be full Committee Members: Seb Dunnett (Membership Secretary), Richard Guy (Management and Restoration Group Convenor), Andrea Santangelo (Student representative, University of Cambridge) and Sue Wells (Marine Group Co-convenor).</p> <p>3.2: Committee vacancies – It was noted that the Conservation GIS group was still active. It was agreed that the Anglia Ruskin University student representation at meetings need not be a named individual; Nigel Cooper/Franc Hughes will act as contact point. ACTION: ALL to send ideas/nominations to fill posts. Vacancies to be advertised in newsletter.</p> <p>3.3: Management of succession – Roger expressed his wish to step down as Chair this year if a suitable replacement could be found; Will is unable to consider taking this role on. ACTION: ALL to be considering options for future leadership CCF.</p>
<p>4. Organisational Membership.</p> <p>4.1. Applications for Organisational Membership (Annex 3) – for approval by vote.</p> <p>4.2. Reinvigoration of Organisational Representation – for discussion.</p>	<p>4.1: Four membership applications were considered:</p> <ol style="list-style-type: none"> 1. Richard Barnes Knysna Basin Project 2. Wild Days Conservation 3. Cambridge University Wildlife Conservation Society 4. ADAS <p>In discussion, the fact of (1) being a project rather than organisation was raised. Its affiliation to Cambridge University was noted. (2) is not based in Cambridge, but there is precedence for this. There was concern that as a consultancy, the primary objective of (4) was not conservation. DECISION: (1), (2) and (3) were approved for membership. (4) will be approached for further clarification of its objectives before putting its membership to the vote again. For the future, it was decided that organisations should set out how they meet the criteria for CCF membership, and if possible should attend the Council meeting to present their case and field questions. The criteria should be clearly set out.</p> <p>4.2: Reinvigoration of organisational membership –Seb Dunnett, as new Membership Secretary, plans to go round organisations to discuss what they want of CCF, and what CCF might expect of them. He has updated the members’ database of contact points and reps. ACTION: contact Seb if you would like to arrange a meeting.</p>

<p>5. Treasurer's Report on financial position – update since last Council Meeting (Annex 4 to be tabled) - for approval by vote</p>	<p>Judith gave the Treasurer's Report. There had been a healthy surplus on the Annual Symposium this year due to additional participants paying on the day, which will be helpful for covering a contribution to the costs of the hot desks, symposium running expenses, website/email/MailChimp costs. The Summer Symposium broke even, and the Christmas party was slightly in the red. There had been other minor expenses and one case of bank fraud for which CCF had been reimbursed.</p> <p>DECISION: the report was accepted as a true account.</p> <p>For budgeting purposes, the helpfulness of booking early for symposia was stressed. The Chair reported the intention to restart the CCF funding group, with help from Pete Johnstone and Donnell Roy of CCI and the University of Cambridge, who is willing to advise. One intention was to apply for a HLF Start-Up grant asap.</p> <p>ACTION: Roger</p>
<p>6. The future of CCF and relationship with CCI (Annex 5)</p> <p>6.1. CCF's presence in, and use of, the CCI Conservation Campus – for discussion/agreement.</p> <p>6.2. The necessity for CCF to now proceed to apply to become a Charitable Incorporated Organisation as agreed at Council Meeting on 13th June 2013 - for information/discussion/agreement.</p>	<p>6.1 – CCI are committed to CCF having a presence in the Campus. CCF has four hot desks in the North Tower and this year will be contributing 2% of the £9500 service charge; the other CCI partners contributing the rest for a trial year. There is also the possibility for paying for more desks. It is in CCF's court to come up with a policy for the use of these desks, and to instigate a booking system for them as soon as possible. One desk is for CCF management, and the other three are for CCF members on a first come first served basis. Usage will be monitored to ensure fairness of opportunity. Information on the use of facilities (incl meeting rooms) will be circulated. Users need to pick up an access card at reception on entry.</p> <p>ACTION: ALL to email the Committee with ideas for the policy on usage. Executive Committee to draw up and circulate policy and booking system as soon as possible.</p> <p>6.2 – The need for CCF to attain charitable status was agreed by the Council formerly. There had been some push-back by some members of the CCI, but these issues are now resolved and, for legal tax reasons, limiting financial liability of the members and to open up new funding opportunities, it is important that we press ahead with a CIO application. The new 'CCF Trust' will be equivalent to an expanded executive, with trustees, and CCF members will still have voting rights (under the type of standard Charity Commission constitution that is being considered). CCF member organisations would not be members of the Trust.</p> <p>DECISION: Applying for CIO status was approved by majority vote i.e. the previous Council Decision in June 2013 was ratified.</p> <p>ACTION: Executive Committee to take forward by drafting a constitution (offers of help, including to comment on draft, welcome). The criteria for CCF membership will be clarified under this process. Once a CIO, CCF's branding and logo will be refreshed.</p>

<p>7. CCF Communications, events and groups – oral presentation by Committee Members present.</p> <p>7.1. Report on Website, Newsletter and other Social Media; Annual Symposia and Social Events; CCF Working Groups. (Oral presentations) - for information/discussion.</p> <p>7.2. Planning for future symposia and social events - for information/discussion</p>	<p>Newsletter (Sarah): over 900 weekly and 1800 monthly subscribers (close to Mailchimp limit for free service). The statistics for opening newsletter are much better than average.</p> <p>Website (Sarah): traffic is mostly from direct searches as well as via newsletter. Jobs are most popular section. Suggestions for improvement are always welcome, and direct uploading of content by member organisation’s reps or comms people is encouraged (talk to Sarah if interested)</p> <p>Twitter (Keri): 316 followers, following 449 accounts. Twitter is linked to Facebook. Regular tweets through the day are made by Keri.</p> <p>Linked In and Facebook (Paola): lots of ‘likes’ with engagement growing. Paola is happy to publicise events. (Events on the CCF website are automatically picked up.)</p> <p>Social events: We are considering changing the location of the Christmas party and pub nights to nearer the DAB.</p> <p>Marine (Sue Wells): Focuses on talks, but also good for exchange of ideas among an otherwise dispersed marine constituency in Cambridge. Continuation of group depends on there being a quorum of keen people.</p> <p>Annual Symposium: theme of communicating conservation, and received a very good assessment (best of last six). Attended by 105 people.</p> <p>Summer Symposium: Date is 24 June, focusing on food security and conservation as part of a larger event (23-25) co-organised by the Global Food Security Initiative and the Centre of Development Studies (University of Cambridge). Contributions of ideas, talks and offers of assistance welcome from CCF members.</p> <p>Roger said he was hopeful that the Royal Society of Biology East Anglian Branch events would be open to CCF members; RSB are members of CCF and can attend CCF events.</p>
<p>8. Date, time and venue of next meeting: AGM June 2016 - for agreement</p>	<p>To be decided</p>
<p>9. Any other business.</p>	<p>There was no other business.</p>
<p>End of Meeting.</p>	<p>Followed by Wine & Nibbles in the Common Room</p>