

## CCF AGM & COUNCIL MEETING

Tuesday 23<sup>rd</sup> June 2015: 1730-1900

Castle Teaching Room (4<sup>th</sup> Floor), Judge Business School

Trumpington Street, Cambridge CB2 1AG

### MINUTES (draft 24 June 2015)

Annual General Meeting	
1. Welcome, introductions, record of members present and apologies	<p><b>Present:</b> <u>Committee:</u> Roger Mitchell (CCF Chair, Amphibian &amp; Reptile Conservation &amp; ARC Ecological Services), Will Simonson (CCF Deputy Chair, University of Cambridge, Plant Sciences), Judith Schleicher (CCF Treasurer, Geography), Pamela Abbot (UNEP-WCMC), Sarah Ivory (CCF Website Manager, UNEP-WCMC), Debbie Macklin (CCF Website moderator, TBA), Cath Tayleur (CCF Website moderator, RSPB, Birdlife, Zoology Dept), Samir Whitaker (CCF Membership Secretary, Birdlife)</p> <p><u>Council reps:</u> Steven Allain (Cambs &amp; P'boro Amphibian and Reptile Group), Jessica Bray (FFI), Sue Collins (Butterfly Conservation Europe), Lizzie Duthie (FFI), Kevin Hand (CNHS), Daniel Hayhow (RSPB), Kevin Hughes (BAS), Pete Johnstone (PJ Elements), Anthony Lamb (Zoology Dept), Jeremy Lindsell (A Rocha International), John Pilgrim (TBC), Keith Virgo (Tropical Agriculture Association)</p> <p><b>Apologies:</b> Louise Bacon (Cambridge Conservation Volunteers/Cambs Bird Club), Martin Baker (Cambs &amp; P'boro Biodiversity Partnership/Wildlife Trust for Beds, Cambs, Northants &amp; P'boro), Kirsten Bennett (Cambs ACRE), Pete Carey (Plant Sciences Dept), Nigel Cooper (Diocese of Ely), Helen Doran (Natural England), Roger Featherstone (Cambs Mammal Group), Chris Fletcher (Cambridge Conservation Volunteers), Tony Gent (Amphibian and Reptile Conservation), Carolin Gohler (CPPF), Francine Hughes (Anglia Ruskin University), Annette Lanjouw (Arcus Foundation), Vince Lea (Countryside Restoration Trust), Dominic Lewis (Cambridge University Press), Mark Nokkert (Cambs ACRE), Silviu Petrovan (Froglife), Peter Pilbeam (Cambs Mammal Group), Rebecca Willers (Shepreth Wildlife Park), Kathy Wormald (Froglife), Line Zu Ermgassen (TNC)</p>
2. Minutes of previous AGM & Council Meeting 1 <sup>st</sup> July 2014 (Annex 1) 2.1. Minutes accepted - <b>for acceptance by vote</b> 2.2. Matters arising	<p>2.1 – DECISION: The minutes were approved.</p> <p>2.2 - Under the CCF constitution the Council is to meet twice per year; there had been only one meeting since last July, but a scheduled meeting at the end of this year would meet the constitutional rule for 2015.</p>
3. CCF Committee Membership (Annex 2)	<p>3.1 – DECISION: There was unanimous support for Committee member (re-)elections (19 votes)</p>

<p>3.1. Confirmation of Committee Membership – <b>for approval by vote in advance by email.</b></p> <p>3.2. Resignations due to Committee members leaving Cambridge and means of filling these posts – any nominations?</p>	<p>3.2 – There are six vacancies on the Committee. It is proposed to advertise these positions via the newsletter/web and reps are asked to seek candidates. Committee members do not need to belong to member organisations.</p> <p>ACTION (ALL): Pass on suggestions for candidates to the Committee.</p>
<p>4. Organisational Membership Applications (Annex 3) – <b>for approval by vote in advance by email.</b></p> <p>Biosphere Expeditions; Great Ouse Valley and Washes AONB Group; FWAG East; Cam Valley Forum; Cam Cattle; Orchard Park Wildlife Project and Transition Cambridge.</p>	<p>DECISION: The following organisations were approved by vote for membership of CCF</p> <p>Biosphere Expeditions Great Ouse Valley and Washes AONB Group FWAG East Cam Valley Forum Orchard Park Wildlife Project Transition Cambridge Cam Cattle</p> <p>Two organisations – Blue Sky and Lauterpacht Centre for International Law – membership had lapsed through lack of contact. There has been no contact with Trumpington Community Orchard Project for some years –</p> <p>ACTION: Membership Secretary to follow up.</p>
<p>5. Financial position (Annex 4) Treasurer’s Report - <b>for acceptance by vote</b></p>	<p>Judith gave the Treasurer’s report. There is an account balance of £2515. It was noted that for future reports, it would be helpful to have the starting as well as end balance given. It was also noted that with income exceeding £5000, CCF should be registered with HMRC for tax purposes. (Refer to discussion under item 6 below.)</p> <p>DECISION: The report was accepted as a true account.</p>
<p><b>Council meeting</b></p>	
<p>6. Cambridge Conservation Futures (Annex 5) <b>For information and discussion</b></p>	<p>The Chair gave an overview of the discussions to date on the future of CCF with respect to CCI and the opening of the Conservation Campus at the end of the year. The three options on the table were: (1) maintaining the status quo, (2) maintain separate governance, clarify respective functions and share staff support, and (3) a full merger. The Council were invited to comment on these options and how they would like this matter to be taken forward. In discussion it was noted that:</p> <ul style="list-style-type: none"> <li>• There are in fact a spectrum of possibilities between the three options. As an example, CCF could come under the wing of another CCI member organisation, much as CCI itself is hosted by the university.</li> <li>• If going for option 1 or 2, we will at some point need to address becoming a Charitable Incorporated</li> </ul>

	<p>Organisation (CIO) to allow for extra income generation, or else set up a separate charity to raise funds.</p> <ul style="list-style-type: none"> <li>• Extra income would be used for staffing, as the current voluntary model (and therefore option 1) is unsustainable in the long-term.</li> <li>• CCF provide a valuable, free service to CCI and its members; CCI support (including financing or seconding staff) is not difficult to justify, especially with its capacity-building and collaborative emphasis.</li> <li>• Whilst the status quo is unsustainable and confusing, a full merger is a probably a step to far and may not be easily accepted by CCI members because of sensitivities around funding/benefits.</li> <li>• Access to the new conservation campus, and use of the CCF desks, needs further exploration and discussion.</li> </ul> <p>The Council favoured the middle ground of option 2 as best serving the needs of the Cambridge conservation community whilst presenting a less confusing face externally. A further meeting of CCF and CCI representatives is planned after the summer.</p> <p>ACTION CHAIR: Reflect the minutes (above) back to the CCF reps and ask further questions to help inform CCF's stance at the next meeting. Chair to seek to increase the proposed number (3) of reps at this meeting.</p>
<p>7. Report on Website, Newsletter and other Social Media; Annual Symposia and Social Events; CCF Working Groups. (Oral presentations) <b>For information and discussion</b></p>	<p>Website: main priority is to push reps and communications people of member organisations to post more news Newsletter: over 1700 subscribers; Mailchimp allows maximum of 2000 before charging. Twitter: 200+ followers; we could do with more tweeters Annual symposium – there was good feedback this year on the ‘Whose conservation?’ themed event. We have a formula that seems to work. Social events: here have been six main events including coppicing party, Rackham memorial walk, Christmas party, garden wildlife day at Wandlebury and ceilidh. A summer social is planned at the Botanic Gardens. The CCF band raised £500 for young outreach work at a Norfolk reserve. Women in Conservation Leadership group: active in sharing articles and holding events including book club meetings and a well-attended Science Festival debate. There was an unsuccessful CCI funding bid but this will be re-directed to other potential funding sources.</p> <p>Two new CCF working groups are proposed: Knowledge management and exchange (led by Philine von Guretsky and Chloe Hodginson of FFI) and Site management and restoration (proposed by Bhaskar Vira and Bill Sutherland of the Restoration hub). The latter will be launched with a meeting at RSPB's Lakenheath Fen in August. It was suggested that it would be valuable to learn from the Eurosite experience.</p> <p>DECISION: There was approval for the two new groups.</p>
<p>8. Planning for future symposia and social events. (Oral presentations) <b>For information and discussion</b></p>	<p>There will be a visit to Fen Drayton in the Autumn. A new venue is being sought for the Christmas party as the upper room at The Castle Inn is too small. Another coppicing work party will take place at Hayley Wood, and RSPB has offered to host a work party at The Lodge ACTION NATALIE: liaise with Daniel Hayhow The Summer Symposium has been postponed to late September – discussions ongoing on date and venue.</p>

9. Date, time and venue of next meeting – November/December 2015 <b>For agreement</b>	December/January, in new campus if possible.
10. Any other business	ACTION ALL: Opinions on the operational use of the four CCF desks at the campus to be sent to the committee.
<b>End of Meeting.</b>	