

PAWA NSW

General Meeting May 2010

Venue: Green Gully, Blackheath

Date: 1st – 2nd May 2010

Meeting commenced 13:40 hrs

Acknowledgment of Country

Chair: I would like to acknowledge the Gundungurra people as the traditional owners of this land and pay respect to the Elders both past and present.

Attendees: Duncan Scott-Lawson, Mel Hall, Michele Cooper, David Brill, Tim Lanyon, Neil Stone, Tegan Burton, Steve Woodhall

Apologies: Michaela Jones, Holly North, Chris Keyzer, Alan Henderson, Helen Jessup, Linley Burgess, Stuart Cohen

1. Minutes of previous meeting, AGM held 3rd November 2009

Motion by SW that minutes be adopted, seconded by TB, carried.

2. Matters arising from the minutes

From General Meeting March 2009

#	Action	Who	Status	Comments
08-1	Apply to ATO for tax exemption and tax deductibility status.	SW	Ongoing	David Brill to assist.
08-9	Draft recruitment poster.	MC	Ongoing	Two completed, two in development.
08-10	Investigate how other state associations address insurance issue. Obtain additional quotes.	SW	Ongoing	Add insurance as a funding option in sponsorship prospectus.
08-19	Seek information from other state associations about how they approach sponsorship.	DB	Completed	VRA & QRA contacted. Primarily done as discounts with membership card, advertising in magazine.
08-20	Develop draft sponsorship guidelines for PAWA.	DSL TB	Completed	See minutes – item 19.
08-22	Appoint accountant to review books and submit to Dept Fair Trading.	SW	Ongoing	Sourcing probono option. May need to pay for 3 year review of books.
08-25	Finalise draft project assessment guidelines and post on Committee Google Group for consideration.	DSL	Completed	See minutes – item 19.
08-27	Initiate discussion with CARA re supporting Asia-Pacific delegates to the next IRF Congress.	DSL	NA	Remove from actions
08-28	Develop a 'sponsorship package' to be used for corporate support.	DSL TB	Ongoing	Consider Parks Forum conference prospectus as example.

08-29	Verbally flag the potential for DECC sponsorship of an East Timorese delegate to the next IRF Congress with Bob Conroy.	TR	NA	Remove from actions
08-30	Discuss above with International Programs Unit.	DSL	Completed	Building links with Tom Williams for future international programs links.
09-1	Draft response to Bob Carr's acceptance to be Patron.	DB	Completed	
09-2	Provide suggestions for newsletters or places to advertise PAWA	All	Ongoing	Remove from actions
09-3	Encourage membership from wider base within industry	All	Ongoing	Remove from actions
09-4	Pursue opportunities for links between PAWA and IAA	TL	Ongoing	Conference in Tasmania in October. Will pursue options for static display.
09-5	Pursue opportunities for PAWA stand at 2010 National Tracks and Trails Conference	TL	Completed	Conference cancelled. Next one in Western Australia 2010. Will pursue options for static display.
09-6	Consider submitting material for next edition of PAWA Press	All	Ongoing	Remove from actions
09-7	Include request for text for newsletter in response to Bob Carr	DB	Completed	Nil response to date.
09-8	Draft letter to Jenolan Caves Trust	TB	NA	Remove from actions
09-9	Prepare PAWA Press #5 International Edition	MC & TB	Completed	250 copies English & Portuguese to all delegates at VI WRC, printed English version to all members.
09-10	Provide information about potential funding sources or sources of HF radios	TB	Ongoing	
09-11	Seek or provide donations of equipment or funds	All	Ongoing	Remove from actions
09-12	Invite members to visit Macapa, November 2009	TB	Completed	3 members visited Macapa post VI WRC.
09-13	Clarify arrangements associated with Mark Stone's initiative	TB	Completed	
09-14	Draft letter for Chair signature to head NSW Parks & Wildlife	TB & DB	Completed	Letter sent & response received.
09-15	Liasie with ACT Brasil & APITIKATXI re \$2000 sponsorship	TB	Completed	2 registrations & 1 travel funded. (Juventino and Airton)
09-16	Coordinate WRD 2009	DSL	Completed	
09-17	Provide suggestions for potential presenters for WRD	Any	Completed	
09-18	Provide project update (Jamaica)	WN	Completed	Reported in PAWA Press.
09-19	Advise Andy Nixon re PAWA support for CARA meeting	TB	Completed	Meeting held via teleconference.
09-20	Liaise with DSL re PAWA representative for CARA meeting	DB	Completed	Tegan represented PAWA for teleconference.
09-21	Liaise with Parks Forum re opportunities for links with PAWA	MC	Ongoing	Will pursue PAWA options at meeting re Common Ground Conference.
09-22	Provide response to Patrick Lupica (State-wide Rangers Conference)	TB	Completed	
09-23	Prepare draft and invite comments (Royal Commission into Vic fires)	SW	Completed	Thanks Steve!
09-24	Work with Chris Pavich to organise Canoe Challenge 2009	Any	Completed	

From Annual General Meeting November 2009

#	Action	Who	Status	Comments
09-25	Prepare PAWA highlights report for IRF regional meeting following night.	DSL	Completed	
09-26	Monitoring situation with DECC radio upgrade program and undertake liaison role.	SW	Ongoing	See minutes – item 7
09-27	Monitor progress of uniform replacement program and send out call for donations of old styles closer to time of change-over.	All	Ongoing	Include as example in proposal for Directors Group.
09-28	Obtain relevant information from Peter Cleary (VRA) re NPWS contribution to 'Australian' sponsorship package for VI WRC (Bolivia)	DSL	Completed	Report received from Andy Nixon.

From committee meetings February 2010

#	Action	Who	Status	Comments
10-01	Coordinate logistics for GMtg	DSL	Completed	
10-02	Prepare promotional material for GMtg	MC	Completed	
10-03	Prepare material for presentation to PWG Directors Group	SW MC	Ongoing	Draft prepared, comments received, will be updated and reduced.
10-04	Initiate process for getting PAWA onto Directors Group meeting agenda	SW	Completed	See Action 10-14
10-05	Identify appropriate member of PAWA to give presentation, with support on the day from Tegan.	All	Completed	See Action 10-15
10-06	Investigate dinner options for WRD, provide cost estimates	DSL	Completed	
10-07	Encourage others to organise local WRD events	All	Completed	Include in April PAWA Press.
10-08	Continue discussions with PAMS, bring proposal to next meeting	TB	Completed	Additional details for partnership proposal presented to 27 Feb meeting.
10-09	Contact Dave Brill / Linley Burgess re potential involvement in PAMS project	TB	Completed	See Action 10-16
10-10	Print poster presented at 6 th WRC for display at HPHP	SW	Completed	
10-11	Liaise with VRA re PAWA material at HPHP stall	TB	Completed	Poster / brochures / stickers included in VRA / TGLF stall.
10-12	Develop draft protocols for skype meetings	DSL	Completed	See minutes – item 19.
10-13	Committee google group – tidy up members & settings, develop protocols for effective use	DB TB	Ongoing	All committee members now functional, so USE this. Protocols pending.
10-14	Contact PWG Directors Group meeting co-ordinator re PAWA on May agenda	SW	Ongoing	Will contact Greg Storrier and aim for place on June agenda.
10-15	Contact Alan Henderson re representing PAWA to PWG Directors Group	SW	Ongoing	
10-16	Hand-over PAMS project co-ordination to Linley and David Brill	TB	Completed	Thanks to Brills for coming on board!

10-17	Formalise protocol for media releases and make available to all members	MC	Ongoing	
10-18	OnDecc newsletter re Bolivia – contact Kathleen Hellmann re providing content for a story, source suitable pictures, contact editors	MC SW	Ongoing	
10-19	Request for volunteers for Ranger Profiles to be included in PAWA Press	MC	Completed	Will be a regular feature article in PAWA Press.
10-20	Prepare draft sponsorship package	FU TB	Ongoing	See minutes – item 25.
10-21	Implement renewal and notification process for un-financial members	SW	Completed	Implemented in current renewal process (13 members received).
10-22	Prepare guidelines for a PAWA photo competition	MC	Ongoing	Aiming for PAWA Press #9, guidelines to be posted on discussion group.
10-23	Advise Peter Sherrat re one years free membership of PAWA, please complete application form	MC	Completed	
10-24	Prepare material for PAWA Press & distribution through Aboriginal Network re ideas or leads for engaging with indigenous communities	MC	Ongoing	Unable to get space at network meeting (agenda full). Liaising with existing contacts eg within CHD etc.
10-25	Identify potential leads in East Timor via Terry Korn (as ex-NPWS directors group link) and some local Bathurst people	SW LB	Ongoing	No results from Bathurst locals. Terry potentially keynote speaker for Dubbo WRD.
10-26	Approach EPA in Bathurst re potential involvement in visit by Batalhão Ambiental	SW	Ongoing	Awaiting confirmation of visit.
10-27	Work with the relevant parties in Brazil re details of visit by Batalhão Ambiental. Prepare briefing note/s for the Deputy Director-General PWG to request support	TB	Ongoing	Awaiting confirmation of visit.
10-28	Continue investigating Google Calendar as a communication tool	SW	Ongoing	Not functioning with multiple access. Use as link on website with single manager (SW or DB), with all to provide info to manager for inclusion.
10-29	Add Tegan as google group manager. Effect necessary changes, advise committee when discussion group can once again be utilised effectively	DB TB	Completed	Now functional. Please use for committee communications.

3. Chair's Report: Duncan Scott-Lawson

Achievements:

- Update of Website and Google with new committee;
- Information provided to members on outcomes of the Bolivian IRF through Google discussion group and PAWA newsletter;
- Development of 'Equip' theme;
- Continuation of equipment collection for 'Equip the Amazon' project;
- Establishment of 'Equip' Tanzanian project and Initiation of PAMS project;
- Identified PAWA to DECCW Executives and potential future meeting;

- PAWA press (8th edition);
- PAWA GM at Green Gully, committee meeting at Tegan, and committee skype meeting.

Developments in:

- Ranger exchange experience (Argentinean Ranger);
- Sponsorship guidelines;
- Project application and assessment guidelines;
- Donation guidelines;
- Discussions of better committee communication processes:
 - Skype meeting procedures;
 - Assessment and commencement of Committee Calendar;
 - PD for PAWA committee and project positions.

Future direction:

- Continuation of current equip projects;
- PAWA involvement in the TGL media exposure on 31st July at Taronga zoo;
- Development of media strategy;
- Ranger Exchange to DECCW;
- Bat project – Dave Monahan;
- Nomination process for conservation awards;
- Development of regional reps and project leaders;
- Growth of membership;
- Formalisation of PAMS project;
- Development of membership and sponsorship package.

4. Treasurer's Report: Steve Woodhall

Last report presented on 24/10/09, with this report picking up from there.

Protected Area Workers Association NSW Treasurer's Report 1 May 2010	
Incomings since 24 October 2009	
Bank Balance as at 24 October 2009	\$5,871.82
Subscriptions	\$1,305.00
Interest	\$0.00
T shirt sales	\$210.00
Equip the Amazon Project	\$0.00
Other deposits	\$0.00
Thin Green Line dvd sales	\$0.00
Total	\$7,386.82
Outgoings	
Printing of Int Ed PAWAPress (Brazil)	\$480.62
Int transfer fees (ass with PAWAPress printing in Brazil)	\$13.86
PAMS expenditure	\$445.60
Bank fee	\$0.00
South America gear bags (excess baggage) *	\$141.34
TGL Ranger Dependent Fund	\$0.00

Int Ed PAWAPress reprint (Aus)	\$512.49
Total	\$1,593.91
Liabilities/commit's/unpres'd cheques **	
Chris Keyzer excess baggage costs	\$50.00
Total	\$50.00
Balances	
Assets	\$7,386.82
Liabilities	\$1,643.91
Balance as at 30 April 2010***	\$5,742.91

* \$108.72 to Tegan Burton & \$32.62 to Steve Woodhall.

** Does not include commitment for Keep Cup purchase (Approx \$1,100)

*** **Bank Balance as at 30 April 2010 = \$5,800.91**

\$8 difference because Tegan Burton has been underpaid \$8 for reimbursement of costs associated with 2009 Congress trip.

Tegan has said she does not want the extra \$8 reimbursed.

Fund Summary as at 30 April 2010	
Total cash on hand (less commitments)	\$5,742.91
Equip the Amazon	\$2,789.24
Funds available	\$2,953.67

Membership as at 30 April 2010	
Ordinary****	76
Supporting	2
Currently unfinancial members *****	13

**** including non renewers, excluding 2 retirements

***** includes 12 Ordinary & 1 supporting member

5. Secretary's Report: Tegan Burton

Membership continues to be managed by the Treasurer – thank you!

Correspondence:

Date	In/out	Name	Issue
28/07/2009	Out	Olalla Martinez	invitation to visit as volunteer
5/08/2009	Out	TGLF	payment of funds from WRD
12/08/2009	In	Vic Fires Comm.	release of interim report
??/08/09	Out	raffle prize winners	prizes and letters of congratulations
25/08/2009	In	Wendy Noble	resignation as committee member
8/09/2009	In	GBMWH Adv Comm	congratulations on good works
13/10/2009	Out	equipment bags	evidence of reason for carrying equipment
2/11/2009	Out	APITIKATXI	record of donation of equipment
6/11/2009	In	IRF	welcome as new member
17/03/2010	Out	Olalla Martinez	draft itinerary for hosted volunteer visit
7/04/2010	Out	PAMS	interest in developing partnership
12/04/2010	In	TGLF	thanks for 2009 WRD donation

18/04/2010	In	Fluer Urquhart	resignation as Vice-chair
27/04/2010	In	PAMS	response re partnership proposal

6. Extension Officer's Report: Michele Cooper

Recent activities have included PAWA Press #7 and #8, and two finalised recruitment posters (frog and tree).

PAWA Press has now been set at 3 issues per year and the deadlines for issues have been established in advance: 12th March / 12th June / 12th October, with edition due out the following month.

Other upcoming activities will be: finalising a further two recruitment posters; designing an Equip brand; preparing brochures and media releases around the PAMS partnership; and also the broader Equip program; developing a media strategy with the assistance of Stu Cohen; and getting quotes for roll-ups and organising printing.

7. DECCW radio upgrade: Steve Woodhall

Col Adams of Bathurst is on the committee for the state-wide radio network upgrade program. The coordinator of the committee is supportive of the radios going to PAWA for Equip when they are disposed of, although it will need departmental support before this option can be finalised.

The upgrade program will take at least another 1 – 2 years, being rolled out Region by Region. Old equipment will be stored at the Region or Branch level, and the upgrade committee has indicated they will be happy to store equipment until PAWA can use it.

The HF radio system will probably be retained for ongoing use in the western parts of the state. While the request from the Amazon has focussed on HF radios for village to village and town communications, VHF could also have potential uses as an internal or localised communication network.

Given the potential difficulties with shipping internationally, one option PAWA may consider is to accept the donation of equipment but then sell items as fundraising and transfer funds directly to projects.

Action: Steve to maintain liaison role with radio upgrade committee.

Action: Steve to include request for departmental endorsement in presentation to PWG Directors Group.

8. Vice-chair vacancy: Duncan Scott-Lawson

The Vice-chair position is currently vacant as a result of Fluer Urquhart resigning on 18 February due to changing personal circumstances.

The constitution describes the responsibilities of Vice-chair as:

- Act as the deputised Chairperson in the Chairpersons absence.
- Act as the main facilitator for communications between PAWA and any body that PAWA may become affiliated with.

(Currently this is the International Ranger Federation and the Council of Australian Ranger Associations.)

Again as per the constitution 'should a vacancy occur on the Committee, the committee may elect a full member to act in that office for the remainder of that term'. In this case the remainder of the term will be until the 2011 AGM (likely to occur in the latter half of the year).

A broadcast message to all members, describing the responsibilities of the position and the duration of the term, could be used to identify potential members for election by the committee.

Action: Tegan to send broadcast email to all members asking for expressions of interest for position of Vice-chair.

9. World Ranger Day Blackheath: Tim Lanyon / Duncan Scott-Lawson

Allan Fox has been approached as a potential keynote speaker for the event. Allan is an environmental educator who worked for the Fauna Protection Panel and was then around during the early days of the NPWS and the establishment of our federal national parks, prepared the Allan Strom biography, participated in indigenous ranger training in Kakadu, received an Order of Australia Medal and was at the first IRF World Congress.

Allan would give a talk on perspectives of the Ranger vocation through time, and where it could / should head in the future. Given the climate around 31st July he would need an inside venue and would give a presentation with a multitude of images. He is currently based in Queanbeyan and is happy to travel to the Blue Mountains, but accommodation costs would need to be met by PAWA.

James Woodford, author of *The Wollemi Pine* and *The Secret Life of Wombats* and science and environment reporter for the Sydney Morning Herald, is another potential keynote speaker for the event.

Duncan has been liaising with the Greater Blue Mountains World Heritage unit about the potential for a joint event. PAWA's objectives for the event are to recognise World Ranger Day, raise awareness of PAWA, and raise funds for PAWA projects. GBMWH objectives for the event are to promote the 10th Anniversary of the GBMWH declaration, a parks based initiative with the full support of the NPWS.

A sit-down dinner at the Carrington Hotel has been investigated. Would require a minimum of 100 people, paying a minimum of \$55/hd, and isn't available for the Saturday night. Has therefore been ruled out.

Some other models for an event in the mountains have been discussed, including something revolving around afternoon outdoor entertainment. There are some great ideas, but necessary headway has not yet been made and there are concerns of insufficient lead time at this stage.

Another possibility is moving the event to Bobbin Head or another parks facility venue in northern Sydney. This could be a late afternoon event with wine and finger food and two

guest speakers, being Allan Fox and James Woodford. Catering could be provided for \$10-12/head and Tegan may be able to source a donation of wine for consumption by guests. PAWA would be happy to pay for accommodation for Allan Fox.

There was consensus for the event to move from Blackheath to northern Sydney, with a full event proposal to be prepared and submitted to the committee within two weeks.

Action: Tim to confirm with Allan his availability for an event in northern Sydney.

Action: Michele to contact James Woodford re availability as keynote speaker.

Action: Michele and Tim to provide a final proposal to the committee within two weeks.

Action: Duncan to notify Blackheath event stakeholders of the change of plans.

10. World Ranger Day Dubbo: David Brill

We are currently investigating options for holding a world ranger activity in Dubbo. Potential venue is the education centre at Taronga Western Plains Zoo as the conference facilities are currently under reconstruction. This area could seat approximately 50 people. If the event is held at this location the date would have to be 30th July due to other bookings. Proposal is to hold a dinner event with guest speaker.

Additional information will be provided to the Committee by email following further discussions with the zoo and possible guest speakers. Pledges of items for a raffle or auction have already been made by some businesses in Dubbo.

Duncan expressed thanks to the Brill's for getting on board and giving it a go.

Action: Brill's to provide a firm proposal for committee consideration within two weeks.

11. Equip the Amazon update: Tegan Burton

World Ranger Congress – previously reported on the sponsorship by PAWA of Juventino and Airton and the hand-over of equipment. Juventino and Tegan also gave a presentation on our partnership, and during the congress PAWA was noted as a new association that has really come together rapidly and is getting some runs on the board.

Delegation to Brazil – consisted of Steve Woodhall, Chris Pavich and Tegan Burton of PAWA, joined by Nick Eade of the UK. The delegation first headed to Cuiaba and the Pantanal where we were hosted by manager Jose Augusto for 5 days. The full group then stayed in Macapa for 5-7 days, during which time we: participated in the 1st week of indigenous ranger training, as observers and giving a presentation; met with and went on field visits with the Batalhão Ambiental; visited RPPN Revecom; and met with APITIKATXI.

Coming up next:

- Potential visit to Australia by a group from the Amapa Batalhão Ambiental for training or sharing of knowledge and experiences.
- Potential visit by Juventino of APITIKATXI, aiming for September (coincide with CARA meeting and/or World Parks Day). Objectives include exposure to NSW reserve management, indigenous co-management options (NSW & NT), and transport of equipment back to Brazil.
- Reporting against our partnership agreements.

- Sourcing further equipment (specific focus on radios) and arranging for transport.
- Sourcing funding eg through sponsorship (for equipment, training, an allowance for indigenous rangers on patrol).

12. Equip Tanzania update: David Brill

Agreement of Co-operation between PAMS Foundation & PAWA

- The draft agreement has been developed by David & Linley Brill with the assistance of Krissie Clark & Wayne Lotter from the PAMS Foundation and Tegan Burton & Steve Woodhall from PAWA.
- The Agreement has been reviewed by the PAMS Foundation who recommended some minor amendment and has endorsed the current version (version 3).
- The Agreement is now presented to the PAWA Committee for review and endorsement before signing by both parties.

First Shipment of donated equipment

- The first shipment of donated equipment from PAWA to the PAMS Foundation has occurred.
- Seven kits have been sent each containing a GPS; First Aid Kit; Waterproof torch; digital camera, memory card & camera case; AA battery charger; UK adapter; 16 AA rechargeable batteries; and a hard cover notepad & writing instruments.
- This provides a kit of basic equipment for each Ranger team in the 7 villages in the Mbarang'andu Wildlife Management Area.
- Some of the equipment was transported back to Tanzania by Wayne Lotter following the Healthy Parks Healthy People conference and the remainder was sent by seemail.
- A range of items have been donated by DECCW staff and other members of the public and Harvey Norman Computers, Dubbo provided very competitive discounts for the purchase of the chargers.
- Royal Area provided Weemalah Cottage free of charge for the inaugural "Equip Tanzania" meeting and overnight accommodation as well as putting on a BBQ tea on the banks of Hacking River to welcome Wayne.
- Thank you cards have been made and distributed to all equipment donors, Harvey Norman & Royal Area.

With regards to the tabled agreement, the committee will review the draft overnight and discuss endorsement in the morning. Initial queries include reference logo use and also whether the draft reflects lessons learnt from the existing Equip the Amazon project.

The committee expressed the sentiments 'great work', 'lots of work', 'stunning', 'exciting'.

13. Other PAWA events: Tegan Burton

World Parks Day – Saturday 18th September, 2010 is the third annual event, organised by Parks for Life as an opportunity to celebrate our parks and green spaces.

The date provides an opportunity for a media release highlighting PAWA and our projects, seeking sponsors etc. Committee consensus is that if there is an international visit occurring at the time then tag in to this date as an 'event'. But otherwise we won't chase a specific event this year.

Canoe Challenge – has been an annual event, occurring at Bobbin Head in 2008 and then Dunns Swamp in 2009. If it is to occur again in 2010, we need a venue and a lead organiser at that location, who would also be given committee / member support.

14. Additional committee positions: Duncan Scott-Lawson

There is an option of having additional non-voting committee members and perhaps this provides a good opportunity for the PAMS project coordinator to be included in the committee, facilitating easier PAMS project communications with the committee.

Action: David and Linley Brill to consider the offer of one person being added as a non-voting committee member and advise accordingly.

There is currently two non-voting committee members – Cathy Mardell and Jennifer Kingston – who were granted these roles at the 2008 AGM. It would be good to re-visit these roles, particularly with regards to responsibilities of the roles and terms.

Action: Duncan to contact Jennifer Kingston to ascertain her interest in continuing as a non-voting committee member

15. Western Rangers Conference: Steve Woodhall

Western Branch is preparing for a Rangers Conference in October 2010, currently proposed to be hosted by the Baradine Area, Northern Plains Region. Linley is approaching the organisers requesting a time allocation on the agenda for PAWA. There was a reminder that PAWA is for more than just Rangers, but that this is not a reason not to have a PAWA presence at rangers conferences and it can be a great forum for member recruitment.

Action: Linley to maintain liaison role with organisers of Western Rangers Conference.

16. CARA update: Tegan Burton

CARA currently being hosted by Northern Territory Parks & Wildlife Ranger Association (NTPWRA). Message received from Cameron Sharpe 11/4/10:

As some of you will be aware the NTPWRA is recently now a member of the International Ranger Federation and look forward to the president Deanne Adams visiting the Northern Territory in April.

Also as far as our invitation to the state and territory ranger associations' representatives to the Environmental Education Campground at Litchfield National Park we are looking at sometime between the 14th August and the 13th of September.

Please get back to me ASAP so we can start to make a plan.

PAWA should send a representative to the meeting. The Vice-chair is the nominated role, and in their absence the committee may send another representative. Steve Woodhall and Duncan Scott-Lawson identified they may also be able to attend.

Motion by MC that PAWA will contribute up to \$500 to travel costs for 1 representative from PAWA to attend the CARA meeting in the NT later in the year.

Seconded by MH, carried.

First preference is for the Vice-chair to attend – add this to the call for expressions of interest for new Vice-chair. Also ask for expressions of interest from all members to attend as a PAWA representative.

Action: Tegan to send out request for expressions of interest to attend CARA meeting.

Action: Tegan to reply to Cameron Sharpe re PAWA participation at meeting.

17. Media Strategy: Michele Cooper

Action: Michele to liaise direct with Stu Cohen to develop a PAWA media strategy.

18. Website updates:

Note that Dave Burns has made some recent updates to the PAWA website. This is an ongoing process. Please send any content updates or suggestions to Dave Burns.

19. Draft policies / protocols / guidelines: Duncan Scott-Lawson

Duncan has drafted and loaded the following on to committee google discussion group:

- Application for PAWA support for projects or activities
- Guidelines to assess proposed projects or activities
- Donation policy
- Sponsorship policy
- Nomination process
- Committee Skype meeting protocols

Could all committee members please review and make comment on these documents.

Action: All committee to comment on draft policy, protocol and guideline documents by 1st June.

20. TGLF Merchandise: Steve Woodhall

Thin Green Line Foundation has a range of merchandise and Steve has been investigation options for PAWA to sell on behalf of TGLF. In addition to the DVD, the primary merchandise items being considered are Power of One (or POO) packs (TGLF membership, tshirt, dvd, sticker, cloth bag for \$50) and the Ranger in Danger kids choose your own adventure series (\$12.95 ea).

TGLF has indicated a preference for PAWA to purchase the merchandise outright and then handle everything associated with sales internally. PAWA is not sufficiently financial to purchase stock outright and therefore would prefer to take items on consignment from TGLF.

Motion by SW that PAWA takes 10 of each of the 4 Ranger in Danger books and 20 POO packs on consignment from TGLF.

Seconded by MC, carried.

Action: Steve to contact TGLF and obtain goods for sale on consignment.

PAWA could also assist with TGLF merchandise sales by providing a link to the TGLF merchandise page on our own merchandise page. Given the support PAWA has shown and continues to show for TGLF, they may also be willing to include a link to the PAWA website on their own site.

Action: Dave Burns to add link to TGLF merchandise page on PAWA merchandise page.

Action: Steve to enquire with TGLF re having a link to PAWA on the TGLF website.

21. Keep Cups: Tegan Burton

PAWA has ordered 50 small and 50 medium PAWA-branded Keep Cups, which are due to arrive in early June. We obtained the cups at a special fundraising price of SM - \$9.26 and M - \$10.48. Un-branded cups retail direct from the Melbourne-based company for SM - \$12.00 and M - \$14.00 (plus postage). We need to set a re-sale price for the branded cups, keeping in mind it is a fundraising product.

Motion by SW that the small Keep Cups are sold on for \$15 ea and the medium are sold on for \$20 ea.

Seconded by MH, carried.

22. CARA update (part 2): Tegan Burton

Pete Cleary and Tim Schneider of the VRA and Tegan Burton of PAWA and the IRF met as representatives of CARA with David Clarke, CEO of Parks Forum during the Healthy Parks Healthy People Congress in Melbourne in order to discuss potential partnerships or joint projects. 3 key areas were identified for potential action.

- Parks Forum / CARA MoU – Tegan is reviewing a draft prepared several years ago and will provide feedback to David and CARA
- National ranger survey – Pete Cleary is coordinating, CARA to draft topics / questions, Parks Forum to help with appropriate design and implementation
- Inclusion of rangers as a specific option in skills exchange program – Tegan is liaising with the key Parks Forum contact for this project in New Zealand

The Parks Forum conference Common Ground(4th international biennial parks leadership conference) will be held in Sydney 24 – 26 August 2010. Registration cost for the three day conference (one day of which is field trips) is \$850, or \$450 for a day registration. Parks Forum offered a luke warm response to the potential for CARA / ranger involvement in this conference. A Young Leaders Forum will be held the day prior, for which Victor Harnadi is the chair. Tegan has contacted Victor to find out more about the Forum and ascertain whether there is potential for PAWA involvement in the event.

Meeting adjourned 17:10 1st May and recommenced 09:30 2nd May

23. World Parks Day trivia night:

Blue Mountains members are proposing to have a trivia night in recognition of World Parks Day in September. Kate Hammil will coordinate the event.

Action: Kate Hammil to coordinate World Parks Day Trivia Night.

24. Argentinean ranger visit: Tegan Burton

Olalla Martinez, ranger from Argentina, arrives in Sydney on 15th June and will be staying until 9th August. The purpose of her trip is to volunteer with NPWS and she is coming in response to an invitation by PAWA to act as host / logistical coordinator. Tegan has prepared a draft itinerary which will take Oli a little west and north.

PAWA has identified the following associated activities:

- Prepare a report, including full costings and details of the visit
- Video grab, to be uploaded to YouTube with a link from PAWA website – Steve and Tracey can do this, with assistance from Michele
- Radio exposure - Mel re 2SER and ABC Sydney, Michele re Simon Marney, Cathy Mardell has weekly radio exposure, David Brill re ABC Dubbo
- Provide Oli with a PAWA tshirt, Keep Cup, sticker at commencement of visit.

Action: Tegan to continue coordinating visit by Argentinean ranger Olalla Martinez and provide full report at conclusion.

Action: Steve to undertake preparation of video grab to be linked to PAWA website.

Action: Hosts to investigate opportunities for media exposure or other options taking advantage of visit by international ranger.

The PAWA website could develop a suite of video grabs related to our projects, with our Equip projects being the perfect opportunities for initial content.

Action: Tegan to liaise with Brazil re potential footage.

Action: Brills to liaise with PAMS re potential footage.

25. Sponsorship Prospectus: Tegan Burton

PAWA sponsorship prospectus is in development. Finalisation of the draft sponsorship policy will provide the backbone for the document. It would be advantageous to have a corporate looking product, particularly if our objective is to approach corporate bodies.

Examples from other organisations – Parks Forum glossy booklet for sponsorship of Common Ground conference; National Parks Foundation may have a similar approach.

Action: Michele to contact National Parks Foundation to obtain example sponsorship prospectus.

26. New committee member package: Duncan Scott-Lawson

Duncan has drafted position descriptions for each of the committee roles and also for project leaders/coordinators and regional reps. Once they are loaded onto the committee google discussion group, please have a look at make comment. Review the description relating to your own position as a priority, comments on others also welcome.

Action: Duncan to upload draft positions descriptions to committee discussion group.

Action: All committee to comment on draft position descriptions by 31st August.

27. General business

Recruitment and promotion

All members to continue promoting routinely, making use of events or triggers such as World Ranger Day and Olalla's visit.

Nominate a specific month for a highly focussed membership drive. A good trigger would be once we've obtained bonuses for members such as 10% discounts with specific businesses.

Utilise PWG All Rangers email list – post message on lead up to World Ranger Day, functioning to promote WRD activities, but also give a short summary of PAWA projects and identify 'what PAWA can do for you.'

Action: Tegan to send message to PWG All Rangers email list on lead up to World Ranger Day.

Utilise PAWA Press #9 to highlight PAWA achievements, particularly the facts and figures behind our Equip projects.

Action: Michele to include Equip achievements facts & figures in PAWA Press #9.

World Ranger Day with TGLF

PAWA has been invited to participate in a TGLF event at Taronga on 31st July, however exact details of the event and the nature of the invitation to PAWA are yet to be identified.

Action: Duncan to clarify details of WRD event at Taronga with TGLF and report back to committee for decision.

PAWA banner

Establishing a PAWA presence at events or venues would be greatly facilitated by having a large banner with PAWA logo and catchy slogan.

Motion by David Brill that Michele may spend up to \$350 on purchasing a banner for use at PAWA events.

Seconded by SW, carried.

Action: Michele to design and purchase PAWA banner for use at PAWA events.

Action: Michele to draft some slogan options and provide to committee for comment.

Gifts from TGLF

PAWA has received 2 sets of TGL DVD/stickers/cloth bag from TGLF as thanks for our fundraising efforts in 2009.

Motion by SW that 1 set be contributed to each of the two WRD raffles (Dubbo and Sydney).

Seconded by TB, carried.

PAMS / PAWA agreement

After review, the committee would like to see just a couple of minor amendments – include reference to the use of logos under copyrights; add 'project' in reference to full financial report.

Motion by DBrill that PAWA accepts the agreement as presented, with two amendments as noted above.

Seconded by SW, carried.

Additional issues raised by Equip Tanzania

Reporting to the committee on projects should occur for each PAWA meeting, and when expenditure is required or if there is a substantial challenge or achievement.

Michele will develop a standard PAWA template for powerpoint presentations which anyone giving a PAWA presentation may use (but is not required to use).

Michele will develop a standard 'Equip' font or text graphic.

Certificates of appreciation are a useful tool to recognise donations or sponsorship. Michele will draft a standard template. Tegan will include certificate in sponsorship prospectus.

The Warrumbungles has an annual concert and the organisers have expressed willingness to have a PAWA display or stall at the event this year – banner, posters, brochures, merchandise, members to be present. The Brill's will liaise with the organisers and coordinate a PAWA presence at the concert.

It's important to record ALL donations and contributions to projects, eg including personal contributions, spontaneous donations to raffles etc. Steve is developing a database for tracking donations movements, value etc. This will assist with recording all donations and provide a consistent approach across all PAWA projects.

There are clearly communication advantages to having project coordinators on the committee. An offer has been made to the Equip Tanzania coordinators to nominate one person as a non-voting committee member. The question was raised as to whether one of the coordinators could also be a voting committee member. It was identified that voting committee members need to be voted in by the membership. And opportunity for this to occur will arise at the next AGM (late 2010).

Action: Michele to develop standard PAWA template for powerpoint presentations.

Action: Michele to develop standard 'Equip' text graphic.

Action: Michele to develop standard Certificate of Appreciation template.

Action: Tegan to include Certificate of Appreciation in sponsorship prospectus.

Action: Brills to liaise with organisers of Warrumbungles concert and coordinate PAWA presence at event.

Action: Steve to provide a template for donations data consistent with database.

28. Actions arising from this meeting

#	Action	Who	Status	Comments
08-1	Apply to ATO for tax exemption and tax deductibility status.	SW DB	Ongoing	
08-9	Draft recruitment poster.	MC	Ongoing	
08-10	Investigate how other state associations address insurance issue. Obtain additional quotes.	SW	Ongoing	
08-22	Appoint accountant to review books and submit to Dept Fair Trading.	SW	Ongoing	
08-28	Develop a 'sponsorship package' to be used for corporate support.	DSL TB	Ongoing	
09-4	Pursue opportunities for links between PAWA and IAA	TL	Ongoing	
09-10	Provide information about potential funding sources or sources of HF radios	TB	Ongoing	
09-21	Liaise with Parks Forum re opportunities for links with PAWA	MC	Ongoing	
09-26	Monitoring situation with DECC radio upgrade program and undertake liaison role.	SW	Ongoing	
09-27	Monitor progress of uniform replacement program and send out call for donations of old styles closer to time of change-over.	All	Ongoing	
10-03	Prepare material for presentation to PWG Directors Group	SW MC	Ongoing	
10-13	Committee google group – tidy up members & settings, develop protocols for effective use	DB TB	Ongoing	
10-14	Contact PWG Directors Group meeting co-ordinator re PAWA on May agenda	SW	Ongoing	
10-15	Contact Alan Henderson re representing PAWA to PWG Directors Group	SW	Ongoing	
10-17	Formalise protocol for media releases and make available to all members	MC	Ongoing	
10-18	OnDecc newsletter re Bolivia – contact Kathleen Hellmann re providing content for a story, source suitable pictures, contact editors	MC SW	Ongoing	
10-20	Prepare draft Sponsorship Prospectus	TB	Ongoing	
10-22	Prepare guidelines for a PAWA photo competition	MC	Ongoing	
10-24	Prepare material for PAWA Press & distribution through Aboriginal Network re ideas or leads for engaging with indigenous communities	MC	Ongoing	
10-25	Identify potential leads in East Timor via Terry Korn (as ex-NPWS directors group link) and some local Bathurst people	SW LB	Ongoing	

10-26	Approach EPA in Bathurst re potential involvement in visit by Batalhão Ambiental	SW	Ongoing	
10-27	Work with the relevant parties in Brazil re details of visit by Batalhão Ambiental. Prepare briefing note/s for the Deputy Director-General PWG to request support	TB	Ongoing	
10-28	Continue investigating Google Calendar as a communication tool	SW	Ongoing	
	maintain liaison role with radio upgrade committee	SW		
	Include request for departmental endorsement in presentation to PWG Directors Group	SW		
	Send broadcast email to all members asking for expressions of interest for position of Vice-chair	TB		
	Confirm with Allan Fox his availability for an event in northern Sydney	TL		
	Contact James Woodford re availability as keynote speaker	MC		
	Provide a final proposal to the committee within two weeks	MC TL		
	Notify Blackheath event stakeholders of the change of plans	DSL		
	Provide a firm proposal for committee consideration within two weeks	DBri		
	Consider the offer of one person being added as a non-voting committee member and advise accordingly	DBri		
	Contact Jennifer Kingston to ascertain her interest in continuing as a non-voting committee member	DSL		
	Maintain liaison role with organisers of Western Rangers Conference	LB		
	Send out request for expressions of interest to attend CARA meeting	TB		
	Reply to Cameron Sharpe re PAWA participation at meeting	TB		
	Liaise direct with Stu Cohen to develop a PAWA media strategy	MC		
	Comment on draft policy, protocol and guideline documents by 1 st June	All		
	Contact TGLF and obtain goods for sale on consignment	SW		
	Add link to TGLF merchandise page on PAWA merchandise page	DBur		
	Enquire with TGLF re having a link to PAWA on the TGLF website	SW		
	Coordinate World Parks Day Trivia Night	KH		
	Continue coordinating visit by Argentinean ranger Olalla Martinez and provide full report at	TB		

	conclusion.			
	Undertake preparation of video grab to be linked to PAWA website	SW		
	Investigate opportunities for media exposure or other options taking advantage of visit by international ranger	Hosts		
	Liaise with Brazil re potential footage	TB		
	Liaise with PAMS re potential footage	DB		
	Contact National Parks Foundation to obtain example sponsorship prospectus	MC		
	Upload draft positions descriptions to committee discussion group	DSL		
	Comment on draft position descriptions by 31 st August	All		
	Send message to PWG All Rangers email list on lead up to World Ranger Day	TB		
	Include Equip achievements facts & figures in PAWA Press #9	MC		
	Clarify details of WRD event at Taronga with TGLF and report back to committee for decision	DSL		
	Design and purchase PAWA banner for use at PAWA events	MC		
	Draft some slogan options and provide to committee for comment	MC		
	Develop standard PAWA template for powerpoint presentations	MC		
	Develop standard 'Equip' text graphic	MC		
	Develop standard Certificate of Appreciation template	MC		
	Include Certificate of Appreciation in sponsorship prospectus	TB		
	Liaise with organisers of Warrumbungles concert and coordinate PAWA presence at event	DBri		
	Provide a template for donations data consistent with database	SW		

29. Next meeting – Annual General Meeting:

Motion by SW that PAWA holds the 2010 AGM in conjunction with the Western Rangers Conference, proposed for Baradine, October 2010.
Seconded by MH, carried.

Action: Linley to include request for venue to hold 2hr meeting (AGM) at conclusion of conference when approaching conference organisers.

Meeting closed 10:55.

Tegan Burton
Secretary PAWA
1st June 2010