

**Steering Committee Meeting Minutes**

2:30pm Wednesday 9<sup>th</sup> of June, 2010, Uralla Shire

**Present:** Jackie Bowe (SNEL Ltd), Dave Carr, Brenda Shepherd, Nic Cobcroft, Sonia Williams (SNEL Ltd), Kate Boyd (Community Rep), David Steller (Armidale Dumaresq Council), Tom O'Connor (Uralla Shire Council), Gerry Moran (Walcha Shire Council)

Ellen Nyberg (SNEL Ltd).

Meeting commenced at 2:35pm

**Welcome and Farewells:**

T O'Connor welcomed Nic Cobcroft, Brenda Shepherd, Dave Carr & Ellen Nyberg as the new HiCUB team to the SC mtg

**Item 1 Apologies:**

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Robyn Bartel (UNE), Julian Prior (UNE), Adam Blakester

**Item 2 Confirmation of minutes of previous meeting:**

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**2.1 Confirmation of previous minutes**

**Motion:** That the Minutes of the Steering Committee Meeting held on 20<sup>th</sup> May 2010 be confirmed as a true and correct record.

**Moved:** David Stellar

**Seconded:** Bob Furze

**Item 3 Declaration of interests**

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None

**Item 5 Project Director's Report**

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**5.1 Administration**

**Financial Report**

SC members were forwarded the relevant financial papers with the agenda by email prior to the meeting.

S Williams has completed a quarterly breakdown of wages. Announced it all fits within budget.

S Williams ran the SC through the financial papers. She announced a change in format to fit HiCUB reporting requirements, making it easier for reporting and following through.

Included the ledgers for Year One of the project (July 2009 to 31 January 2010), 2008-2009 financial year and the ledger for the project from February 2010 to 31 May 2010, and also the spreadsheets detailing USP BP – Financial recording, USP Charge Out Sheet for the four weeks prior to 31 May 2010 and the USP Wage allocations as of June 2010.

Y1 is finalised according to the Trust reporting requirements. There are two ledgers that refer to Y1 (financial year 08/09 and Y1 July 09/Jan 2010).

**Action:** S Williams will produce a ledger for the year to date in each meeting, and will also produce a profit and loss from each ledger in line with breakdowns from the Trust.

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The pages of the USP BP financial spreadsheet display the breakdown of the spending per local government area. S Williams announced that regional spending will be broken down quarterly between the local government areas.

**Motion:** To include detail showing total percentage of spending of actual budget per year in the USP BP financial summary

**Moved:** T O'Connor                      **Seconded:** S Williams

**Action:** S Williams show the percentage of spending on summary of actuals and update for the monthly SC Mtg.

**Vehicle Lease**

S Williams continuing. Ask SC, based on EOI/tender requirements, whether or not need a quote or tender. S Williams to distribute tender covering all agents "QUOTATIONS"... D Stellar informed council vehicle no longer available, but still useful for finding out other companies. T OConnor wanted included that will be distributing tender for quotations.

**Motion:** To move ahead to M&E and return to Reporting and Activities.

**Moved:** J Bowe                              **Seconded:** T O'Connor

**Reporting**

J Bowe discussed the Milestone One report that was submitted to the Trust 8<sup>th</sup> June and gave an overview of the attachments submitted. All information the Trust received was forwarded to SC.

**Motion:** Label Draft Stakeholder Report 'Interim'

**Moved:** T O'Connor                      **Seconded:** K Boyd

SC to suggest improvements future Milestone reporting and running of the project

**Motion:** Provide a copy of the MS1 report to the Advisory Committee

**Moved:** K Boyd                              **Seconded:** D Stellar

J Bowe informed the SC that the second Milestone report is also overdue, at the end of May. J Bowe has spoken to the Trust and they require it by mid June to make a payment before June 30. The reporting is in progress on activities which are continuing into June. She will complete the report before she leaves. The next report is a full progress report due in December.

T O'Connor informed SC that there is a piece on what is happening with the HiCUB project going into the next Council focus magazine

**Action:** T O'Connor to distribute copies of the news piece to the SC

D Stellar raised concerns about the clarity of working group funding, particularly that the funding which is from sources other than Trust is spelt out clearly within the report. J Bowe

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confirmed that full progress and final reporting will inform of external contribution. No financial information was required for the milestone reporting.

**Action:** D Carr: For external sources of funding contributions to be kept track of

Meetings of Advisory committee working groups will happen in Armidale, Guyra and Walcha within the next few weeks

N Cobcroft and D Carr will discuss with Walcha the potential of having a bigger event which the whole Advisory Committee and the general public will be invited to. There is potential for the Australian River Restoration Centre to be involved in this meeting. K Boyd would like to be involved as much as possible.

Priorities to get activity happening in Walcha and Guyra, develop communication between Advisory Committee, SC, working groups and HiCUB team

**Action:** Upload Milestone1 Report to the SNEELCC website

## **5.2 Activities**

J Bowe announced that the new staff are all onboard and there are lots of things happening:

- Communications – working with NESS (developing web tools and the branding workshop) involving whole HiCUB team. This is a key part of project.
- Consultation – B Shepherd and D Carr met with the Galbaan Aboriginal group, B Shepherd met with Lions (Uralla) who want to be involved in HiCUB
- Working groups – being planned (further meetings)
- Advisory groups – next meeting would be a working group of the Armidale members of the AC. Work to be done on improving communication
- SLEX – planning started. Working with SLEX committee (Brenda). Will be a focus on education.
- Frog dreaming – which has attracted external funding \$10,000 from BR-G CMA and others. To be run in Uralla (Alma park) with a focus on Urban Sustainability with the assistance of Sara Schmude.

D Stellar left the meeting at 3:40pm

T O'Connor wants to show contributions stream coming in for next report to show that activity happening in working groups is a result of HiCUB stimulus and partnership.

## **5.3 M&E**

### **Selective tender process**

D Stellar informed SC that Tender was entered to Sydney paper on Tuesday, and will appear in the local paper on Friday. It is also available on the Tenderlink website. J Bowe announced that the next step will be to inform the Selection Panel of what EOI are entered.

J Bowe announced a selection panel for the tender had been established. It is made up of D Stellar, D Carr, K Boyd and B Furze. G Moran offered to act as reserve.

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**Motion:** To approve selection panel

**Moved:** T O'Connor

**Seconded:** G Moran

T OConnor suggested that G Moran be included in any discussions or correspondence of EOI selection.

**Item 6 Matters Arising from minutes of Previous Meeting**

**6.1 Draft letter to the Trust**

J Bowe spoke to Bernie Robinson at the Trust and was informed that the response from the Trust is on its way.

**Action:** J Bowe / D Carr to follow-up response from the Trust

**6.2 Running balance for each town area**

See finances

**6.3 Milestone report submitted**

See reporting

**6.4 Project schedule table updated**

To be finalised tomorrow

**6.5 Calls for EOI for M&E**

See M&E

**Item 8 Correspondence**

**8.1 Outgoing**

- a) To the Trust: Milestone 1 & attachments & invoice

**Item 9 General Business**

B Shepherd is busy creating community links, and will update the local government area communities of activities in their area through local papers, council newsletter, etc.

**Motion:** Thank J Bowe for her contribution to the project

**Moved:** K Boyd

**Seconded:** G Moran and B Furze

**Item 10 Time and date for next meeting**

A meeting of the Steering Committee will be held on Wednesday the 14<sup>th</sup> of July, 2010 at the Uralla Shire Council Chambers in Uralla commencing at 2.30pm.

**Action:** Agenda items and apologies to [ellen@snelcc.org.au](mailto:ellen@snelcc.org.au) prior to the 2nd July.

Meeting concluded at 3:55pm