

# Meeting Actions

<b>Date &amp; Time:</b>	Thursday 17 August 2017
<b>Location:</b>	Margaret & Warwick Tafe's home, 71 Linksvie Rd Winmalee
<b>Chairperson:</b>	Paul Vale
<b>Meeting Purpose:</b>	Conference 2017 debrief in lieu of routine quarterly meeting
<b>Present:</b>	Paul Vale (BCN convener; Steve Barratt (Cross St & Long Angle); Warwick & Marg Tafe (Winmalee); Susan Jalaluddin (Coates Pk , Cumberland Walkway & Vale St); Deb Atkins (Coxs Reserve);
<b>Apologies:</b>	Barbara Harley; Elizabeth Mitchell; Mike Purtell (Deanei & Else Mitchell); Margaret Baker 9Bush Backyards, Friends of BM Bushland).
<b>TRIM reference:</b>	F07652

## Items for Action

	Item	Action	who	Due	Comments
1	Financial report	Pay BMCC invoice	Margaret T	ASAP	Balance of accounts @ 16/8/2017 = \$1608.91; Invoice received from BMCC for \$600 to cover %50 of conference catering
2	Citizen Science in Action forum	forward information to Susan	Monica	ASAP	Paul suggested members might be interested to attend. Monica can provide transport if needed
3	Future conference ideas	Start thinking of ideas	all		Susan noted how much members had learned and the benefit of building on the new skillset by holding a future event
4	Plan Knapsack Field trip	Discuss with Nathan Check no clash of dates with Historical Society	Monica Warwick & Marg	ASAP	Late Summer 2018 proposed for the history (natural and built) event, to be presented by Warwick Tafe and Nathan Summers
5	Conference evaluation	Design & distribute via survey monkey	Deb		

6	Conference 2017 debrief What worked	Plan another conference!			<ul style="list-style-type: none"> <li>• Variety of presentation styles (eg difference between Margaret Baker &amp; Jenny Hill)</li> <li>• Venue – comfortable spaces, pleasant, equipment</li> <li>• Hollows for Homes presentation</li> <li>• Selection of topics</li> <li>• Bioblitz field events</li> <li>• Plants group was excellent – achieved all aims, explained methodology, good data collected.</li> <li>• Generally all aims were achieved – participants left better informed about different ways of and reasons for monitoring</li> <li>• Skills development – committee members have developed events management skills and feel empowered and encouraged to host future events</li> </ul>
7	Conference 2017 debrief What didn't work	<ul style="list-style-type: none"> <li>• Develop signage and arrange “ushers”</li> <li>• Write to BMCC with constructive criticism</li> <li>• Promote differently? Collect waterbug sample prior to event for interactive display?</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>• To be decided</li> </ul>	TBC	<ul style="list-style-type: none"> <li>• Signage at The Hub; room directions</li> <li>•</li> <li>• The Hub staff communications / relationship with volunteers</li> <li>• Numbers at Streamwatch</li> </ul> <p>Timing / layout / field trip plans not clear</p>

**Next Meeting**

<b>Date &amp; Time:</b>	Wednesday 1 <sup>st</sup> November 2017
<b>Location:</b>	MCRN meeting room, Lawson Library building San Jose Ave Lawson.
<b>Chairperson:</b>	TBC