

ATTENDANCE

Directors:

Mike Berwick
Peter Rowles
Troy Wyles-Whelan
Bill Shannon
Ken Atkinson
John Pollock
Elsie Go-Sam
Peter Valentine
Dave Hudson
Joann Schmider
Paul Gregory
Ryan Donnelly (Saturday morning only)

Apologies:

John Reghenzani
Keith Noble for Saturday morning

Staff:

Allan Dale, Chief Executive Officer
Carole Sweatman, Business Manager
Colleen McIntosh, Program Support Officer
Steve McDermott – Team Leader Coastal Support
Bruce Corcoran – Catchment Coordinator Mulgrave
Lisa O'Mara – Mulgrave Catchment Support

Other Attendees –

Sheriden Morris – RRRRC, Bruce Gardiner – CRC,
Michael Miller – Regional Liaison Officer – Australian Government

Friday 27th November 2009	
OPEN SESSION	ACTIONS
1 – Traditional Owner Welcome to Country	
Jeanette Singleton representative of the Yirrganydji Traditional Owners gave the Traditional Owner Welcome to Country and wished Terrain well with their meetings.	
OPEN SESSION	
2 – Presentation given by Sheriden Morris from RRRRC, on their project work and interesting research findings.	
<i>Allan Dale departed the meeting at 9.50 am</i>	
3 – Presentation given by Bruce Gardiner from Cairns Regional Council – Water & Waste	Terrain to clarify it's role in connection with the Cairns Regional Council and issues such as Mulgrave Aquifer
BUSINESS ITEMS	
4 – Declaration of Conflict of Interest	
Nil	

<p>5 – Confirmation of Directors’ Meeting Minutes, 27 & 28 August 2009</p>	
<p>Motion: That the minutes of the Directors’ meeting held 27th & 28th August 2009 be confirmed as a true and correct record subject to any changes as recommended by the Directors.</p> <p>With adjustments</p> <p>Moved: John Pollock Seconded: Peter Valentine</p> <p>Carried Unanimously</p>	<p>Colleen to adjust one spelling error in correspondence and two words in financial report</p> <p>Departure and Arrival times for Board meeting attendees be embedded in the minutes</p>
<p>BUSINESS ITEMS</p>	
<p>6 – Business Arising from Item 5</p>	
<p>none</p>	
<p>7 – Board Meeting Actions List</p>	
<p>Add Amended Vehicle Policy to be approved.</p> <p>It was noted that the action related to the Indigenous Support Person was not a decision for Allan, Troy, Joann and Lyle and that the Board needed to make a decision regarding the position.</p>	<p>Discussion on the future of the Indigenous Support Person role to be held over to Saturday’s agenda.</p>
<p>8 – Correspondence</p>	
<p>Motion: That the Board note incoming and outgoing correspondence as presented</p>	
<p>9 – Out of Session papers</p>	
<p>Motion: That Out of Session paper No 42 & 43 be noted</p> <p>Ken suggested Ray Byrnes advise the AGM of the upcoming special meeting to elect a new SISIP representative for the vacant Industry position.</p>	<p>Selection Criteria be included in SISIP TOR for the Director Indigenous Women’s Business</p> <p>SISIP TOR needs additional section on the nomination/selection process for new SISIP members to ensure that members meet minimum selection criteria</p>
<p>10. Presentation by Steve McDermott on our support to Mandingalbay Jidinji over the last few years.</p>	

CLOSED SESSION	
11. Adopt Financial Reports - Closed Session	
<p>Motion: That the Board adopt the Financial Reports as presented Audit committee valuable and was hoped that Bill Shannon to remain. Peter Valentine asked if financial reports could show expenditure against programs/assets. Carole advised this would be done next year. John Pollock requested discussion on Degree Celsius. Discussion to be held at Saturday's meeting when Allan Dale present.</p> <p>Moved: Seconded: Carried Unanimously</p>	Presentation of Pig Management Program and funding model at next Board meeting.
The meeting was declared closed at 1.45pm and pre AGM Meeting was held prior to the commencement of the AGM at 3pm.	

SATURDAY 28TH NOVEMBER 2009	
The Chair declared the meeting open 8.35am	
Mike Welcomed new Board Member Ryan Donnelly. Noted apology from Keith Noble who could not attend.	
<p>12. Chairs Report – Mike gave update at the AGM and put forward that the position of Indigenous Support should be resolved. Discussion re position of – Indigenous Support position The Indigenous Support position was created to support the single Indigenous Board member. With the creation of a second Indigenous Board position, the Board reviewed the role of this position. The Board discussed the importance of links between Terrain and the region's elders. It was considered important to maintain links to local elders in the location where Board meetings are being held.</p> <p>Recommendation: The Board concluded the current Indigenous Support Position should cease. The Board agrees Indigenous elder presence is valuable, and considers it to be important that there is local Indigenous Elder presence at meetings in an advisory support role, Terrain covers the cost with the appropriate fee for a local Elder to attend.</p> <p>Moved: Peter Valentine Seconded: Paul Gregory Carried Unanimously</p>	

<p>13. CEO's Report</p> <p>Allan gave update including –</p> <p>Policy and Funding Futures:</p> <ul style="list-style-type: none"> • Degree Celsius Audit and policy development • Feedback from Caring for Our Country • RIS and RR contracts all in order • Secured additional Reef Rescue Investment • Towards an NRM Policy Framework • Update on RRRC Board and Rebid Process • WTMA and Sustainable Region's discussions <p>Regional Delivery:</p> <ul style="list-style-type: none"> • Employment market opportunities • Indigenous governance for Protected Areas • Reef Rescue Audit successfully completed • RIS and other delivery contracts generally on track • Way forward on River Trust reform and proposal <p>Organisation Governance:</p> <ul style="list-style-type: none"> • Update on 360 Degree Review • Update on corporate and business planning cycle • Stage 2 budget reforms in place • Feedback on new communications and web arrangements • Succession strategies and programs Manager • Commencing normal org review cycles <p>General Budget Decisions:</p> <ul style="list-style-type: none"> • Overall budget on track and likely to be able to return to reserves by end of the year • Awareness of Degree Celsius funding approach • Need to continue to strive to secure investment at the Area Team level, Indigenous and Saving our Species proposal 	
CLOSED SESSION	
<p>14 – Degree Celsius</p> <p>Allan gave an overview of the potential funding sources to cover the expenses for delivering the Degrees Celsius project.</p> <p>The Board agreed that Terrain should continue to invest in the establishment of the Degrees Celsius product with the view that this was a critical business opportunity for Terrain and FNQ community.</p> <p>Recommendation</p> <p>The Board request Allan to submit a Business Plan on Degree Celsius including financial milestones and identification of critical decision points by February or earlier if required.</p> <p>Moved: Ken Atkinson Seconded: Paul Gregory</p> <p>Carried unanimously</p>	<p>Revised Degree Celsius Business Case to be presented at next Board Meeting</p>

16 – 360 Degree Action Plan -Outcomes from Allan and Mike in response to their 360 degree review	
Observation and Development Opportunity from 360 degree Review	Mike's Action Plans
<ul style="list-style-type: none"> • Mike needs to more directly monitor the operational health/risk profile of the organisation and assure the Board via regular reporting. • Mike needs to more effectively monitoring the development and implementation of the Regional NRM Plan. • CEO and Chair consider community-level engagement not strength. • Mike needs to be aware of the risk of broader discussion with media on strategy issues, but at same time is considered very media friendly. 	<ul style="list-style-type: none"> • Reporting back to Board regularly on organisation health/risk (Budget, Staff, Delivery and Directional Strategy). Simple table report would be presented each Board meeting (rating, issues, actions). • Mike to encourage all portfolio directors to report briefly each board meeting on progress of NRM Plan development and implementation, making sure there is an active leadership between Directors and their relevant Program/ Area Team Leaders. Important to communicate this through the intranet. • More regular feedback and communications with Directors • Encouraging directors to explicitly embrace their portfolio responsibility, including wide engagement in area and asset. Mike to continue to focus on higher level political engagement, but remaining capable to relating to the general public. • Clearer media protocols to be negotiated on big strategic campaigns (eg Degree Celsius). • Clearer structure for performance management of the CEO (based on 360 Review) and resulting in Performance Plan. • Need to build in opportunities for an open “environmental scan” within board meetings to shoot the breeze on big issues.
Observation and Development Opportunity from 360 degree Review for Allan Dale	Allan's Action Plans
<ul style="list-style-type: none"> • Better consideration of delegation processes to avoid duplicating effort. • Consistency of information sharing can't always keep up with the actual rate of information flows. • Allan's works at speed on complex issues and has the potential to leave other behind; a situation exacerbated by Terrain's national and state profile. 	<ul style="list-style-type: none"> • More explicit protocols in relation to hierarchical communication and subsequent delegation of job. • Continue to strive for stronger (download) communication mechanisms across partners, staff and members. • Strategy in place to secure a politically savvy, influential Programs Manager. • A succession strategy that retains the organisation's national edge, resulting in a set of principles to be agreed by the Board. • A strong personal and business mentoring strategy with each Manager and Team Leader. • Ensuring regular and effective Manager's meetings and communications around diary changes as required.

<p>During a general discussion around the Board's role it was agreed that each Director give a short update at each Board Meeting on their roles and activities between meetings.</p> <p>ACTION: Colleen and Carole to allow time in Board Agendas.</p> <p>Succession Plan</p> <p>There was also some discussion on appropriate mechanisms and timing for CEO succession planning.</p> <p>John Pollock left the meeting at 10.45am.</p> <p>Bill Shannon left the meeting at 11.00am.</p> <p>Paul Gregory left the meeting at 11.00am.</p>	
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<p>17 – Employment Market Opportunities</p> <p>Dave Hudson gave a report on the Australian government’s Jobs Fund program and the proposal by Terrain and Conservation Volunteers to be submitted by mid December.</p>											
<p>Next Meeting Date/ Other Business</p> <p>Proposed Board Meeting dates for 2010 –</p> <table border="1" data-bbox="151 571 1099 913"> <thead> <tr> <th data-bbox="151 571 852 683">Proposed 2010 Board Dates</th> <th data-bbox="852 571 1099 683">Proposed location</th> </tr> </thead> <tbody> <tr> <td data-bbox="151 683 852 728">Friday 26 February, Saturday 27 February</td> <td data-bbox="852 683 1099 728">Innisfail</td> </tr> <tr> <td data-bbox="151 728 852 772">Friday 28 May, Sat 29 May</td> <td data-bbox="852 728 1099 772">Mossman</td> </tr> <tr> <td data-bbox="151 772 852 817">Friday 20 August, Sat 21 August</td> <td data-bbox="852 772 1099 817">Cardwell</td> </tr> <tr> <td data-bbox="151 817 852 913">Friday 26 November, Saturday 27 November (combine with AGM)</td> <td data-bbox="852 817 1099 913">Cairns</td> </tr> </tbody> </table> <p>Possible Board agenda items for 2010:</p> <ul style="list-style-type: none"> • Riparian and wetland repair • Urban stormwater • NRM Plan • Directors Quick reports on portfolio responsibilities • Reef Regulations • Pig Management Program • Indigenous Support – what we do and what/who are the priorities 	Proposed 2010 Board Dates	Proposed location	Friday 26 February, Saturday 27 February	Innisfail	Friday 28 May, Sat 29 May	Mossman	Friday 20 August, Sat 21 August	Cardwell	Friday 26 November, Saturday 27 November (combine with AGM)	Cairns	<p>Colleen to send out proposed meeting dates for Board comment</p>
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<p>Agenda Items not covered</p> <p>Due to time constraints the sessions on the Board Action Plan arising from the 360 Degree Review and the 2010 – 2013 Business Plan has been held over for the next Board Meeting</p>											
<p>The Chair declared the Meeting closed at 12.15pm</p>											
<p>Written Update by John Reghenzani – Sustainable Industries Unit and Hinchinbrook Area and Overview of Public Feedback to the Consultation Draft of the Mission Beach Habitat Network Action Plan were included in the Board papers.</p>											

These Minutes confirmed as a true and correct record at the Directors’ Meeting held

Signed _____
Mr Mike Berwick, Chair Terrain NRM