

MINUTES

Executive meeting, teleconference.

Thursday 3rd March 2011
9:30am WA SDT



1. Present.

Trevor James (TJ) – President
Michael Widderick (MW) – Vice president
Kerry Harrington (KH) – Minute Secretary/NZ
Alex Douglas (AD) – Treasurer
Sandy Lloyd (SL) – Past President (arrived late)
Catherine Borger (CB) - WA
Warwick Felton (WF) - NSW
Jonah Gouldthorpe (JG) - Tas
Michael Hansford (MH) –Vic
Anna-Marie Penna (AMP) - WA
Ian Popay (IP) - NZ
Shauna Potter (SA) – SA proxy
Jim Swain (JS) – NSW proxy
Steve Walker (SW) - Qld

2. Apologies.

Marty Bower (MB) - Tas
Dorean Erhart (DE) – Qld
Ian Faithful (IF) – Vic
David Hughes (DH) - SA
Rachel Melland (RM) – SA
Rex Stanton (RS) – NSW

3. Additions/Alterations to the agenda.

Correspondence to be covered as Item 5a

4. Conflict of interest declarations.

TJ was keen to start asking for declaration of conflicts of interest at meetings, though he admitted that as there were few agenda items involving financial assistance, it was not as relevant within this meeting. No conflicts of interest were declared.

5. Adoption of the minutes from 9 December 2010.

The wording of Motion #12/10 05 was deemed to be unclear so it shall be reworded to read: “That Sandy Lloyd be accepted back to the committee as an observer **with** speaking **but** not voting rights.” JS queried as to whether this contravened the constitution to have an observer with speaking rights, but

TJ pointed out that Section 19 of the CAWS Constitution allows the Council to compile by-laws or standing orders as may be desirable for the operations of the Council.

Motion # 3/11 01. TJ moved from the chair that the minutes be accepted.
Unanimously accepted.

5a. Correspondence.

CAWS Travel Award reports were received from Asad Shabbir, Catherine Borger and Joshua Noble, and were circulated prior to the meeting.

KH raised the concern voiced by Joshua Noble that he was unsure he was qualified enough to understand all of the talks at the Australasian Weeds Conference and that perhaps his funding would have been better spent sending a great number of weeds workers to a less expensive local conference. After discussion, it was decided by the committee that it was still good use of CAWS money to have sent him as he has been passing on knowledge he learned from the conference to fellow workers, so his lack of understanding of all facets of the conference was not a concern. However, the background of future workers being considered for the award could be kept in mind when future.

CB raised the issue that there is no requirement mentioned on the application form for the awards that they report back to the CAWS Executive.

Action. It was agreed the wording of the application form and regulations for the travel awards be modified to make this clear.

KH suggested the reports should be put on the CAWS web-site. It was felt by the committee that the authors should agree to this first. CB gave her agreement to the meeting. SW suggested once they are on the web-site that local societies could use the material in their newsletters.

Action. TJ will check with the other two authors and get the reports put on the web-site.

A letter has also been received from the NSW society expressing disappointment at the lack of progress being made in reviewing the constitution of CAWS. TJ apologised for this but problems caused by illness, Xmas holidays, change in presidency and natural disasters have resulted in slower progress than was desirable.

6. President's Report.

This was pre-circulated and taken as read. A copy will be put on the CAWS web-site.

Motion # 3/11 02. TJ moved from the chair that the report be adopted.
Unanimously accepted.

7. Treasurer's Report.

This was pre-circulated. Payment has been made for the Eureka teleconference costs, which were only 10% of what used to be paid for Telstra. AD is about to separate out the Eureka account for CAWS from her work one, and will organise it so TJ can start the meeting in future should she be delayed as occurred for this meeting. JS asked whether finances should be compared against budgeted amounts for each quarter, but AD said there is no budget used. TJ asked what the financial year is for CAWS and whether books are audited. AD replied that the year is from July to June and that books are audited, so any annual profit is reported then. JS also suggested that surplus funds should be invested in term deposit accounts to earn greater interest rates than is currently occurring. There was some discussion over this, with general agreement that this was a good idea.

Motion # 3/11 03. JS moved that the treasurer look at investing \$60,000, probably in three separate accounts with varying maturity dates that give the best return but other options can be explored, and the best options should be circulated to the committee by e-mail for comment. Seconded by WF, unanimously accepted.

Motion # 3/11 04. AD moved that her report be adopted. Seconded by MW. Unanimously accepted.

8. Business arising from previous minutes.

8.1 Invoices to societies for membership

Invoices for membership were sent out to societies on 2 February 2011 once member numbers from each society had been sent to AD, and so far four have paid (New South Wales, Tasmania, South Australia, Queensland). Delegates from New Zealand, Western Australia and Victoria agreed to check that payments from their society are on their way.

8.2 Sandy sourcing quote to edit newsletter

SL reported that Rita Retano would charge \$80 per hour to edit a CAWS newsletter but wanted more detail on what would be involved. It was hoped somebody else would be involved in getting material together for the newsletter, and design of the newsletter layout would be extra (though would only need to be done once if designing a template). JG reported that Tasmania uses the InDesign programme to put their newsletters together, and that each newsletter takes 1 to 1.5 days to produce. SP also uses this programme and commented it takes a lot of time to source material for the newsletter. InDesign is an expensive programme. The concept of a newsletter was discussed. Some felt an electronic newsletter would be better. JG asked whether use of David Low's Weed News Digest would suffice. SL felt it was more a list of abstracts and links rather than a newsletter. CB suggested more quotes should be obtained for doing both editing and collecting material together. In Tasmania, one person (JG) does both jobs, and likewise in WA, one person does both jobs. In NSW, an honorarium is paid to one person (\$4000-\$5000/yr) to produce four newsletters per year. In NZ, the role is rotated among executive members each newsletter, using a

standard template. The meeting agreed to look at the whole newsletter issue (objectives, target audience, mechanism of producing it) as part of the review of the Strategic Plan.

8.3 CAWS website

Action. TJ requested that all executive members within the next month send either to him or John Kean a photograph of themselves, contact details and a short biography so these can be put on the website.

9. Reports from Member Societies.

The reports from member societies are compiled in a separate document circulated with these minutes.

9.1. Report from SA

Presented by SP

9.2. Report from Vic

Presented by MH. TJ said he will be writing a report about lessons learned from organising the last weeds conference to help Victoria organise the next one.

9.3. Report from NSW

Presented by WF. WF paid tribute to the amount of work RS has put into activities both for their society and CAWS. TJ wished RS well on behalf of CAWS in overcoming his current health issues.

9.4. Report from WA

Presented by AMP. Discussion also occurred about the WA bid to host the International Weeds Conference (IWC) in 2016 in conjunction with the Australasian Weeds Conference (AWC). It was felt by the meeting it was better to have the IWC at the end or immediately before the AWC to prevent this conference being swamped by the IWC. WF mentioned that NSW were also looking at putting in a bid for hosting that IWC. However, WA have already put in a preliminary bid, which NSW has neglected to do, so JS felt NSW should instead support the WA bid.

Motion # 3/11 05. AMP moved that CAWS supports in principle the WA society's bid to host the IWC in 2016, though with no obligation to provide financial assistance. Seconded by SW. Unanimously accepted.

9.5. Report from NZ

Presented by TJ. He mentioned that working out the finances from the conference last year have been made more difficult by the GST rate in New Zealand changing part-way through the time the conference was being organised. Now that everything is sorted, there appears to be \$23,458 profit (excl GST) being 12% profit on the income, with just under \$12,000 of this coming back to CAWS once this has been ratified at the NZPPS executive meeting.

9.6. Report from Tas

Presented by JG.

9.7. Report from Qld

Presented by SW. He also made some comments about the Asian-Pacific Weeds Conference being organised from Queensland. He is not on the executive committee, but is on the Programme Committee, and reports they have over 200 abstracts for papers which they are currently reviewing. TJ suggested they make sure their final date for refunding registrations is before they send papers for printing so the proceedings don't have papers from people who will not be attending the conference.

10. General Business.

10.1. Review of CAWS by Rex Stanton

This was a lengthy document pre-circulated as an agenda item. TJ felt it was a very thorough and useful background paper that will be helpful during the current review of the CAWS constitution by the sub-committee set up last year. The meeting agreed to have it tabled and used within current review activities.

10.2 Submission from NSW re CAWS Constitution

This document was also pre-circulated by NSW and suggested changes to the CAWS Constitution as a result of a meeting held by the NSW executive. It was agreed to table this document also and pass it on to the sub-committee currently reviewing the CAWS constitution for consideration. The sub-committee intends breaking up the constitution into parts which will be considered one by one over coming months. If anybody has comments for the sub-committee on any of the issues raised by NSW, TJ would appreciate receiving these preferably within the next month, or else 2 months at the most.

Action. All comments about the review of the constitution for the sub-committee to be sent to TJ within the next 1-2 months.

TJ thought the sub-committee was unlikely to have finished their deliberations before the next meeting of CAWS in June, but was hoping that the committee could have a face-to-face meeting in Cairns in September (coinciding with the Asian-Pacific Weeds Conference) to discuss findings of the sub-committee in the September CAWS meeting. However, only a few of the committee will be in Cairns in September. JS was keen that a deadline be set for when sub-committee deliberations will be finished. TJ stated that this will be done within 3 months so each state can discuss the findings of the sub-committee over the subsequent 3 months, ready for a discussion by the CAWS executive at the September meeting, so then changes to the constitution can be made at the AGM in December.

Action. Sub-committee headed by John Virtue to have recommendations ready to be discussed by each society in 3 months time.

10.3 Strategic Plan

TJ felt the last Strategic Plan, produced in 2007 and about to expire, was too complex to be useful, and suggested the next one be simpler to make it more achievable by people with less time available nowadays to work on Society business. AMP and SW agreed with this. Discussion occurred on how the last Strategic Plan was developed, and it appears it was done by a sub-committee. It was decided that a sub-committee headed by TJ and with AMP and SW contributing will look at the next Strategic Plan. WF felt the review of the constitution should be finished first, but TJ preferred that some work start before then, though it wouldn't be finalized until the review of the constitution was completed.

Action. Sub-committee headed by TJ and with AMP and SW contributing will look at the next Strategic Plan

10.4 Asian Pacific Weed Science Society representation

The rules of the constitution state that the APWSS should have one representative from each country appointed by the national weed science society body. Discussion occurred about the history of past delegates for Australia. TJ felt the ideal person should be a person who is on the CAWS executive and who goes to APWSS conferences fairly frequently. SW volunteered to represent Australia for 2 years.

Motion # 3/11 06. TJ moved from the chair that Steve Walker represent Australia on the APWSS. Unanimously accepted.

11. Next Meeting

Our next meeting will be Thursday 9th June 9 am WAST. The September meeting may be held in conjunction with the APWSS conference in Cairns.

Meeting closed at 11.24 am WAST.