

# COMMUNITY ENGAGEMENT STEERING COMMITTEE



Meeting to be held on **Wednesday 9th June 2021**

2 pm in the PHCC Shed

## Committee – Board Members

Paddi Creevey (Chair)

Caroline Knight

Bob Pond

Andy Gulliver

## Committee – Staff

Jane O'Malley

CEO

Charlie Jones

Coordinator, Wetlands and People

Mick Davis

Regional Agriculture Landcare Facilitator

Julie MacMile

Coordinator, Graphics, Communications +

## Guest

Kim Wilson

Program Manager

Steve Fisher

Operations Manager, Science and Waterways

## Agenda

START	TIME	OFFICER	ITEM
2 pm	10 mins	JO/Chair	<b>1. Welcome</b> <b>2. Apologies</b> <b>3. Confirmation of previous minutes</b> <b>4. Business arising from previous meeting (see table of actions below)</b> <b>5. Declarations of Interest</b>
2.10 pm	20 mins	JO/JM	<b>6. Communications</b> – Overview
2.30 pm	15 mins	KW	<b>7. RALF</b> – Introduction
2.45 pm	30 mins	CJ	<b>8. Wetlands and People Project</b> – Project overview (inc. deliverables) – Budget
3.15 pm	15 mins	JO	<b>9. Other Business</b> –
3.30 pm			<b>Close of Meeting</b>

## Table of Actions

#	ACTION	WHO	OUTCOME
1	<p><b>Item 5.6</b> CE Steering Committee Meeting 23/04/20</p> <p><i>Julie to use Google Analytics to monitor website traffic.</i></p>	Julie	Complete. Our web developers (PWS) provide this service as part of our maintenance agreement.
2	<p><b>Item 6.1</b> CE Steering Committee Meeting 5/11/20</p> <p><i>Investigate training for Julie MacMile and Charlie Jones in the Instagram space to determine best ways to reach our audience.</i></p>	Julie	Not complete.
3	<p><b>Item 6.3</b> CE Steering Committee Meeting 5/11/20</p> <p><i>Investigate ways and opportunities to advertise Wattle &amp; Quoll on other platforms.</i></p>	Julie	Complete Attendees at events invited to sign up and also advertised on Project Newsletters (Landcare Matters)
4	<p><b>Item 6.5</b> CE Steering Committee Meeting 5/11/20</p> <p><i>A reminder be sent to all staff to remind them to ensure Board Members, in particular, relevant Steering Committee Members are invited to events and activities.</i></p>	Julie	Complete. Email sent to all staff and Event Planner template updated
5	<p><b>Item 8.2</b> CE Steering Committee Meeting 5/11/20</p> <p><i>Present and include the 5 year outcome and deliverable tracker for Greening Farms at the next meeting</i></p>	Paula	
6	<p><b>Item 8.4</b> CE Steering Committee Meeting 5/11/20</p> <p><i>Review and finalise the 2 x Agricultural Case studies (CEG recipient and Blyth Worm Farm)</i></p>	Paula	
7	<p><b>Item 8.6</b> CE Steering Committee Meeting 5/11/20</p> <p><i>a. Present the outline/ update for the “After the Fire” Reagrarians project at the next community engagement steering committee meeting; and</i></p> <p><i>b. Ask Reagrarians if the training can also be recorded in podcast format so that we can</i></p>	Paula	

	<i>further share and expand the audience/knowledge</i>		
8	<i>Item 8.7 CE Steering Committee Meeting 5/11/20</i>  <i>Distribute draft Survey to community engagement steering committee for review and feedback</i>	Paula	

*We acknowledge the Noongar people as Traditional Custodians of this land and pay our respects to all Elders past and present*

