

Australian Citizen Science Association

Minutes of Annual General Meeting

Time: 1:00 AEDST
Date: 11 November 2019
Place: Meeting Room 450, Level 4 Carlaw Building F07, University of Sydney
Chair: Erin Roger (MC: Amy Slocombe)
Minute taker: Michelle Neil & Patrick Tegart
Live stream: <https://www.facebook.com/AustralianCitizenScienceAssociation/videos/759493984568938/>

Agenda item 1: Welcome, attendees and apologies

1.1 Chair

Amy Slocombe was confirmed as Master of Ceremonies / Chair for the meeting.

1.2 Attendees

Name	Position	Participation method
Dr Erin Roger	Chair	in person
Stephanie von Gavel	Vice Chair	in person
Michelle Neil	Secretary / Social Media	in person
Rosemary Race	Treasurer	by videoconference
Dr Alice Motion	Host Institution Representative	in person
Amy Slocombe	National Coordinator	in person
Patrick Tegart	ACSA Committee Member	in person
Jessie Oliver	Member	by videoconference
Katie Irvine	ACSA Member / Chair ACSA-SA	by videoconference
Danielle Northey	ACSA Member	in person
Adam Woods	ACSA Member	by videoconference
Rhiannon Stephens	ACSA Member	by videoconference
Sylvia Clarke	ACSA Member	by videoconference
Darryl Ebenezer	ACSA Member	by videoconference
Tahlia Perry	ACSA Member	by videoconference

Peter Jones	ACSA Member	in person
James Gullison	ACSA Member / Chair ACSA-QLD	by videoconference
Rosalinde Brinkman	ACSA Member	by videoconference
Kade Mills	ACSA Member / Chair ACSA-VIC	By videoconference
Queensland Water and Land Carers	ACSA Organisational Member	By videoconference

Proxy:

Jenn Loder

1.3 Apologies

John Pring, Peter Brenton, Paul Flemons

1.4 Meeting open

The chair declared the meeting open at 1:16pm and that a quorum was present.

Agenda item 2: Minutes of previous meeting and matters arising

2.1 Confirmation of minutes

Proposed resolution: That the minutes of the general meeting held on 15/11/2018 be accepted.

Moved by: Stephanie Von Gavel

Seconded by: Michelle Neil

Decision: Resolution carried

2.2 Matters arising from the previous minutes

There were no matters arising.

Agenda item 3: Association reports

3.1 Chair's Report

Document/s tabled: Chair's Report

Presented by: Erin Roger

Key points:

- Launched new Strategic Plan (2019-2021) and completed an evaluation of achievements under previous Strategic plan (2015-2018).
- Analysed membership and community survey results and shared via website and newsletter, and with sister organisations in the United States (CSA), Europe (ECSA) and Asia (CitSci.Asia). Used main findings from survey to help inform development of Strategic plan.
- Launched 2019 Seed Grants
- Many successful seminars and events run by ACSA Chapters
- Signed a Letter of Intent with United Nations Australia to build the

- relationship and facilitate discussions with the aim of identifying specific opportunities for collaboration in areas of mutual interest and benefit e.g. around Sustainable Development Goals and international initiatives.
- Launched new membership category for organisations and businesses. As of 1 November 2019, have 18 organisational members.
 - Distributed monthly general newsletters and quarterly membership newsletters.
 - Entered into a financial agreement with the City of Sydney in February to coordinate and deliver citizen science project presentations across library network as part of the city's 2019 citizen science program.
 - Strong media coverage with both the Association and its representatives being featured in news articles, on radio and in magazines. February's edition of the Gardening Australia magazine (which had a readership of 601,000) features ACSA within a four-page spread on citizen science.
 - Worked with the Office of the Chief Scientist to add a selection of citizen science projects into the STARportal.
 - Attended the United Nations Science Policy Business Forum on the Environment meetings between November 4-8th 2019 to raise the profile of citizen science in Australia and globally.
 - Delivered social media training for our members with 12 people attending.
 - Delivered on all commitments and acquitted all expenditure in our agreement with Inspiring Australia and reported on the outcomes and expenditure to the funding body.
 - Thanks to Michelle Neil for her tireless efforts keeping our social media pages active. We currently have more than 4,500 followers on both Twitter and Facebook in addition to a LinkedIn page, Instagram and YouTube channel.
 - Thanks to outgoing committee members Mij Bricknell and Paul Flemons for all your efforts on behalf of ACSA.

Action required and/or resolutions arising from the report: Nil

- The Chair's report for the year ended 30 June 2019 was taken as carried.

3.2 Financial report

Document/s tabled: Treasurer's Report 2018/19 financial year

Presented by: Amy Slocombe (on behalf of Treasurer Rosemary Race)

Key points:

- ACSA accounts were jointly held by the Australian Museum, as Host Organisation of ACSA during this period, and Bank Australia, in an account managed by ACSA.
- Accounts represent a true and fair view of the financial position of ACSA.
- Accounts have been reviewed externally in accordance with the Associations Incorporation Act 1991.
- ACSA will be able to pay its debts as and when they become due and payable.
- 2018-19 was the first stage of a new three-year grant from Inspiring Australia providing baseline funding of \$67,500.

- Financial Membership of ACSA yielded \$16,982 in membership fees over the 2018-19 financial year.
- Actual expenditure was 1.2 times forecast expenditure due to some unexpected costs associated with salaries, website and advertising.
- FY 18-19: Revenue \$44,913.97, Expenditure \$86,472.24, Account balance \$73,512.79

Action required and/or resolutions arising from the report: Nil

- The Treasurer's report for the year ended 30 June 2019 was taken as carried.

3.2 Reviewer's report

Document/s tabled: Reviewer's Report

Presented by: Amy Slocombe (on behalf of Reviewer Alex Wilson)

Key points:

- ACSA is required to have its accounting records reviewed annually under the provisions of the Associations Incorporation Act 1991.
- ACSA appointed an external reviewer to review the accounts as held by both the Australian Museum and Bank Australia.
- The reviewer stated that:
 - * Proper accounting and other records have been kept by the association;
 - * The financial statement of the association has been correctly drawn up, and
 - * The review was conducted in accordance with Section 75 of the Act.
- It was concluded that the accounting records satisfy the requirements of the Act.

Action required and/or resolutions arising from the report: Nil

- The Reviewer's report for the year ended 30 June 2019 was taken as carried. Moved by Stephanie Von Gavel. Seconded by Patrick Tegart.

Agenda item 4: Host

Document/s tabled: Nil

Presented by: Dr Alice Motion

Key points:

- Dr Alice Motion is ACSA's new Host Institution Representative. Alice works in the School of Chemistry and is the co-chair of the University's Citizen Science Node.
- Alice stated that The University of Sydney is excited to be ACSA's host for at least the next 3 years and believes there will be a strong and mutually beneficial partnership between the two organisations, with both sharing many overarching strategic goals.
- Hoping to amplify the impact of ACSA through collaboration, advocacy and partnership.
- Citizen science is well established at the University with many research

projects up and running already.

- The Citizen Science Node was formed to bring people together from many different departments to explore how they could do citizen science better.
- Looking forward to building a joint community and connect citizen scientists with researchers in Universities across Australia.

Agenda item 5: Strategic Plan Update

Document/s tabled: 2015-2018 Strategic Plan Review
2019-2022 Strategic Plan

Presented by: Dr Erin Roger

Key points:

- ACSA Management Committee (lead by Jenn Loder) completed an evaluation of achievements under previous Strategic plan (2015-2018). The review document now available on the website.
- The document reports on the various goals and activities that we listed under the plan and is a great reflection on what we've been able to achieve over the past three years.
- New Strategic Plan 2019-2022 has been developed and is now officially launched. Plan is available on the website and is open for comment.

Agenda item 6: ACSA Seed Grant Winners

Presented by: Dr Erin Roger

Key points:

- Erin thanked all who put in a submission for the 2019 ACSA Seed Grants. There were 13 submissions in total.
- Erin announced the two winners who receive \$1000 to put towards their professional growth or the growth of their project in line with ACSA's strategic goals of participation and practice.
- Congratulations to Dr Erinn Fagan-Jeffries, The University of Adelaide (Project: Pupils for Parasitoid Wasps) and Jodie Valpied (Project: Bacchus Marsh Platypus Alliance).

Agenda Item 7: Election of Management Committee members

Presented by: Patrick Tegart

Expiring/vacant committee memberships

The terms of appointment for the following people expired or were declared vacant:

- Jenn Loder (General Member)
- Mij Bricknell (General Member)

Nominations

Patrick advised that nominations in writing were received prior to the meeting for the following people:

- General Member – Jordan Gacutan, NSW

- General Member – Dr Cobi Calyx, SA
- General Member – Jonathan Inglis, VIC
- General Member – Dr Maxine Newlands, QLD
- General Member – Rosalinde Brinkman, QLD
- General Member – Jennifer Loder, QLD

Result

An election was held by an online vote. There were 68 valid votes. The following people were elected to the Management Committee:

- Jennifer Loder, QLD
- Dr Cobi Calyx, SA

Agenda item 8: Any Other Business

The Chair invited all those present to raise any matters of relevance that may not have been dealt with on the agenda.

- Signing of the University of Sydney Affiliation Agreement. Valid from 1st October 2019.
- There were no other items of business raised.


Agenda item 9: Meeting close

The meeting was declared closed at 1:51pm.

Confirmation of the minutes

These minutes are a true and accurate record of the meeting.

Signed by: Chair of the meeting


.....
(signature)

Amy Slocombe
.....
(name)

11/11/2019
.....
(date)