

Inquorate/Informal Management Committee Meeting 52 Minutes

Date: Thursday 26 May 2022 Time: 1:00 – 2:45pm

Location: CQU Gladstone Campus Bldg 3/1.12 & Online via Zoom

Attendees:

Name	Position	Organisation
Chair		
Professor Iain Gordon	GHHP Chair	GHHP
Community		
Government		
Dr Megan Ellis	Environment Specialist	Gladstone Ports Corporation
Mr Alan Hayter	Environmental Lead	ConocoPhillips
Research		
A/Prof Emma Jackson	Director, Coastal Marine Ecosystem Research Centre (CMERC)	Central Queensland University
ISP Members		
Professor John Rolfe	ISP Chair	GHHP Independent Science Panel
Observers		
Jeff Krause	Partnerships Manager	FBA
Tracey Siddins	Director – Communications Services Provider	Marketing Mafia

Apologies:

Name	Position	Organisation
Mr Codey Stow	Gladstone Manager	Gidarjil
Ms Elyse Riethmuller	CEO and GHHP Deputy Chair	Fitzroy Basin Association (FBA)
Ms Rachel D'Arcy	Manager, Reef Partnerships	The Office of the Great Barrier Reef, DES
Ms Ali Moore	Manager Environment and Conservation	Gladstone Regional Council
Cr Darryl Branthwaite	Councillor	Gladstone Regional Council
Ms Chantale Lane	Chief Executive Officer	Gladstone Industry Leadership Group

Agenda Item 1 – Welcome

Meeting Started: 1:05pm

Professor Iain Gordon, Chair, noted that this meeting was inquorate – that there were insufficient GHHP attendees to reach a quorum. Therefore, these minutes shall be a record of the informal meeting which was held in lieu of formal meeting 52.

Professor Iain Gordon, Chair, started the meeting. Iain delivered an acknowledgement of country and welcomed everyone attending the meeting.

1.4.1 Previous Minutes and Actions

The Chair invited a review of the previous minutes and actions with updates made to the actions that are included in the Meeting Action Register.

The previous meeting minutes of Management Committee 51 were accepted as a true and accurate record.

Moved: Megan Ellis **Seconded:** Emma Jackson

Agenda Item 2 – Items Requiring Decision

2.1 Communications Plan

Jeff Krause introduced Tracey Siddins from Marketing Mafia as the Communications Services provider for GHHP, who presented an update on recent marketing and communications activities – refer attachment. Jeff noted the need for the meeting to have a conversation about how best to progress and create a long term Communications Plan going forward. Tracey expressed concern about the lack of a dedicated Communications Officer for GHHP – she’s not officially appointed yet, so has been working somewhat ad hoc. Megan Ellis also noted that CQU did have a good community communications team already in place – so could provide additional help if requested.

Tracy provided an overview of GHHP marketing and communications events/activities -

Boyne-Tannum Hook-Up: there was engagement with approximately 100 families at this event. There was substantial interaction with children through craft activities, which enabled subsequent engagement with their parents (with a view for future citizen science engagement). GHHP material handed out included John’s survey, copies of the Report Card and Stewardship Report, and the Harbour model was also displayed.

EcoFest: the next scheduled event. Tracey anticipated that it’ll be run similarly in nature to the Boyne-Tannum event.

Harbour Partnership Survey: this involved a social media campaign (through Facebook, Instagram and TikTok) which was run in April and May to encourage survey completion (250 respondents). Tracey reported 428 “like” clicks to the short video on TikTok. The campaign had a 40,000+ person reach – and resulted in 35 page “likes”. Tracey also reported that the campaign was extended for a week, due to oversubscription.

CQU Host Announcement: occurred today at CQU Gladstone campus. Tracey reported a media call and release was written and disseminated via TV channels (Channel 7 and ABC), and promoted on both the CQU and GHHP websites, through social media posts, and sent to Partners to share this through their own networks. Tracey also took photos of this event, which will be uploaded to the GHHP Facebook page.

Future Activities: Tracy then provided a quick summary of planned future GHHP marketing and communications events/activities –

EcoFest (6 June): For Partner interest – Tracey advised that she’ll send invitations out to this event. Tracey also noted that she would like to do some video content at this event. The MC instructed Tracey to ensure that she uses media permission slips for this – and to use the general GHHP one.

World Science Festival (17-18 June): GHHP to be incorporate GHHP into displays for this event. Emma and Megan to represent GHHP at this event. Emma to send through the dates and details.

Coral Workshop (6 September): the MC noted this event.

Marketing Plan Working Group: Tracy raised the need to develop a coherent and thorough Marketing Plan, preferably developed via a Working Group. She suggested that the Marketing Plan should in long format, and contain in-depth activities information that fed into case studies e.g. Citizen Science data which flows into the Harbour Report Card. Iain and Megan volunteered to sit on the Marketing Plan Working Group. Iain offered to also send out invitations to potential members for the Marketing Plan Working Group.

Website Working Group: Tracey also raised the need for feedback on the website's site map, layout and capabilities. There also needs to be a schedule visible on the website – i.e. what's happening, what Partners are doing to connect and engage with the community (e.g. sign up to be a Harbour Hero and what else is happening (good for surveys) - Reef Clean, Harbour Watch, and Citizen Science projects. Iain reiterated that GHHP is more the communicator of events – a vehicle sharing what GHHP and its Partners are doing.

For communication purposes, Tracey asked if Mark and Mac could provide a shared spreadsheet re: what's happening and the relevant contact points.

2.2 Review CONNIE Model

CONNIE Model held over (to be reviewed and discussed) at July meeting.

2.3 Science Budget and Scheduling

**This agenda item was treated as 'Confidential'.*

Agenda Item 3 – Items for Consideration

Please note that this information is CONFIDENTIAL and for GHHP INTERNAL USE ONLY.

3.1 Update on CQU host proposal

**This agenda item was treated as 'Confidential'.*

3.2 Report on "What is our score?" survey results

Iain reported that he was still waiting on the final survey results – Iain & Jeff to review the surveys. Iain to report back at Partner's meeting. Iain thanked everyone involved in the surveys.

3.3 ISP Update

John reported that the Human Dimensions survey had been completed (closed on Monday) and involved 250 respondents.

John advised that the Social and Sense of Place (telephone) survey was due to be launched 6 June and would be completed by the 3rd week of June.

John reported of the approval for the extra funding for the PIKE-BRIM data, but that the funding would probably not be required.

John advised that the Coral Health Workshop is re-scheduled for 6 September, and that he'll issue invitations shortly. Groups that he was thinking of issuing invitations to were – the ISP, MC, GHHP Partners, Peace Int, OGBR, and CMERC – all online, except for the ISP. John has lined up 3 speakers – Angus Thompson, Katie Sharpelin, and Ross Jones – and is negotiating for a 4th speaker – Adam Smith (Citizen Science).

Agenda Item 4 – Reports

4.1 GHHP Finance Report

Jeff presented and provided a quick summary of the GHHP Finance Report April 2022 – refer attachment.

Jeff reported all memberships are paid up for the year. In regards timing, Jeff noted that he'll work with Leslie (CQU Research Division) – next week, he plans to send 90% wrap up dollars by middle of June and “clear the books” – and send the account through to CQU. Jeff aims to get the majority of dollars next week to enable a final wrap up in mid-June. Jeff advised that for continuing contracts – just leave these with FBA (less disruptive).

Jeff noted that the GHHP financial reports will come through CQU from next financial year. Reporting will continue and that everything is currently “on track”.

Agenda Item 5 – General/Recurring Business

5.1 Document Management

Megan asked the meeting to consider processes for maintaining correct document management e.g. for minutes, agendas, current budgets, archiving of historical emails, member list, contact details for everyone. Jeff noted that this would be critical with the handover from FBA to CQU. Iain advised that he'll discuss this with Jeff.

5.2 Calendar Dates

John asked for forward planning of the remainder of calendar dates – partnership and committee meetings for the first of the year. The next partner meeting is scheduled for 23 June.

5.3 Contacts List

Alan asked that the GHHP contact list be checked for completeness and updated where necessary. Iain and Tracy shall discuss and review the current contacts list.

5.4 FBA – Acknowledgement of Scientists

The CM discussed organising some recognition and a thank you to Mark and Mac for their commitment to their roles over the past few years. Iain to review and discuss with John.

5.5 – Meeting Closure and Next Meeting

Meeting Closed: 2:45pm

The next Management Committee meeting: To be advised at CQU in Gladstone (face to face and on-line)

The next Partners meeting: 23 June 1-3pm at CQU in Gladstone (face to face and on-line)

Meeting Action Register

Action Number	Action	Who is responsible ?	When it is due?	Status	Notes
MC Meeting 44					
MC 44.8	GHHP Chair and EO to prepare updated Governance Charter for MC review/approval prior to Partnership Meeting in June.	GHHP Chair & EO	Prior to Partnership Meeting 19 in June	Delayed until 2022	
MC Meeting 45					

MC 45.4	GHHP Executive Officer to provide an update once the Governance Charter review is completed.	GHHP Executive Officer		Delayed until 2022	Waiting for the Project officer to be appointed (Iain)
MC Meeting 46					
MC Meeting 49					
MC 49.3	Management Committee to revisit and confirm timing of multi-year cycles for assessments of social cultural and economic indicators. Resolution of Human Dimensions vs Social surveys and best vehicle for reporting the results expanded report card	Management Committee			Still coming (John)
MC 49.4	MC to review CONNIE Model in May July 2022 with demonstration of model from ISP Chair	Management Committee & ISP Chair		Ongoing	ISP Chair (John) to arrange for July meeting
MC Meeting 50					
MC 50.1	Updated status of action items has been included on the Meeting Action Register	Jeff	April 2022	completed	
MC 50.2	John Rolfe to provide a paper and presentation to assist the MC to review CONNIE model at the May meeting	ISP Chair	May 2022		Refer to Action MC 49.4
MC 50.3	GHHP Chair, FBA and CQU progress the Host proposal and then commence the transition to CQU as the GHHP Host	Chair, Elyse, Emma, Jeff	April 2022	ongoing	Iain to report today on this under 3.1
MC 50.4	GHHP Communications Plan to 30 June to be confirmed	Chair	April 2022		Discussed today Item 2.1
MC 50.5	Chair to add this to the agenda for the next Management Committee meeting	Chair	April 2022		
MC 50.6	ISP Chair to develop a formal proposal including timing and costs for consideration by the Management Committee meeting by mid-2022.	ISP Chair	May 2022		Discussed today Item 2.2
MC 50.7	Science Program budget to be varied as outlined above	Elyse to update budget	Next meeting		
MC Meeting 51					
MC 51.1	Communications Plan to be discussed further at the May meeting.	Tracey	May 2022		
MC 51.2	MC endorsed the Heron Island prize be offered to encourage participation in the survey.	ISP Chair	May 2022		
MC 51.3	MC agreed to the additional budget for InfoFish to provide the visual fish health data.	ISP Chair	May 2022		

