

FARG
Fife Amphibian & Reptile Group
Draft Minutes of Fife AGM Tuesday 24th March 2015 at 1900 hours
at the Albert Tavern, Freuchie

1. Welcome

Debbie Cranmer welcomed everyone to the 7th AGM of FARG. Appended to these minutes is a list of the attendees.

2. Apologies

There were apologies from David Bell, Sarah Jupp, Rosalind Garton, Jodie Cranmer, and Simon Mitchell.

3. Consideration of the minutes of the 6th AGM held on 25th March 2014

The minutes of the 6th AGM had been distributed with the notice of the 7th AGM and copies were available at the meeting. No matters arose from the minutes and they were accepted as a correct record of the meeting. Approval of the minutes was proposed by Bob Weston and seconded by Ian Lewis.

4. Chairperson's Report

Bob Weston presented his report and it was approved. Ian Lewis presented a report on the events which FARG had attended since the 6th AGM and future events at which FARG will be in attendance.

5. Treasurer's Report

Debbie Cranmer presented the accounts to the meeting, making copies available.

6. Resolution to approve the accounts for period 25th March 2014 to 24th March 2015

Johanna Willi proposed approval of the accounts, seconded by Bob Weston and the accounts were approved by the meeting.

7. Resignations from and appointments to the committee

No nominations had been received for any of the office bearing roles in FARG so each of these roles was dealt with during the meeting as follows:

- a) Chairperson – Bob Weston was proposed by Debbie Cranmer, seconded by Johanna Willi and approved by the meeting.
- b) Treasurer – Johanna Willi was proposed by Ian Lewis, seconded by Debbie Cranmer and approved by the meeting.
- c) Secretary – Debbie Cranmer was proposed by Bob Weston, seconded by Johanna Willi and approved by the meeting.
- d) Recording Officer – Alexa Tweddle offered her resignation from this position. Bob Weston was proposed by Debbie Cranmer, seconded by Alexa Tweddle and approved by the meeting.
- e) Membership Secretary – Alexa Tweddle was proposed by Johanna Willi, seconded by Ian Lewis and approved by the meeting.

It was decided to change the name of the Regional Representative role to Events Co-ordinator.

- f) Events Co-ordinator – Ian Lewis was proposed by Debbie Cranmer, seconded by Bob Weston and approved by the meeting.

8. AOCB

Promotional Material

- Promotional material has been purchased and there are funds available to purchase more if necessary.
- A box containing promotional material that has been used at events is still to be located.
- The logo design has been finalised and Ian Lewis has produced business cards featuring the new logo.
- Bob Weston has spoken to Flintriver (graphic designers) regarding roller banners and confirmed that the price for one roller banner will be £180 including the design and materials. FARG will supply any images to be used on the banners. It was proposed that two banners are purchased, one with an image of Fargus and the other a more 'informative' design. Both banners will include the new logo and strapline.
- CSV Action Earth grants could be used to cover the cost of promotional material but only as part of a wider event. Debbie Cranmer suggested that a grant could be used to buy materials for the 'Meet a Newt Night' including torches, nets, waterproof ponchos etc.
- There was a discussion about postcards which could be produced to encourage people to record amphibians and reptiles. Ian Lewis mentioned that at events people like to take away promotional material and leave a donation in return.
- Ian Lewis plans to purchase some black tablecloths from an online retailer to be used at events. FARG will reimburse Ian for the cost.
- Ian Lewis does not think it is necessary to purchase folding tables as most of the events that FARG attends provide tables.
- Ian Lewis suggested purchasing branded clothing, specifically black T-shirts with the logo embroidered in green. Alternatively, members could wear a badge to identify themselves. Bob Weston will find out where Fife Coast & Countryside Trust purchase their branded clothing although the creation of the embroidery pattern could be costly. **AP1. Bob Weston will find out where FCCT purchase their branded clothing.**

Events

- Alexa Tweddle suggested advertising events on the Facebook page to encourage greater participation.
- Debbie Cranmer confirmed that at all public Practical Work days participants would have to be FARG members to be covered by FARG's public liability insurance as stated in the ARG literature.
- Bob Weston suggested people could 'sign up on the day'.
- Bob Weston mentioned that events should ideally link in with the Local Biodiversity Action Plan.
- Debbie Cranmer suggested that Tentsmuir Forest would be a good location for a public event for getting more members of the public to join in with practical

tasks as it includes amenities such as ample parking and toilets. However, permission would have to be sought from Scottish Natural Heritage and Forestry Commission Scotland.

- Debbie Cranmer proposed organising a Meet a Newt Night on Friday 1st May in Pitmedden Forest. Debbie will speak to Dave Bell regarding securing permission from Forestry Commission Scotland to hold the event. Bob Weston will supply a grid reference for the meeting point and directions to Ian Lewis to include on the poster. The event will be advertised on the Facebook page and shared with other Scottish ARGs.
- Ian Lewis suggested displaying a poster of future events when attending events.
- Bob Weston suggested a 'play it by ear' approach to practical activities as it is anticipated that Fife Council and National Trust for Scotland (at Hill of Tarvit) will be requesting assistance from FARG.

Other

Johanna Willi mentioned that personal e-mail addresses are displayed on the website and it might be more appropriate to have a 'contact us' button or a generic e-mail address. **AP2. Alexa Tweddle to set-up a FARG e-mail account.**

9. DONM

To be confirmed.

10. Vote of thanks

Debbie Cranmer thanked everyone for attending the AGM and wished FARG another successful year.

List of attendees at AGM on 24th March 2015

Debbie Cranmer

Bob Weston

Ian Lewis

Alexa Tweddle

Johanna Willi

Tim Jones (arrived approximately 8pm)