

Agenda Item 3

Council of Heads of Australian Faunal Collections

Annual General Meeting

28 - 30 Sep 2009

Boardroom

Museum and Art Gallery of the Northern Territory

Attendance:

CHAFC representative	Deputy /obs	Member	Present/Apology
Penny Berents (PB) Chair		AM	present
Steve Donnellan (SD)	Robert Morris (RM)	SAM	present - RM, 28/9 only
John Hooper (JH)	Robert Raven (RR)	QM	present- RR, 28-29/9 only
Dale Dixon (DD)		MAGNT	present
David Yeates (DY)		ANIC	present 29-30/9 only
Diana Jones (DJ)	Mark Harvey (MH)	WAM	present - MH
Andrew Rozefelds (AR)	Cathy Young (CY)	TMAG	apology
John Jennings (JJ)		CHAEC	apology
Ken Walker (KW)		MV	present
Leo Joseph (LJ)		ANWC	present
Patrick Filmer-Sankey (PFS)		QVMAG	apology
Pe Peter Last (PL)		ANFC	apology
Cameron Slatyer (CS)		Commonwealth rep : ABRS	Present- 28/9, am only
Katherine Selwood	obs/minutes	ABRS	
John Tann	obs	ALA	30/9 only
FCIG	Ely Wallis, Paul Flemons, Margaret Cawsey, Robert Morris		30/9, pm only

Monday 28th September 2009

Meeting opened 9.30am

1. Welcome and introductions

2. Report from ABRS (moved forward from Agenda item 6) – CS

- Written report from ABRS provided
- Minister's launch of species report noted
- Update on new funding and Barcoding
- ABRS to commence process of developing national standards for biological collections and species identification early in new calendar year. Katherine Selwood will be project officer.
- The contact person for the Natural History Museum regarding digitisation of journals is Dave Roberts
- ABRS to distribute European standards document to CHAFC
- MH to distribute WA DEC guidelines on reporting of short range endemics to members

ACTION: ALL to send relevant policy documents relating to national standards to KS

ACTION: Ken Walker to be CHAFC point of contact for development of national standards

- ABRS has drafted a possible inter-governmental agreement on Taxonomy and Biological Collections

ACTION: ALL to review draft inter-governmental agreement on Taxonomy and Biological Collections (Attachment 1), and provide comments to KS by end of October 2009;

ACTION : ALL to circulate draft inter-governmental agreement on Taxonomy and Biological Collections to CEOs for comment

- Update on EDIT and NSF
- Grants program update
 - Outback Blitz (now Bush Blitz) update

ACTION: ALL to review report on representation of biodiversity in NRS (Attachment 2) and provide comments to Amy Jarrott by end of November 2009

- Publications update
- Staffing update

3. How to proceed to incorporation (Agenda item 2) – PB

a. adoption of the constitution

PB circulated the draft CHAFC constitution to members prior to the meeting. The draft was based on the CHAH constitution and incorporated changes that were discussed by CHAFC at the previous face-to-face meeting in Launceston, April 2009. The major change made at that meeting was the insertion of a Commonwealth representative as a general member of CHAFC. PB clarified that CHAFC could alter the constitution at any time in the future if thought necessary. PB noted that the main changes to CHAFC after incorporation would be the need for an Executive committee, a treasurer and membership fees. CS suggested that the definitions of the constitution (4.1) should define that ABRS is currently the Commonwealth representative. This was agreed and it was pointed out that the definitions can be changed at any time as they are not part of the constitution itself.

PB moved that the constitution be adopted as circulated. KW seconded. Unanimous – motion passed.

b. election of the executive committee

PB nominated John Hooper (Queensland Museum) as the new chair of CHAFC. PB noted that JH has agreed in advance to accept the nomination if seconded. Seconded by KW. All in favour.

It was agreed that, as per the constitution, PB will be a member of the Executive committee as outgoing chair.

ACTION: PB to be on CHAFC executive committee

MH nominated LJ as an Executive committee member. PB seconded the nomination. LJ accepted nomination. All in favour.

ACTION: LJ to be on CHAFC executive committee

It was suggested that Robert Palmer (from ANWC) would be suitable as Public Officer.

ACTION: LJ to approach Robert Palmer on behalf of CHAFC to offer him the Public Officer appointment

ACTION: Request that JH's personal assistant to take on the role of Treasurer of CHAFC Inc. To be confirmed by JH.

c. Membership Fees, Special Levies

It was discussed that membership fees should be enough to cover auditor's fee, teleconference fees and bank fees. It was agreed that future costs associated with OZCAM would be more appropriately funded by special

levies. The meeting discussed whether all members should pay equal fees. It was agreed that all Commonwealth, State/Territory funded government collection institutions should pay the full fee, Local government funded collection institutions should pay half of the fee and that the Commonwealth general member (ABRS) would not pay a fee.

The meeting recommended to the council that membership fees be \$600 GST exclusive per annum for State/Territory and Commonwealth core members and \$300 GST exclusive per annum for Local government core members.

d. Other Matters

As Chair of CHAFC, PB represented CHAFC as a member of the ABRS Advisory Committee, ALA Management Committee, TaxA, Biological Consultative Group of AQIS and the ALA Collection Data Management Panel. The meeting agreed that these responsibilities should be shared.

ACTION: The new chair (JH) to represent CHAFC on the ALA Management Committee and on the ABRS Advisory Committee. JH to represent CHAFC on TaxA or suggest a representative depending on the location of the meeting. PB to remain as representative of CHAFC on the ALA Collection Data Management Panel. CHAFC member (such as LJ or DY) residing in Canberra to attend the AQIS Biological Consultative Group.

ACTION: CHAFC executive to pursue lodging of CHAFC's constitution and continue to pursue the incorporation of CHAFC

4. Future of OZCAM and the MoU (Agenda item 4)

- The meeting discussed the new Memorandum of Understanding for OZCAM, to replace the MoU that was signed on 5/12/2002. The meeting agreed that the aim of the OZCAM MoU was that parties agree to supply data to OZCAM through the OZCAM cache.
- It was agreed that the key elements should be MoU :
 - Parties commit to supplying data to a single cache
 - Parties agree that from the cache, data can be served to various outlets, on approval of CHAFC
 - The meeting agreed that the revised OZCAM MoU should be renewed for three years

ACTION: PB to circulate diagrammatical representation of where OZCAM data is located and how the OZCAM database operates

The meeting reviewed the OZCAM MoU in session.

ACTION: PB to circulate revised version of the MoU for further comments

5.

Preliminary discussion of Agenda item 16 – Atlas of Living Australia Collection Data Management Panel

PB met with the panel in the preceding week to discuss prioritisation of projects. It was reiterated that ALA will only be available to fund infrastructure projects. The meeting discussed the priorities for this aspect of the ALA. The meeting agreed that the first priority should be digitisation of types. It was also agreed that field data capture would be useful, including the implementation of Visual CE for automatic upload of data. It was thought that workbench tools that allow real time microscopy to service client ID requests could potentially be useful. Collection improvement grants were thought to be a good option, as was collection gap analysis.

Meeting adjourned 5pm

Meeting recommenced 9.30am Tuesday 29th September 2009

6. Minutes of previous meeting 4 June 2009 (Agenda item 7)

PB moved that the meeting adopt the minutes of 4 June 2009. DY seconded.

7. Action items from previous CHAFC face-to-face meeting, Launceston April 2009 (Agenda item 8 & 9)

See actions table attached

Discussions:

- Action 4: PB met with AQIS and requested a place at the table of AQIS Biological Consultative Group. AQIS agreed. The meeting agreed that a half or full-day workshop with AQIS at the next CHAFC meeting would be worthwhile.
- Action 5: The format for member reports at future meetings was discussed. It was agreed that members would table reports at the meeting and that reports would then be distributed to members after the meeting. Reports would follow the agreed template.
- Action 6: It was noted that TaxA have not met for some time, thus there was nothing to report on since the last CHAFC meeting. PB pointed out that continuity of the CHAFC representation at TaxA is important.
- Action 7: At a previous meeting CHAFC agreed that where specimens are collected in Commonwealth waters they should be deposited in the adjacent state collection. However, Peter Last was not present at this meeting, so CSIRO ANFC was not represented and he did not agree with the outcome. The meeting discussed that it may be worthwhile for this issue to be addressed on a case-by-case basis, rather than have a blanket recommendation.

ACTION: PB to contact DEWHA to discuss the issue further. Item to be put on next CHAFC meeting agenda for further discussion.

- Action 12: The meeting discussed the roles of CHAFC and the Natural Science Alliance (NSA) in representing research/science interests at CAMD. There was concern that in forming the NSA, CAMD did not recognise the role that CHAFC plays in representing research/science interests, as well as collections management. However, it was also pointed out that the NSA provides an opportunity for lobbying at director level.

ACTION: KW to distribute via email the document that CAMD has produced on digitisation

- Action 14: Representation of CSIRO at CAMD was discussed. It was suggested that PFS (who is on CAMD) put the issue of CSIRO as a member of CAMD on the next CAMD agenda.
- Action 21: It was recognised by the meeting that there are issues with institutions not providing data to OZCAM.
- Action 23: It was discussed that representation of a CHAEC member on FCIG would assist in incorporating CHAEC collections into OZCAM.
- Action 27: Issues with the speed of progress of the OZCAM portal were discussed. PB suggested that through the ALA Data Management Panel, CHAFC could highlight the importance of the portal as a priority for any investment. The meeting acknowledged the enormous contribution that the OZCAM Steering Committee made towards the development and progress of OZCAM.

8. Reports from representatives of members (Agenda item 10 & 11)

- TMAG: written report provided in agenda papers
- ANIC: written report provided in agenda papers
- SAM: written report provided in agenda papers
- ANWC:
 - Successful retrieval of several hundred misappropriated tissue samples with help of MV

ACTION: KW to send copies of MV's new procedures and protocols for loaning specimens

- MV: Two offsite storage sites. Memoirs are continuing with 2 issues per year, reports occasional. Staffing update provided. Progressing with photographing and imaging of primary types of 2,610 species.
- WAM: written report provided in agenda papers
- QM: written report provided
- MAGNT: In process of having collections valued, using MV's method of valuation (based on recollection). Research and staffing updates. DD moving to Royal NSW Herbarium. Finalising 2009 publication of the Beagle and supplement.
- AM: new building consolidating zoology. \$2.7 million insurance received for damaged and lost specimens. Staffing update – two collections managers retired and 5/6 positions being recruited. Received \$870k in grants in 2008/09.

9. Subfossils and cave deposits (Agenda item 12) – Andrew Rozefelds

AR inquired whether CHAFC thinks there should be a national policy on whether subfossils and cave deposits are regarded as zoological or palaeontological specimens. The meeting agreed that this should be an institutional decision. The meeting also pointed out that CHAFC favours integrated databases of all specimens, so it is irrelevant whether institutions classify them as zoological or palaeontological.

10. Update on ALA – Penny Berents (agenda item 13)

PB updated on ALA Collection Data Management Panel. The Panel is currently focussing on assigning priority projects. This was discussed in item 5 and will be further discussed on Wed with John Tann.

11. Update on TaxA – Penny Berents (agenda item 14)

No TaxA activity since the last CHAFC meeting.

12. Other business

Meetings

- Frequency to remain at every 6 months, with teleconference following each meeting (3-4 weeks) to adopt minutes
- Next meeting to be held in Brisbane, 6 and 7 May 2010
- Possibility for 2010 AGM to be held in Sydney to allow for AQIS workshop
- Discussed possibility of a joint meeting with CHAH. Suggested that an option could be concurrent meetings of CHAH and CHAFC with a half day joint meeting and joint field trip.

ACTION: PB to investigate further the possibility of a joint meeting with CHAH

Meeting adjourned 5pm

Meeting recommenced 9.30am Wednesday 30 September 2009

13. ALA – Collection Data Management Panel – Penny Berents and John Tann (agenda item 16 a & b)

John Tann outlined the ALA sensitive data report, which was distributed to the meeting. Sensitive data specifically relates to data, the release of which would cause harm. This often relates to the location of threatened species, such as orchids, and also to species with quarantine issues, such as fruit flies. JT outlined the proposal for a National Register of Sensitive Species and a sensitive data service.

CHAFC agreed to support the concept of a National Register of Sensitive Species and contribute to the register. All in favour.

CHAFC supported the recommendation that OZCAM make use of the sensitive data service. All in favour.

An ALA Activities support summary was provided to members. JT confirmed that ALA will support the functioning of OZCAM and other systems. JT noted that ALA are not yet at the stage of assessing individual projects.

The meeting discussed the possibility of imaging centres. The meeting agreed that digitisation of primary types is a priority. The meeting discussed the logistics of the imaging centres. It was pointed out that transporting types to imaging centres to be digitised could be a risky exercise. It was suggested that portable imaging centres could be investigated as an option.

It was noted that many Australian types are sitting in overseas collections and that options should be investigated for digitising these types.

PB noted that the first priority for CHAFC is the functionality of OZCAM and that this is the position she has been taking on behalf of CHAFC in the ALA Collection Data Management Panel.

The meeting discussed possible issues such as data ownership and copyright associated with housing images outside of institutions.

14. FCIG report to CHAFC and discussion of recommendations (agenda item 17)

FCIG noted the success of LSIDs.

CHAFC endorsed the proposal that LSIDs be implemented as recommended by FCIG. All in favour.

FCIG surveyed institutions on their data delivery to OZCAM. FCIG reported that some institutions were having trouble with the firewall, but that the majority of institutions were having difficulties with implementing Tapir. FCIG surveyed institutions on whether they had data available on all groups from the AFD. FCIG reported that 7/9 institutions had mammal data (those that did not were the fish and insect collections), 4 of these institutions had data available now and 4 institutions would have data available in the future. FCIG is now approaching institutions to find out approximately how many records they have.

FCIG provided an update on the progress of data delivery to OZCAM from institutions.

ACTION: FCIG to include in minutes the figures on the number of records provided from institutions to OZCAM to date. FCIG to also provide PB with a spreadsheet of the number of records provided by each institution and when these records were last updated (if static), to be distributed to CHAFC members. FCIG will seek written reports of progress of data delivery to OZCAM and include these in FCIG's minutes. At future meetings, FCIG will distribute these reports to CHAFC prior to the meeting and will present these to CHAFC at the meeting.

It was noted that it would be appropriate for CHAFC to approach institutions about data delivery issues after the MoU is signed.

Regarding action 23 from previous meetings, FCIG noted that Beth Mantel has volunteered to be a representative of CHAEC in FCIG. FCIG pointed out that it would be beneficial for CHAEC to endorse this representation.

ACTION: Chair of CHAFC to write to CHAEC to ask for a member of CHAEC to be represented at FCIG

ACTION: Peter Last to advise CHAFC and FCIG what the ANFC formal institution code is. Chair of CHAFC to follow up.

ACTION: EW to provide wiki workshop for CHAFC members at next meeting

CHAFC agreed to FCIG's request that CHAFC release funds of up to \$10,000 to design and build the OZCAM website. All in favour.

FCIG are proposing that OZCAM and CHAFC have separate URL addresses but have the same style of webpage, with links to each other. FCIG have registered the following URLs: www.chafc.org.au; www.ozcam.org.au; www.ozcam.org.

ACTION: FCIG Web Working Group to circulate a more detailed website specification document for out-of-session comment by CHAFC members prior to the next meeting

CHAFC endorsed FCIG's proposal that Biomaps be used as the new portal for

OZCAM.

ACTION: Paul Flemons and PB to investigate possible options for re-badging Biomaps to OZCAM

The meeting expressed a desire not to lose site of the OZCAM name and badging significance in producing the website.

It was noted that the new website will deliver information from the cache to the portal.

It was noted that CHAFC and FCIG require that organisations provide taxon names entered in sentence case, not uppercase, so that records are not duplicated.

CHAFC endorsed FCIG's recommendation that FCIG explore developing a mirrored cache for OZCAM data to ensure continuity of service.

FCIG recommended that CHAFC support the concept of a sensitive data service and that OZCAM utilise this service. It was noted that CHAFC had already actioned support for the concept of and use of this service. It was noted that FCIG would document the functionality that it would like from the sensitive data service and will present to CHAFC. It was noted by the meeting that the sensitive data service should not prevent free and open access to data.

15. Other matters

- It was noted that the new chair of CHAFC would be effective on 1 January 2010 as per the constitution.
- CHAFC will put to the ALA Collection Data Management Panel the suggestion that ALA funding could be used to maintain Tapir for delivery of data from institutions to OZCAM.
- Teleconference of CHAFC to endorse this meeting's minutes to be held on Tuesday 20 October at 2pm Sydney time.
- CHAFC will next sit in Brisbane on 6 and 7 May 2010.

Council of Heads of Australian Faunal Collections

Current Actions – updated following meeting in Darwin, 28 – 30 Sep 2009

	ACTION (previous meetings)	TO DO	STATUS
1	Recommendation that CHAFC fund a LSID pilot project for a single organisation. Discussed at length.	CHAFC /FCIG	FCIG reported on success of LSID at Darwin meeting. <i>CHAFC endorses the proposal that LSID's be implemented as recommended by FCIG.</i> Complete
2	Recommend that CHAFC support FCIG collectively applying to the ALA to have the aggregator developed	FCIG /CHAFC	CHAFC agree. Complete
3	Need for a common space	KW/LP	Complete
4	AQIS packages – streamlining movement of biological material between international institutions	PB	Complete. PB met with AQIS. As a result, CHAFC has been invited to join the Biological Consultative Group. Suggested that CHAFC hold a workshop with AQIS at its next meeting.
	ACTIONS (October 2008 meeting)		
5	CHAFC members to send hard copy of yearly reports to PB to be circulated with the minutes	ALL/PB	Complete
6	PB to continue to report to CHAFC about TaxA activities both by email out of session and at CHAFC meetings	PB	Complete. TaxA has not met since the previous meeting.
7	PB to contact DEWHA and advise of the meeting recommendation re: the deposition of material from Commonwealth waters and territory but also that CHAFC request the opportunity to make suggestions to the wording of the permit re data and curation requirements	PB	Complete. PB will contact DEWHA to find out more about the issue, e.g. how often does it occur?, so that CHAFC can provide further advice if necessary
8	n/a	n/a	

9	DY (ANIC), AR (TMAG), JH (QM), PF-S (QVMAG) to send a report to EW about progress with uploading data to OZCAM. QM still outstanding; to be summarised in discussion with FCIG.	ALL	Complete. FCIG to report to CHAFC on progress of data delivery to OZCAM as a standing item.
10	PB to check for memorandum of understanding re original formation of CHAFC and OZCAM and report back to CHAFC members	PB	Complete
11	Explore how data cleaning from ANHAT can be fed back to data source	FCIG	Remove as action, FCIG responsible
12	All CHAFC members to brief their CEOs about CHAFC activities and meetings and to copy the minutes to CEOs	ALL	Complete
13	PB to send minutes to CAMD Executive Officer (Meredith Foley) for information. Problem in delay of adopting minutes for up to 6 months.	PB	Complete. Continue holding phone conferences 3-4 weeks after meeting to adopt minutes and approve actions
14	DY to talk to Judy West to have CSIRO theme leader or delegate attend CAMD	PFS	Ongoing. PFS (who is on CAMD) to put the issue of CSIRO as a member of CAMD on the next CAMD agenda.
	ACTIONS (Apr-May 2009 meeting)	TO DO	STATUS
15	Original CHAH and modified (track changes) CHAFC document to be supplied to JL to have changes checked by MoV legal officer for any potential legal implications	JL	Complete
16	PB to circulate revised draft CHAFC constitution	PB	Complete
17	PB to circulate the MOU for OZCAM as a Word document	PB	Complete (discussed)

18	National Reserve Biodiversity Survey: Develop 8-14 strategic issues over 4-5 years. Decision by CHAFC by September, in time for ministerial launch	ALL	Complete
19	National Reserve Biodiversity Survey: MoV, AM and MAGNT still to provide information to ABRS re priorities and order of working on taxonomic groups	JL, PB, DD	Complete
20	CS to advise where to find the European rating system model for collection standards ALL to look at before the next meeting and put on the agenda for the next meeting	CS; ALL	Ongoing. New action to provide relevant policy documents to KS (ABRS)
21	All – to include in annual member reports, a report of progress with serving data to OZCAM	ALL	Complete. FCIG to report to CHAFC at each meeting on status
22	JH to recommend to QM for funding to Paul Avern to attend at least one CHAFC FCIG meeting each year, and to communicate progress of QM's Vernon databasing	JH	Proposal to hold next CHAFC meeting (2010) in Brisbane to help involve relevant QM people
23	JJ asked to nominate a representative from CHAEC to join FCIG	JJ	Ongoing. Beth Mantel has volunteered to be a rep of CHAEC. FCIG pointed out that it would be beneficial for CHAEC to endorse this representation. New action for chair of CHAFC to write to CHAEC to ask again for a representative of FCIG
24	FCIG to pursue planning of a joint meeting with HISCOM independently	EW	In progress. FCIG have pursued a meeting with HISCOM. Jim Croft to take proposal to HISCOM at Cairns meeting in October 2009

25	EW to check on institution codes in the AFD and circulate the list for approval	EW/PB	EW complete. Peter Last to advice CHAFC and FCIG what the formal institution code for the ANFC is. Chair to follow up.
26	EW to circulate instructions on how to set personal preferences for the CHAFC/OZCAM wiki	EW	Complete. EW to circulate for a second time. New action for EW to provide wiki workshop at next CHAFC meeting
27	The meeting agreed to fund the website update from OZCAM funds	EW	FCIG have put together a high-level specifications document. More detailed specification document will be developed and sent to CHAFC for comment out of session. CHAFC agree to FCIG's request that CHAFC release funds of up to \$10k to design and build the new website. New action for Paul Flemons and PB to investigate possible options for re-badging of Biomaps to OZCAM.
28	JH to compile information received from each agency as to current charges and policies (where these exist), and circulate to CHAFC for information	JH	Complete. PB will check that this has been sent.
29	PFS & AR to seek in principle support for CHAFC from CAMD and recognition that CHAFC manages natural history matters for CAMD, including the management and development of OZCAM	PFS, AR	Complete
30	DD to circulate CHAH document re National Biodiversity Conservation Strategy to CHAFC members	DD	Complete

31	RM or SD (SAM) to circulate to CHAFC a draft of the training manual being developed under contract to GBIF.	RM or SD	
	ACTIONS (Sep 2009 meeting)	TO DO	Status
32	Members to send relevant policy documents relating to national standards to Katherine Selwood	ALL	
33	KW to be CHAFC point of contact for development of national standards	KW, ABRS	
34	Members to review draft inter-governmental agreement on Taxonomic and Biological Collections and provide comments to ABRS by end of October 2009	ALL	
35	Members to review report on representation of biodiversity in NRS, circulated by ABRS as Caring for Our Country Reservation Report, and provide comments to Amy Jarrott by end of November 2009	ALL	
36	PB to be formalised on CHAFC executive committee as outgoing Chair	PB	
37	LJ to begin on CHAFC executive committee	LJ	
38	LJ to approach Robert Palmer on behalf of council to offer him appointment as public officer.	LJ	
39	The meeting requests that JH's personal assistant take on the role of treasurer of CHAFC Inc. To be confirmed by JH.	JH	
39	JH to represent CHAFC on the ALA Management Committee, ABRS Advisory Committee and TaxA	JH	
40	PB to continue representing CHAFC on the ALA Collection Data Management Panel	PB	
41	Canberra-based CHAFC member to attend the AQIS Biological Consultative Group	LJ/DY	

42	Executive to pursue lodging of CHAFC's constitution and continue to pursue incorporation of CHAFC	JH, PB, LJ	
43	PB to circulate diagrammatical representation of where OZCAM data is located and how the OZCAM database operates	PB	
44	PB to circulate revised version of the MoU for further comments	PB, ALL	
45	PB to contact DEWHA to discuss the issue of deposition of specimens collected in Commonwealth waters further. Item to be put on next CHAFC meeting agenda for further discussion.	PB	
46	KW to distribute via email the document that CAMD has produced on digitisation	KW	
47	KW to send copies of MV's new procedures and protocols for loaning specimens	KW	
48	PB to investigate further the possibility of a joint meeting with CHAH	PB	
49	FCIG to include in minutes the figures on the number of records provided from institutions to OZCAM to date. FCIG to also provide PB with spreadsheet of the number of records provided by each institution and when these records were last updated (if static), to be distributed to CHAFC members. FCIG will seek written reports of progress of data delivery to OZCAM and include these in FCIG's minutes. At future meeting FCIG will distribute these reports to CHAFC prior to the meeting and will present these to CHAFC at the meeting.	FCIG, PB	

50	Chair of CHAFC to write to CHAEC to ask for a member of CHAEC to be represented at FCIG	Chair	
51	Peter Last to advise CHAFC and FCIG what the ANFC formal institution code is. Chair of CHAFC to follow up.	PL, Chair	
52	EW to provide wiki workshop for CHAFC members at next meeting	EW	
53	FCIG Web Working Group to circulate a more detailed website specification document for out of session comment to CHAFC members prior to the next meeting.	FCIG, CHAFC	
54	Paul Flemons and PB to investigate possible options for rebadging of Biomaps to OZCAM	Paul F, PB	
	ACTIONS TELEPHONE MTG 27th OCTOBER	TO DO	STATUS
55	Leo Joseph to send constitution to Sarah Wedgwood. Penny Berents to circulate David Yeates' email with issues of concern.		

<end>