



Combined Hunter Underwater Group Inc (CHUG)
Annual General Meeting Minutes
Sunday, 14 July 2013 – 10:30 – 11:45
Central Leagues Club, Charlestown
combinedhunterunderwatergroup@gmail.com

Present: William Owyong, (chair), Margo Smith, Ashley Smith, Jackie Gillespie (minutes), Gina Mascord, Ian Mariner, Kate Tinson, Tom Davis, Nicola Davis, Annie So, Neville Croese

Apologies: Phil Ewers, John Hicks, Demster Phillips, Cath Shorthouse, Janet White

Guest speaker:

Mr Neville Croese past member of Newcastle Underwater Research Group (NURG) gave an informative presentation on the history of NURG and relayed the experiences of these early innovators.

Items	Discussions / comments	Action																																								
President's Report by Will Owyong	Will Owyong thanked all the Committee members and gave an uplifting overview of the group's achievements to date. <i>See Appendix II for a copy of the speech.</i>																																									
Treasurer's Report by Ashley Smith	<p>The current balance is: \$4,660 as at end June 2013. The financial statement was tabled and accepted by the Committee.</p> <p>Overview of the CHUG funding:</p> <ul style="list-style-type: none"> • <u>Jan 2012</u> - established from \$3,000 seed funding from Southern Cross Uni and memberships • <u>November 2012</u> - secured a \$10,000 grant from Catchment Management Authority (CMA) for 10 x Offshore Marine Debris Surveys. 12 conducted and final report submitted. • <u>May 2013</u> - submission forwarded for \$19,000 Community Environment Grant for partnerships with Reef Life Surveys (RLS) for Fish IDs, fish counts, etc. <p>Status: Pending</p>																																									
Election of office bearers for 2013-14	<p>All Committee positions were declared vacant and all of the follow members constitute the member CHUG Committee and were all elected unopposed.</p> <p>The committee is are follows: <i>(See Appendix III for position descriptions)</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">President</td> <td style="width: 30%;">Will Owyong</td> <td style="width: 15%;">Moved:</td> <td style="width: 25%;">Margo Smith</td> </tr> <tr> <td></td> <td></td> <td>Seconded:</td> <td>Kate Tinson</td> </tr> <tr> <td>Vice President:</td> <td>Tom Davis</td> <td>Moved:</td> <td>Ashley Smith</td> </tr> <tr> <td></td> <td></td> <td>Seconded:</td> <td>Gina Mascord</td> </tr> <tr> <td>Treasurer</td> <td>Ashley Smith</td> <td>Moved:</td> <td>Jackie Gillespie</td> </tr> <tr> <td></td> <td></td> <td>Seconded:</td> <td>Kate Tinson</td> </tr> <tr> <td>Secretary</td> <td>Jackie Gillespie</td> <td>Moved:</td> <td>Margo Smith</td> </tr> <tr> <td></td> <td></td> <td>Seconded:</td> <td>Will Owyong</td> </tr> <tr> <td>Public Officer</td> <td>Margo Smith</td> <td>Moved:</td> <td>Kate Tinson</td> </tr> <tr> <td></td> <td></td> <td>Seconded:</td> <td>Tom Davis</td> </tr> </table>	President	Will Owyong	Moved:	Margo Smith			Seconded:	Kate Tinson	Vice President:	Tom Davis	Moved:	Ashley Smith			Seconded:	Gina Mascord	Treasurer	Ashley Smith	Moved:	Jackie Gillespie			Seconded:	Kate Tinson	Secretary	Jackie Gillespie	Moved:	Margo Smith			Seconded:	Will Owyong	Public Officer	Margo Smith	Moved:	Kate Tinson			Seconded:	Tom Davis	
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Items	Discussions / comments		Action	
	Dive Officer 1	Ian Marriner	Moved:	Ashley Smith
			Seconded:	Gina Mascord
	Dive Officer 2	Gina Mascord	Moved:	Ashley Smith
			Seconded:	Will Owyong
	Project Officer	Cath Shorthouse	Moved:	Margo Smith
			Seconded:	Ashley Smith
	Committee Member	Kate Tinson	Moved:	Ian Marriner
			Seconded:	Gina Mascord

Other Documents:

- Appendix I AGM Agenda
- Appendix II President's Speech
- Appendix III Committee Position Descriptions
- Appendix IV Events Register

Meeting closed: 11:45am

Next Meeting: TBA

Minutes accepted as a true record:

Signed: _____

Name: _____ Dated: _____



Combined Hunter Underwater Group Annual General Meeting

Sunday 14 July 2013
Central Leagues Club, Charlestown
10.30am - 11.30am

CHUG Members and friends are invited to attend
Presentation by Neville Croese,
past member Newcastle Underwater Research Group (NURG)

followed by the **Annual General Meeting**
All are encouraged to stay for lunch at bistro after the AGM

AGM AGENDA

Apologies

President's Report (Will Owyong)

Treasurer's Report (Ashley Smith)

Election of office bearers* for 2013-14

President

Vice President

Treasurer

Secretary/s

Dive Officer

Project Officer

Committee member/s

Public Officer

Constitution states Executive has minimum of 5 office bearers

Nominations (page 2) for officer bearers* can be made prior to meeting via
CHUG

email, or during AGM

Only current** financial members can nominate and vote for office bearers

*Position descriptions page 3

**CHUG current membership period 1 April 2013-31 March 2014

Appendix II



The Combined Hunter Underwater Group (or CHUG) is a not-for-profit organisation run by volunteers who have a passion for the environment and environmental awareness.

CHUG strives to bring marine environment awareness to the community encouraging a proactive approach to local issues and a dialog with the scientific community.

A little over 18 months ago on Saturday January 14, 2012, CHUG held its inaugural meeting at Fly Point Nelson Bay at which 20 SCUBA divers showed their commitment to forming what was to be the start of the Combined Hunter Underwater Group. From this meeting a motion was unanimously passed for CHUG to become an incorporated organisation and your Executive Committee was nominated. And in the 18 months since, YOUR group has achieved much.

Thanks to the CHUG Executive Committee members whose tireless efforts have propelled this group to what it is today in a very short time. In particular:

- Our secretary, Jackie Gillespie, whose organisational skills has assured that CHUG has been able to maintain the high standards in preparing our Communication policy and project Planning template. Jackie also recorded and distributed CHUG's minutes every month, ensuring the Executive Committee's actions have been fully documented and implemented.
- Committee member Gina Mascord has spent countless hours collecting, collating, interpreting...AND deciphering our underwater handwriting...to process and submit the data from our underwater marine debris surveys. Gina also participated in the black cod research program, using her skills to construct her own baited underwater remote video device. Her extensive and infectious enthusiasm has also lead to her autonomously exploring and and monitoring rock platforms for more of the elusive fish.
- Our treasurer, Ash Smith, has ensured that CHUG remains afloat [financially] through all of its endeavours, finalising grants and identifying potential future projects and resources relevant to the group.
- Committee member Kate Tinson. Kate's contributions include the wonderful banner which we put on display at every event.
- Thanks also to our other Committee members Cherie, Ian, Jim and CHUG members Tom and Nicola Davis who have brought their considerable experience and knowledge of marine science to the group.
- It's no small exaggeration to say that our public officer Margo has been a major factor in the success of this group. Through her sheer determination and skills in liaising with government departments, councils, scientists, like-minded SCUBA divers, dive shops, media outlets, other community environment groups, and the community on the whole that CHUG has achieved so much has in such a short time.

I'd also like to thank all CHUG's members for their time and commitment. Without your participation in CHUG events the group, as a whole, could not have achieved what we have over the past 18 months.

Special thanks goes out to our partners and supporters over the past 18 months:

- Dave Harasti from Port Stephens Great Lakes Marine Park Authority
- Brian Hughes, and Melinda Anderson from HCRCMA
- Associate Professor Steve Smith and Bob Edgar from Southern Cross University's National Marine Science Centre
- Emma and her team at Let's Go Nelson Bay
- Nic and his team at Newcastle Dive Centre
- Greg and the Scuba Shack team
- Heidi Taylor and Tangaroa Blue
- Reef Life Survey Foundation
- and all of our guest speakers from our marine discovery talks

I'd like to a recap of CHUG's activities over the past 18 months:

- CHUG has established itself as an incorporation, and developed policies and templates to enable the group to be effective, transparent and professional at all times.
- The logo you see today and on all our promotions and publicity was collectively developed and voted upon by the executive committee;
- Our CHUG banner was designed and printed and has been complemented at a number of events;
- A website and Facebook presence was established and has been active;
- CHUG participated in Clean Up Australia events, working across the area to organise underwater cleanups for local divers to participate in at Swansea Bridge, Boat Harbour, and The Pipeline
- CHUG worked jointly with OCCI-Port Stephens as part of Port Stephens Council's summer coastal Activities to raise awareness of the extent of marine debris at The Pipeline, covering the site above and below water simultaneously;
- CHUG's experienced members have mentored and trained new members in UVNSW marine debris protocols and helped them hone their skills;
- CHUG members have participated in juvenile black cod research training and carried out over 20 black cod surveys, collecting over 10 hours of rockpool video footage and identifying a number of individuals for marine park research;
- As part of the Hunter Underwater Cleanup grant funded by Federal Government's Caring for our Country grants and managed by Hunter Central Rivers Catchment Management Authority, CHUG has performed 12 offshore marine debris surveys in 6 locations, covering on average 500 sq. meters per dive and 6000 sq. meters total
 - This involved the participation of 16 divers, including 5 who were trained during the past 6 months; and
 - Approximately 20kg of marine debris was collected from these offshore locations;

- Hosted 2 marine discovery talks featuring
 - Dr Paul Gribben from the UTS who came and spoke about invasive native species *Caulerpa filiformis* and the team from Spot-A-Shark who gave a presentation about the tracking and identification of grey nurse sharks along the east coast; and secondly
 - Dr Rick Stuart-Smith from Reef Life Survey Foundation spoke on results from rocky and coral reef fish surveys carried out by volunteer divers, including some of our CHUG members, which are "Uncovering global patterns in fish diversity";
- CHUG conducted monthly shore-based marine debris surveys on local dive sites such as The Pipeline, Boat Harbour, and Swansea Bridge which were also used as training dives for volunteer divers;
- Due to publicity CHUG received after being involved in Clean Up this year, we were approached by members of the former group NURG (Newcastle Underwater Research Group) and invited to attend their annual reunion and were also able to give a short talk on CHUG's direction to an appreciative audience who were thrilled projects were continuing in the local area
- CHUG, in conjunction with OCCI, participated in the annual Whale watch Census coordinately by ORRCA on 30 June. In spite of the less than desirable weather conditions, which included several water spouts;

Looking towards the future, the existence of community groups like CHUG which conduct citizen science projects will become increasingly important as they provide the scientific community with additional resources from which to gauge the state of our world.

CHUG has agreed to participate in the Landcare Conference in September, providing a guest speaker on one of the field trips on offer, where we will be discussing our marine debris surveys and findings.

Margo & I have also submitted an abstract for the NSW Environmental Educators Conference to share CHUG's experiences of starting an environmental group and giving participants an opportunity to take part in a virtual underwater marine debris survey.

CHUG have submitted a grant proposal to the Federal government to continue our current project and expand the group's skills with fish identification workshops and a species database

For me personally in my first term as President, it has been a time of personal growth, I have learned so much through the shared knowledge of not only the Exec, but all members. I am extremely proud of what CHUG has achieved in such a short time and look forward to continuing to play an active role in the future as the group continues to grow.

Thank you
Will Owyong

July 2013

Appendix III



President - represents group at official functions, meetings etc, chairs meetings. Delegates tasks to other members. Supports Committee members to fulfil their roles.

Vice President - organises guest speakers and venues. Officiates when President unavailable. Supports Committee members to fulfil their roles.

Treasurer - responsible for management of all CHUG funds, keeps accurate accounts, reports monthly to committee and organises audit of books as required.

Secretary - writes and sends all official CHUG correspondence. Coordinates secretariat includes minutes, membership, general correspondence, communications - media releases and social media (website, Facebook)

Dive Officer - responsible for checking members' dive qualifications and matching experience to projects, keeping register of divers from each activity. Dive Officer (or delegate) makes final decision on whether an activity takes place based on conditions. Preferably Dive Master qualified (or above).

Project Officer - responsible for grants / projects. Can call on other members to form special committees.

Committee Member/s - assist coordination of activities/ support other office Bearers

Public Officer - contact for Dept of Fair Trading, responsible for group abiding by Constitution and legal requirements of the incorporated body. Can have additional roles on Committee.

General Information:

The 2012-13 CHUG Exec met on first weekend of each month, rotating Sat/Sun and location depending on Exec availability and tides! Meeting before, or after a scheduled CHUG dive, enabled Office Bearers to minimise impact of meetings whilst maximising opportunities for skills and project.

Appendix IV

Events Register - 2013

	Date	Event	Locations	Numbers:
1	12 Jan 2013	Marine Debris Clean Up day in conjunction with Port Stephens Council with OCCI	Pipeline, Port Stephens	25
2		Talk by Margo with ODESSY group	Newcastle	
3	2 March 2013	Clean up Australia	Swansea Channel	
4	3 March 2013	Clean up Australia	Swansea Channel	
5	15 March 2013	HCR CMA Grant – Boat Dive	TBA	
6	17 March 2013	HCR CMA Grant – Boat Dive	TBA	
7	13 April 2013	Marine Debris Survey – Pipeline	Pipeline, Port Stephens	6
8	11 May 2013	HCR Marine Debris Survey - single boat dive	Government Wharf, Fingal Bay	6
9	19 May 2013	HCR Marine Debris Survey – boat double	Broughton Island	11
10	25 May 2013	Marine Debris surveys & training	Swansea Channel Tides	
11	16 June 2013	Marine Debris surveys & training	Nelson Bay	8
12	23 June 2013	HCR Marine Debris Survey -	CANCELLED due to weather conditions.	
13	14 July 2013	AGM	Charlestown Leagues Club – 10:30 am	
	various	Juvenile Black Cod research	20 surveys to date	

Events Register - 2012

	Date	Events Register - 2012	Locations	Numbers:
1	3 March 2012	Clean up Australia	Boat Harbour, Port Stephens	9
2	4 March 2012	Clean up Australia	Swansea Channel	16
3	1 April, 2012	Marine Debris Survey	Lucy's Break Wall, Swansea	6
4	14 April 2012	Marine Debris Training theory and dive	Boat Harbour, Port Stephens	4
5	28 April 2012	Marine Debris Training theory and dive	Pipeline, Port Stephens	5
6	27th May 2012	Marine Debris Training theory and dive	The Haven, Terrigal	3 training 5 divers
7	3rd June 12	Committee Meeting at Nelson Bays	Govt Wharf, Fingal Bay	7
8	6th June 12	World Ocean Day display at OCCI MDT	The Place, Charlestown	35
9	17 June 12	Marine Debris Training theory and dive	Boat Harbour, Port Stephens	4
10	24 June 12	Whale Census Day	2 Sites Redhead or Wybung	3
11	7th July 12	Marine Debris Training theory and dive	Pipeline, Port Stephens	6
12	5th Aug 12	Marine Debris Training theory and dive	Shoal Bay Jetty	5
13	19 Sept 12	CHUG presentation by Margo Smith	Newcastle Dive Centre	20
14	26 Sept 12	HCR CMA Workshop	Nobby Surf Club	3
15	6 Oct 12	Marine Debris Training theory and dive	Terrigal Haven	10
16	17 Oct 2012	Marine Discovery Talk Peter Simpson and the Shark Spotters; and Dr Paul Gribben <i>caulerpa filiformis</i>	The Place, Charlestown	36
17	27 Oct 12	Marine Debris Survey	Swansea Channel	5
18	3 Nov 12	Marine Debris Training theory and dive	Pipeline, Port Stephens	12
19	7 Nov 12	Static display at OCCI screening of End of the Line, Warners Bay		
20	17 Nov 12	Boat Dive for members	Cabbage Tree	8