



HUNTER WILDLIFE RESCUE (NATF^{INC})

Minutes of Management Committee Meeting Sunday 8th February 2026 Meeting held at the HWR Wetlands Building

Chairperson: Kate Randolph

Meeting commenced: 2:20pm

Present: Kate Randolph, Bronwyn Shields, Christine Beer, Lisa Thomson, Garth Christian, Jodie Isaacs, Gabrielle Witter, Kerry Walker

Apologies: Rae Boyd

Acknowledgement of First Nations People: Kerry Walker

Minutes of previous committee meeting (13th December 2025):

Moved as true and correct by: Bronwyn Shields Seconded by: Lisa Thomson Accepted by all.

Amendment to the previous minutes: Faunaspotters was a donation, not a grant. Funds to go to Biosupplies expenses.

1. General Business:

i) Venomous Snake Training:

Discussion:

To occur on the 21st & 22nd February at the Wetlands Building

Training to be completed by John and Tina Mostyn; 10 can attend.

Training provided at no cost (although dogboarding, accommodation, meals & petrol need to be paid for).

Action:

- Kate Randolph to be provided with details of costs – to liaise with the Treasurer.
- Dan to organize who is eligible to attend (via Training group).

ii) Feedback from Species Co-Ordinator Meeting:

To be carried over to next meeting (From Dec, Feb meetings).

Previous Discussion:

Most saw as a positive exercise; answers yet to be collated and reviewed. Answers to be drawn into an action plan for next year.

Action:

- Kerry Walker to collate results and provide feedback.

2. **Secretary Report:** Correspondence in and out (Jan/Feb 2026) tabled.

Correspondence for Nov, Dec 2025 and Jan 2026 provided.

All Minutes Moved as true and correct by: Bronwyn Shields Seconded by: Lisa Thomson Accepted by all.

3. **Membership Report:** For January 2026

Membership for November & December 2025 provided also

- Membership requests “not slowing down”; queries coming in for people on overseas visas lately.
- Membership payments – need to add ‘conditions of payments’ before payments (payment = signature)
- Privacy Policy – to be accepted on initial sign-up also

All months of Membership provided moved as true and correct by: Christine Beer
Seconded by Kate Randolph Accepted by all.

Action:

- Gabrielle to add “conditions of payment” & Privacy Policy to payment page on website for MOPs wanting to join

4. Treasurer’s Report: December 2025 & January 2026: Not available.

Discussion:

- For Treasurer position description to be changed. To include: Need to use Xero financial package
- Assistant Treasurer position to be an addition
- Public Officer role: Is an elected portfolio position, has responsibility to the ATO.
- Lack of financial reports flagged by Clive Maddox.

Previous Discussions:

Issues raised re: Public Officer role versus Treasurer role, access to bank accounts and payments of accounts.

Previous/Current Actions:

- Rae to organize a time to meet with the previous Treasurer re grant allocations
- Rae and Kate to return to the Bank to change access to the bank accounts .
- Chriss and Kate to meet at Wallsend Wetpac to remove Joan as an active signatory on the accounts, change to read-only.
- Kerry to draft an update of the Treasurer position description & develop the Assistant Treasurer role for review/acceptance
- Treasurer to provide reports for December 2025 and January 2026

5. Habitat Advocacy Working Party report: January 2026. Report read by Kerry Walker

6. Fundraising/ Marketing/Website Report: Report provided by Gabi.

Discussion:

- Social Media Policy needs updating.
- Gabi has purchased a WP subscription (Plug-In) to allow HWR to accept recurring donations
- Kerry wants to be added to the donations reports
- Grants: There is schedule/to-do task list that is being followed; new ones added on when found/if relevant
- Koala website page has been updated and live
- Social Media – been quiet
- Species pages still needing updating.
- Calendar for next year – to promote for overseas sales. Mixed views re if it will be successful
- 22nd January: Wastewater event: Attended by Tania Rossiter and Kerry Walker
- 31st August event (Sat, 9am to 12pm): Seabirds and entanglement (2 x 15min presentations)

Action:

- Gabi to follow up with Senior/Species Co-ordinators to update individual species pages
- Gabi and Kerry to update the Social Media policy
- Gabi to add Kerry to the donation reports
- For 31st August event, need speakers/Members to attend.

7. **Business Arising:**

1. Social Events:

Discussion:

- 50 year anniversary in 2028 – off season mid Winter Ball?
- To organise a social event near the Expressway (?Maitland?)

Action:

- Bronwyn to look into Social event venues & activities.

2. Upcoming General Meeting Agenda:

Discussion:

- Updated Social Media Policy, Fundraising Policy and FoodBank Policy to be shown to Members
- Update on Grants
- New announcement for \$9 million funding from Federal Govt.
- Update on MH Support
- Avian Flu update

Action:

- Bronwyn to add items to the next General Meeting Agenda for 28th March

3. Digitising Membership:

Discussion:

- Lisa requested to create a relational database of all membership detail: Training, status (active or not), location of residence, rescues training
- Needs membership numbers
- Privacy Act needing to be considered

Action:

- Gabi to give Lisa the output required for Lisa to start
- Chris to provide a report of active vs non-active carers to give to Lisa

4. Accreditation Working Party

Discussion:

- Will occur this year in June (?)
- Google Drive to be used to upload all Policies and Procedures
- Need for transparency: will be non-compliant with enclosure sizes – but “working towards” meeting Code via grant applications

Action:

- Bronwyn & Kerry to work with Kate in completing.

5. Heat Stress Creche:

- Bats will be moving to Blackbutt in two weeks; approximately 70 bats all up.

6. FoodBank:

Discussion:

- Formalisation of 75% carer discount: List to be updated every three months; Bronwyn to keep the record of who is on the list/add to, delete.
- Invoice Audit – Invoice gets sent out. If paid, shows its paid. Reminders are sent if not paid. Need to audit those not paid and send reminders. Can go back to 2024 records of invoices.
- Two month mandatory transporting when start: Who will oversee it?
- Senior Co-Ordinator– Biosupplies invoice for \$1,100 – HWR paying full amount currently

- Carers direct ordering from Biosupplies – to be investigated further why. Will not continue in the future.
- Incidences where carers aren't paying for foods received from Biosupplies (via Senior Co-Ord).
- FoodBank current policy and procedure to be reviewed, with Garth to be central person (no Seniors to order independent anymore) to shut down loopholes occurring

Action:

- Bronwyn to get current list of those receiving bulk care rates and seek updates from Seniors every three months
- Garth to conduct Food Bank audit – to go back to 2024.
- Mandatory transporting to not go ahead – no further action.
- Senior Co-Ordinator to be asked to pay 25% (discount of 75%) for Biosupplies order (via Garth)
- Kate & Kerry to liaise with the Seniors involved to change the system to Garth being central
- Garth & Gabi to review the FoodBank policy before the next meeting

7. Working Bee for the Wetlands Building Centre:

Discussion:

- Wetlands Building needing clearing out of excess goods, and removal of items not needed.

Action:

- To be carried over to the next meeting.

7. **Business from the Floor:**

Unsure if below was actioned, as Bron left the meeting at this point. If there were any BfTF that was mentioned, let me know and I can update the minutes and resend out.

From minutes in December 2025:

1. HWR not activated with the Redhead Fire. Safety issues: Fire equipment not compliant (out of date)

Action:

- Kate Randolph to speak with iFAW re training in Storms and Floods & funding/grant for fire equipment

2. Significant injury of a Member from a macropod

Action:

- Kerry Walker to contact Meredith (Insurance Officer) re insurance cover?
- Insurance incident report to be completed
- Kate Randolph to remain in contact with Member.

Meeting Closed: ???

Next meeting:

Management Committee Meeting: Saturday 28th March at 10am

General Members Meeting: Saturday 28th March at 12pm

SUMMARY OF MOTIONS: DECEMBER MC MEETING 08.02.26

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SUMMARY OF ACTIONS: DECEMBER MC MEETING 08.02.26

GB1.i)	<p><u>Venomous Snake Training:</u></p> <ul style="list-style-type: none"> • Kate Randolph to be provided with details of costs – to liaise with the Treasurer. • Dan to organize who is eligible to attend (via Training group).
GB1.ii)	<p><u>Feedback from Species Co-Ordinator Meeting:</u></p> <ul style="list-style-type: none"> • Kate Randolph to be provided with details of costs – to liaise with the Treasurer. • Dan to organize dates for upcoming training/who eligible to attend (via Training group).
GB1.iii)	<p><u>Feedback from Species Co-Ordinator Meeting:</u></p> <ul style="list-style-type: none"> • Kerry Walker to collate results and provide feedback.
MR3	<p><u>Membership Report:</u></p> <ul style="list-style-type: none"> • Gabrielle to add “conditions of payment” & Privacy Policy to payment page on website for MOPs wanting to join
TR4	<p><u>Treasurer’s Report:</u></p> <ul style="list-style-type: none"> • Rae to organize a time to meet with the previous Treasurer re grant allocations • Rae and Kate to return to the Bank to change access to the bank accounts . • Chriss and Kate to meet at Wallsend Wetpac to remove Joan as an active signatory on the accounts, change to read-only. • Kerry to draft an update of the Treasurer position description & develop the Assistant Treasurer role for review/acceptance • Treasurer to provide reports for December 2025 and January 2026
F/M/W6:	<p><u>Fundraising/Marketing/Website Report:</u></p> <ul style="list-style-type: none"> • Gabi to follow up with Senior/Species Co-ordinators to update individual species pages • Gabi and Kerry to update the Social Media policy • Gabi to add Kerry to the donation reports • For 31st August event, need speakers/Members to attend.
BA7.1	<p><u>Social Events Requested:</u></p> <ul style="list-style-type: none"> • Bronwyn to look into Social event venues & activities.
BA7.2	<p><u>Upcoming General Meeting Agenda:</u></p> <ul style="list-style-type: none"> • Bronwyn to add items to the next General Meeting Agenda for 28th March
BA7.3	<p><u>Digitising Membership:</u></p> <ul style="list-style-type: none"> • Gabi to give Lisa the output required for Lisa to start • Chriss to provide a report of active vs non-active carers to give to Lisa

BA7.4	<p><u>Accreditation Working Party:</u></p> <ul style="list-style-type: none"> • Bronwyn & Kerry to work with Kate in completing.
BA7.6	<p><u>FoodBank:</u></p> <ul style="list-style-type: none"> • Bronwyn to get current list of those receiving bulk care rates and seek updates from Seniors every three months • Garth to conduct Food Bank audit – to go back to 2024. • Mandatory transporting to not go ahead – no further action. • Senior Co-Ordinator to be asked to pay 25% (discount of 75%) for Biosupplies order (via Garth) • Kate & Kerry to liaise with the Seniors involved to change the system to Garth being central • Garth & Gabi to review the FoodBank policy before the next meeting
BA7.7	<p><u>Working Bee for the Wetlands Centre:</u></p> <ul style="list-style-type: none"> • To be carried over to the next meeting.
BfTF	<ul style="list-style-type: none"> • Kate Randolph to speak with iFAW re training in Storms and Floods & funding/grant for fire equipment • Kerry Walker to contact Meredith (Insurance Officer) re insurance cover? • Insurance incident report to be completed • Kate Randolph to remain in contact with Member.