

# NARC AGM Minutes

28 FEB 2015

11.00 -14.15

STACKPOLE

<b>MEETING CALLED BY</b>	NARC Committee
<b>TYPE OF MEETING</b>	AGM
<b>FACILITATOR</b>	All
<b>NOTE TAKER</b>	David Jones
<b>ATTENDEES</b>	Dave DK / David DJ / Helen HG / Lloyd LJ / Louis LB / Ceri CJ / Sam SJ / Blaise BB / Mark MJ / Mari MW / Jan JE / Andy AJ / Tony TR / Harry AR / Liz / Andrew AH / Graham / Ann PAVS
<b>APOLLOGIES</b>	Meg Pugh MP / Richie

## THIRD SECTOR STRUCTURES AND OPTIONS MOVING FORWARD

<b>DISCUSSION</b>	<p>Ann (PAVS) provided an overview Third Sector Structures and pros and cons of each. +ve to see constitution on website and useful for all members to know governing structure.</p> <p>There is a risk to committee as things stand as NARC is unincorporated. Less risk to individuals if corporated structure is in place although common for volunteer group to be incorporated. However NARC carries out risky work so insurance is critical as are safety procedures.</p> <p>NARC are obliged to register because of Charities Act and annual income of +£5000. CIO maybe suitable for NARC but you need administration to be correct and accounts made public.</p> <p>PAVS can assist with setting up new structures.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Ann to send on presentation on electronic format and DJ circulate to group	DJ/Ann	ASAP
Check insurance is valid and covers group sufficiently	DK/CJ	ASAP
Feedback on next steps for NARC RE Third Sector Structure. Arrange further meeting once feedback has been received	ALL	ASAP

## 2014 REVIEW

<b>DISCUSSION</b>	<p>Huge thanks to all involved and to project funders. Fantastic year especially with ghost fishing focus, lots of new supporters and funders, 12 cleanup events completed. <a href="http://www.narc-cc.org.uk/narc-in-action/2014-2/">http://www.narc-cc.org.uk/narc-in-action/2014-2/</a></p> <p>7000 angling tips leaflets were distributed with very positive feedback. Worked with The Crown Estate, Folly Farm, Animal Protection Organisation and the BBC to raise awareness.</p> <p>Great coverage on the BBC Radio 4 programme which drove over 800 people to the website within 24 hrs and extremely important in awareness raising.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
DJ to complete Annual Report and circulate	DJ	30/03/15

## NEXT STEPS FOR 2015

<b>DISCUSSION</b>	<p>New sites – Possible link with the NT in the Gower. Continue with Ghost fishing theme. DJ in discussions with Animal Protection Organisation to assist with report being sent to Government and to add NARC to worldwide ghost fishing website.</p> <p>Increasing amount of lost commercial pots. The group should continue offer support to commercial fishermen who have lost gear to minimise ghost fishing.</p> <p>BB - Data Collection is vitally important. The group need to continue to collect information on marine litter found to support funding/awareness raising etc. Critical that slates are used and all buddy teams are responsible for recording. Useful for Skomer MNR / MSFD / measure effectiveness of tackle tips leaflet.</p> <p>Link with Folly Farm is very positive not only for funding bit also to raise awareness of marine litter. Link with special needs school and new book will be carried out in April.</p> <p>10 cleanup events confirmed for 2014. Dates on website <a href="http://www.narc-cc.org.uk/events-calendar/">http://www.narc-cc.org.uk/events-calendar/</a></p> <p>Also need to dive with pony bottles to increase safety measures – possible funding bid -Along with other kit required e.g. spare O2 kit.</p> <p>Important that volunteers continue to provide stories to MP/DJ for website and PR. Meg will draft 10 year press release and needs data to assist with story.</p> <p>NARC to possibly assist SEASEARCH e.g. carry out sea search dive at the same time or offer boat space if feasible.</p> <p>AR – Potential for NARC to be included on BBC Radio Wales and HENO</p> <p>DJ – Difficult to continue to source funding and provide admin purely in volunteer/personal time. Potential solution could be administration support from Pembrokeshire Coastal Forum (PCF). PCF have also built in NARC to a 3 year joint working partnership with Natural Resources Wales but this requires administration. PCF offers to assist at a volunteer rate determined by WCVA. All support will be built into funding bids and PCF team can also promote NARC during other work. Vote by all in favor of PCF admin support for NARC. All agreed that Haven Diving Services and Dave Kennard to continue to provide support services in terms of air fills and equipment due to preferential cost.</p> <p>CJ – Need dedicated Dive Marshal and dive log recorder on all NARC dives to ensure safety and data collection. Develop risk assessment for lifting lobster pots due to increase in collection.</p>		
	<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
	Group to explore new sites	DK/ALL	W/A
	Add dive dates to website	DJ	Complete
	PR Event with Folly Farm in April – DJ to send on date	DJ	W/A
	Circulate kit list	DJ	30/03/15
	Try and build in pony bottles to funding bid	DJ	May
	Develop standard NARC presentation	MP	ASAP
	Develop 10 year press release with data	MP/DJ/BB/DK	April
	Buddy Pairs on all dives to record data and pass to BB who will provide overview in graphs and charts	ALL	W/A
AR to discuss media opportunity with MP		MP/AR	ASAP
Admin support for NARC by PCF		DJ	ASAP
Organise new 10 year t- shirts		DK	ASAP
AR to discuss media opportunity with MP		MP/AR	ASAP

Admin support for NARC by PCF	DJ	ASAP
Dive Marshal and Dive Log on all dives	CJ/DK/All	W/A
Risk Assessment for lobster pots	CJ	ASAP

#### AOB AND COMMITTEE

DISCUSSION	Discussion around the need for more Committee Members. At present (Dave K – Chair) / (David J - Secretary/Fundraiser) / (Ceri J - Dive Safety) / (Meg P - PR ) / ( Dave K & David J – Treasurers).		
	New positions nominated and seconded joining present committee as follows:		
	Chair - Dave K		
	Secretary (with admin support from PCF team) - David J		
	Vice Chair - Tony R		
	Safety Officer – Ceri J		
	PR Officer – Meg P		
	Honoree Treasurer – Andy		
	Social Officer – Harry		
	Video and Equipment Officer – Lloyd		
	Mari W offered informal help were applicable.		
	If further volunteers would like to join committee contact DJ		
	Discussion about when to leave lobster pot on the seabed (artificial reef) v lifting due to colonisation. Common sense approach required and written into dive brief.		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Committee to meet quarterly and around NARC dive event for ease		Committee	W/A
Circulate offer for others to join the NARC Committee via email and website.		DJ	ASAP

Meeting finished at 14.15 and the cake was very nice!