**BRaid Manager’s Report 20 February – 29 August 2014**

**Activities per Contract Deliverable:**

(See spreadsheet for hours worked towards contract deliverables)

1. **Funding Plan 2014-15**

* DOC Community Conservation Fund application submitted April – notice of decline August
* WWF interim report submitted 1 June
* NEXT grant application coordination, meeting, application workup
* WWF Habitat Protection Fund application is in process to be submitted by 1 September
* Submitted funding proposal to Chair
* Canterbury Community Trust application is due by 27 September
* Funding request to be made to Isaac Conservation and Wildlife Trust
* For Pacific Conservation and Development Trust: ‘priorities are projects that:  
  involve protection of representative, endangered or threatened species; conserve unique habitats or ecosystems’ but they do not fund ‘core salaries or on-going organisational operating and related costs;’
* BirdsNZ Research Fund is project based funding (not administration)

**B. Database Stakeholders**

* Excel spreadsheet with names and emails for members, supporters, media, training course invites, runungas reps, workshop presenters, workshop attendees, NEXT application participants. Where available collect employer, job title and phones
* News mailings go out to approx. 130 people

**C1. Web Page Development**

* Domain name secured (braid.org.nz)
* Interim web page (thanks to Dale) updated with Workshop, Training Course and AGM details but has limitations with features available
* Support indicated from DoC and ECan to get web page development happening
* RFP written to circulate to web developers. (Web subcommittee requested for content creation/review and usability)
* Meeting with potential developers next week (H. Jones, M. Herman)

**C3. Communications Plan**

* Supporters and members emails used for alerts, updates and news items (Transition to email tool Mail Chimp intended for BRaid e-News)
* Met with Steve Attwood re media opportunities and workshop images
* Attended Aoraki Conservation Awards ceremony with new Director General Lou Sanson
* Communication with river-care groups, LINZ, contractors, river engineers
* WWF newsletter item on BRaid workshop
* Working with Fish and Game for upcoming magazine - possible article on code of practice

**C3. Workshop**

* Date setting, liaison, speaker organisation including biographies, invitations and responses, programme and printing, facility and catering, thank-you gifts, media release, and facilitation, report, attendee survey and thank-you emails delivered for 93 attendees on May 28 “Where to from here for our braided river birds?” held at Lincoln Events Centre.

**C3. Report on Presentations**

* Presentation scheduled for October 14 Forest and Bird

**D2. Assist with four BRaid Meetings per year**

* Assisted with communications, agenda, minutes and facility for two BRaid meetings

**D3. Input to submissions on ECan River Plans, CWMS**

* Assisted Chair with submission and hearing for Ngai Tahu Forrest Estates Balmoral suite of applications for water from the Waiau River with potential discharge to the Hurunui River.

**D4. Assist with one River Bird Survey**

* Assisted Waiau Rivercare with Conway River BBl monitoring
* Assisted with Orari River Survey
* Upper Waimakariri survey initial dates under consideration for first week of November 2014

**D5. Record of Sightings & Success**

* Request to members and supporters to report river-bird breeding sites observed   
  (What is the most useful or standard format?)

**E1. 3-monthly reports**

* Not submitted at this time
* Reported in January and August

**E5. Coordinate, report on Training Course**

* Developed invitation, circulated, booked presenters and facility, (advertised by Forrest and Bird, WWF), communicated with interested parties
* Communicated decision to cancel to members, registrants, facility.

Seeking improved process planning and communication with an employment sub-committee

Jane Demeter, Manager 29 August, 2014