



Minutes of the 2nd Executive Committee Meeting of the Namibian Foundation for the Conservation of Seabirds (NAMCOB)

Thursday 16 March 2023 at 16h00
Zoom meeting

Present

Hendrina Mouton (HM), Debmarine – Namdeb Foundation (DNF)
Jess Phillips (JP), Maryland Zoo
Angus Middleton (AM), Namibia Nature Foundation (NNF)
Jessica Kemper (JK), African Penguin Conservation Project
Nicky Stander (NS), Southern African Foundation for The Conservation of Coastal Birds (SANCCOB)
Chris Brown (CB), Namibian Chamber of Environment (NCE)

The following observers were present:

Carolin Mutorwa (CM), NNF
Samantha Matjila (SM), NNF

Agenda item	Actions
1. Welcome Angus as Chairperson welcomed everyone to this 2 nd NAMCOB ExCo meeting.	
2. Attendance and Apologies All ExCo Members were present plus CM and SM.	
3. Adoption of Agenda The Minutes of the previous (1 st) ExCo meeting were used as the Agenda.	
4. Minutes of 1st ExCo meeting of NAMCOB <ul style="list-style-type: none">a. <u>Corrections</u> No corrections.b. <u>Adoption</u> The Minutes were unanimously approved.c. <u>Matters arising</u> The Action section of the previous Minutes was used as the Agenda.	

5. Actions and time schedules	
<ul style="list-style-type: none"> • <u>Job descriptions</u> The Seabird ranger and Admin job descriptions to be completed, then all job descriptions to be consolidated on one advert by NNF by end March and published in printed and social media. SANCCOB (Katta Ludynia) to circulate in RSA, JK to circulate in Lüderitz. Run advert for 3 weeks – shortlist candidates by end April, then interview asap. 	NS, CM & SM
<ul style="list-style-type: none"> • <u>NAMCOB bank account</u> Taking a bit longer than anticipated to get all the signatories. Aim to have account opening by end April. 	HM with Henriette (NCE)
<ul style="list-style-type: none"> • <u>Namdeb property in Lüderitz</u> Scope of Work for Architect prepared by NS for a facility that could hold up to 1,000 birds. Circulate for final comments by mid April. 	NS
<ul style="list-style-type: none"> • <u>Revised logos</u> Revised logos were circulated, voted on and the selected logo is used as the header for these Minutes. 	
<ul style="list-style-type: none"> • <u>Website</u> Requirements for website were provided to the website subcommittee. Reminder to all ExCo to provide a short bio and photo to JP who will edit for conformity and pass on to Alice. 	All, JP, Alice
<ul style="list-style-type: none"> • <u>Brochure</u> First draft circulated for information. Second draft to be circulated for comment by mid-April. Leave space for NAMCOB address and contact details – when these are known a sticker will be printed. 	CB & CM
<ul style="list-style-type: none"> • <u>Letter and MoU to Minister of MFMR</u> Both were circulated for comment, revised and are now ready to submit – will be done in early April. 	AM
<ul style="list-style-type: none"> • <u>Invitation letters for Co-opted Members to ExCo</u> To follow after letter and MOU to Minister of MFMR. Invitations to the following: a Rep from MFMR, ideally Head of Lüderitz MFMR Office A Rep from MWT, ideally Deputy ED or Shapua Kalomo A Rep from Debmarine, ideally Jan Nell 	AM
<ul style="list-style-type: none"> • <u>Agreement between NAMCOB and SANCCOB</u> To be considered once a NAMCOB Director is appointed. 	

