



DRAFT MINUTES

2nd Executive Committee Meeting

Monday 3rd October 2016 at 16h00

NCE boardroom

Present: Charles Loots – Chairperson (CL), Frauke Kreitz (FK), Morgan Hauptfleisch (MH), Chris Brown (CB)

Apologies: Maxi Louis (ML)

Agenda item	Discussion	Decision	Action Points
1. Welcome by Chairman	Charles Loots welcomed all present		
2. Attendance / Apologies	As per above, ML attending CITES	Quorum present	
3. Approval of Agenda	Additions: see “Any other business”	Agenda adopted with additions	
4. Minutes of 1st Meeting Correctness Matters arising	No corrections Ex officio ExCo members Brochure and other publicity Office Manager position Chamber of Mines presentation Environmental Awards	Minutes approved Steve Galloway accepted, Malan Lindeque awaited FK provided quotes Henriette Krohne starts 25 October Done, following up with some mining companies Met with Benedict Libanda, EIF – positive & taking to his board (sector recognition, mining, fishing, etc)	CB to follow up CB to follow up CB & CL CB to follow up

5. Progress to date - logistics	Progress against a NCE "To do" list was circulated for information & discussion	Good progress in all, but key focus in next few weeks on environmental NGO Membership. The "To do" list will not be circulated again, as all start-up activities will have been completed.	CB to drive, then hand over to Office Manager
6. Progress – eight programme areas	1. Membership support 2. Environmental Policy Research 3. Advocacy 4. National facilitation 5. Environmental Information 6. Young Namibian mentorship 7. Fund raising 8. Grants making	Membership stands at about 18. This is a key focus for the next quarter Forum established, 1 st meeting 5 th October Engaged in 2 x MET legislation, workshop & marine aquaculture trade issue Symposium of satellite tracking for 23-25 Nov EIS personalized, expanded, photo library, scientific journal under development. Link NCE to other websites Draft Deed of Trust for bursary scheme prepared Presentations made (NCM), and upcoming (FNB/RMB, NamDeb). Grant made for Green Climate Fund accreditation On-line structure being set up	CB to drive Peter Tarr coordinating NCE & MET & NUST NCE & Alice Jarvis NCE & NNF & EIF & lawyer NCE & NNF NCE, B2G, FNB/RMB/NNF
7. Finances	Realigned budget Financial report	Agreed Accepted	
8. Any other business	CEO's discretionary budget	A total amount of up to N\$50,000 in a financial year, to be reported on in financial report	CB to implement
14. Next meeting	Monday 5th December 2016 @16h00 @ NCE boardroom		

C Loots
Chairperson

C Brown
Chief Executive Officer