1. PRESENT
   John Cameron, David Hamilton, Brennan Allen, Catherine Iremonger, Richard Bedford

2. APOLOGIES
   Bruce Clarkson

3. MINUTES OF PREVIOUS MEETING 23/9/04
   The minutes of the previous meeting were accepted.

4. ICE AWARDS
   4.1 It was agreed that the closing date for the ICE Awards for this year would be 9th September and that John would get Judy to change the pdf and the HTML dates for this.
   4.2 It was further agreed that the outcome would be notified by 1st October and that David would seek confirmation from the Vice-Chancellor that the funding was still available ($20,000).
   4.3 It was agreed that the ICE Awards would be advertised in the Official Circular, circulated to the Secretaries List, and sent to Nexus and John will facilitate that.

5. ENVIRONMENTAL COORDINATOR
   5.1 After some discussion on the position of Environmental Coordinator and taking into account the difficulty of the budget position of the University this year and next, it was agreed that John would make a case for the Environmental Coordinator to be replaced in 2006, or at the very least acquire some casual time (say 20%) and resources so that perhaps a person could be hired for specific projects. It was noted that Catherine was aware of an exceptionally good person who works in this area who might be interested in some part time work and she will follow-up with this person.
   
   It was noted that were we to fill the position on a casual or part time basis that perhaps we should not be calling it Environmental Coordinator but something like “Environmental Information Officer”, etc.
   
   5.2 There was some discussion about the actual role that we are looking for an Environmental Coordinator in, and it was agreed that we would have a more lengthy discussion on this topic at the next meeting.
   
   It was noted that amongst other things the Environmental Coordinator could coordinate a report which went into the University’s annual report.

6. ONLINE SURVEY
   Catherine produced a copy of the online survey that she has worked on (based around the Waikato Print Survey Engine). She suggested that all committee members fill this out to see how they find the actual survey and based on what we say, then we can further develop a further survey and also use it as a basis for developing a University of Waikato Environmental Report.