

Crocodile Specialist Group Steering Committee Meeting
Universidad Nacional del Litoral, Santa Fe, Argentina
(6 May 2018)

WMI Contract

1. When the CSG was started (1970), it had a small membership, no CSG office, and little in the way of donations beyond institutional support.
2. When Professor Harry Messel was Chair (1988-2004), with CITES operational, an expanded membership (293), exponentially increasing communication needs within and outside IUCN and CITES, and an increase in donations, a more formal corporate model of managing the CSG was implemented. A full-time Executive Officer (Perran Ross) was appointed and a CSG office (Florida) established. The cost of operating the executive office (salaries and support) was about \$US68,000 per year by 2004, which meant the annual funds raised were spent each year on executive support.
3. When Grahame Webb became Chair in 2004, CSG membership increased (from 293 members to 607 members in 2018), which meant communication needs increased, and calls on the CSG to provide assistance to members and outside organisations increased. In addition to the Chair's role, WMI funded GW and CM to do much of the expanding CSG executive role, working with the part-time CSG Executive Officer (TD). The cost to the CSG of operating the executive office was thus only 15-20% of the previous EO budget: hence the Chair was able to start building a cash reserve (around \$US651,000 by March 2018), held within IACS, to ensure CSG financial security in the future.
4. Over the last 14 years the CSG executive office has been funded around 75% by WMI and 25% by the CSG. This represents a saving of approximately \$US1+ million.
5. WMI's ability to continue providing CSG executive services *gratis* no longer exists. The Executive Committee and some donors have been aware of this situation, and one donor provides funds specifically to assist the Chair with travel. In 2017 the CSG Executive Committee circulated a proposal to the CSG Steering Committee to engage WMI to continue the executive office functions.
6. The sum was calculated as the CSG office costs in 2004 (\$US68,000), scaled by US inflation rates to 2017 (\$US88,000), less the existing independent payment of \$US19,200 to the part-time EO = \$US68,800. The final amount agreed with WMI was \$68,000 per annum.
7. The Executive and Steering Committees agreed unanimously with this proposal, and it was implemented.
8. These funds are intended specifically to offset the time and costs associated with WMI senior staff (mainly GW and CM), allocating in excess of 40 hours per week to CSG matters.
9. The core duties of the executive office are diverse and highly unpredictable. Which includes, but is not limited to:
 - a. Operating the network
 - b. Servicing member needs
 - c. Reviewing various documents, including steering/executive committee reports, and writing recommendations
 - d. Providing information, advice and formal recommendations
 - e. Operating the Student Research Assistance Scheme
 - f. Assisting regional and thematic groups as required
 - g. Conflict resolution from time to time
 - h. Media attention
 - i. Integrating CSG activities with various SSC and IUCN initiatives
 - j. Reviewing proposals and grants for members and granting agencies
 - k. Undertaking special CSG projects with high conservation value, but no budget
 - l. Liaison with groups in which responsibilities overlap
 - m. Fund-raising from members and other sources
 - n. Collection, collation of CSG Newsletter information
 - o. Website management
 - p. Financial management for CSG and IACS

10. CSG funding to WMI does not include international travel and expenses to attend meetings in which the Executive Committee believes the Chair's presence is required, but where no external sources of funding are available. In these cases, the Chair's discretionary fund may be used. Similarly, the costs of preparation, printing and distribution of hard copies of the Newsletter are funded separately (around \$US1900 per issue).
11. Although no strict accounting of the time allocated to specific activities has ever been maintained by the CSG executive office, an annual report that highlights major issues will now be prepared.

Prepared by: Tom Dacey, CSG Executive Officer

Date prepared: 9 April 2018

Submission to Executive Committee

Further to recent discussions, the following information is provided to clarify the issue of executive support to the CSG.

Background

Bank balances at 30 June 2004-2017 are shown in Table 1. The average annual net increase in bank balance in the 5-year period 2013-17 was \$AUD42,623. The fluctuations in 2015-16 reflect project income/expenditure (eg BMP, Madagascar).

Table 1. Bank balances at 30 June for CSG-IACS funds, 2004-2017.

Date	Balance (\$AUD)
30 June 2004	\$149,420
30 June 2005	\$222,859
30 June 2006	\$241,000
30 June 2007	\$216,673
30 June 2008	\$330,183
30 June 2009	\$415,839
30 June 2010	\$429,156
30 June 2011	\$493,897
30 June 2012	\$511,110
30 June 2013	\$591,998
30 June 2014	\$673,107
30 June 2015	\$886,433
30 June 2016	\$772,972
30 June 2017	\$832,808

CSG Office

Following further discussion between Grahame Webb (Chair), Tom Dacey (Executive Officer) and Charlie Manolis in Darwin over the last 2-3 weeks, it is proposed that plans to open a separate premises specifically for the CSG not be established at this time. Estimated annual costs (\$US7200/year) have thus been excluded from the cash flows discussed later.

Executive Office

Tom Dacey was contracted in 2005 to deal with administrative matters for the CSG, mainly with respect to membership, and to be the conduit through which communications occur between CSG members and between the CSG and some other organisations. The current (2017-18) contract for the Executive Officer is around \$AUD24,000 p.a. which includes costs of travel to CSG working and regional meetings, SSC Chairs meetings, CITES CoPs, and to WMI offices in Darwin, etc.

The estimated impact of paying WMI for the critical role it plays in executive office functions (Table 2) demonstrates that in Year 1 there is a relatively low negative effect (<\$US1600). In the following years the CSG expects to continue adding to its cash reserves, albeit at a lower rate than previously. The executive office believes that new options for increasing CSG funds now need to be explored.

Table 2. Estimated CSG income and expenditure in the 2017-18FY and 2018-19FY. Dedicated “project” funding and associated expenditure are not included.

Item	2017-18 FY	2018-19 FY	Notes
Income			
Donors	\$100,000	\$100,000	\$85,500 received in July-September 2017
Interest	\$26,000	\$26,000	
Subscriptions	\$110	\$110	
Additional	\$20,000	\$30,000	eg Bjorneparken Zoo, industry Directory
Auction (Santa Fe)	\$15,000	\$0	
Total Estimated Income (SAUD)	\$161,110	\$156,110	
Expenditure			
Bank fees	\$1,100	\$1,100	
SRAS	\$16,000	\$14,000	8 students in July-October 2017
Newsletter	\$11,300	\$11,300	includes annual software fee
Executive Officer (TD)	\$24,000	\$25,000	
Miscellaneous	\$3,300	\$2,000	includes website hosting, etc.
LAC office	\$5,500	\$5,500	payment in May 2018 split over 2 years
Other regional offices	\$0	\$0	
Working meeting	\$3,000	\$0	Castillo, student prizes
Chair Discretionary	\$4,000	\$0	
Auction "Project" (Santa Fe)	\$15,000	\$0	
EO-WMI	\$79,872	\$81,469	proposed (\$US62,300 in 2017-18)
Total Est. Expenses (SAUD)	\$163,072	\$140,369	
Nett increase/decrease (SAUD)	-\$1962	\$15,741	
Nett increase/decrease (USD)	-\$1526	\$12,246	

Service/Activity

Category	1990-2004	2005-2017
<u>Fiscal Services</u>		
Receive and deposit donations	EO	WMI CM
Manage bank accounts	UF	WMI EO
Manage investment account	-	WMI
Receive and pay bills and expenses	EO	WMI
Bookeeping	EO/UF	WMI
Payroll and tax management and reports	UF	WMI
Financial reports (1/4ly)	EO	WMI
Audit (Annual)	-	WMI
<u>Office facilities</u>		
Office space	UF/EO	WMI GW, CM
Office furniture	UF	WMI
Office equipment computer, phone, scanner etc.	UF	WMI
Stationary and Misc. supplies	UF/CSG	WMI
Copying documents	UF	WMI
Communications internet, email, phone	UF	WMI
Domain management and maintenance	UF	WMI
Postal service, mail	UF	WMI
Utilities (elec/water)	UF	WMI
Facilty cleaning and repair	UF	WMI
Secretarial support	UF	WMI?
Filing and Storage	EO/UF	WMI
<u>Member management</u>		
Membership inquiries	EO	EO
Membership invitations (every 4 years)	EO	EO
Membership database management	EO	EO/WMI?
Communication/coordination among members	EO	EO
Comm/Coord steering committee	EO	EO/WMI
Comm/Coord regional offices and task forces	EO	EO/WMI
<u>CSG Activity</u>		
Newsletter production and distribution	EO	WMI
Website construction and management	-	WMI
External grant management	EO	WMI
Student scholarship management	-	EO
Working Meeting solicitation and support	EO	WMI
Working Meeting Proceedings management	EO	WMI
Red List assessments	EO	Red List co-ord JPR
Special Project management	EO	WMI
Donor solicitation	EO	WMI
CITES coordination and contact	EO	GW/WMI
<u>Leadership Chair functions</u>		
Overall policy and direction	HM	GW
Select and manage steering committee	HM/EO	GW
Executive committee and IACS leadership	-	GW
Manage, supervise EO and others (CM)	HM	GW
Contact/ co-ord IUCN/SSC leadership	HM	GW
Donor management	HM/EO	GW
Attend CITES, IUCN meetings	HM/EO	GW
Member dispute management	HM	GW
High level correspondence eg to governments	HM	GW
Interaction other SGs and NGOs	HM/EO	GW
<u>Special issues intervention</u> eg Colombia, Madagascar, Paraguay, Kalimantan		
	HM/EO	GW/CM