



## BOARD MEETING MINUTES

Thursday 28<sup>th</sup> April 2016 (Meeting #2)

Commencing 11:00 AEST

[NSW, VIC, ACT, TAS, QLD - 11:00; SA, NT – 10:30; WA – 9:00]

Distribution list: Nigel Andrew (President), Don Driscoll (President-elect; Director – Hot Topics), Raghu Sathyamurthy (VP - Research), Dieter Hochuli (VP - Student Affairs), Jodie Cosham (Lia) (Secretary), Jason Cummings (Treasurer), Dustin Welbourne (Bulletin Editor), Michael Bull (Austral Ecology – Chair, Editorial Board), Gary Luck (EMR – Chair, Editorial Board), Ben Gooden (Ordinary Director), Romina Rader (Director - Early Career Research), Euan Ritchie (Ordinary Director), Kerry Bridle (Director - Tasmania), Jodi Price (Director - ESA16), Nikki Zanardo (Ordinary Director), Bek Christensen (Ordinary Director), Amy Hahs (Ordinary Director), Sacha Jellinek (Ordinary Director), Gail Spina (Executive Officer).

### 1.0 WELCOME AND APOLOGIES

#### 1.1 Chairperson's Welcome and Introduction

#### 1.2 Present and Apologies

Present: Nigel Andrew (President), Don Driscoll (President-elect; Director – Hot Topics), Raghu Sathyamurthy (VP – Research), Dieter Hochuli (VP – Student Affairs), Jodie Cosham (Lia) (Secretary), Jason Cummings (Treasurer) – [late], Michael Bull (Austral Ecology – Chair, Editorial Board), Gary Luck (EMR – Chair, Editorial Board), Romina Rader (Director – Early Career Research), Euan Ritchie (Ordinary Director), Kerry Bridle (Director - Tasmania), Jodi Price (Director - ESA16), Bek Christensen (Ordinary Director), Amy Hahs (Ordinary Director), Sacha Jellinek (Ordinary Director), Gail Spina (Executive Officer).

Apologies: Dustin Welbourne (Bulletin Editor), Ben Gooden (Ordinary Director), Nikki Zanardo (Ordinary Director).

#### 1.3 Minutes of Previous Board Meeting (February 2016) – for ratification\*

*Moved: Raghu Sathyamurthy*

*Seconded: Bek Christensen*

*All in favour: Motion carried.*

#### 1.4 Minutes from Previous Executive Committee Meeting (March 2016) – for noting\*

Noted.

### 2.0 ACTION ITEMS FROM PREVIOUS MEETINGS

#### 2.1 Matters Arising from Previous Board & Executive Meetings\*

Post-meeting action item table attached to minutes.

### 3.0 REPORTS

#### 3.1 Treasurer's Report – Jason Cummings

The financial statements were tabled with the agenda. Jason highlighted the \$90K donation into the public fund and that there should also be approximately \$180K shown as a liability or unexpected donation (there was \$90K shown like that) meaning the net profit/loss is most likely -\$150K at this stage rather than -\$62K. He will investigate this apparent discrepancy. The Austral Ecology income is due soon and should be around the \$120-140K mark, and alongside the forthcoming conference income, will alter the projections for the EOFY.

Jason explained the recent appointment of a new Finance and Membership Manager (Jacky) who is replacing the roles of the Finance Manager (Lyn) and Membership Manager (Bev). The contract that these previous roles were employed under expired 12 months ago and there was no expression of interest from CCC to continue their engagement, so the ESA Executive explored other options that may better suit the financial and membership requirements of ESA. Jacky is currently conducting a handover in Alice Springs with Lyn and Bev and will return to Canberra (where she is based) and continue this work with Jason on transitioning ESA finances into a better system.

***MOTION: That ESA appoint Jacky Tierney as Finance and Membership Officer as per terms and conditions of agreed contract, and approve her as a bank signatory for the ESA accounts held with NAB, Bank SA and Perpetual Investments.***

***Proposed: Jason Cumming***

***Seconded: Don Driscoll***

***All in favour: motion carried.***

***MOTION: That Nigel draft a letter of thanks on behalf of ESA to Lyn and Bev for their many years of work supporting the ESA.***

***Proposed: Nigel Andrew***

***Seconded: Jason Cummings***

***All in favour: motion carried.***

### **3.2 Correspondence Report – Jodie Cosham (Lia)\***

Noted.

### **3.3 Working Group Report\***

Nigel has prepared a working group report template. A pdf form version will be developed and circulated each Board meeting to the WG oversight leaders. The latest structure of the WG's including WG leaders and their Executive oversight to be circulated.

<b>AGENDA ITEM #</b>	<b>ACTION ARISING</b>	<b>PERSON</b>	<b>DUE BY</b>
Board_Apr_16_3.3.1	Develop a PDF form version of the WG Report template.	Brigitte	June Board
Board_Apr_16_3.3.2	Circulate to Board the latest WG structure.	Nigel/Gail	ASAP

### **3.4 Web Officer Report – Gail Spina\***

Gail provided a brief overview of current web activities including that website visitor numbers are steady. In April the ESA website was hacked and the letter to the Prime Minister removed as well as some backend activity. The activity was noticed swiftly and stopped, with any changes restored. The financial data of members is and was secure from this hacking activity and general security has been upgraded for the website to prevent any further hacking which was via a member login.

### **3.5 Membership Report – Gail Spina\***

ESA have recently appointed a new Membership and Finance Manager so for this transition period, Gail spoke to the membership report. At present we have 994 members which is higher than usual for this time of year. Brigitte has been doing e-membership and targeted membership drives which explains the numbers and will continue to do so periodically leading up to the end of financial year. We are still investigating indexing membership annually – this will be reported on at the next Executive and Board meetings.

### 3.6 Conference Report – Gail Spina/Jodi Price\*

ESA16 Planning Report and Budget circulated. Budget projections are conservative and based on student registrations; if, like ESA15 in Adelaide, we have many non-member delegates' sign up, the profits will increase beyond these projections. Mike explained that Wiley have expressed some doubt as to whether they'll have a booth at ESA16, although will still remain a sponsor. It was discussed that it'd be a shame for them to not have a physical presence. Raghu requested that a Research Chapter meeting be scheduled into the conference program so he may gather all working groups together.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Board_Apr_16_3.6.1	Follow up with Wiley their options for a booth at ESA16 in Perth.	Mike	June Board
Board_Apr_16_3.6.2	Discuss with ESA16 LOC the inclusion of a RC meeting.	Jodi	June Board

### 3.7 Ecosystem Science Council Report – Nigel Andrew\*

Report noted. Next ESC meeting scheduled for May.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Board_Apr_16_3.7.1	Provide ESC Report to ESA Board.	Nigel (Glenda)	June Board

## 4.0 GENERAL BUSINESS (Discussion and/or Voting)

### 4.1 ESA Equity, Diversity and Inclusion Policy Statement – Gail Spina\*

Gail presented the draft policy and policy action list for equity, diversity and inclusion. The policy and action list were supported with minor amendments.

***MOTION: That the Equity, Diversity, and Inclusion Policy Statement (as presented/amended) be adopted as ESA policy.***

***Moved: Nigel Andrew***

***Seconded: Sacha Jellinek***

***All in favour: motion carried.***

An Equity Working Group will be developed, contact Gail and Nigel to be involved or nominate relevant members to be involved.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Board_Apr_16_4.1.1	Equity (D&I) WG to be developed and announced in next Bulletin.	Nigel & Gail	June Bulletin

### 4.2 Research Chapter Working Group Update – Amy Hahs\*

Report noted.

## 5.0 OTHER BUSINESS (For Noting or Information Only)

### 5.1 Student prize update – Dieter Hochuli

The new award Applied Forest Ecology Scholarship, aimed for honours/masters students has had a good response. The recipient will be announced shortly. The Jill Landsburg Trust Fund applicants are being evaluated.

### 5.2 Employing a PT Media Officer – Euan Ritchie

As we are locked into a contract with Meltwater for one more year, the merits of employing a PT media officer to reap the most from Meltwater were discussed. They could take on the role of creating, releasing and marketing media releases and be a direct contact between ESA and the media. Following the release of Meltwater, employing someone a day or two per week could achieve more for less than the cost of Meltwater. Nigel requested a discussion paper on our options, including the option of using SCIMEX, to be presented at the next Executive Committee and Board meetings.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Board_Apr_16_5.2.1	Prepare discussion paper on the merits and challenges of employing a media officer.	Euan	May Executive & June Board

## 6.0 LATE AGENDA ITEMS

### 6.1 IMPACT Funding Applications – Gail Spina

Gail circulated a late email outlining the currently received applications for consideration for this years IMPACT funding round. Gail will organise an online poll for the Board to consider the options put forward, ranking the top 3 after the applicants have submitted a one page summary of the merits of their project.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Board_Apr_16_6.1.1	Develop template for one page summary of project idea for IMPACT.	Gail	ASAP
Board_Apr_16_6.1.2	Write one page summary of project idea for IMPACT.	All applicants	June Board
Board_Apr_16_6.1.3	Circulate IMPACT project summaries to Board for online poll.	Gail	Following June Board

## 7.0 NEXT MEETING

Next Board Meeting – Thursday 23 June 2016.

Next Executive Meeting – Thursday 26 May 2016.

**Meeting closed: 12:40PM AEST**