



BOARD & EXECUTIVE MINUTES

Meeting – Friday 8th August 2014 (Meeting #4)

Teleconference: commencing 11:00 AEST

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

Phone no: 1800 333 803 (622507#)

Distribution list: Nigel Andrew (President), Kris French (Past-President), Liz Tasker (VP - Member Communications), Angela Moles (VP - Student Affairs), José Facelli (VP - Research), Jodie Lia (Secretary), Jason Cummings (Treasurer), Christine Schlesinger (Director – Indigenous Engagement & ESA14), Andrew Hayes (Director – Early Career Researchers), Luke Collins (Director – Communications & Webinars), Don Driscoll (Director – Hot Topics), Euan Ritchie (Director – Research Chapters), Nerissa Haby (Director – Conferences & ESA15), Anita Wild (Director – Practitioner Engagement), Romina Rader (Director - Membership), Ben Gooden (Bulletin Editor), Michael Bull (Austral Ecology – Chair, Editorial Board), Gary Luck (EMR – Chair, Editorial Board), Gail Spina (Executive Officer), Lyn McCormick (Finance Officer).

1.0 WELCOME AND APOLOGIES

1.1 Chairperson's Welcome and Introduction

We didn't have a quorum for the July Executive Committee and so any matters tabled will carry over to today's Board meeting.

1.2 Present and Apologies

Present: Nigel Andrew (President), Kris French (Past-President), Liz Tasker (VP - Member Communications), Angela Moles (VP - Student Affairs), Jodie Lia (Secretary), Jason Cummings (Treasurer), Christine Schlesinger (Director – Indigenous Engagement & ESA14), Andrew Hayes (Director – Early Career Researchers), Ben Gooden (Bulletin Editor), Gary Luck (EMR – Chair, Editorial Board), Gail Spina (Executive Officer), Lyn McCormick (Finance Officer).

Apologies: Don Driscoll (Director – Hot Topics), Romina Rader (Director – Membership), Michael Bull (Austral Ecology – Chair, Editorial Board).

Absent: José Facelli (VP - Research), Luke Collins (Director – Communications & Webinars), Euan Ritchie (Director – Research Chapters), Nerissa Haby (Director – Conferences & ESA15), Anita Wild (Director – Practitioner Engagement).

1.3 Minutes of Previous Board Meeting (June 2014) – for ratification

Motion: That the minutes of the previous Board Meeting be accepted as a true and correct record.

Moved: Gary Luck

Seconded: Angela Moles

All in favour: motion carried

1.4 Minutes of Previous Executive Meeting (May 2014) – for ratification

This motion was conducted as a flying minute out of session as it was accidentally left of the agenda.

Motion: That the minutes of the May Executive Committee Meeting be accepted as a true and correct record.

Moved: Kris French

Seconded: Andrew Hayes

All in favour: motion carried

2.0 ACTION ITEMS FROM PREVIOUS MEETINGS

2.1 Matters Arising from Previous Board & Executive Meetings

Action Item table attached (August 2014).

Coun_Feb_13_4.5.3 - Science Communications Policy & Board_PD_13_5.2.1 – Hot Topics Distribution List

Kris will work with Gail and present a draft policy for consideration at the next Board meeting (Planning Day). Hot Topics (and other) distribution channels will be developed alongside this policy.

Board_Aug_14_2.1.1	Develop and present draft policy on science communications and distribution to Board.	Gail/Kris	Planning Day 2014
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Coun-Oct_13_4.6.2 - ESA Conference Sponsorship Guidelines to Members

The website will be set up so that members can view and comment on the ESA Conference Sponsorship Guidelines during the conference, either via the website or at the ESA stand.

Board_PD_13_4.3.3 - Website Procedure Manual

Gail will circulate the draft version to Directors for comment.

Board_Aug_14_2.1.2	Circulate draft version of web manual to Board for comment.	Gail	ASAP
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Board_PD_13_4.4.3 – Bulletin WG

Ben reported that the priority for Bulletin in 2014 so far was to ensure that everything was working via website; the Bulletin was fully digitised, indexed and available in pdf format for download. Now that work has been completed, Ben and Gail will focus on setting up a Bulletin WG after the conference to develop and seek content.

Board_Apr_14_3.1.1 – Chart of Accounts

Lyn mentioned that the focus has been on the auditing of accounts and now she is working through converting the last quarter into the new format and will present to FGWG, followed by the Board.

Board_Aug_14_2.1.3	Present Chart of Accounts for last quarter to FGWG	Lyn	Next FGWG meeting
Board_Aug_14_2.1.4	Present Chart of Accounts for last quarter to Board	Lyn	Planning Day 2014

Board_Apr_14_3.4.2 – Gmail Accounts

Jodie outlined that a few Directors (Luke, Nerissa, Tein, Jason, Jose, Liz) are yet to confirm that they have Gmail forwarding turned on and need to action this as soon as possible. Jason requires the forwarding instructions to be sent to him and Liz will confirm her forwarding asap.

3.0 REPORTS

3.1 Finance Report – Lyn McCormick

The balance sheet, cash movement and income statement for the months of May and June was presented to the Board. Focusing on the June financials, Lyn spoke to them outlining the end of financial year bottom-line is up to \$104K for the year, with a small depreciation. We are still waiting on the final report from Perpetual to confirm the value of ESA investments. Prepaid income refers to mostly conference income prior to the conference at which point it transfers elsewhere; a very small amount of prepaid income is prepaid memberships. Jason asked where the website costs were being accounted and Lyn noted that it was an asset rather than an expense that will depreciate over a 5 year period.

3.2 Correspondence Report – Jodie Lia

A combined correspondence report was tabled. Kris mentioned that all Directors were mailed a copy of the 'Ecosystem Science Long Term Plan' and to let her know if it wasn't received. Kris will organise copies of the plan for the conference and put a copy up on the ESA website. Nigel reiterated the requirement for all Directors to document any significant ESA correspondence via the Correspondence Report template that goes out with each agenda call out by the Secretary. If no correspondence is sent or received for that period, a blank form is acceptable. Executive members will be required to report monthly via Executive Committee and Board Meetings whereas regular Board members will be bi-monthly in accordance with the Board Meeting schedule. If you are unsure of what to do, please contact the Secretary: secretary@ecolsoc.org.au.

Board_Aug_14_3.2.1	Organise a copy of the Ecosystem Science Long Term Plan to go up on ESA website	Kris/Gail/Brigette	ASAP
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3.3 ESA14 Conference Report – Gail Spina/Christine Schlesinger

The latest budget and conference report were presented the Board. Registration numbers are tracking well with 30% being first time attendees, which is much higher than previous years. Christine raised a question from the ESA14 LOC for recognition of service. It was suggested that the LOC recognition of service could be an option of a complimentary conference dinner ticket or complimentary registration for the next year's conference however concern was raised on the risk of a large payout for conference registrations and whether it was an appropriate expenditure. Other members mentioned that in the past, free conference registration was offered to student volunteers, however it was also noted that this was hangover from pre-PCO days where volunteers were essential. The offer of a complimentary dinner ticket was agreed as the most appropriate recognition of service for LOC members and this will be included in the LOC handbook to create better transparency for future LOCs.

Christine asked the Board for their thoughts on the Conference t-shirt, which this year will have just ESA on them, rather than ESA14 so that leftovers can be sold after the conference. It is likely the cost of the t-shirt will go up from previous years and Christine asked if the conference must have them. Nigel said that it was up to the LOC about the t-shirts and their cost.

Gail also mentioned that the sessions ESA will chair for the conference are as follows unless an objection is received: Plenary Sessions (shared), Awards (Angela), Final Address (Nigel). No objections received.

4.0 GENERAL BUSINESS (Discussion and/or Voting)

4.1 ESA12 - Lost GST Found – Nigel Andrew

Nigel shared that an invoice from ESA12 was found recently that the GST was not claimed on, resulting in an income of \$18,879 for the conference balance. This brings the conference loss from around \$40K to about \$22K. Lyn mentioned that this happened because of deposits on accommodation being handled separately to settling the balance. Kaigi have noted this gap and have put in place a new process to ensure that this cannot happen again.

4.2 Director Liability Insurance – Nigel Andrew

The ESA Director Liability insurance was circulated for information and future reference only. The terms will be reviewed in April 2015.

Board_Aug_14_4.2.1	Review Director Liability Insurance.	All Directors	April Board
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4.3 Planning Day Draft Agenda – Nigel Andrew

The draft Planning Day agenda – additional discussions only – was presented to the Board. Don requested a session discussion on Hot Topics so this will be added as well as a discussion on advertising. ESA currently advertises jobs for free but this isn't normal business practice and could be a source of income, albeit a reduced amount to the charges stipulated by dedicated job search websites. Gail briefly mentioned we will discuss further on Planning Day the need to plan a Strategic Planning Weekend workshop for early February 2015, which will be held in either Sydney or Canberra.

5.0 OTHER BUSINESS (For Noting or Information Only)

5.1 ESA Website – Final Payments & New Service Level Agreement – Nigel Andrew

Interlated have requested that their final payment is made and for a new service level agreement to be entered into for the maintenance, hosting and support of website. Nigel asked if there were any major issues with the website that should prevent him signing off on the final invoice. No comments received. Brigitte has reviewed the SLA (comments supplied to Board) and determined that ESA is getting a very good deal and should agree. Brigitte is currently developing a 'wish list' for extra items that Interlated could provide.

Board_Aug_14_5.1.1	Finalise last payment to Interlated for the website development.	Lyn	ASAP
Board_Aug_14_5.1.2	Review terms of SLA for Interlated in 2015.	Board.	April Board

6.0 LATE AGENDA ITEMS

6.1 2014 Photo Competition and 2015 Calendar – Liz Tasker

Liz presented the photo comp flyer to Directors for circulation among networks. Also mentioned was the ESA Calendar which Liz has a draft version of and will send to Gail this week to add text to the ESA photos. It is hoped that the Calendar will be ready in time for the conference. Discussion was had about the cost of the calendar and how it will be distributed to members and others. Liz will discuss quotes with Jason, Gail and Nigel and provide an update the Board. The sale price of the calendar this year must cover the cost of a free copy to members. In the future, members will need to opt in to receive the calendar when they renew their membership, to ensure calendars aren't thrown away if unwanted.

MOTION: That the ESA proceed with a calendar for 2015.

Moved: Liz Tasker

Seconded: Ben Gooden

All in favour: motion carried.

MOTION: That one copy of the calendar will be provided free of charge to all members. Additional copies will be available on request for an amount to be determined.

Moved: Liz Tasker

Seconded: Christine Schlesinger

All in favour: motion carried.

6.2 ESA Entity Name – Nigel Andrew

Nigel noted that the ESA entity name has finally changed and become ESA Ltd, from the previous status of ESA Inc. This is crucial step in meeting the requirements for DGR status.

7.0 NEXT MEETING

Next Board Meeting – 28th September 2014 (Planning Day)

Next Executive Meeting – 5th September 2014

Meeting closed: 12:30pm AEST