



BOARD MINUTES

Meeting – Friday 14th February 2014 (Meeting #1)

Teleconference: commencing 11:00 AEDST

[NSW, VIC, ACT, TAS, - 11:00; SA – 10:30; QLD – 10:00; NT – 9.30, WA – 8:00]

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), Brad Murray (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
- 1.2 Present and Apologies

Present: Nigel Andrew (President), Angela Moles (VP - Student Affairs), José Facelli (VP - Research), Jodie Lia (Secretary), Brad Murray (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), Anita Wild (Director – Practitioner Engagement), Romina Rader (Director - Membership), Michael Bull (Austral Ecology – Chair, Editorial Board), Gail Spina (Executive Officer), Lyn McCormick (Finance Officer).

Apologies: Kris French (Past-President), Liz Tasker (VP - Member Communications), Nerissa Haby (Director – Conferences & ESA15), Ben Gooden (Bulletin Editor), Gary Luck (EMR – Chair, Editorial Board).

- 1.3 Minutes of Previous Board Meeting (Planning Day 2013) – for ratification*

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

Moved: Anita Wild

Seconded: Romina Rader

All in favour: motion carried

2.0 ACTION ITEMS FROM PREVIOUS MEETINGS

- 2.1 Matters Arising from Previous Board & Executive Meetings

Items completed will be highlighted as **green**; others in **yellow** are ongoing, with **comments**. Person(s) responsible and due dates are indicated.

Agenda Item #	Action arising	Person	By	Comments
Coun_Feb_13_4.5.3	Review current policy on science communications and present any suggested changes	Kris/Board	April Board	Rescheduled from 2013.

Agenda Item #	Action arising	Person	By	Comments
Coun_Apr_13_5.1.1	Relative comparison of past Conlog conferences to accurately compare bottom lines.	Lyn/Nigel	June Board	Rescheduled from 2013.
CounExec_Jun_13_4.4.1	Report on potential for a "Board Charter" for the proposed ESA Public Company status change.	Gail/Nigel	April Board	Rescheduled from 2013.
Coun_Aug_13_5.2.1	SA Regional Workshop presentations to be uploaded to the 'Events' area of the new website.	Nerissa/Luke	March Executive	Rescheduled from 2013.
Coun_Aug_13_6.1.3	Include the Wiley book publishing deal paragraph in the next e-new.	Gail	Oct Board	
Coun_Oct_13_4.6.1	Develop some guidelines around ESA conference sponsorship.	Nigel	March Executive	Rescheduled from 2013.
Coun_Oct_13_4.6.2	Approach the ESA membership for feedback on the ESA conference sponsorship guidelines.	Nigel/Gail/Ben	Following on from Coun_Oct_13_4.6.1	Rescheduled from 2013.
Exec_Nov_13_3.1.1	Present on and provide to the ESA Board, Finance Reports in the new format.	Brad & Lyn	June Board	Update provided at Item 3.1 & 4.1.
Board_PD_13_4.3.1	List which webpages are currently assigned to each Director and identify webpages that are yet to be assigned.	Web Management Officer	March Executive and April Board	Rescheduled from 2013.
Board_PD_13_4.3.4	Contact Interlated to get Director emails/profiles linked on the website.	Web Management Officer	March Executive and April Board	Rescheduled from 2013.
Board_PD_13_5.2.2	Add a 'share' button to the Hot Topic webpages	Web Management Officer	March Executive and April Board	Rescheduled from 2013.
Board_PD_13_5.6.1	Develop a procedure/policy for the support of fora, particularly for short notice requests.	Nigel/Gail	March Executive	Rescheduled from 2013.

3.0 REPORTS

3.1 Finance Report – Brad Murray & Lyn McCormick*

The balance sheet, cash movement and income statement for the months of November and December were presented to the Board. Final development by Lyn McCormick of the new system for the chart of accounts, in the form of a segmented general ledger, is in progress and finance reports with a preliminary format will be presented to the March Executive with a trial system by April ready for a full launch at the June Board. A draft of the new chart of accounts was presented by Lyn at the January FGWG meeting and it is on target to ensure the finances are clearly understood by all Directors.

4.0 GENERAL BUSINESS (Discussion and/or Voting)

4.1 FGWG Update – Nigel Andrew

Nigel explained further about the chart of accounts that it would be presented in such a way that it links directly the strategic and business plan for ESA, making it more understandable for all Directors. It will also allow the Board to consider proposals for expenditure in real-time by having an updated view of how much has already been spent.

The final application for DGR status has been submitted but Gail is still waiting on signatures from a few Directors. If you haven't provided Gail your signatures that please contact her to get this finalised at executiveofficer@ecolsoc.org.au. Brad also mentioned that his working on a formal process by which ESA can accept donations or bequests.

Nigel will send a letter to Interlated to address a number of outstanding issues with the backend of the website. The new web management officer will help with this and facilitate in quickly moving it forward.

4.2 Survey of ESA members to understand membership needs – Romina Rader

Romina presented the link for the draft membership survey to the Board and asked the Board to review the survey and provide feedback. Anita mentioned that she was doing a similar survey targeting practitioners and suggested that they work on a joint survey that would encompass both. Suggestions for improvement included: although survey is anonymous it should collect demographic data, join questions 1 & 2 together, make question 2 answerable in a disagree-to-agree table format, word questions such that promotes ESA in a positive light. Romina will make these changes and resubmit to the Board via the secretary.

5.0 OTHER BUSINESS (For Noting or Information Only)

5.1 ESA 2015 – Nerissa Haby/José Facelli

In Nerissa's absence Jose explained to the Board that he will be taking the LOC Chair position for ESA15 with Mike Bull as Deputy Chair. Within a few weeks the LOC members will be finalised and distributed to the Board with the first meeting of the LOC to commence thereafter. The conference venue is being negotiated and will occur in late November/early December 2015. Nigel mentioned here that Nerissa is appointed the portfolio of Conferences to develop a conference working group and provide a key link between LOCs year to year, to facilitate knowledge sharing and learning from each conference to the next. Christine put her hand up to be involved in the conference WG.

5.2 Public Consultation on the Draft ERA 2015 Submission Documents – Nigel Andrew

Nigel explained that as no comments were received by the Board, Nigel will send a response saying that ESA has no major issues with the process.

5.3 Hygiene and safety protocols for field trips on conferences – Anita Wild

Anita presented her concern with the lack of hygiene and safety protocols she noticed at a recent ESA/ESNZ conference field trip. Anita offered some simple protocols that might be useful for convenors of field trips at future conferences that could be added to the LOC handbook and show that ESA is providing best practice protocol to its members.

Board_Feb_14_5.3.1	Provide Gail, Nerissa and Christine some hygiene and safety protocols to be added to the LOC handbook for future	Anita	March Executive
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	conference field trips		
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5.4 2014 ESA Board Contact List – Jodie Lia*

Jodie presented the draft ESA contact list for 2014 and requested any last minute changes to be forwarded to her. A final copy will be circulated to the Board with the minutes.

6.0 LATE AGENDA ITEMS

6.1 Appointment of Web Management Officer – Gail Spina & Liz Tasker*

Gail presented the selection criteria and credential of the shortlisted applicant for the Web Management Officer position along with the contract. No major issues were flagged by Board members against hiring the nominated candidate. Gail reassured everyone that at the end of the four month probationary period, there will be an opportunity for review. The new WMO will attend both the March Executive and April Board meetings.

Motion: That Brigette Vahl through Fab Web Services is appointed as Web Management Officer for a period of three years (pending four month probationary period) and the contract as tabled be approved.

Moved: Angela Moles

Seconded: Don Driscoll

All in favour: motion carried.

6.2 ESA14 Conference Update – Christine Schlesinger

Christine provided a brief update on the ESA14 progress with a full report tabled for the April Board which will provide updates on the program, budget, extra activities planned (such as the conference dinner being on the Friday and field trips on the Wednesday) . The symposia deadline has recently closed and is now being considered by the LOC with a skeleton program to be produced shortly.

6.3 Mammal Society Conference – Euan Ritchie

Euan has requested if the ESA Board would consider providing membership to the upcoming Mammal Society Conference in July 2014. Mike suggested that perhaps rather than a direct money sponsorship that ESA purchase a stand for display at the conference. Euan will approach the society to see what their sponsorship guidelines are, if any, with regards to return for ESA in their sponsorship, and liaise with Gail.

Euan also questioned if there was or could be an ESA banner for emails for use by Directors – Gail suggested that we will get one organised.

Board_Feb_14_6.3.1	Gail to follow up with the WMO to get an ESA email banner created.	Gail	March Executive
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7.0 NEXT MEETING

Next Executive Meeting – March 14th 2014.

Next Board Meeting – April 11th 2014.

Meeting closed: 12:05pm AEDST

* Papers related to this agenda item are attached, or were circulated via email prior to the meeting.