



COUNCIL & EXECUTIVE MINUTES

Meeting – Friday 7TH June 2013 (Exec Meeting #2; Council Meeting #3)

Teleconference: commencing 11:00 AEDST

[NSW, VIC, ACT, TAS – 11:00; SA – 10:30, QLD – 10:00; NT – 9:30; WA – 8:00]

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Distribution list: Kris French (President), Nigel Andrew (President-elect, Treasurer), Brad Murray (Treasurer-elect), Liz Tasker (VP-Public Liaison), Glenda Wardle (VP-Research), Angela Moles (VP-Student Affairs), Michael Bull (Austral Ecology – Chair, Editorial Board), Gary Luck (EMR – Chair, Editorial Board), Ben Gooden (Bulletin Editor), Don Driscoll (ACT Councillor), Luke Collins (NSW Councillor), Christine Schlesinger (NT Councillor), Andrew Hayes (QLD Councillor), Nerissa Haby (SA Councillor), Anita Wild (TAS Councillor), Peter Veski (VIC Councillor), Blair Parsons (WA Councillor), Jodie Lia (Secretary), Lyn McCormick (Finance Officer), 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-elect, Treasurer), Liz Tasker (VP-Public Liaison), Glenda Wardle (VP-Research), Angela Moles (VP-Student Affairs), Michael Bull (Austral Ecology – Chair, Editorial Board), Don Driscoll (ACT Councillor), Christine Schlesinger (NT Councillor), Nerissa Haby (SA Councillor), Anita Wild (TAS Councillor), Jodie Lia (Secretary), Gail Spina (Executive Officer).

Apologies: Kris French (President), Brad Murray (Treasurer-elect), Gary Luck (EMR – Chair, Editorial Board), Ben Gooden (Bulletin Editor), Luke Collins (NSW Councillor), Andrew Hayes (QLD Councillor), Peter Veski (VIC Councillor), Blair Parsons (WA Councillor), Lyn McCormick (Finance Officer).

1.3 Minutes of Previous Executive Meeting (March 2013) – for ratification*

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

Moved: Glenda Wardle

Seconded: Angela Moles

All in favour: motion carried

1.4 Minutes of Previous Council Meeting (April 2013) – for ratification*

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

Moved: Glenda Wardle

Seconded: Nerissa Haby

All in favour: motion carried

1.5 Minutes of Planning Day Council Meeting (December 2012) – for ratification*

Motion: That the minutes of the Planning Day Council meeting be accepted as a true and correct record.

Moved: Nerissa Haby

Seconded: Anita Wild

All in favour: motion carried

2.0 ACTION ITEMS FROM PREVIOUS MEETINGS

2.1 Matters Arising from Previous Council & Executive Meetings

The following action items are from the 2013 meetings only. Actions items from prior to this meeting will be distributed in an updated action table when it all becomes available.

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_4.1.4	Webpages – contact with Interlated and update	Liz & Gail	April Council	Update provided at Item 3.3.
Coun_Feb_13_4.1.4	Minutes of December meeting circulated	Gail & Jodie	ASAP	Minutes distributed as at item 1.5.
Coun_Feb_13_4.1.6	Working group compositions circulated and edited ready for approval	Gail	June 14 th 2013	Update provided at item 6.2. To be distributed no later than June 14 th 2013.
Coun_Feb_13_4.2.2	Table showing membership benefits to students on website	Angela	When new webpage is up and running. Anticipated June 13 th 2013.	Angela to provide Liz with copy of table for website.
Coun_Feb_13_4.5.3	Review current policy on science communications and present any suggested changes	Kris	August Council	Kris absent – new deadline set for August Council meeting.
Exec_Mar_13_2.1.1	Action table to be updated from November Exec Meeting and December Council Meeting.	Gail & Jodie	ASAP	Action delayed due to the delay of Nov/Dec minutes.
Exec_Mar_13_3.2.1	Check with Mark Westoby about whether the Barb Rice sponsorship will cover the net loss of the conference.	Peter	August Council	Peter absent – new deadline set for August Council meeting.
Exec_Mar_13_3.2.2	Clarify that the LOC should pay for Council travel on Planning Day.	Lyn	July Exec	Lyn absent – new deadline set for July Executive meeting.
Exec_Mar_13_3.2.3	Follow up final draft of the LOC handbook with Eddie Van Etten.	Peter	August Council	Peter absent – new deadline set for August Council meeting.

Agenda Item #	Action arising	Person	By	Comments
Exec_Mar_13_4.2.1	AERA item to run in each weeks ESA e-news until nominations deadline on April 30 th 2013	Gail & Glenda	ASAP	Complete. Update provided on AERA at item 6.3.
Coun_Apr_13_4.1.1	Liaise with INTECOL re display of ESA posters	Gail/Nigel	July Exec	Update to be provided at July Executive meeting.
Coun_Apr_13_4.1.2	Develop promotional conference Poster for INTECOL and general promotion	Gail/Christine/Nigel	July Exec	
Coun_Apr_13_4.3.1	Canvas benefits of series publications	Gary	August Council	Gary absent – new deadline set for August Council meeting.
Coun_Apr_13_4.3.2	Gauge member interest via e-news & facebook	Gary/Gail	August Council	Update to be provided at August Council meeting.
Coun_Apr_13_4.4.1	Continue discussions with ARS based on separate events with overlap where benefit to both parties and advise outcomes	Christine	June Council	Update provided at item 4.6.
Coun_Apr_13_5.1.2	Develop guidelines for cost allocation between conference and ESA	FGWG, Gail	July Exec	Postponed to July Exec meeting. Awaiting decision from FGWG.

3.0 REPORTS

- 3.1 Executive Finance Report – Lyn McCormick and Nigel Andrew*
- 3.2 Council Finance Report – Lyn McCormick and Nigel Andrew*

The balance sheet, cash movement and income statement were presented to Council for the months of March and April. The July-April coloured income statement shows income and expenses compared to the budget. This statement shows that we're still waiting the actual costs of last year's conference because of a delay in response from ConLog. Legal fees, that covered the DGR status and Jill Landsberg Trust Fund expenses, were not forecast in the budget however were necessary costs.

- 3.3 EcoTas13 Report – Gail Spina*

Gail spoke to the report in the agenda, explaining the necessity of a MOU between ESA and NZES. Recent meetings have revealed a good sized conference venue with higher numbers expected than a usual NZES conference; however a couple of issues were noted; NZES have not yet started looking for sponsorship and the projected registration fees are higher than the usual ESA conference fees. The MOU as drafted by NZES (attached to the agenda) and the subsequent ESA edits (attached at item 4.3) is a necessary agreement to address the potential risk to both ESA and NZES noting that this same MOU is likely to be used in the future when ESA host the next joint conference. Additionally, NZES expect that the registration is likely to be made up of almost 60% NZES members and only 17%

students – quite different to the numbers at past ESA conferences which usually feature a high percentage of student registrations.

3.4 Web Development Report – Gail Spina/Liz Tasker

Liz explained that ESA were working well with Intelated in the background to get the website ready for launching. The planned soft launch for June 8/9 didn't go ahead due to some key people being away, so it is postponed to June 13th. Gail has asked everyone to take a look at the new website to identify content that you may be responsible and report any glitches so the site is ready for an official launch in the near future. Jodie will distribute login details & instructions for the new website for those that have forgotten.

The overall delay in the launch of the website involves ensuring that there are no bugs in the new membership database which underpins the functionality of the site – when the new database is switched on, the old one will be switched off so the transition has to run very smoothly.

CounExec_Jun_13_3.4.1	Distribute login & instructions for new website to council	Gail, Liz, Jodie	ASAP
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4.0 GENERAL BUSINESS (Discussion and/or Voting)

4.1 PCO Update – Gail Spina

Gail explained that the renegotiation of the new PCO contract has commenced. Executive are happy to ask ConLog to submit a proposal but it was thought that a couple of other companies may be appropriate as key staff at ConLog have since moved on. Three companies were noted in the agenda report with the discussion deciding that the second-best candidate of the shortlist from the last contract renegotiation be included so that it can be sorted out as soon as possible. A PCO Review Working Group has been formed that will decide from the proposals submitted by the end of June with the selected company contract presented to council in August for voting.

CounExec_Jun_13_4.1.1	Once all four companies have provided proposals, the PCO Review Working Group will select a candidate.	PCO Review Working Group (Gail, Lyn, Kris, Nigel, Christine)	End of June
CounExec_Jun_13_4.1.2	The selected company contract will be provided to Council for review and voting.	PCO Review Working Group (Gail, Lyn, Kris, Nigel, Christine)	August Council

4.2 DGR Update – Gail Spina

Gail expects that within a month or so, the ESA application to move to a Public Company Limited by Guarantee will be decided by ASIC. Should everything go as planned to becoming a public company, ESA will no longer require a Public Officer, as is currently the arrangement. One of the Board of Directors will be nominated as the Public Officer for Tax Purposes and the point of contact would fall to the Secretary.

Motion: That, should ASIC approval be granted for ESA to be registered as a Public Company Limited by Guarantee, the required role of Public Officer for Tax Purposes be filled by the Treasurer.

Moved: Don Driscoll
Seconded: Angela Moles
All in favour: motion carried

4.3 MOU EcoTas13 – Gail Spina*

Attached to the agenda was the proposed MOU between ESA and NZES (refer also to item 3.3) and the edits currently made on behalf of ESA for submission to the next EcoTas13 meeting. Gail has requested that everyone take a look at the MOU and provide any further comments or edits to her by June 14. Don asked why the splitting of profits/losses is not aligned with the proportion of investment – Gail explained that it was to do with setting a standard for future joint conferences and the split was based on potential risk (for example, that NZES won't get enough sponsorship). At this stage an MOU is more appropriate than an official contract as the conference is collaboration between the two societies.

4.4 Directors Liabilities – Gail Spina

Gail spoke to the agenda report outlining that there will be proposed liabilities for council members under the new structure. Gail has compiled a summary of the legal liabilities and broad governance requirements for your information (supplied to everyone after the meeting). Please contact Gail for any queries regarding this. Gail will investigate whether a "Board Charter" will be appropriate under the Public Company arrangements.

CounExec_Jun_13_4.4.1	Report on potential for a "Board Charter" for the proposed ESA Public Company status change.	Gail	August Council
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4.5 Student Travel Grant Change in Application Method – Angela Moles

Angela spoke about the change in the application method to ensure that students are consciously reading the requirements of the grants and answering thoughtfully in their application. This change is in response to last year's applications where, for example, a third of the applicants from Melbourne ticked that they required travel to the Melbourne ESA12 conference (reflecting a lack of thought in application).

4.6 ESA 2014 LOC – Christine Schlesinger*

Christine presented the list of the core LOC group for the ESA 2014 conference to be held in Alice Springs. The list reflects a number of institutions and government involvement which was considered desirable. Further committees will be established over time as the LOC meet and plan.

MOTION: That ESA support the selection and appointment of the core LOC members for the ESA 2014 conference.

Moved: Liz Tasker
Seconded: Glenda Wardle
All in favour: motion carried

Christine also provided an update on the possible linking of conferences between ESA14 and the 2014 ARS conference that was identified as being hosted in Alice Springs at the same time. ARS are now considering whether to have a conference at all and in any case did not appear keen in any formal linking up of the two conferences. The ESA14 conference planning will go ahead regardless of the

decision of ARS, where if ARS decide in the future to still hold their conference, Christine will follow up to see if they would consider cross-promotion.

5.0 ANY OTHER BUSINESS (For Noting Only)

5.1 Australia Post NFP Partnership Opportunity – Gail Spina*

Gail requested if anyone had any ideas by which ESA could apply for funding under the NFP opportunity with Australia Post to contact her.

5.2 Request for ESA Sponsorship of Symposium – Ben Gooden

A request was received from Ben Gooden as the convenor of the Invasive Species Research Chapter for funds to support a special symposium on invasive mammal ecology at this year's Australian Mammal Society Conference.

MOTION: That ESA support the Invasive Mammal Ecology Symposium to the amount of \$450 as a part of the Invasive Species Research Chapter annual budget, with promotional opportunities for ESA investigated.

Moved: Anita Wild

Seconded: Liz Tasker

All in favour: motion carried

Ben was absent from the meeting but has since provided this update for council with regards to the promotion of ESA at the conference:

- a) Now that our support has been confirmed, Michael Letnic and his team at the Mammals LOC will ensure that our support of the symposium is made clear in its title (Ecological Society of Australia symposium on invasive mammals ecology... or something like that!).
- b) Our name and logo will appear in their conference publications, although i am still waiting to hear back from hm about the details of this.
- c) I will personally assure that an ESA poster or two is erected at the mammals conference venue, that membership forms are made available at the Mammals registration desk (or a mailing list!), and that we have some merchandise to give away at the symposium (usually put on the front seats and given to the speakers).

5.3 Plenary Papers for Austral Ecology – Angela Moles

Angela proposed that it might be a good idea to ask future ESA plenaries to submit associated papers to Austral Ecology. Mike explained that Austral Ecology actively look for reviews but supports the proposal that Angela put forward. Mike will ask ESA12 plenaries to submit papers for Austral Ecology noting however it could create more work.

5.4 SA Regional Event Workshop – Nerissa Haby*

Nerissa provided an update to the planning for the SA Regional Event Workshop '*Introduction to publishing: natural history to restoration*'. There has been a strong response from editors invited, including interstate guests. The strong response has meant that the planned two hour event might be too short. Nerissa asked council whether a ten minute talk would be disrespectful to speakers, given that they did not know how long they might be talking when initially invited. All agreed that extending the workshop for an extra hour would give speakers a respectful length of time while keeping the event short, sharp and shiny. Nigel asked whether there was scope for a podcast or vodcast recording of the workshop that might be linked to the ESA website for those not attending the workshop. Nerissa agreed it was a great idea if the speakers are happy to be involved and will contact Interlated for advice on the feasibility of setting it up.

5.5 NT Travel Award for ESA12 Melbourne – Christine Schlesinger

Christine provided feedback to council on the seminar delivered and experience of the NT Travel Award winner for ESA12 Melbourne, as attached in the agenda.

6.0 LATE AGENDA ITEMS

6.1 Position Description for the ESA Web Management Officer – Gail Spina*

Gail presented the current position description for the advertisement and appointment of an ESA Web Management Officer. Comments from Council were requested to be sent to Gail and Liz as soon as possible. The approval to proceed with the advertisement of the position will depend on any comments received.

MOTION: That ESA approves Gail and Liz to proceed with the recruitment of the Web Management Officer position pending any comments received from Council.

Moved: Mike Bull

Seconded: Nigel Andrew

All in favour: motion carried

6.2 Working Group Compositions – Gail Spina

Working groups are to align with strategic plan and comprise of council members and other ESA members. Gail will provide council with a list of these working groups this week. Some members of these working groups, such as the convenors, are known and others were nominated by Kris. Gail has asked Council to please advise her if these appointments are not considered appropriate.

6.3 Vice President Research Report – Glenda Wardle*

Glenda provided an update on AERA, the 'Vision for Australian Ecology' and Research Chapters. The AERA panel met in May and selected the 2013 recipient. The top-ranked person will be delivering a lecture at the EcoTas13 Conference. The winner will be announced via ESA e-News. The 'Vision for Australian Ecology' is now referred to as the 'Decadal Plan for Ecology and Ecosystem Science'. The development of the plan is progressing with an anticipated delivery by mid-2014. The convenors of the ESA Research Chapters will be chased up for website content with chapters to be reviewed at the 2013 ESA Planning Day to decided which ones have sufficient activity and support from their members to be retained.

7.0 NEXT MEETING

Next Executive Meeting – 12th July 2013.

Next Council Meeting – 9th August 2013

Meeting closed at 12:41am (AEST)

* Papers related to this agenda item are attached, or were circulated via email prior to the meeting. Copies can be obtained on request from the ESA Secretary.