



## EXECUTIVE COMMITTEE MINUTES

Friday 13th March 2015 (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]

Distribution list: Nigel Andrew (President), Liz Tasker (VP - Member Communications), Angela Moles (VP-Student Affairs), Jodie Lia (Secretary), Jason Cummings (Treasurer), Anita Wild (Director – Practitioner Engagement), Matt McDowell (Director), 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), Liz Tasker (VP - Member Communications), Angela Moles (VP - Student Affairs), Jodie Lia (Secretary), Jason Cummings (Treasurer), Gail Spina (Executive Officer), Lyn McCormick (Finance Officer).

Apologies: Matt McDowell (Director).

#### 1.3 Minutes of Previous Executive Committee Meeting (November 2014) – for ratification

Quorum for ratification not met; postponed until April Board.

#### 1.4 Minutes of Previous Board Meeting (February 2015) – for reference

Noted.

### 2.0 ACTION ITEMS FROM PREVIOUS MEETINGS

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

Action Item table attached (March post-meeting status).

### 3.0 REPORTS

#### 3.1 Treasurers Report – Jason Cummings

Jason indicated the last financial statements received were for January with a Year-to-Date profit/loss margin of \$400K and, that observed discrepancies are due to the conference payments awaiting reconciliation. Jason indicated that the EOFY forecast will be ready to distribute for discussion at the April Board meeting. The forecast, which will occur at the April/May time of year, will demonstrate how our budget is travelling, indicating what the ESA can and cannot afford in the later half of each financial year.

The new reporting format, which will be demonstrated at the April Board, separates out the conference expenses from the operation of the Society. This change will ensure that the monthly finances are a true representation of the ESA's financial status at any point in time. Then, there will be 'Reports by Project' that will separately show special project finances (like the Conference) with projects being opened and closed as

required. Jason also indicated that the new contracts for the Finance and Membership Managers have been signed off.

The 2014 Conference is likely to produce a \$20K profit for ESA. To ensure that 2015 conference is successful, a no-loss expectation must be reinforced with the Adelaide LOC.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_Mar_15_3.1.1	Provide EOFY Budget Forecast to Board	Lyn/Jason	April Board
Exec_Mar_15_3.1.2	Provide examples of Finance "Report by Project" format to Board	Lyn	April Board

### 3.2 Correspondence Report – Jodie Lia

A combined correspondence report was tabled. No major issues noted.

### 3.3 Working Group Report – Jodie Lia

The Working Group Report is to become a standing agenda item for Board Meetings, to report on working group updates and activities. Jodie explained that the Working Group leaders will be contacted to confirm their starting membership prior to the April Board, and prior to every Board meeting thereafter for regular updates.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_Mar_15_3.3.1	Working Group Leaders to provide minimum bi-monthly updates to the Board on their WG activities.	WG Leaders	April Board

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

### 4.1 Titles of Board Members - Nigel Andrew

Nigel explained that while the term "Ordinary Director" is constitutionally correct, he thought it rather disparaging and proposed to change the title. Jason suggested that removing the word 'ordinary' would be fine so that "ordinary directors" can, in a non-official sense, be simply referred to as Directors.

On a related note, the Nigel explained that Brigitte and Gail were working on ESA Member and ESA Board Member logos for badging email signatures. This will help identify Directors, and for members to promote their membership with a logo.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_Mar_15_4.1.1	Develop ESA Director and Member logos for email signatures	Brigitte	April Board
Exec_Mar_15_4.1.2	Email agreed ESA Member logos to members via e-news	Gail	May Exec

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

### 5.1 Secretary Leave of Absence – Jodie Lia

Jodie outlined her planned leave of absence for the months of May, June and July, which would require an acting Secretary during this time to administer meetings. Jodie said she'd source a replacement in time for the April Board, so Directors were aware of the arrangements.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_Mar_15_5.1.1	Confirm arrangements for Secretary duties during May, June, July	Jodie	April Board

## 5.2 Potential new VP Student Affairs – Nigel Andrew

It was proposed that a new VP Student Affairs be identified ready for this year's AGM after which Angela would leave her position. One person has been identified as having good credentials and interest for the role and will be asked to nominate themselves. Gail will also prepare an advertisement for the potential Board members to nominate prior to AGM such that nominees can be assessed by the Board as suitable candidates, with CVs summarised in preparation for an informed AGM vote. This trial change in the election process removes nominations from floor, which may be confronting for perfectly good candidates. It also ensures that new and existing nominating Board members are summarised such that the membership can be confident in their Board member selection.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_Mar_15_5.2.1	Advertise the new (trial) election process to the ESA Membership.	Gail	April Board

## 6.0 LATE AGENDA ITEMS

### 6.1 ESA Outreach Prize – Angela Moles

Angela outlined a proposal for a new outreach prize for ESA, which encourages outreach for the society, and is aligned to the ESA Strategic Plan. The prize would be open to all ESA members to develop a partnership with a school and outline a research project that could be done with a class of year 5 or 6 students. Sponsorship from corporate/government sponsors would need to be sourced in the mid-to-long term but in the short term, or in the absence of sponsorship money, prize money would be sourced from the large pool of existing student prize budget. All agreed it as a very good way of addressing ecology outreach.

### 6.2 ESA15 Annual Conference – Jason Cummings

Jason shared that he had invited the Threatened Species Commissioner to sponsor a symposia for ESA15 and was awaiting a response. Nigel also shared that he will write formally to invite the Commonwealth Environment Minister to attend the conference.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_Mar_15_6.2.1	Invite Cth Minister for Environment to ESA15 in Adelaide	Nigel	May Exec

## 7.0 NEXT MEETING

Next Executive Meeting – 8<sup>th</sup> May 2015

Next Board Meeting – 10<sup>th</sup> April 2015

**Meeting closed: 12:05PM AEDST**