ECOLOGICAL SOCIETY OF AUSTRALIA

DRAFT EXECUTIVE COMMITTEE MINUTES

Meeting – Thursday 28th May 2015 (Meeting #2)

GoToMeeting Software: commencing 11:00 AEST

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

Distribution list: Nigel Andrew (President), Liz Tasker (VP - Member Communications), Angela Moles (VP-Student Affairs), Jodie Lia (Secretary), Jason Cummings (Treasurer), DIRECTOR 1, DIRECTOR 2, 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), Jason Cummings (Treasurer), Jodi Price (Director – ESA16), Don Driscoll (Director – Hot Topics), Gail Spina (Executive Officer), Lyn McCormick (Finance Officer).

Apologies: Jodie Lia (Secretary), Nikki Zanardo (Board Member)

1.3 Minutes of Previous Executive Committee Meeting (March 2015) – for ratification

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

Moved: Liz
Seconded: Jason
All in favour: motion carried

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

Noted.

2.0 ACTION ITEMS FROM PREVIOUS MEETINGS

2.1 Matters Arising from Previous Board & Executive Meetings

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

3.0 REPORTS

3.1 Treasurers Report – Jason Cummings

Jason presented accounts and projected end of year profit/loss. Main issues discussed:

- ESA is currently $5k out with the finance income;
- a $90k bequest has gone through from Mark Westoby as a bequest. Currently showing as profit but needs to be reallocated as unexpended liability. Jason and Lyn to amend appropriately.
- Online Donations facility developed and ready to go pending the receipt process being finalised. Electronic Receipts need to be emailed directly post donation. Lyn to urgently establish dedicated e-way payment portal aligned directly with Public Fund.

- Budget forecast documentation as tabled reviewed. Revised format aims to provide YTD, Profit/Loss and report by project aligned with Strategic Plan. Lyn to finalise in new format and forward to FGWG for review. Noted there is a need to develop a process for coding expenditure/income to ensure reports by project cross-reference and balance with overall budget.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_May_15_3.1.1	Allocate Barbara Rice donation	Lyn/Jason	EOFY
Exec_May_15_3.1.2	Implement dedicated online donations eway portal	Lyn	asap
Exec_May_15_3.1.3	Finalise revised budget format and forward to FGWG members	Lyn/Jason	June Board

3.2 Correspondence Report – Nikki Zanardo & Gail Spina

Correspondence with Nigel only tabled. All Board members were reminded to send through a report even if blank. Only significant or special interest/unusual items need to be included - standard day to day items in accordance with Board role do not need to be reported.

3.3 Working Group Report – Nikki Zanardo

ToR reminder and working group template needs to be sent out to all working group leaders for submission at June Board.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_May_15_3.3.1	Circuate ToR template and reminder to working Group leaders	Nikki/Gail	June Board

3.4 Web Officer Report – Gail Spina

Interlated have suggested retrospectively optimising the website with a mobile friendly interface. We had investigated doing this previously but had been advised that it was only effective if done at time of website development and retrofitting resulted in poor functionality. Interlated advise that it can now be done successfully and will cost approximately $4000. Website visits from mobile devices are currently low but this may be due to lack of optimisation and not demand. Agreed mobile optimisation highly desirable but only if outcome satisfactory and value for money. Brigette to liaise with Interlated and request detailed proposal, and examples of other retrofitted sites for review, and make recommendation to Board for decision.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_May_15_3.4.1	Obtain detailed proposal from Interlated, and determine if it is worth the money invested	Brigette	June Board

3.5 Membership Officer Report – Lyn McCormick

There are conflicting results from the database on member numbers. Accurate data on membership is critical to effective Society management. Currently thinking that it is around 1100 members but anomalies in different search methods provide conflicting results. It would also be valuable to be able to interrogate the database by membership category e.g. Foundation and Life members/ Attrition vs New members,

and other membership parameters such as length of membership. Bev/Lyn to liaise with Interlated to ensure we can be confident membership data is accurate membership and interrogation of data provides required information.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_May_15_3.5.1	Obtain accurate members numbers for database and ensure effective interrogation of data is possible	Lyn/Bev	June Board

3.6 Conference Report – Gail Spina

Conference abstracts are now open and the programme is available. Major concern is the level of sponsorship. Estimated 550 attendees are required to break even in costs. It was noted at FGWG meeting that the conference budget may need to be reined in and an expected small profit should be anticipated. It was also noted that there may be potential savings through review of PCO standard costs. FGWG to review with KAIGI.

Jodi advised that preliminary discussions around establishing a core ESA2016 LOC had been ongoing and a formal meeting would be arranged in next couple of months. Agreed PCO and Gail should attend early PCO meeting to assist in getting things in motion.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_May_15_3.6.1	Review standard costs in PCO contract to identify potential savings.	FGWG	September Exec
Exec_May_15_3.6.2	Organise initial ESA2016 LOC meeting with PCO and Gail to attend early meeting.	Jodi, Gail, KAIGI	August Board

4.0 GENERAL BUSINESS (Discussion and/or Voting)

4.1 **S**trategic Plan vote – Nigel Andrew

The new Strategic Plan was approved via out of session vote. Plan to now be uploaded to website and Email sent out to members to view new strategic plan.

4.2 Board nomination election process– Gail Spina

A proposed Board nomination and election process was tabled to improve transparency and equity in Board appointments and encourage informed elections. Agreed in principle. Consider increasing expected Director terms - Board members 2 year terms & Executive 3 year terms – to improve potential for delivery of program outcomes and set expectation of commitment. Provisions for re-appointment need to be reviewed. Agreed appointments need to be staggered to maintain continuity of experience and corporate knowledge. Special provision for Austral Ecology/ EMR. These proposals may need constitutional amendment. Nigel/Gail to review and report to Board on implementation in 2015 and any proposed amendments required in 2016.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_May_15_4.2.1	Review alignment of proposed election process and terms with current constitution and identify any required amendments	Nigel/Gail	July Exec

5.0 OTHER BUSINESS (For Noting or Information Only)

5.1 Ecosystem Science Council Update

The Ecosystem Science Council has now been appointed. Nigel and Gail had preliminary meeting with Stuart Phinn and Bek Christensen about ESA support for Council as proposed in previously tabled request. ESA has expressed interest in providing in-kind support subject to more detail being provided.

5.2 The House of Representatives Standing Committee on the Environment inquiry into and report on the administration and transparency of the Register of Environmental Organisations (the Register) and its effectiveness in supporting communities to take practical action to improve the environment

Noted. ESA provided a comprehensive submission to the Enquiry and now wait for feedback and next step in the process.

6.0 LATE AGENDA ITEMS

6.1 Next Gen Award

Next Gen Award panel selected Daniel Falster. There were 16 applicants, which is an excellent response in the first year of the award. It was proposed to list all short listed members on the website and encourage them to produce a media release on their research using our Meltwater site. Media release should happen ASAP after winner accepts the award.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_May_15_6.1.1	Coordinate Next Gen Award winner and shortlist on website and media releases	Andrew/Gail/Don/Brigette	July Exec

6.2 Recognition to Board members

Formal recognition to thank Gail/Brigette for e-news; Ben for the bulletin; and Don for Hot Topics.

6.3 GoToMeeting Software

GotoMeeting seemed to function well for Executive meeting and at $400 would save significant funds annually. Need to trial with larger Board group before committing. Lyn's version of the software will be used for the Board meeting in June and meeting result evaluated.

7.0 NEXT MEETING

Next Board Meeting – 25th June 2015.
Next Executive Meeting – 30th July 2015.
Next FGWG Meeting June 9 2015.