



EXECUTIVE COMMITTEE MINUTES
Thursday 22 September 2016 (Meeting #4)
11:00am – 11:40pm

Distribution list: Nigel Andrew (President), Don Driscoll (President-elect), Raghu Sathyamurthy (VP - Research), Dieter Hochuli (VP - Student Affairs), Bek Christensen (Acting VP – Public Liaison & Policy), Jodie Cosham (Lia) (Secretary), Jason Cummings (Treasurer), Euan Ritchie (Ordinary Director), Amy Hahs (Ordinary Director), Gail Spina (Executive Officer), Jacky Tierney (Finance and Membership Officer).

1.0 WELCOME AND APOLOGIES

1.1 Chairperson's Welcome and Introduction

1.2 Present and Apologies

Present: Nigel Andrew (President), Don Driscoll (President-elect; Chair), Raghu Sathyamurthy (VP - Research), Dieter Hochuli (VP - Student Affairs), Bek Christensen (Acting VP – Public Liaison & Policy), Jason Cummings (Treasurer), Jodie Cosham (Lia) (Secretary), Amy Hahs (Ordinary Director), Gail Spina (Executive Officer).

Apologies: Euan Ritchie (Ordinary Director), Jacky Tierney (Finance and Membership Officer).

1.3 Minutes of Previous Executive Committee Meeting (July 2016) – for ratification

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

Moved: Raghu Sathyamurthy

Seconded: Bek Christensen

All in favour: motion carried

2.0 ACTION ITEMS FROM PREVIOUS MEETINGS

2.1 Matters Arising from Previous Board & Executive Meetings

ESA Action List – updated Sept 16 – attached.

3.0 REPORTS

3.1 Treasurers Report – Jason Cummings

Jason spoke about the new financial reporting format working well. Forecasts are proving to be accurate and Jacky has settled in well to her role. Propose that they are noted if no questions. Jacky is cutting back her hours by about 30% - 25 hours, maybe lower if possible.

3.2 Correspondence Report – Jodie Cosham

Noted.

3.3 Web Officer Report – Gail Spina

Things are tracking well. Waiting to get a proposal for a SLA for Interlated, Brigette doing benchmarking across other alternatives – communications and development. Options paper to be presented at next Board.

| AGENDA ITEM # | ACTION ARISING | PERSON | DUE BY |
|--------------------|--|-----------------|---------------|
| Exec_Sept_16_3.3.1 | Prepare options paper for SLA for Interlated (website) compared to the alternatives. | Gail (Brigette) | October Board |

3.4 Membership Report – Gail Spina

Membership Report tabled. Gail to meet with Jacky early October to bed down rolling membership which will start from January 1 2017. Membership to be provided to Board quarterly in the future and accompanied with more strategic planning. Next report due Planning Day.

3.5 Conference Report – Gail Spina

Conference tracking well. Earlybird registrations closed with 434 taken. To break even we need 481 delegates which we are expected to reach. The optimistic delegate figure is set at 500, particularly as there are several presenters that are yet to register. LOC are adding extra concurrent sessions; sponsorship and mentors being sought for speed talking event; program is up on website with 94 posters submitted.

3.6 ESC Report – Nigel Andrew*

ESC have requested access to ESA financials and accounts. There is not an MOU in place yet so Nigel will write to Chair about this first.

| AGENDA ITEM # | ACTION ARISING | PERSON | DUE BY |
|-------------------|--|--------|---------------|
| Exec_Jul_16_3.6.1 | Write to Chair of ESC seeking discussions around an MOU between ESC & ESA. | Nigel | October Board |

4.0 GENERAL BUSINESS (Discussion and/or Voting)

Nil

5.0 ANY OTHER BUSINESS (For Noting or Information Only)

5.1 ESA Media Communications Officer – Gail Spina

Advertised as planned, 50-something applications received, panel currently reviewing to narrow down to top 5. Interviews will be held in the next fortnight with appointment by mid-October.

5.2 Treasurer-elect – Jason Cummings

Jason is seeking nominations for Treasurer-elect for 2017. If there are no ESA membership interest/expertise in this area, ESA may consider advertising through the NFP network.

6.0 LATE AGENDA ITEMS

Nil

7.0 NEXT MEETING

Next Executive Committee Meeting – March 2017.

Next Board of Directors Meeting – Thursday 27 October 2016.

Meeting closed: 11:40am