



**PLANNING DAY BOARD MEETING MINUTES**  
**Sunday 29<sup>th</sup> November 2015 (Meeting #6)**  
**Meeting commencing 13:20 ACDT**  
**Boardroom, Adelaide Hilton, Victoria Square, Adelaide SA**  
**ESA Annual Conference 2015**

Distribution list: Nigel Andrew (President), Liz Tasker (VP - Member Communications), Angela Moles (VP - Student Affairs), Raghu Sathyamurthy (VP - Research), Jodie Lia (Secretary), Jason Cummings (Treasurer), Andrew Hayes (Director – Early Career Researchers), Don Driscoll (Director – Hot Topics), Euan Ritchie (Director – Research Chapters), Romina Rader (Director - Membership), Jodi Price (Director - ESA16), Kerry Bridle (Director - Tasmania), Nikki Zanardo (Ordinary Director), Matt McDowell (Ordinary Director), 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), Anita Wild (Outgoing Director), Bev Watkins (Membership Manager), Pep Turner (Book Editor), Stefan Caddy-Retalic (Nominating Director), Dieter Hochuli (Nominating Director), Amy Hahs (Nominating Director), Bek Christensen (Nominating Director), Noel Preece (Nominating Director), Dawn Hawthorn-Jackson (Nominating Director), Dustin Welbourne (Nominating Director).

## **1.0 WELCOME AND APOLOGIES**

### **1.1 Chairperson's Welcome and Introduction**

Nigel welcomed all to Planning Day 2015 and reviewed the morning session - Duties & Responsibilities for Not-For-Profit Directors. The review highlighted a key issue with Nigel indicating his intention to review the arrangement of the Executive and Board in terms of its size and governance structure with the potential for a much smaller Board that has an active but non-directorial Council and Working Group base beneath it. This issue will be discussed further in 2016.

### **1.2 Present and Apologies**

Present: Nigel Andrew (President), Liz Tasker (VP - Member Communications; 15:30), Angela Moles (VP - Student Affairs), Raghu Sathyamurthy (VP - Research), Jodie Lia (Secretary), Jason Cummings (Treasurer), Andrew Hayes (Director – Early Career Researchers), Don Driscoll (Director – Hot Topics), Euan Ritchie (Director – Research Chapters), Romina Rader (Director - Membership), Jodi Price (Director - ESA16), Kerry Bridle (Director - Tasmania), Nikki Zanardo (Ordinary Director), Matt McDowell (Ordinary Director), Michael Bull (Austral Ecology – Chair, Editorial Board), Gary Luck (EMR – Chair, Editorial Board), Pep Turner (Book Editor), Gail Spina (Executive Officer), Lyn McCormick (Finance Officer; 15:30), Stefan Caddy-Retalic (Nominating Director), Amy Hahs (Nominating Director), Dawn Hawthorn-Jackson (Nominating Director), Sacha Jellinek (Nominating Director).

Apologies: Ben Gooden (Bulletin Editor), Bev Watkins (Membership Manager), Dieter Hochuli (Nominating Director), Bek Christensen (Nominating Director), Noel Preece (Nominating Director), Dustin Welbourne (Nominating Director).

### **1.3 Minutes of Previous Board Meeting (October 2015) – for ratification\***

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

***Moved: Matt McDowell***

***Seconded: Romina Rader***

***All in favour: motion carried***

**1.4 Minutes of Previous Executive Committee Meeting (September 2015) – for ratification\****Moved: Matt McDowell**Seconded: Jason Cummings**All in favour: motion carried***1.5 Minutes of Previous Planning Day (September 2014) - for noting\***

Noted.

**2.0 ACTION ITEMS FROM PREVIOUS MEETINGS****2.1 Matters Arising from Previous Board & Executive Meetings**

Action Item table attached (Planning Day post-meeting status).

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
PD_Nov_15_2.1.1	(In ref. to Board_Jun_14_3.2.1) Look into options for “rewards” for number of years a member of ESA.	Awards WG	April Board 16

**3.0 REPORTS****3.1 Treasurer’s Report – Jason Cummings**

Jason has produced a financial reporting interpretation guide which will be circulated with the minutes. The October financials are explained below.

Cash Movement Report (4 months to end October 2015)

- \$19K drawn down from Perpetual earnings of 201415 in September
- Net cash movement for the past four months shows ups and downs which is due to conference income and expenditure.

Balance Sheet (Oct 2015)

- \$561K retained income from the 201415 FY – equity.
- Assets show values from beginning of 201516 FY with computer equipment largely based off depreciation of the website. Jason explained that this revaluation could be done quarterly to better reflect point in time value.
- Asset ratio is 1:2.5 – considered good, but ESA cannot continue to lose money through its conference and membership.
- \$240K investments are that which are held with Perpetual

Income Statement (Oct 2015)

- Demonstrates mostly conference and Journal income.
- Expenses for conference are shown before conference but not the expected income, so point in time comparison can be misleading.
- Legal fees of \$2.2K were unexpected however all other expenses normal.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
PD_Nov_15_3.1.1	Investigate whether ESA can be forced to pay tax if value of cash exceeds a certain value.	Jason/FGWG	Feb Board

**3.2 Correspondence Report – Jodie Lia\***

None received.

### 3.3 Secretary's Report – Jodie Lia\*

The secretary's report was presented containing the 2014/15 meeting dates and representatives. Jodie indicated a draft contact list would be circulated for update soon after the conference.

### 3.4 Web Officer Report – Gail Spina

Gail tabled a short PowerPoint with an overview of what's been going on with the website & Brigitte's role this year. Notably, launching the online shop and looking into login/member wall features just for members.

### 3.5 Membership Report – Lyn McCormick & Bev Watkins\*

September Membership Report tabled and noted – current membership numbers are at 1274 which totals the annual membership number for the 2015 year.

### 3.6 Media Report – Don Driscoll\*

Media Working Group report tabled. Discussions were around member media releases, media internships and efficacy of Meltwater and cost/benefit with potential to reallocate funding to a media officer or other more suitable initiative to be discussed in 2016. Don noted that ESA is largely invisible in the media but the conference and photo competition attract the most attention. Other things that were discussed, worthy of further investigation included, but not limited to:

- Need to shift focus of media releases to be on the "sensational" meaning the weird, wonderful and not necessarily peer-reviewed stuff.
- ESA strategic position in the media (nationally, environmental law, politicians)
- Efficacy of Meltwater-type arrangement vs. an ESA media officer.
- Tweetable abstracts for AE/EMR

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
PD_Nov_15_3.6.1	Review merits of utilising services of SCIMEX for ESA.	Media WG	April Board 16
PD_Nov_15_3.6.2	Review efficacy of Meltwater to determine if ESA should renew, change providers or focus funding into a media officer type role.	Board	April Board 16
PD_Nov_15_3.6.3	Send EMR/AE indices to members via email.	Gail/Mike/ Gary	February Board 16

## 4.0 PLANNING DAY ITEMS

### 4.1 Working Groups & 2016 Planning – Nigel Andrew

#### Research Chapters

- Various reasons that it hasn't gained greater traction and it's not because of last of interest.
- Feedback is that a key driver (person/s) is needed to maintain momentum e.g. Urban Ecology RC & Agricultural Ecology RC.
- Raghu to determine in 2016, how ESA can best assist RC's by investigating concept, methods of assistance, website interaction, RC conference symposium preferences, social events, newsletters, email distributions.

#### Conference Sub-Committee

- The annual conference is ESA's greatest financial liability and income but also it's biggest attraction.
- Nigel proposed a new conference sub-committee that would manage the strategic planning of all ESA conferences.

- This committee would not replace the LOCs but provide them strategic support, expertise and long-term planning (could include sourcing venues and sponsors prior to LOC set-up for greater financial security; reviewing performance of Kaigi our conference organiser or ensuring key lessons are implemented in subsequent years).
- Nigel will develop a proposal for review by Board.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
PD_Nov_15_4.1.1	Investigate the key drivers of RC success and how ESA can help facilitate their function.	Raghu, Euan	March Exec 16
PD_Nov_15_4.1.2	Review entire model of RCs for going forward.	Raghu, Nigel	Planning Day 16
PD_Nov_15_4.1.3	Provide a proposal for the ToR's for a Conference Sub-Committee.	Nigel	Feb Board 16

#### 4.2 Post-Grad Day Support – Angela Moles\*

Letter to the Board left of agenda papers (attached to minutes for reference) - discussing financial support for future Post-grad days. The organiser of Postgrad Day has requested that ESA Board consider funding future Postgrad Days. The proposal was discussed along with various options of financial support that may be offered, as outlined in the following resolutions.

**MOTION: That the organiser of Postgrad Day become a permanent reporting member of the Conference LOC.**

*Moved: Angela Moles*

*Seconded: Pep Turner*

*All in favour: motion carried*

**MOTION: That the Board agrees to finance one night of the Postgrad Day organisers accommodation, and the Postgrad Day icebreaker to the value of \$500.**

*Moved: Angela Moles*

*Seconded: Don Driscoll*

*All in favour: motion carried*

#### 4.3 Funding & Grants – Perpetual Funds & other opportunities

As we have our DGR status, there is now an opportunity to apply for philanthropic grants from Perpetual. This year's applications are due in December and so too late for ESA to apply for any but Directors are reminded to consider what could be applied for in 2016.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
PD_Nov_15_4.3.1	Consider ideas for IMPACT Philanthropy Application Program for 2016.	Board	Feb Board 16
PD_Nov_15_4.3.2	Shortlist ideas for IMPACT Philanthropy Application Program for 2016.	Exec	May Exec 16
PD_Nov_15_4.3.3	Decide which applications will be submitted in the IMPACT Philanthropy Application Program for 2016.	Board	June Board 16

## **5.0 GENERAL BUSINESS (Discussion and/or Voting)**

N/A

## **6.0 OTHER BUSINESS (For Noting or Information Only)**

### **6.1 ESA Annual Conference 2016 – Gail Spina & Jodi Price**

Jodi gave a brief overview of what the ESA16 LOC are up to.

- The co-chair of the LOC, Rachel Standish will give an end of conference speech inviting all to attend in Fremantle via <http://www.esa2016.org.au/>
- Theme tentively titled Diversity, Pattern, Prospect and Process.
- Jodi confirmed that all plenaries have been sent invites with 50% male/female invitees.
- Conference will run M-Th with Fri/Sat field trips, particularly as WA has some great but faraway field trip proposals (SWWA, Pilbara).

## **7.0 LATE AGENDA ITEMS**

N/A

## **8.0 NEXT MEETING**

Extraordinary Meeting of the Board – 28 January 2016

*(Non-compulsory meeting, but new Directors in particular are strongly encouraged to attend)*

Next Board Meeting – 25 February 2016

Next Executive Meeting – 24 March 2016

**Meeting closed: 17:00PM ACST**