



BOARD & EXECUTIVE MINUTES

Meeting – Friday 11th April 2014 (Meeting #2)

Teleconference: commencing 11:00 AEST

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

Phone no: 1800 333 803 (622507#)

Distribution list: Nigel Andrew (President), Kris French (Past-President), Liz Tasker (VP - Member Communications), Angela Moles (VP - Student Affairs), José Facelli (VP - Research), Jodie Lia (Secretary), Brad Murray (Treasurer), Christine Schlesinger (Director – Indigenous Engagement & ESA14), Andrew Hayes (Director – Early Career Researchers), Luke Collins (Director – Communications & Webinars), Don Driscoll (Director – Hot Topics), Euan Ritchie (Director – Research Chapters), Nerissa Haby (Director – Conferences & ESA15), Anita Wild (Director – Practitioner Engagement), Romina Rader (Director - Membership), 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).

1.0 WELCOME AND APOLOGIES

1.1 Chairperson's Welcome and Introduction

1.2 Present and Apologies

Present: Nigel Andrew (President), Kris French (Past-President), Liz Tasker (VP - Member Communications), Angela Moles (VP - Student Affairs), José Facelli (VP - Research), Andrew Hayes (Director – Early Career Researchers), Don Driscoll (Director – Hot Topics), Euan Ritchie (Director – Research Chapters), Anita Wild (Director – Practitioner Engagement), Romina Rader (Director - Membership), Michael Bull (Austral Ecology – Chair, Editorial Board), Gary Luck (EMR – Chair, Editorial Board), Gail Spina (Executive Officer), Lyn McCormick (Finance Officer).

Apologies: Jodie Lia (Secretary), Brad Murray (Treasurer), Christine Schlesinger (Director – Indigenous Engagement & ESA14), Nerissa Haby (Director – Conferences & ESA15), Luke Collins (Director – Communications & Webinars), Ben Gooden (Bulletin Editor).

1.3 Minutes of Previous Board Meeting (February 2014) – for ratification*

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

Moved: Angela Moles

Seconded: Euan Ritchie

All in favour: motion carried

1.4 Minutes of Previous Executive Meeting (November 2013) – for ratification*

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

Moved: Angela Moles

Seconded: Kris French

All in favour: motion carried

2.0 ACTION ITEMS FROM PREVIOUS MEETINGS

2.1 Matters Arising from Previous Board & Executive Meetings

Action Item table attached.

3.0 REPORTS

3.1 Finance Report – Brad Murray & Lyn McCormick*

The balance sheet, cash movement and income statement for the month of February was presented to the Board. ESA are awaiting royalties from journal production to appear in the income statement, and money had to be taken out of term deposit to meet costs thus far. Funds will be returned to term deposit following payment of journal royalties. Lyn is progressing with chart of accounts and proposing to present to Executive by next meeting.

Board_Apr_14_3.1.1	Lyn to present the chart of accounts to Executive Committee.	Lyn	May Executive
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3.2 ESA14 Conference Report – Christine Schlesinger*

Nigel presented Christine's report and asked for input/questions. Kris asked for figures on different numbers of conference attendees and 'break-even' points – worst and best case scenarios. Gail also asked for costs of individual 'reward' items in show bag for different scenarios to determine what would be presented.

Board_Apr_14_3.2.1	Contact ConLog for scenario budgets/itemisation	Gail	May Executive
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3.3 Austral Ecology Report – Mike Bull*

Mike presented the Early Career Reviewer scheme proposal to the Board. Positive comments received on proposed ECR reviewer/ mentoring scheme. Mike will ask Gail and Ben to circulate to membership for self-nominations. Criteria for a 'good review' to be added to information pack following NZ Journal Ecology guidelines. Also add information and procedure to ensure it's OK for student's supervisors (in terms of confidentiality) to provide support for review.

Board_Apr_14_3.3.1	Circulate Austral Ecology ECR scheme proposal to membership for self-nominations.	Gail/Ben	June Board
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3.4 Web Report – Gail Spina*

Gail presented the web report to the Board on behalf of Brigitte. Brigitte cannot make Friday meetings due to other commitments so Gail will present reports on her behalf into the future. Web diagnostics shows that most hits were from new users of the website. Gail suggested that an analysis of traffic and users should be presented to the June Board to see if there are more return visits. Directors were reminded that they need to switch to Gmail accounts for their portfolios and to ask Web Management Officer, Brigitte if they require assistance with this: brigittevahl@bigpond.com. It was noted that Brigitte's email was not listed on the website.

Board_Apr_14_3.4.1	Web diagnostic to be presented to June Board for discussion.	Gail	June Board
Board_Apr_14_3.4.2	All Board members to check their gmail accounts are working and accessible	Board	ASAP
Board_Apr_14_3.4.3	Organise an ESA email account for the WMO and add it to the website	Gail	June Board

4.0 GENERAL BUSINESS (Discussion and/or Voting)

4.1 Next Gen Ecologist Award – Nigel Andrew

Nigel explained that the award will be postponed until the Society receives sponsorship for this award or it is put in the business case and forward budgets. Kris questioned if the Society needs to think about reducing how many specific speakers we invite to conferences as there is a risk of too many plenaries and invited speaker which may reduce potential for other interactions. It was also suggested that plenaries may also reduce potential for networking opportunities and smaller course. Nigel suggested looking at other formats for speakers. Angela suggested a prize winner's symposium and Nerissa suggested reviewing current formats.

4.2 Ecosystem Science Long Term Plan

Kris explained to the Board the goal for a decadal plan for ecology was a part of the ESA strategic plan and due to be delivered in 2014. To date, TERN has completely funded this initiative and are now seeking some contribution from ESA. Kris proposed \$4K and suggested it was 'tricky' because ESA was going to experience a loss this FY. Mike Bull and José Facelli suggested that \$4k too little and amount should be \$10k to show some serious support. Kris agreed and was happy to put this motion forward. Nigel reminded all that money wasn't budgeted and the board needs to be fiscally responsible as we have already budgeted for a \$30K deficit this year. It was also noted that funding issues like this need to be built into the next Business Plan so they can be better prepared for.

Motion: That ESA provide \$10,000 towards the Ecosystem Science Long Term Plan launch and production.

Moved: Kris French

Seconded: Mike Bull

All in favour: motion carried

4.3 ESA Conference Sponsorship Guidelines – Nigel Andrew

Nigel presented some general guidelines for sponsors in supporting the conference. There was discussion about nuances of guidelines and how they could be interpreted. Nigel agreed to revise the guidelines and make them clearer for the next Executive meeting. They will then be submitted to the membership for feedback.

Board_Apr_14_4.3.1	Review and present some clearer guidelines for sponsors for ESA conferences.	Nigel	May Executive
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4.4 ESA Conference 2017 – Jodie Lia*

The board discussed the proposal for a 2017 conference in Perth and are generally pleased with the idea. Nigel to have further discussions with Jodie to see if 2016 is a better year and Jodie will report back to board with any decisions made.

Board_Apr_14_4.4.1	Discuss Perth as an option for the 2016 conference and report back to the board.	Jodie/Nigel	June Board
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5.0 OTHER BUSINESS (For Noting or Information Only)

5.1 Board Initiatives Grant – Nigel Andrew & Gail Spina*

Nigel and Gail presented the new Board Initiatives Grant to the Board. The initiative was distributed to the Board for nominations and the Executive reviewed and ranked these nominations accordingly. All Board members were happy with the process. Nigel suggested that the response time was a quick turnaround 'round' to test the process. Successful applicants for this round were: Euan, \$1000, ESA presentation at the Mammal Society Conference and; Ben, \$750, reward for students who contribute material to the Bulletin. The next round will have a longer lead-in period.

5.2 Bulletin/e-news Update – Ben Gooden

The Bulletin update was presented to and considered by the Board. Gail suggested that Brigitte has 'good capacity' to develop expanded platforms and media for communications/different versions.

5.3 Correspondence Reporting – Jodie Lia*

The inclusion on regular correspondence reporting to meetings was discussed. A Correspondence Report is considered a tool to inform all Board members of communications and to improve governance. The level of reporting was discussed and a 'generic level' covering 'multiple emails' was considered OK. Correspondence Reporting should commence in April 2014 and Jodie will send a template out to all directors.

Board_Apr_14_5.3.1	Distribute correspondence report template to all Directors.	Jodie	ASAP
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5.4 ESA Email Signature – Gail Spina

A generic ESA email signature image has been created and made available to Directors prior to meeting; it is up to individual discretion if Directors want to use it on their emails.

6.0 LATE AGENDA ITEMS

6.1 New Treasurer Elect – Nigel Andrew

Nigel explained that Brad Murray no longer wishes to pursue the position of Treasurer beyond the 2014 AGM. Jason Cummings has been proposed as a replacement for Brad. Nigel has forwarded Jason's CV to the Board and he has shown good credentials and past experience in the ESA Treasurer capacity. This will be discussed further at the May Executive Committee meeting.

6.2 DGR Status Update – Gail Spina

Gail notified the Board that all required paperwork has been submitted by Coopers, Grace and Ward (CGW) to the relevant groups on ESA's behalf. According to CGW, the Society should find out the status of the application in the next month.

7.0 NEXT MEETING

Next Board Meeting – June 6th 2014.

Next Executive Meeting – May 8th 2014.

Meeting closed: 12.25pm AEST

* Papers related to this agenda item are attached, or were circulated via email prior to the meeting.