



BOARD MEETING MINUTES

Thursday 25th August 2016 (Meeting #4)

Commencing 11:00 AEST

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

Distribution list: Nigel Andrew (President), Don Driscoll (President-elect; Director – Hot Topics), Raghu Sathyamurthy (VP - Research), Dieter Hochuli (VP - Student Affairs), Bek Christensen (Acting VP – Public Liaison & Policy), Jodie Cosham (Lia) (Secretary), Jason Cummings (Treasurer), Dustin Welbourne (Bulletin Editor), Michael Bull (Austral Ecology – Chair, Editorial Board), Gary Luck (EMR – Chair, Editorial Board), Ben Gooden (Ordinary Director), Romina Rader (Director - Early Career Research), Euan Ritchie (Ordinary Director), Kerry Bridle (Director - Tasmania), Jodi Price (Director - ESA16), Nikki Zanardo (Ordinary Director), Amy Hahs (Ordinary Director), Sacha Jellinek (Ordinary Director), Gail Spina (Executive Officer), Jacky Tierney (Finance & Membership Officer).

1.0 WELCOME AND APOLOGIES

1.1 Chairperson's Welcome and Introduction

1.2 Present and Apologies

Present: Don Driscoll (President-elect; Director – Hot Topics), Raghu Sathyamurthy (VP – Research), Dieter Hochuli (VP – Student Affairs), Bek Christensen (Acting VP – Public Liaison & Policy), Jason Cummings (Treasurer), Dustin Welbourne (Bulletin Editor), Michael Bull (Austral Ecology – Chair, Editorial Board), Euan Ritchie (Ordinary Director), Kerry Bridle (Director - Tasmania), Jodi Price (Director - ESA16), Amy Hahs (Ordinary Director), Sacha Jellinek (Ordinary Director), Gail Spina (Executive Officer), Jacky Tierney (Finance & Membership Officer).

Apologies: Nigel Andrew (President), Jodie Cosham (Lia) (Secretary), Gary Luck (EMR – Chair, Editorial Board), Ben Gooden (Ordinary Director).

Absent: Romina Rader (Director – Early Career Research), Nikki Zanardo (Ordinary Director).

1.3 Minutes of Previous Board Meeting (June 2016) – for ratification*

Moved: Raghu Sathyamurthy

Seconded: Kerry Bridle

All in favour: Motion carried.

1.4 Minutes from Previous Executive Committee Meeting (July 2016) – for noting*

Noted.

2.0 ACTION ITEMS FROM PREVIOUS MEETINGS

2.1 Matters Arising from Previous Board & Executive Meetings*

Post-meeting action item table attached to minutes.

Euan reported on his investigation into using Australian Science Media Centre service. Option of annual fee of \$1200 for multiple releases or per use service of \$99 each. Clients send short 80-word release with more detail attached and ASMC select issues to pursue. A Media distribution service is also offered which may be

useful with Media Communications Officer to manage. Some concern expressed that service is arbitrary and generic with no guarantee that submitted stories will be picked up. Agreed use of this service would need to be part of a multipronged strategy including developing our own targeted networks. Austral Ecology and EMR could also use this service to promote issues or key papers.

AGENDA ITEM #	ACTION	PERSON	DUE BY
Board_Aug_16_2.1.1	Explore ASMC options and bring recommendations to Planning Day.	Euan & Media Comms Officer	Planning Day

3.0 REPORTS

3.1 Treasurer's Report – Jason Cummings

Current focus is on working with auditors to finalise 15/16 accounts. Final accounts will be presented to October Board. Year to date balance sheet presented. Noted that conference financial reporting is now in real time for both costs and revenue.

The draft 16/17 budget was presented for ratification. Budget predicts a small loss at this stage, however this may change depending on actual revenue received from Wiley and membership, and improved capacity to monitor year to date expenditure throughout the financial year. It is anticipated that this year will be a foundation year enabling more accurate budget development in the future. A more structured budget development process will be implemented for 2017/18 and will be outlined at Planning Day.

MOTION: That the ESA Board accepts the tabled 2016/17 Budget.

Moved: Jason Cummings

Seconded: Raghu Sathyamurthy

All in favour: motion carried.

3.2 Correspondence Report – Jodie Cosham*

Noted.

3.3 Working Group Report

Working Group status report tabled for information. Board advised that all Working Groups will be requested to present a status report and work plan at 2016 Planning Day in Fremantle.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Board_Aug_16_3.3.1	Present status report and work plan to ESA Board.	Working Group Leaders	Planning Day

3.4 Web Officer Report – Gail Spina*

The current service level agreement with Interlated has expired. Interlated has been requested to submit a proposal for ongoing provision of services in 2016/17. Proposal not yet received. As there has been some level of concern around communications and timeliness with some maintenance and development services, Brigitte is benchmarking service level and cost with alternative providers and will provide a report to the Board for consideration.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Board_Aug_16_3.4.1	Service Level Agreement options to October Board.	Gail (Brigette)	October Board

3.5 Membership Report – Jacky Tierney*

Membership report tabled for information.

- As at 24/8/2016 ESA has a membership of 1192, this is a steady increase from earlier months and expected given the Conference registrations currently underway. I hope to do some analysis on memberships for next board meeting.
- Membership reporting is currently under review. It is hoped reports will be streamlined to enable more management type analysis going forward.

There have been some issues with the membership database due to backend maintenance and Jacky is working with Interlated to ensure reports these are rectified and membership reports are accurate and easily generated.

Agreed monthly membership reports were not needed and Board will move to quarterly reports accompanied with a more strategic discussion of membership issues and management.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Board_Aug_16_3.5.1	Membership reports to now be presented quarterly along with relevant items for Board discussion. Next report 2017 Planning Day.	Finance and Membership Officer	Planning Day

3.6 Conference Report – Gail Spina/Jodi Price*

ESA16 on track at this point. Abstracts closed with 287 talks, 92 posters and 70 speed talks proposed. Registrations are coming in steadily and sponsorship target has been met. Trade exhibition take up needs more work – this may be impacted by Fremantle location and cost of freighting product from East Coast. Kaigi will continue to promote.

LOC is currently investigating t-shirt & bag options and designs. Proposal is to develop a generic conference t-shirt that can be sold via the ESA online shop post conference.

The negative perception of Speed talks was discussed and the need to develop strategies to promote as a respected communication platform. Suggested options were:

- Alternative name to 'speed talk'
- Improve opportunity for post talk questions
- Market with a higher profile in the conference program
- Market with post conference videos on the website
- Offer targeted speed talk prizes on an equitable level to posters & 15 min talks
- Plenary speed talks with high profile presenters

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Board_Aug_16_3.6.1	Review speed talks and recommend options to Board.	Conference WG	Planning Day

Student Travel Grants were significantly oversubscribed this year due to higher cost of WA airfares causing funding ceiling to be reached quickly. Only half applicants will be successful which may cause disappointment. Working Group to review process in consultation with VP-Student Affairs & FGWG and recommend options to Board.

3.7 Ecosystem Science Council Report – Nigel Andrew

There have been no formal updates provided however, Bek advised that the Council had been working on a response to the Infrastructure Review and that a number of Working Groups had been established and are

currently developing work plans. Agreed cross communication and support between these Working Groups and ESA would be useful.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Board_Aug_16_3.7.1	Discuss cross communications and support between ESA and ESC working groups.	Bek	October Board

4.0 GENERAL BUSINESS (Discussion and/or Voting)

4.1 Production issues for Austral Ecology – Nigel Andrew

There had been some production issues and delays within Wiley. A letter had been sent formally requesting Wiley to address. Wiley had responded indicating issues were a temporary blip due to company restructure and had now been rectified. Mike will continue to monitor. Discussions are also continuing around lifting profile of Austral Ecology.

4.2 NCRIS Review – Bek Christensen

Bek has been coordinating the ESA NCRIS review response. Comments were canvassed from the membership. Key is to keep the report short, focused and relevant as history indicates this results in higher impact from review committee.

Bek also involved in coordinating the ESC response but advised their submission had a broader focus with ESA's response targeted on ecology sector so the two reports should be complementary.

Report will be circulated for comment by September 3 and then forwarded to Nigel for signoff and submission. The Board expressed sincerer thanks to Bek for her time and energy in preparing the submission.

5.0 OTHER BUSINESS (For Noting or Information Only)

5.1 Research Chapter Working Group- Update – Amy Hahs*

The Research Group Working Group report was tabled for noting. Board commended Amy and the group on the proactive approach to developing working groups.

6.0 LATE AGENDA ITEMS

6.1 AGM Director Reports – Jodie Cosham

Each year Directors provide reports to the membership via the AGM about what they have achieved or been involved in for the Board. Last year's AGM Agenda with Director Reports has been circulated for your reference. At this stage, reports will be due to Jodie by CoB Friday 14 October.

6.2 Working Groups Organisational Structure – Jodie Cosham*

- Draft ESA Organisational Structure and Draft WG Membership doc attached.
- For information and update – perhaps to be finalised at Planning Day
- Forward any updates to Jodie C

7.0 NEXT MEETING

Next Board Meeting – Thursday 27 October 2016.

Next Executive Meeting – Thursday 22 September 2016.

Meeting closed: 12:30PM AEST