



BOARD MEETING MINUTES

Thursday 27th October 2016 (Meeting #5)

GoToMeeting Commencing 11:00 AEDST

[NSW, VIC, ACT, TAS – 11:00; SA – 10:30; QLD - 10:00; NT – 9:30; WA – 8:00]

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

Apologies: Raghu Sathyamurthy (VP – Research), Dustin Welbourne (Bulletin Editor), Ben Gooden (Ordinary Director), Jodi Price (Director - ESA16), Nikki Zanardo (Ordinary Director).

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

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

Moved: Bek Christensen

Seconded: Dieter Hochuli

All in favour: motion carried.

1.4 Minutes from Previous Executive Committee Meeting (September 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.

2.2	Exec_Sept_16_3.6.1	Write to Chair of ESC seeking discussions around an MOU between ESC & ESA.*	Nigel
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Nigel tabled an email from Glenda Wardle of ESC. Plans are for ESA and ESC to meet up at the annual conference and put together the first draft of a MOU.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Board_Oct_16_2.2.1	Present draft MOU between ESA and ESC to the Executive.	Nigel	March Exec 2017

2.3	Board_Jun_14_3.2.1	Investigate what, if anything could be provided as a reward for long-term attendees of the annual conference.	Conference WG
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Conference working group discussed this proposal. It was not considered a priority for ESA however Dieter & Raghu to provide some costings of initiatives other societies have taken in this space.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Board_Oct_16_2.3.1	Present to the Board costings associated with rewards and recognition for long-term members and attendees of the annual conference.	Dieter & Raghu	Planning Day

2.4	Board_Feb_16_3.3.1	Discuss working groups and terms of reference with regard to conferences, i.e. cross-pollination of different WGs.	Conference WG
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Media WG - all under control with media organised for ESA17; Media WG will now liaise with LoC.

Research Chapters WG - main issue discussed was coming up with a process to determine how Research Chapters can have Symposia at the annual conference.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Board_Oct_16_2.4.1	Refer to RCWG notes within Oct agenda (item 2.4) and provide some points for discussion for Planning Day.	Research Chapter WG	Planning Day

3.0 REPORTS

3.1 Treasurer's Report – Jason Cummings & Jacky Tierney*

Financial statements circulated late to the Board – attached to minutes for reference.

Transition has gone well for our new Finance Officer with Jacky now having a good understanding of our finances. The auditor is getting towards the end of their work which Jacky is keeping on top of and is confident we should receive our audited accounts earlier than last year.

The balance sheet is sitting well and doesn't change to much over a month period. Currently ESA is sitting with a \$640K equity which includes Perpetual investments and will change shortly with the addition of the JLTF and Bill Holsworth funds. The Profit/Loss statement is look good for the first year of a draft budget with YTD balancing well, MTD - still some learning to do. Jacky will investigate the high Merchant Fees on our accounts with NAB to see if we can get a better deal.

Nigel highlighted the fact the Jill Landsberg Trust Fund (JLTF) has finally been incorporated into the ESA fund after 2-3 years of hard work to get it there.

3.2 Correspondence Report – Jodie Cosham

Noted.

3.3 Working Group Report

Verbal Updates provided.

- *Conference WG* – Nigel - report tabled for the last meeting. Getting through a lot of issues, working with the LOC and their requirements.
- *Media WG* – Euan – Media and Comms Officer appointed and currently being briefed on the detail of their role. More information at Item 5.1.
- *ECR WG* – Romina – ECR discussion paper in development.
- *School Engagement WG* – Kerry – is confident Pep will take over as WG Leader.
- *Research Chapters WG* – Sacha – Getting RC Convenors to update the website ready in time for the conference. Wiki for the RC WG has been uploaded to the web.

All active working groups will provide updates on their activities at Planning Day and all working groups will be revised and discussed.

3.4 Web Officer Report – Gail Spina

Membership numbers continue to rise. There's almost a 50/50 split between new and returning visitors to the website which is promising. Hot Topics continues to dominate as the most popular landing page.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Board_Oct_16_3.4.1	Review content owners for the website.	Board	Planning Day

3.6 Conference Report – Gail Spina

ESA16 tracking well. Currently sitting at 515 delegates giving us a \$869 profit, but confident that we will exceed these numbers. We've picked up a couple of extra sponsors in the last week or so. Board members were reminded to let Gail know ASAP if they need accommodation or reimbursement for accommodation for Planning Day.

4.0 GENERAL BUSINESS (Discussion and/or Voting)

4.1 Updated ESA bank account signatories – Nigel Andrew

ESA needs to update signatories on its bank accounts as they are out date. The Banks require the Board to accept an updated signatory list - additions and deletions; and a minute noted. This will be reviewed every Planning Day.

MOTION: *That the ESA Board only have the following signatories on all ESA bank accounts: Nigel Andrew, Jason Cummings, Jodie Cosham, Jacqueline Tierney, Gail Spina, Don Driscoll. That the ESA Board delete the following signatories on all ESA bank accounts: Charles Morris, Lyn McCormick, Kris French, Carla Caterall.*

Moved: Nigel Andrew

Seconded: Jason Cummings

All in favour: motion carried.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Board_Oct_16_4.1.1	Add the review of ESA bank signatories to every Planning Day agenda.	Secretary	Planning Day

4.2 Enhancing ESA policy engagement – Bek Christensen

Bek tabled a discussion paper proposing a new Policy WG outlining the need for structure around providing ESA comment to public documents and issues. The WG would call upon experts within the membership to provide comment and the WG would provide editorial overview prior to release. Don also suggested that the WG could be used to facilitate public comment and that there may be some cross-over or merger with the Policymaker Engagement WG. Further discussion to be had at Planning Day.

MOTION: That a new Policy WG be formed as part of the Public Outreach and Policy Engagement portfolio, as outlined in the discussion paper.

Moved: Bek Christensen

Seconded: Don Driscoll

All in favour: motion carried.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Board_Oct_16_4.2.1	Prepare a simple governance chart for approvals for discussion.	Bek	Planning Day

5.0 OTHER BUSINESS (For Noting or Information Only)

5.1 Media Communications Officer – Euan Ritchie

Media Communications Officer contract tabled.

Euan explained that Scientell have been awarded the contract and will be signed shortly. Scientell are working with the conference organisers about conference media. The contract covers two parts (1) to work on ongoing media releases and Hot Topics promotion and (2) to work on Conference media and promotions. They will need a list of ESA contact officers for issues.

MOTION: That the Media Communications Officer contract be accepted and endorsed by the Board.

Moved: Euan Ritchie

Seconded: Bek Christensen

All in favour: motion carried.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Board_Oct_16_5.1.1	Prepare an ESA contact list for Media Comms.	Board	Planning Day

5.3 Planning Day Draft Agenda – Gail Spina

Draft Planning Day agenda tabled for discussion. Gail and Nigel will finalise the Planning Day agenda but it's still a normal Board meeting so agenda item call will occur for general items and reports.

6.0 LATE AGENDA ITEMS

6.1 ESA constitutional amendments – Nigel Andrew

Nigel explained the ESA constitutional amendments that are proposed to go the AGM for voting by the membership which includes:

- transition of president-elect & treasurer-elect to office
- maximum board member terms
- by-law amendments

The amendments and background paper were circulated out of session for an endorsement, results below.

MOTION: That the Board endorse the proposed amendments to the ESA constitution and by-laws and that they are tabled at the 2016 ESA AGM.

Moved: Nigel Andrew

Seconded: Dieter Hochuli

Vote FOR: 12

Vote AGAINST: 0

No Vote: 6

Motion carried.

7.0 NEXT MEETING

Next Board Meeting – Planning Day - Sunday 27 November 2016.

Next Executive Meeting – Thursday 30 March 2017.

Meeting closed: 12:25PM AEDST