ECOLOGICAL SOCIETY OF AUSTRALIA

EXECUTIVE COMMITTEE MINUTES

Thursday 30th July 2015 (Meeting #3)

Teleconference: commencing 11:00 AEST

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

Distribution list: Nigel Andrew (President), Liz Tasker (VP - Member Communications), Angela Moles (VP-Student Affairs), Jodie Lia (Secretary), Jason Cummings (Treasurer), Andrew Hayes (Director – Early Career Researchers), Anita Wild (Director – Practitioner Engagement), 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), Angela Moles (VP-Student Affairs), Jason Cummings (Treasurer), Andrew Hayes (Director – Early Career Researchers), Gail Spina (Executive Officer), Lyn McCormick (Finance Officer), Nikki Zanardo (Ordinary Director).

Apologies: Liz Tasker (VP - Member Communications), Anita Wild (Director – Practitioner Engagement).

1.3 Minutes of Previous Executive Committee Meeting (May 2015) – for ratification

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

Moved: Jason
Seconded: Ange
All in favour: motion carried

1.4 Minutes of Previous Board Meeting (June 2015) – for reference

Noted.

2.0 ACTION ITEMS FROM PREVIOUS MEETINGS

2.1 Matters Arising from Previous Board & Executive Meetings

Action Item table attached (July post-meeting status).

2.2 Update from House of Reps REO hearing

Written update provided in agenda. Overall, Nigel stated that ESA representatives that attended were well received.

3.0 REPORTS

3.1 Treasurers Report – Jason Cummings

Jason is likely to report a profit of $15,000 at EOFY. Financial reports are received by the 20th of each month. These reports are easier to interpret and easily compared against the budget forecasts. This will allow the Board to have better financial control, and easily track any overspending and underspending.

At this stage, the conference is looking to be profitable.

Lyn stated that our audit will be taking place in two weeks' time, and the report taking about 6 weeks to be completed.

3.2 Correspondence Report – Gail Spina & Nikki Zanardo

Correspondence with Nigel only tabled.

3.3 Working Group Report – Gail Spina & Nikki Zanardo

Working group reports were received from the Social Media, Media, Early Career Researchers, and Ecological Training working groups. Nikki to send reminder email to working group leaders and distribute the ToR for comments/feedback.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Board_Jul_15_3.3.1	ToR to be distributed to all VPs for comments/feedback	Nikki	August Board

3.4 Web Officer Report – Gail Spina

Gail recommended that we proceed with the current quote from Interlated. The price for this quote is similar to the current one, with costs at approximately $30/hr. As it is similar it should be easily incorporated into the budget. Gail suggested that we continue with Interlated as they developed the website and are very familiar with it. However, the graphic designers that currently work for Interlated will soon be leaving the company; therefore we may encounter some setbacks with the newly appointed graphic designers. Monthly reports will also be replaced with monthly meetings; this will be put in place to keep things prioritised and on a timely schedule. Once finalised, the agreement with Interlated will need to be signed off by the Board.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Board_Jul_15_3.4.1	Board members to provide any feedback on Interlated and or issues with the website	All Board members	August Board

3.5 Membership Officer Report – Lyn McCormick

Member numbers are still increasing. The combination of the Membership drive, E News and a larger media presence should continue to provide more exposure and increase member numbers. It was suggested that another membership drive should take place leading up to the conference. In doing so we will be able to evaluate the effectiveness of the drive and determine if it is worth continuing in the future.

3.6 Conference Report – Gail Spina

Approximately 500 abstracts have been submitted for the conference. At this stage we are looking to break even and hopefully make a small profit from it. The Hilton has agreed to match Adelaide Oval's price.

Planning day is scheduled for the Sunday prior to the conference.

4.0 GENERAL BUSINESS (Discussion and/or Voting)

4.1 Constitutional changes at AGM – Nigel Andrew

Nigel stated that there are two main issues with the constitution. Currently, some parts are out of date and will need to be deleted. A number of administrative changes have been made to pages 10-11.Main additions are to make fixed terms for the board: 3 years for Executive members and 2 years for board directors. This will make proceedings more structured and formalised, where each Board member will have a certain role over a particular time period, and an understanding of when positions are up for renewal. These changes will allow the nomination process to be more structured and transparent, and will provides clearer options for members. Angela suggested that there should be a condition in the constitution to allow people to be removed from the exec/directors if they are not doing a sufficient job. This is something that Nigel and Gail will consider when making additional changes.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Board_Jul_15_4.1.1	Amended constitution to be distributed for comment	All Board members	August Board

4.2 Board Member Training

The Australian Institute of Directors runs courses aimed at sectors to get Boards ready. They currently have modules which will be split up into half day modules. Gail suggested that the first of these modules (Board Members 101) be incorporated into the conference Planning day. Board Members 101 incorporates information on board responsibilities, accountability, what is to be expected, due diligence and governance. The module would run for 3.5 hrs, and would be tailored to suit ESA specific needs. Before any decisions are made, we would need to consult Jason regarding the budget.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Board_Jul_15_4.2.1	Finalise costs for board member training and check with budget.	Gail/Jason	August Board

5.0 OTHER BUSINESS (For Noting or Information Only)

5.1 Ecosystem Science Council Update – Nigel Andrew

Glenda is happy to consult with us regarding updates from the ESC. Nothing to report as yet as the council have not recently met. The ESC is possibly looking to use our charity status to secure some funding, if so Nigel suggested that there should be someone on the board to represent ESA

7.0 NEXT MEETING

Next Board Meeting – 27th August 2015.
Next Executive Meeting – 24th September 2015.

Meeting closed: 12:10PM AEST