



DRAFT EXECUTIVE COMMITTEE MINUTES
Thursday 24 March 2016 (Meeting #1)
11:00am – 12:30pm

Distribution list: Nigel Andrew (President), Don Driscoll (President-elect; Director – Hot Topics), Raghu Sathyamurthy (VP - Research), Dieter Hochuli (VP - Student Affairs), Jodie Lia (Secretary), Jason Cummings (Treasurer), Kerry Bridle (Director - Tasmania), Jodi Price (Director - ESA16), 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), Don Driscoll (President-elect; Director – Hot Topics), Raghu Sathyamurthy (VP - Research), Dieter Hochuli (VP - Student Affairs), Jodie Lia (Secretary), Jason Cummings (Treasurer; left early), Gail Spina (Executive Officer), Lyn McCormick (Finance Officer; arrived late).

Apologies: Kerry Bridle (Director - Tasmania).

Absent: Jodi Price (Director - ESA16).

1.3 Minutes of Previous Board Meeting (February 2016) – for noting*

Noted.

2.0 ACTION ITEMS FROM PREVIOUS MEETINGS

2.1 Matters Arising from Previous Board & Executive Meetings*

Post-meeting action list attached to minutes. Some old actions have been replaced with new ones, as below.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_Mar_16_2.1.1	Update on FGWG discussions to date with regards to income generation for ESA.	Gail	April Board
Exec_Mar_16_2.1.2	Develop discussion paper on income generation, including corporate membership and advertising.	Gail (FGWG)	August Board

2.1.1	Coun_Apr_13_5.1.1	Relative comparison of past Conlog conferences to accurately compare bottom lines.	Nigel Andrew
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This action has been removed as it's been addressed indirectly by changing conference organisers where reporting has been vastly improved. We will can compare Kaigi year to year going forward.

2.1.2	Board_PD_13_5.5.1	Develop a practitioner survey for ESA members*	Nigel Andrew
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This action has been taken up by the Practitioner Engagement Working Group, so will be removed from the action list. The PEWG are to re-look at the results of the membership survey before approaching the membership for another survey.

2.1.3	PD_Nov_15_4.1.1	Investigate the key drivers of RC success and how ESA can help facilitate their function.*	Raghu Sathyamurthy
	Board_Feb_16_4.1.1	Research Chapters WG Finances.*	Raghu Sathyamurthy

The Research Chapters Working Group (RCWG) has been set up with Amy Hahs leading and Raghu, Sacha, Emilie Ens, Dawn Hawthorne-Jackson and Chris Pavey as the other members. They've been meeting regularly via teleconference. The first activity for the RCWG is to survey current research chapter members leaders to gather information on interest levels, strengths and weaknesses of the chapter or concept, any impediments that might be resolved by ESA taking an active stewardship role.

RCWG wants an opportunity to meet in person soon, as a one-off meeting where the conference will be used as a regular meeting from ESA16 onwards. Jason noted that a general policy on authority of delegation with regards to financial decision-making, is required. Raghu will arrange a budget for this proposed meeting and take this to the April Board. This activity fits within the business plan and as such, no motion was held.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_Mar_16_2.1.3.1	Develop a general policy for authority of delegation.	FGWG	Next FGWG meeting
Exec_Mar_16_2.1.3.2	Develop a budget process and timeline for working groups to align to ESA annual budget process.	FGWG	Next FGWG meeting
Exec_Mar_16_2.1.3.3	Put together budget plan for RCWG meeting, circulate to Exec and report back to Board.	Raghu	April Board

3.0 REPORTS

3.1 Treasurers Report – Jason Cummings*

Lyn circulated the financials to the Executive Committee prior to the meeting. Jason noted a profit/loss YTD of around -\$85K, with the conference making a profit of \$34K, roughly ten percent of the cost of the conference – this will show in the March Income Statement. We are waiting for Austral Ecology income and Perpetual investments have risen however these two items are not expected to entirely offset the profit/loss, meaning ESA will report a overall loss (~\$20K) at the end of the financial year. The Austral Ecology Annual Report is expected in April which will outline the income and help finalise next year's budget. Membership income rose to \$33K in a one month period due a January membership drive.

3.2 Correspondence Report – Jodie Lia*

Correspondence Report noted.

3.3 Working Group Report – Nigel Andrew

A working group report template will be developed, using the RCWG as a guide. It will then become the responsibility of the Vice Presidents to provide updates on the working groups that they oversee at each meeting. Each working group will be required to report to the Board, via the VP or WG oversight leader, at least quarterly.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_Mar_16_3.3.1	Develop a working group reporting template.	Nigel (or delegate)	April Board
Exec_Mar_16_3.3.2	Executive members with WG oversight are responsible for gathering reports from their respective working groups and submitting them as a consolidated report (each) to the Secretary for each Board meeting.	Executive Members with WG oversight	Each Board meeting

3.4 Web Officer Report – Gail Spina

Verbal update provided. Brigitte is working on job advertisement set ups, tidying up some pages and editing areas where required. Brigitte is also working with Interlated on an interactive calendar for the website.

3.5 Membership Report – Lyn McCormick*

Membership Report noted. Membership numbers jumped in the last couple of months due to a membership drive via email in January. There's an even spread of members throughout the states with member numbers at 924, expecting >1200 by around September. Another membership drive will occur April/May.

3.6 Conference Report – Gail Spina

Verbal updated provided. ESA16 is tracking well with the symposium proposals now closed and abstract submissions about to open. The Hunter region has been signed off as the location for ESA17. It will be the first year with the new Conference Committee overseeing its function alongside the LOC.

4.0 GENERAL BUSINESS (Discussion and/or Voting)

4.1 ESA Equity Policy – Nigel Andrew

Nigel has decided to delay the release of the gender equity statistics to the membership via the Bulletin (from March to June) so that an equity policy can be developed to coincide with the release. A draft policy will be circulated to the Executive Committee for comment and tabled at the April Board meeting for discussion.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_Mar_16_4.1.1	Develop an ESA Equity Policy for comment to the Exec.	Nigel & Gail	ASAP
Exec_Mar_16_4.1.2	Table equity policy at April Board meeting for discussion and endorsement.	Nigel	April Board
Exec_Mar_16_4.1.3	Release the Equity Policy alongside journal statistics in the Bulletin	Nigel	June Bulletin

4.2 Sponsorship of Bushfire 2016 – Raghu Sathyamurthy*

Raghu briefed the Executive Committee on the request for sponsorship from [Bushfire 2016](#). Bronze membership will give ESA a small booth, an opportunity to co-badge a session and being in Brisbane both Raghu and Gail are available to assist. This activity will support promotion of the Fire Ecology & Management Research Chapter, practitioner engagement and could bring in membership for the society. A motion wasn't held as this fits within the remit of the ESA Business Plan for regional grants.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_Mar_16_4.2.1	Dr Lloyd to submit a proposal for Bronze Sponsorship to the ESA.	Raghu (Samantha Lloyd)	ASAP

4.3 ESA Director Emails & Portfolios – Jodie Lia

Update provided on the progress of assigning ESA email accounts to new directors or those who've changed portfolios. Brigitte is currently working on this. Interim Board Contact List will be circulated to the Board.

5.0 ANY OTHER BUSINESS (For Noting or Information Only)

5.1 Meeting Administration – Jodie Lia*

Jodie explained the rationale for tighter meeting administration and tabled the proposal. All in favour with a few additional comments provided. Don noted that it is the legal responsibility of the Board to read the agenda/papers and prepare questions prior to the meeting. He suggested that if a Report or non-General Business item is tabled, that it's not spoken to but rather noted unless questions arise. Time allocated will also be added to the agenda items for reference.

6.0 LATE AGENDA ITEMS

Nothing tabled.

7.0 NEXT MEETING

Next Executive Committee Meeting – Thursday 26 May 2016.

Next Board of Directors Meeting – Thursday 28 April 2016.

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