



EXECUTIVE COMMITTEE MINUTES
Meeting – Friday 11th May 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), José Facelli (VP - Research), Jodie Lia (Secretary), Brad Murray (Treasurer), Jason Cummings (Treasurer-elect), Andrew Hayes (Director – Early Career Researchers), Ben Gooden (Bulletin Editor), 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), José Facelli (VP - Research), Jodie Lia (Secretary), Andrew Hayes (Director – Early Career Researchers), Gail Spina (Executive Officer).

Apologies: Brad Murray (Treasurer), Jason Cummings (Treasurer-elect), Nerissa Haby (Director – Conferences & ESA15), Ben Gooden (Bulletin Editor), Lyn McCormick (Finance Officer).

- 1.3 Minutes of Previous Board & Executive Committee Meeting (April 2014) – for noting*

2.0 ACTION ITEMS FROM PREVIOUS MEETINGS

2.1 Matters Arising from Previous Board & Executive Meetings

Action item table attached (May 2014).

3.0 REPORTS

3.1 Finance Report – Brad Murray & Lyn McCormick*

As Brad and Lyn were absent, this report was deferred.

3.2 Correspondence Report – Jodie Lia*

Correspondence report presented for noting. Jodie has circulated the template to Directors but will ensure that it has been received by testing the Gmail accounts.

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| Exec_May_14_3.2.1 | Send a correspondence report template to directors via Gmail. | Jodie | Prior to June Board |
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3.3 ESA14 Conference Report – Gail Spina*

Conference report was presented by Gail to the Executive for information and discussion. The budget options presented by the LOC were very clearly formatted and accepted by Executive. Gail suggested that around 530 registrations would enable the conference to break even. The receipt of abstracts for the conference is generally a good early indicator of expected numbers. The LOC has questioned whether if early indications

are that the conference will have a profit, would they be allowed to spend any money back on the conference. The executive confirmed that the so long as the conference breaks even, income beyond that may be spent back on conference activities that may have been in reserve.

4.0 GENERAL BUSINESS (Discussion and/or Voting)

4.1 Board Charter and Procedures – Gail Spina*

Nigel spoke to the draft Board Charter and Procedures document tabled. The Executive generally agreed that they look good – any changes must be sent through to Gail so she can present them to the June Board meeting for endorsement. Following on from this, and as an outlined task for 2014, Director Handbooks specific to their roles will be developed.

4.2 Conference Sponsorship Guidelines – Nigel Andrew & Gail Spina*

Following on from the first draft presented at the April Board, Nigel presented a final copy of conference sponsorship guidelines. The guidelines are not too prescriptive with the idea that each LOC would ultimately decide on their own sponsorship within these parameters. The guidelines will be presented to the June Board for endorsement before being put onto the website.

4.3 Bulletin Discussion – Ben Gooden

This discussion was postponed to the June Board so Ben could be present. But some brief notes were made, Gail has sent the e-news this week however it was noted that not all directors are receiving them; the Bulletin has been placed on the front page of the website for increased visibility; Brigitte is setting a drop box for the website for submission of content to the Bulletin, e-news, Hot Topics etc.

5.0 OTHER BUSINESS (For Noting or Information Only)

5.1 Membership/Website sub-committees – Nigel Andrew

Nigel spoke about the membership survey results and noted there was a lot of data collected that needed to be analysed further. A sub-committee has therefore been set up to analyse the results and report back the Board. The volume of data being pulled from the website also requires analyses on an ongoing basis so Nigel has set up a sub-committee to analyse this information and report regularly back to the Board.

6.0 LATE AGENDA ITEMS

6.1 DGR Status – Gail Spina

No feedback on the status has been received so far, but as far as approvals go the submission is required to go to the Australian Charities and not-for-profit Commission, then the Department of Environment, then the ATO. Approvals from the Charities Commission and the ATO are expected within the month however the Dept. Environment has indicated they have a 12 month delay. Gail will keep everyone updated on any progress.

7.0 NEXT MEETING

Next Executive Meeting – July 11th 2014.

Next Board Meeting – June 6th 2014.

Meeting closed: 11:45pm AEST

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