



EXECUTIVE COMMITTEE MINUTES
Thursday 27 May 2016 (Meeting #2)
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), Bek Christensen (Acting VP – Public Liaison), Jodie Cosham (Lia) (Secretary), Jason Cummings (Treasurer), Romina Rader (Director – Early Career Research), Sacha Jellinek (Ordinary Director), Gail Spina (Executive Officer), Jacky Tierney (Finance and 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), Raghu Sathyamurthy (VP - Research), Dieter Hochuli (VP - Student Affairs), Bek Christensen (Acting VP – Public Liaison), Jodie Cosham (Lia) (Secretary), Jason Cummings (Treasurer) (left early), Romina Rader (Director – Early Career Research), Sacha Jellinek (Ordinary Director) (arrived late), Gail Spina (Executive Officer).

Apologies: Nil.

Absent: Jacky Tierney (Finance and Membership Officer)

1.3 Minutes of Previous Executive Committee Meeting (March 2016) – for ratification

Motion: *That the minutes of the previous Executive meeting be accepted as a true and correct record.*
Moved: Romina Rader
Seconded: Raghu Sathyamurthy
All in favour: motion carried

1.4 Minutes of Previous Board Meeting (April 2016) – for noting

Noted.

2.0 ACTION ITEMS FROM PREVIOUS MEETINGS

2.1 Matters Arising from Previous Board & Executive Meetings

ESA Action List – updated May 16 – attached.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_May_16_2.1.1	Determine who the next EMR Editor and Board Member will be following Gary's departure.	Nigel/Gary	July Exec

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_May_16_2.1.2	Circulate income generation ideas for ESA to Board and ask for more suggestions.	Gail	ASAP
Exec_May_16_2.1.3	Circulate policy draft for authority of delegation to Board.	Jason	June Board
Exec_May_16_2.1.4	Circulate budget process and FY timeline to Board.	Jason/Gail	June Board

2.2 Employing a PT media officer for ESA – Don Driscoll

Don spoke to attached paper and mentioned that he needs to chat with Jason regarding financial impacts of proposed media officer employment, but estimates cost of ~\$13K for 12 months. Merits of proposal generally supported however the impact on the budget needs more consideration. Jason suggested that a month-to-month contract was appropriate so that exit clause could be enacted if value for money is not reached. Workload prioritisation would need to be established for a 1-day-a-week role, Meltwater should be able to monitor media investment.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_May_16_2.2.1	Send job advertisements and contract template to Don.	Gail	ASAP
Exec_May_16_2.2.2	Present updated Media Officer discussion paper to Board.	Don	June Board

2.3 Working Group Membership Structure – Nigel Andrew

All discussed the updates required to the existing working group structure. Jodie to circulate to Board for review.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_May_16_2.3.1	Circulate working group structure for review.	Jodie	ASAP

3.0 REPORTS

3.1 Treasurers Report – Jason Cummings

Financials circulated immediately prior to meeting. Jason explained that the current focus is transition Jacky into her new role and updating finance management systems and signatories as required of the Finance and Membership Officer Role. Jacky will use an interim software to learn the ropes and establish a transition to cloud-based finance system by the end of March 2017. Austral Ecology income and cost savings with new Finance Officer should enable ESA to break even for the EOFY. First major movement of public fund money into Perpetual investments has also occurred. Full finance reporting to recommence from June Board.

3.2 Correspondence Report – Jodie Cosham*

Updated Correspondence Report attached.

3.3 Web Officer Report – Gail Spina

Verbal update provided. Brigitte is working on regular activities, with a significant growth in website visitors and 200% growth in downloads. There have been homepage improvements, with a calendar

added and Hot Topics continues to rate strongly. Development of blog and shared calendar progressing. Gail to meet with Wiley to discuss enabling AE to be fully online.

3.4 Membership Report – Jacky Tierney

Gail spoke to report. Membership Report circulated late. Membership numbers sit at 1059. Membership drives are working well as well as conference reminder notices pushing up membership too.

3.5 Conference Report – Gail Spina

Verbal updated provided. Call for abstracts is open with registration opening in the next week. One of the identified keynote speakers has been replaced. Preliminary program, field trips, current symposia and workshops almost finalised.

4.0 GENERAL BUSINESS (Discussion and/or Voting)

4.1 Funding for Research Chapters – Raghu Sathyamurthy

Raghu spoke to attached meeting notes of the face-to-face meeting arranged for the Research Chapters WG. Meeting was successful and Raghu will provide a full report at June Board.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_May_16_4.1.1	Provide Report of Research Chapter WG Meeting	Raghu	June Board

4.2 Public availability of Meeting Minutes – Jodie Cosham

Availability of ESA Board and Executive meeting minutes to the public discussed. Varied view on their level of availability, from fully public to behind a firewall for members to edited public versions. Jodie to follow up with Jason as to the preferred approach and report back to June Board.

5.0 ANY OTHER BUSINESS (For Noting or Information Only)

5.1 EMR 2015 Publishers Report – Gary Luck

Noted.

5.2 AERA 2016 – Raghu Sathyamurthy

Raghu outlined the current status of the AERA 2016 awards. Noted that the panel will remain anonymous until the winner is announced at the conference; it's important that they are publicly acknowledged.

6.0 LATE AGENDA ITEMS

Nothing received.

7.0 NEXT MEETING

Next Executive Committee Meeting – Thursday 28 July 2016.
Next Board of Directors Meeting – Thursday 23 June 2016.

Meeting closed: 12:18pm