



EXECUTIVE COMMITTEE MINUTES

Thursday 24th September 2015 (Meeting #4)

GoToMeeting: 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), Jodie Lia (Secretary), Jason Cummings (Treasurer), Andrew Hayes (Director - Early Career Researchers), Matt McDowell (Director), 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), Liz Tasker (VP - Member Communications), Jodie Lia (Secretary), Jason Cummings (Treasurer), Matt McDowell (Director), Gail Spina (Executive Officer), Lyn McCormick (Finance Officer).

Absent: Andrew Hayes (Director - Early Career Researchers).

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

Quorum for ratification not met; postponed until October Board.

1.4 Minutes of Previous Board Meeting (August 2015) – for noting

Noted.

2.0 ACTION ITEMS FROM PREVIOUS MEETINGS

2.1 Matters Arising from Previous Board & Executive Meetings

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

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_Sep_15_2.1.1	Circulate list of current financial processes to FGWG to prep for discussions with Interlated.	Lyn	ASAP
Exec_Sep_15_2.1.2	Develop a format for providing project summary reports and circulate to FGWG.	Lyn	ASAP

3.0 REPORTS

3.1 Treasurers Report – Jason Cummings & Lyn McCormick

Lyn indicated that she was currently working on restructuring of the accounts. The finances are quiet as per usual during the Jul/Aug period with income from membership increasing as we get closer to the conference. The end of August financials were circulated during the meeting. Project Reports to be circulated to the Exec after the meeting.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_Sep_15_3.1.1	Circulate end of Sept financials to the Exec prior to going on leave.	Lyn	Early Oct
Exec_Sep_15_3.1.2	Provide current finance reports by project to the Exec.	Lyn	ASAP

3.2 Correspondence Report – Jodie Lia*

The tabled report didn't include correspondence from Gail; an updated version will be circulated with the minutes.

3.3 Working Group Report – Jodie Lia

Jodie explained that most Working Group ToRs have been completed drafts or edited copies. Jason determined that the JLTF WG was best placed under FGWG and has been removed as a discrete WG. A more permanent WG leader is required for the Conference WG to focus on the strategic planning for conferences across all years, with the current and future Board LOC rep being a temporary member on the WG, but not focused on leading it. All WG ToRs will be packaged up for circulation to VPs and the Executive for feedback.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_Sep_15_3.3.1	Package up current working group ToRs for circulation to VPs and the Executive.	Nikki/Jodie	Oct Board

3.4 Web Officer Report – Gail Spina*

Gail tabled a web officer report and noted that Brigitte is looking at a number of initiatives for the website. Web stats are difficult to compare during September as this time last year the conference was on. The conference data for September will be more accurately compared with this coming Nov/Dec data. Brigitte is also looking at updating procedures for advertising opportunities via the website and including a shop facility.

3.5 Membership Report – Lyn McCormick*

Lyn explained that membership numbers steadily increasing. Membership Report was not tabled as it was not received in time for the meeting – it will be circulated with the minutes.

3.6 Conference Report – Gail Spina*

Gail tabled a verbal update for the Conference, in the absence of a physical report from Kaigi (to be circulated with minutes). She noted that profits are tracking as expected but sponsorship is slow with Kaigi already implementing measures to reduce spending. Delegate numbers are looking healthy.

4.0 GENERAL BUSINESS (Discussion and/or Voting)

4.1 Planning Day 2015 – Gail Spina

Gail presented a draft agenda for Planning Day which will focus on the director training, working groups, postgraduate day support, succession planning, funding and grants. It was determined that significant outgoing Directors should put together something to outline what they'd done in their time with the Board and what they wanted to achieve in the role but perhaps ran out of time. It will give incoming or potential new Directors an idea of what the roles entail and the direction they were heading. A draft agenda will be circulated at the October Board.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_Sep_15_4.1.1	Put together a page or PowerPoint slide of achievements and planned ideas for the outgoing Directors.	Liz/Ben	TBC

4.2 December Board Meeting – Jodie Lia

The December Board will be rolled back into Planning Day and the first meeting next year will be in late February, meaning that it would be 2.5 months between Board meetings. Given that Planning Day is the first meeting for incoming Directors and usually an enthusiastic one for all, it was thought we would have a “come if you can” meeting in January, to keep the ball rolling on any pressing issues and give new Directors a taste of our meetings before ramping up to the February Board, which is usually quite busy.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_Sep_15_4.2.1	Add a 28 th January 2016 “come if you can” meeting for ESA.	Jodie	Planning Day

4.3 Winding up of the Jill Landsberg Trust Fund – Gail Spina

Gail provided an update on the status of the JLTF wind up. As previously reported the JLTF in its current form is being wound up and transferred to the ESA tax deductible Public Fund to comply with current ATO legislation. For this to occur formally there will need to be a resolution of directors with a number of forms to be completed (hopefully electronically/scanned) by all Directors prior to end December. The JLTF trustees have confirmed that they are good with this transition so long as the intention of the trust is maintained.

4.4 Board Succession – Gail Spina

Gail tabled a list of Director vacancies for the 2016 term as well as upcoming retirements in subsequent years. The vacancies, particularly critical ones such as VP – Member Communications and the Bulletin Editor, will be advertised further by a specific blurb about the role in e-news. Social media and the Bulletin.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_Sep_15_4.4.1	Develop a blurb to advertise for VP- Communications and the Bulletin Editor for the website, e-news and use in social media.	Liz/Ben	ASAP

4.5 Tracking Twitter Hashtag Data for the Conference – Jodie Lia

The twitter data is currently being tracked and recorded by a website called Hashtracking. As this carries a cost, Jodie will work with Brigitte on assessing the best options available to capture this data wither for free or cheap, if possible and present the options to the Board at Planning Day.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Exec_Sep_15_4.5.1	Research options for tracking twitter data for infograph use, particularly for the conference.	Jodie/Brigitte	Planning Day

5.0 OTHER BUSINESS (For Noting or Information Only)

Nil.

6.0 LATE AGENDA ITEMS

6.1 ESA 2015 Calendar – Liz Tasker

Liz provided the executive with an update on the ESA Calendar noting its coming together nicely with only a few final edits required in the next few weeks before it will go to print. The calendar will be printed for free for this year's members with further copies available for sale at the conference and via the website.

7.0 NEXT MEETING

Next Executive Meeting – 29th November 2015 – Planning Day

Next Board Meeting – 29th October 2015

Meeting closed: 12:35PM AEST