



**EXECUTIVE COMMITTEE MINUTES**  
**Meeting – Friday 22<sup>nd</sup> March 2013 (Meeting #1)**  
**Teleconference: commencing 11:00 AEDST**

[NSW, VIC, ACT, TAS – 11:00; SA – 10:30, QLD – 10:00; NT – 9:30; WA – 8:00]

**Phone no: 1800 333 803 (622507#)**

Distribution list: Kris French (President), Nigel Andrew (President-elect, Treasurer), Brad Murray (Treasurer-elect), Glenda Wardle (VP-Research), Angela Moles (VP-Student Affairs), Peter Vesk (VIC Councillor), Jodie Lia (Secretary), Lyn McCormick (Finance Officer), Gail Spina (Executive Officer).

**1.0 WELCOME AND APOLOGIES**

- 1.1 Chairperson’s Welcome and Introduction
- 1.2 Present and Apologies

Present: Kris French (President), Nigel Andrew (President-elect, Treasurer), Glenda Wardle (VP-Research), Angela Moles (VP-Student Affairs), Peter Vesk (VIC Councillor), Jodie Lia (Secretary),

Apologies: Lyn McCormick (Finance Officer), Gail Spina (Executive Officer), Brad Murray (Treasurer-elect).

- 1.3 Minutes of Previous Executive Meeting to be distributed by Kris French for ratification.

Exec_Mar_13_1.3.1	Distribute the November Executive Meeting minutes for ratification by email.	Kris	ASAP
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- 1.4 Minutes of December 2012 Council Meeting will be distributed when they available and submitted for ratification at the April Council meeting.

**2.0 ACTION ITEMS FROM PREVIOUS MEETINGS**

- 2.1 The following action items are from the February 2013 Council meeting only.

Actions items from prior to this meeting will be distributed in an updated action table when It all becomes available. Items completed will be highlighted as **green**; others in **yellow** are ongoing with comments indicated below. Person(s) responsible and due dates are indicated.

Coun_Feb_13_3.1.1	New presentation of finance report	Nigel, Lyn, Brad	July Council
Coun_Feb_13_3.1.2	Final Conference Report from LOC and Conlog	Peter	April Council
Coun_Feb_13_3.2.1	Contact Bruce at the NZES to get some dates for the NZES/ESA conference	Kerry & Gail	ASAP
Coun_Feb_13_4.1.1	Contact list sent around to all participants	Kris & Jodie	ASAP
Coun_Feb_13_4.1.2	Dates for 2013 meetings	Kris	ASAP
Coun_Feb_13_4.1.3	VP assigned to executive meetings	Council	ASAP

Coun_Feb_13_4.1.4	Webpages – contact with Interlated and update	Liz & Gail	April Council
Coun_Feb_13_4.1.4	Minutes of December meeting circulated	Gail & Jodie	ASAP
Coun_Feb_13_4.1.5	Regional councillor roster assigned to executive meetings	Jodie	ASAP
Coun_Feb_13_4.1.6	Working group compositions circulated and edited ready for approval	Gail	April Council
Coun_Feb_13_4.2.1	Revised deadlines for student prize and grant applications added to website	Angela	ASAP
Coun_Feb_13_4.2.2	Table showing membership benefits to students on website	Angela	When new webpage is up and running
Coun_Feb_13_4.5.1	Circulate draft letter to NSW government for approval by Council	Kris	ASAP
Coun_Feb_13_4.5.2	Add a copy of the letter to the ESA webpage	Kris	Ongoing
Coun_Feb_13_4.5.3	Review current policy on science communications and present any suggested changes	Kris	April Council
Coun_Feb_13_5.1.1	Letter for SA Regional Event drafted for approval	Nerissa	April Council
Coun_Feb_13_5.1.2	Update on SA Regional Event	Nerissa	April Council
Coun_Feb_13_6.1.1	Provide proposal for ESA to financially support the conference, to be approved by Exec	Peter	March Exec
Coun_Feb_13_6.2.1	Discuss with QLD Regional Councillor in order to seek expressions of interest from QLD ESA members to join the QLD Advisory board.	Kris & Andrew	April Council

Exec_Mar_13_2.1.1	Action table to be updated from November Exec Meeting and December Council Meeting.	Gail & Jodie	ASAP
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### 3.0 REPORTS

#### 3.1 Treasurer's/Finance Report - Nigel Andrew\*

The balance sheet, cash movement and income statement were presented to Council for the month of January. Nigel explained that the finances appear to be in order and that January is typically a quiet month.

#### 3.2 Final Report for ESA2012 – Peter Vesk\*

The final report for ESA2012 was received from ConLog. Peter explained that the conference has run at a loss of around \$7,170. However, the ConLog budget notes a loss of \$30,422.60. Discrepancies in

the budget include the funds that Mark Westoby provides for the Barbara Rice poster session. Lyn needs to look into this and determine what the actual losses to ESA were. It was also noted that ESA costs, including planning day and council travel costs, are usually accounted for as part of the conference costs, as well as seed funds being recouped from the conference.

All noted the following general points about the success of the conference; conference ran well and was generally a success; sponsorship was low accounting for the net loss; the field trips were good but costly; good conference dinner but costly - the format could be changed so that it's not a formal dinner to encourage participation or to only pay for food with drinks at bar prices; the coffee cart was a popular despite the cost - to save money in the future a gold coin donation or coffee tickets/stickers (functioning like the poster night drinks) could be used; vegetarian catering was generally well received; Wi-Fi good. It needs to be clarified whether the Barb Rice sponsorship will offset the conference losses and whether the LOC should finance the council travel fees for the Planning Day.

The CONLOG budget and actual accounts need to be clearer for future conferences in terms of interpretation and comparison, particularly given their reporting requirements. Further clarification is required to see if the LOC is responsible for requesting budget scenarios for conferences. It was discussed that CONLOG should provide a summary of accounts to the LOC two weeks prior to council meeting so that it can be inserted directly into the agenda. Christine has requested a copy of the forthcoming LOC handbook.

Exec_Mar_13_3.2.1	Check whether the Barb Rice sponsorship will cover the net loss of the conference.	Peter	April Council
Exec_Mar_13_3.2.2	Clarify whether the LOC should pay for Council travel on Planning Day.	Lyn	April Council
Exec_Mar_13_3.2.3	Follow up final draft of the LOC handbook with Eddie Van Etten.	Peter	April Council
Exec_Mar_13_3.2.4	Clarify the actual losses to ESA from the ESA2012 conference.	Lyn	May Exec

#### 4.0 GENERAL BUSINESS (Discussion and/or Voting)

##### 4.1 Vision for Australian Ecology – Glenda Wardle\*

Glenda explained the objective of the steering group committee in terms of scoping out a process to build a Strategic Vision for Australian Ecology – apart of the ESA Strategic Plan 2011-2015. The steering committee, which comprises of members outside of ESA, would not influence membership of a future ESA working group that would enable the implementation of this vision. Glenda will provide an update on this after the steering committee has had its first meeting at the next Executive meeting in May.

##### 4.2 2013 Australian Ecology Research Award – Glenda Wardle

Glenda shared that the call for AERA nominations needs to be publicised widely to ensure the usual high quality field to select among. The call for nominations has been advertised on the ESA website and shared around the ESA network. Item to appear in e-news from now until the deadline of April 30<sup>th</sup> 2013.

Exec_Mar_13_4.2.1	AERA item to run in each weeks ESA e-news until nominations deadline on April 30 <sup>th</sup> 2013	Gail & Glenda	ASAP
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#### 4.3 VIC Regional Funding Expenditure – Peter Vesk\*

As raised as the previous ESA Council meeting, Peter has been approached by organisers of Biodiversity Across the Borders Conference for ESA to support the conference by way of the VIC regional activity allocated funding.

**MOTION: That ESA support the Biodiversity Across Borders Conference to the amount of \$2,000.00 as a part of the VIC regional funding activity expenditure.**

Moved: Peter Vesk

Seconded: Glenda Wardle

All in favour: motion carried

#### 5.0 ANY OTHER BUSINESS (For Noting Only)

##### 5.1 Correspondence In, request for letter of support – Jodie Lia\*

A request was received from an external party requesting ESA support or endorsement for a Caring For Country funding application. It was discussed whether this kind of public or member request should be supported by an ESA policy to help clarify the ESA position on this for future reference. It was determined that at this stage ESA won't endorse or support the request as ESA does not have the mechanisms within its policies to do so.

Exec_Mar_13_5.1.1	Discuss if funding application endorsement requests are supported by ESA core goals and objectives at the next Council meeting.	Kris	April Council
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#### 6.0 LATE AGENDA ITEMS

No late agenda items.

#### 7.0 NEXT MEETING

Next Council Meeting – 12<sup>th</sup> April 2013.

Next Executive Meeting – 17<sup>th</sup> May 2013

**Meeting closed at 13:20**

\* Papers related to this agenda item are attached, or were circulated via email prior to the meeting. Copies can be obtained on request from the ESA Secretary.