



EXECUTIVE MINUTES

Meeting – Friday 8th November 2013 (Meeting #5)

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), Brad Murray (Treasurer), Angela Moles (VP-Student Affairs), Christine Schlesinger (Director), 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), Brad Murray (Treasurer), Angela Moles (VP-Student Affairs), Christine Schlesinger (Director), Jodie Lia (Secretary), Gail Spina (Executive Officer).

Apologies: Lyn McCormick (Finance Officer), Anita Wild (Director).

1.3 Minutes of Previous Executive Meeting (September 2013) – for ratification*

Motion: That the minutes of the previous Executive Meeting be accepted as a true and correct record.

Moved: Nigel Andrew

Seconded: Jodie Lia

All in favour: motion carried

1.4 Minutes of Previous Board Meeting (October 2013) – for noting*

2.0 ACTION ITEMS FROM PREVIOUS MEETINGS

2.1 Matters Arising from Previous Board & Executive Meetings

Items completed will be highlighted as **green**; others in **yellow** are ongoing, with **comments**. Person(s) responsible and due dates are indicated.

Agenda Item #	Action arising	Person	By	Comments
Coun_Aug_13_4.4.2	Provide an update on the RC role transition to ESA members via e-news.	Liz/Gail	Next edition of e-news	ASAP – there has been technical issues with the website
Coun_Aug_13_6.1.3	Include the potential for a Wiley book publishing deal in the next e-news	Gail	Next edition of e-news/November Executive	
Coun_Oct_13_3.1.1	Circulate the October Finance Report via email to all Directors.	Lyn	ASAP	Circulated to the Board via email from the Secretary.

Agenda Item #	Action arising	Person	By	Comments
Coun_Oct_13_4.3.1	Contact the venue for the Planning Day to find out what technology is available to the room.	Kris/Gail	ASAP	
Coun_Oct_13_4.3.1	Put together and distribute a draft Planning Day Agenda	Jodie	ASAP	As at Item 4.1.
Coun_Oct_13_4.5.1	Liaise with the convenor of the Urban Ecology RC to discuss options available and report back to Executive.	Ben	November Executive	
Coun_Oct_13_4.6.1	Develop some guidelines around ESA conference sponsorship	Kris/Gail?	Planning Day	
Coun_Oct_13_4.6.2	Approach the ESA membership for feedback on the ESA conference sponsorship guidelines	Gail/Ben?	2014	Details TBC
Coun_Oct_13_4.9.5	Find out the logistics of getting the Hot Topics flyers in the ECOTAS conference bags.	Gail	November Executive	

3.0 REPORTS

3.1 Finance Report – Brad Murray*

The balance sheet, cash movement and income statement for the month of September were presented to Executive Board via email just before the meeting. While Directors did not have a long period of time to consider the finance report before the meeting, it was noted by Nigel that there were no unusual fund movements seen in September.

The lateness of recent finance reports before ESA meetings has become less than ideal. The Executive has made it clear that the Treasurer must receive the finance report on the 20th of each month from the Finance Officer. The Treasurer will have time to peruse the report, noting anything of significance and will forward the report to the Secretary when agenda items are called for each Board and Executive meeting.

From the February Board meeting, the finance report will be presented in a new chart of accounts format that will ensure the finances are clearly understood by all Directors. Brad and Lyn will briefly talk about the new format at Planning Day.

Exec_Nov_13_3.1.1	Present on and provide to the ESA Board, Finance Reports in the new format.	Brad & Lyn	February Board 2014
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4.0 GENERAL BUSINESS (Discussion and/or Voting)

4.1 Draft Planning Day/Board Meeting Agenda – Jodie Lia*

Jodie presented the draft Planning Day/Board Meeting agenda to the Executive for comment. The agenda was generally agreed to with a few minor changes required for timing and group discussions. Due to the tight time constraints, Directors must provide papers for each agenda item they submit explaining their topic explicitly, and all Directors must read and consider the agenda and papers prior to Planning Day so that discussion lengths are kept to a minimum.

4.2 Director Replacements – Kris French

As Blair Parsons, the current WA Director will not be nominating for his position in 2014, a new Director was required with Romina Radar putting her hand up for this role and will likely focus on memberships. As Romina is based in NSW, it was discussed that at some point in the future, a portfolio Director must be based in WA or a new Director portfolio may be created to accommodate this. Blair was working with Anita Wild on a strategy for engaging with ecology practitioners, however for the time being, Anita will continue with this on her own.

5.0 OTHER BUSINESS (For Noting or Information Only)

6.0 LATE AGENDA ITEMS

6.1 ESA Photo Competition Technical Issues – Gail Spina

Gail mentioned that there had been some technical issues with the website and the Photo Competition, in addition to difficulty in getting effective communications from Interlated. Interlated are seeking payment but, as a number of issues within the original scope of the project remain incomplete or unresolved, it was not considered appropriate to settle the accounts in full. It was decided that a part payment be provided accompanied by a list of prioritised outstanding actions with expected completion dates and advising that final payment will be provided on completion. Liz & Gail to put together list of outstanding actions and consult with Brad on recommended level of part payment.

7.0 NEXT MEETING

Next Executive Meeting – March 2014.

Next Board Meeting – November 24th 2013 (Planning Day).

Meeting closed: 11:45am AEDST

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