



BOARD MEETING MINUTES

**Meeting – Thursday 27th February 2019 (Meeting #1)
Commencing 11:00 AEST**

[NSW, VIC, ACT, TAS – 12:00; SA – 11:30; QLD - 11:00; NT – 10.30; WA – 9:00]

GoToMeeting: <https://global.gotomeeting.com/join/773722621>

Meeting ID: 773-722-621

Phone No: +61 2 9087 3604

GoogleDrive Documents:

<https://drive.google.com/drive/folders/1y1ppmu0LFIVQvR8GcKIQ20H3p1Mx0TyI?usp=sharing>

Distribution list: Bek Christensen (President), Don Driscoll (Past President), Ayesha Tulloch (VP – Public Outreach & Policy), Jennifer Firm (VP – Science & Applications), Jodi Price (VP – Next Generation), Chloe Sato (Secretary), Jeremy Huntley (Treasurer), Nigel Andrew (Austral Ecology – Chair), Pep Turner (EMR – Chair), Gerry Turpin (Director – Indigenous Engagement), Leanda Mason (Director – Early Career Research), Gail Spina (Executive Officer), Jacky Tierney (Finance & Membership Officer), Toni Stevens (Online Media Manager).

1.0 WELCOME AND APOLOGIES

1.1 Chairperson's Welcome and Introduction

Bek welcomed all to the first Board meeting of 2020.

1.2 Present and Apologies

Present: Bek Christensen, Don Driscoll, Ayesha Tulloch (30min late), Jodi Price (left at 1:00pm), Chloe Sato, Pep Turner, Leanda Mason, Gail Spina, Jacky Tierney, Toni Stevens.

Apologies: Nigel Andrew, Jeremy Huntley, Jennifer Firm, Gerry Turpin.

1.3 Minutes of Previous Board Meeting (Planning Day 2019) – for ratification*

Motion: That the minutes of the previous ESA Planning Day be accepted as a true and correct record.

Moved: Bek Christensen

Seconded: Don Driscoll

All in favour: motion carried.

1.4 Minutes of Previous Annual General Meeting (November 2019) – for noting*

Tabled and noted.

2.0 ACTION ITEMS FROM PREVIOUS MEETINGS

2.1 Matters Arising from Previous Board Meetings*

AGENDA ITEM #			ACTION ARISING	PERSON
PD	Nov (#10) 18	6.1.1	Draft report outlining what is involved in accreditation of practitioners, cost-benefit analysis to ESA of offering accreditation opportunities, and which groups can benefit from the provision of ESA-branded accreditation.	Practitioner WG
Ongoing. Looking for accreditation a step too far for ESA and not playing to strengths. Thought is to now look at more ways of linking practitioners with research, which is the service ESA is capable of delivering.				
Board	Aug (#7) 19	5.9.1	Develop draft sustainability policy	Gail
Ongoing. Conference WG to develop a conference sustainability policy (April Board 20), then move onto overall policy.				

AGENDA ITEM #			ACTION ARISING	PERSON
PD	Nov (#10) 19	3.1.1	Circulate financial literacy powerpoint presentation to Board.	Jeremy
Done.				
PD	Nov (#10) 19	4.1.1	Circulate strategic plan documents to all Planning Day participants.	Chloe
Done.				
PD	Nov (#10) 19	4.2.1	Advertise strategic plan (particularly mission and values) more broadly on website and create slide for advertising in each of the conference rooms.	Toni
Done.				
PD	Nov (#10) 19	4.3.2	Liaise with Maggie and seek quotes over next couple of months for ESA History synthesis, ready for next budget bids.	Gail/Maggie
Ongoing. Tried to get hold of Maggie but haven't had a response as yet. Carry over to March meeting.				
PD	Nov (#10) 19	4.3.3	Send link to Board members to update the Strategy spreadsheet (via google drive). Board to approve changes at February Board.	All Board/ All WGs
See Item 5.1. Link sent. May be versioning issues with document. Carry over approval to March Board as some WGs have meetings in March. Action item replaced by Feb_20_5.1.1.				
PD	Nov (#10) 19	5.1.2	Draft strategy around engaging with developing countries, including engagement/facilitating access to Darwin conference.	Membership WG
Carry over to May Board. Incorporate multiple WGs; all VPs should get together to discuss strategies.				
PD	Nov (#10) 19	5.1.3	Identify strategies to use at annual conferences to engage international students.	Conference WG/Equity WG
Carry over to May Board. Incorporate multiple WGs; all VPs should get together to discuss strategies. Equity met and discussed strategies around networking and introductions for all attendees. Ideas being circulated and once Conference WG meets, can start to put something together.				
PD	Nov (#10) 19	5.1.4	Develop strategy for donations to ESA	Gail/Jacky
Carry over to April Board. Broader strategy being developed. On agenda for next FGWG meeting. FGWG will develop scope (FGWG responsible party).				
PD	Nov (#10) 19	6.1.1	Draft Grants Discussion Paper for circulation to Board, including current grant expenditure, ideas raised at planning day, potential external supporters for awards.	FGWG/Jeremy
Carry over to April Board. Roll into action 5.1.4. FGWG to lead. Also with links with prospectus.				
PD	Nov (#10) 19	6.1.2	Develop Media Training Award discussion paper for Board, including costings associated with internal vs external resource development/delivery resources)	Toni
Ongoing. Important to think about in lead up to next conference. Link with Media WG to develop. Carry over to March Board, then can be considered in budget.				
PD	Nov (#10) 19	8.1.1	Education WG to update strategic alignment in the ToR to match new strategic plan, and translate final ToR to standard template	Education WG
No update. Ongoing. Carry over to March Board.				

3.0 REPORTS

3.1 Treasurer's Report – Jeremy Huntley/Jacky Tierney*

Financial statements tabled and noted.

In January, KPI not met due to Holsworth; receiving income and determining grant for round delayed. Even though this was the case, forecast for year-end position still sitting on target.

For conference, profit will be slightly different between reports as capturing of income/expenditure is different. This will settle but an indicative profit of around \$40k. This will likely rise to \$52k when Barbara Rice funds incorporated.

3.2 Correspondence Report – Chloe Sato*

Correspondence tabled and noted.

3.3 Working Group Report – All*

Working Group Portfolio Chairs should submit a written dot point report for their Working Groups allowing for discussion of questions and issues only, rather than taking time for verbal updates. Directors with WG oversight to collate and forward dot point reports to Secretary prior to Board meetings.

Oversight	Working Group	Chair	Update as at 27 February 20
President	JOURNALS	Bek Christensen	Austral: Nigel developing ideas about getting social media editors in different languages; Portuguese and Spanish to help with S Am outreach. Wiley: high level contact changed. Tamara not Rebecca now. Nige ran three writing WS in Perth. 70 PhD/ECR attended. EMR: Working with Rebecca to make some papers more easily accessible.
	HOLSWORTH FUND	Bek Christensen	Assessment committee meeting next week to finalise 2019 Round 2. Taken so long as need to wait for Equity to tell us how much we have in allocation. May need to realign when rounds come out so that things can move through a bit quicker (give allocation issues); but also need assessors to be available. So fine balance.
VP Science & Applications	INDIGENOUS ENGAGEMENT	Gerry Turpin	Meeting in a couple of weeks.
	RESEARCH CHAPTERS	Eleonora Egidi	No update. Contact Eleonora to see if she needs any support.
	RESEARCH AWARDS	Jennifer Firn	Ongoing actions.
	PRACTITIONER ENGAGEMENT	Sacha Jellinek	Face-to-face meeting 20 th February. Discussed Practitioner Award, Strategic Plan Action Items, potential mechanisms for engaging more practitioners with society (particularly consultants), and ideas for practitioner symposium for ESA20. Manuscript from ESA19 being progressed, hoping to publish as a feature in EMR.
VP Next Generation	EARLY CAREER ECOLOGISTS	Stephanie Courtney Jones	No update. New members joined and in communication but nothing progressed.
	STUDENT ACTIVITIES & AWARDS	Jodi Price	No update. Need to look at ideas that were presented at Planning Day that need discussion.

Oversight	Working Group	Chair	Update as at 27 February 20
	ECOLOGICAL EDUCATION	Dieter Hochuli	No update.
	BULLETIN	Marie Dade	Collating articles for the March issue of the Bulletin, which will include articles on invasive species management post fires, and articles on how to use your ecology degree for jobs not directly related to ecology (e.g. sci comm, school teaching, public relations etc.). We will also be publishing an article by Bek introducing her as the new ESA president. This issue is expected to be published on March 13th.
	HOT TOPICS	Dale Nimmo	No WG meeting since 2019 before last Board meeting. Main action is to make sure topics are relevant and hot. Things that people need and want.
	MEDIA	Euan Ritchie	No WG meeting since 2019 before last Board meeting Euan Ritchie has been doing lots of fire media and Toni has been very active on social media promoting fire-related stuff e.g. ESA/NESP fire knowledge/skills database.
VP Public Outreach & Policy	POLICY	Ayesha Tulloch	Last WG meeting Thurs 20 February 2020 (1) Ministerial Connections One Hot Topic commissioned by an MP on Island Biosecurity – this has been requested through the HT WG. Published the 'Guide to engaging with your MP' for ESA members and new Envoys in Nov 2019. Further resources (example emails, letters) also in development. (2) Envoy Program Developed new ESA Envoy Program, advertised for applicants in Dec 2019 with good response Soon to sign-on 12 Envoys - delayed deadline for commencement to end of Feb/early March due to EPBC Review and bushfires. Envoys to be invited to be part of a Webinar with Canberra contact - 'how to engage with MPs'. (3) Submissions

Oversight	Working Group	Chair	Update as at 27 February 20
			<p>2 submissions to government enquiries currently being drafted (EPBC Act & Vegetation Management/ Bushfire inquiry).</p> <p>Incorporating results from EPBC Act survey sent to ESA members in development of our EPBC Act submission, with some respondents providing further material that is being used in our submission.</p> <p>Currently preparing an ESA submission to the EPBC Act consultation - discussion paper, due 17th April.</p> <p>Ran a Policy WG self-assessment survey to identify areas of our skill-base that we'd like to develop further.</p> <p>2 members attended Science meets Parliament in Nov 2019.</p> <p>In development: Quarterly Policy Bulletin to be circulated to our 230 Parliament contact database.</p> <p>Wanted to raise that they are looking for funding for envoys program; more focused on other issues, so didn't get to talk much about what would be needed. Try to figure out what is needed in next couple of weeks. Prepare in time for budget bids if needed.</p>
	ACADEMIC FREEDOM	Don Driscoll	No activity. Waiting for reports back from manuscript. Looking for members for group as well.
	EQUITY & DIVERSITY	Adam Frew	Met in last couple of weeks and discussed strategies around networking and introductions for all conference attendees.
VP Membership Services	CONFERENCES	Jodi Price	<p>Meeting in a couple of weeks. First face-to-face for year. A lot to discuss.</p> <p>LOC meeting a couple of days ago with site inspection. Biggest challenge is sponsorship this year. Currently need \$50k and 600 delegates to break even.</p> <p>A lot of traditional sponsors may be difficult this year due to Coronavirus.</p>

Oversight	Working Group	Chair	Update as at 27 February 20
	MEMBERSHIP	Vacant	New membership categories and database projects underway. Mid-may completion which will kickstart a lot of actions in other WGs.
	EVENTS	Vacant	Group not active.
	POST-GRAD DAY	Adrienne Nicotra/Susanna Venn	No activity.
Treasurer	FINANCIAL GOVERNANCE	Jeremy Huntley	WG to meet in April/May to review budgets. 30 March budget bids are due. Gail to redistribute template.
	FUNDRAISING & SPONSORSHIP	Vacant	Group not active.

3.4 Online Media Report – Toni Stevens*

Online media report tabled and noted.

Website e-news and Bulletin all going well. Biggest action is website upgrade. That is now being tied into the membership database upgrade (Membes). A lot of what the new website looks like depends on what the database looks like/contains.

Last couple of weeks have been busy with bushfire (70 offers of assistance). Only 5 people have asked for assistance. ESA is equipped to matched people offering assistance to those that want it, but need to think about how to encourage people to ask for assistance. There will be a Hot Topic on bushfires, and Bulleting will focus on invasive species but with a couple of fire-context stories.

There is also a pro-Bono promotional video offer for bushfire recovery fund and recovery response. Looking to pick a couple of case studies of people who have been impacted that ESA are assisting, to encourage people to continue donating. It is important to highlight that a long-term response is needed, so there are still opportunities to help.

3.5 Membership Report – Jacky Tierney*

Membership report tabled and noted.

3.6 Conference Media & Conference Report – Toni Stevens*/Gail Spina*

Conference Media Report and Conference Report tabled and noted.

The final ESA2019 conference report from Kaigi Conferenceing and Events was tabled for noting. The Conference WG will be meeting on March 19 so all Board members were encouraged to read the document and forward any questions, feedback, or issues noted to Gail for inclusion in discussion. A positive point to note is that the conference returned a profit.

The application of this profit will be on the agenda for the next FGWG meeting in early March, but it is anticipated that a portion of it will be retained for support of the ESA2020 conference due to the current difficult sponsorship environment, and as a safety net in the event of over budget costs associated with the website redevelopment and database upgrade. The Conference WG will provide a report on their review to the March Board.

Encouraging to see that there is a lot of attention and activity regarding media around the conference. However, it was a stretch and requires funding, and should put forward something for Media around conference in budget bids. This will be discussed with Media WG.

4.0 SUBMISSIONS

No submissions tabled.

5.0 GENERAL BUSINESS (Discussion and/or Voting)

5.1 Strategic Plan Action Items – Bek Christensen*

Link with Action Item PD19_4.3.2. Comments on the strategic plan actions items were received from the Practitioner WG (attached) and Public Outreach & Policy WG (comment from Ayesha attached).

Carry over approval of actions by Board to March Board to allow all working groups to check document.

AGENDA ITEM #	ACTION ARISING	PERSON	DUE BY
Board_Feb_20_5.1.1	Email Board and WG Chairs with most up-to-date version of strategic plan actions; coordinate synthesis into final draft for Board sign off.	Chloe	March Board 20

5.2 Whistleblower Policy – Gail Spina*

In October 2019, ASIC required all organisation to have a whistleblower policy in place by January 1, 2020. Not-for-profit organisations were then exempted but this has been revised to NFPs with an annual revenue of less than \$1 million. This mean ESA is required to have a policy. Accordingly, a draft policy was tabled. This policy allows people to bring to light issues with ESA or raise concerns about the running of ESA if needed.

Motion: That the Whistleblower Policy as tabled is adopted and presented for review at least every 3 years.

Moved: Bek Christensen

Seconded: Pep Turner

All in favour: motion carried.

5.3 Web Development & Membership Database Project – Gail Spina

At the 2019 August Board meeting, additional staff hours to cover the additional for the Web Officer, Finance Officer & Executive Officer to manage the web development project (if required) were approved to December 31, 2019. As development progressed slower than expected and the membership database component has now also been added to commence in January (and Membes needs to be running before full functionality of website is possible), it is proposed to extend these additional hours as required.

Accordingly, we propose to approve an additional day a month (7.5 hours) for the Web Officer and up to half a day a month as required (3.75 hours) for the Finance/Membership Officer and Executive Officer to May 31, 2020. These additional costs were included in the 2019/2020 budget presented. NOTE: These additional hours will only be utilised as needed during the development process (most will go towards physical asset development, but also to Jacky hecking transition of membership database to Membes) – the purpose of this item is to enable a minuted variation to the current employee contract for audit purposes.

Motion: That for the purposes of the website development and membership database project, additional staff hours be extended to May 31, 2020 as follows: Web Officer an additional 7.5 hours/month, Finance/Membership & Executive Officer up to 3.75 hours/month as required.

Moved: Bek Christensen

Seconded: Pep Turner

All in favour: motion carried.

5.4 ESA Secretary: Proposal for annuity – Gail Spina/Bek Christensen

The role of Secretary has become increasingly onerous over the last five years and forms a critical part of the effective and efficient functioning of the governing Board. The role also has notary obligations and responsibilities under the Corporations Act, ASIC legislation, and as a signatory to corporate

accounts. At present, ESA provides an annuity to the position of President and Treasurer in recognition of the significant time commitment involved in undertaking these roles, and in recognition of the central function these roles play in the management of the Society. It is proposed that this be extended to the Secretary role for those same reasons and that the annuity level be initially set to align with the role of Treasurer of \$3000 pa.

Motion: That the Bylaws of the Ecological Society of Australia (section 6.1) be amended as follows: Add '6 (f) In recognition of the significant time required to complete the duties of Secretary, the Secretary will be entitled to receive an annual annuity at a level set and reviewed each term as determined by the Board following recommend of the executive', and the amount be initially established at \$3000 pa.

Moved: Bek Christensen

Seconded: Don Driscoll

All in favour: motion carried.

6.0 OTHER ITEMS (Noting and/or Information)

6.1 Bushfire response update – Bek Christensen

ESA and members have been involved in various activities in recent months to contribute to responses to the bushfire crisis. Bek shared information on what ESA and its members have been doing, to keep track of ESA's involvement and also connect different groups and initiatives where relevant.

There has been correspondence with the both the Threatened Species Commissioner and the Office of the Minister for Environment. ESA was invited to have representative at a ministerial round table that the minister convened. ESA briefed STA as they have been involved in ministerial round tables that the science minister is convening. Don coordinated drafting of a letter to state ministers to summarise impacts of feral horses in alps, highlighting that reductions in population numbers required post-fire. ESA members have been involved in a lot of work and some of the ministerial expert panels. There was a Policy WG submission to the House of Representatives on the management of native vegetation in relation to managing bushfire risk. ESA is producing a Hot Topic about hazard reduction burning. ESA has managed donations, registered requests for help, and linked experts with assistance requests. Bek initiated an email discussion with other professional societies (list in correspondence report) so that the broader ecological community is linked in with bushfire responses. The smaller societies are willing to support and distribute information about ESA initiatives. Nigel linked with BES to let them know about ESA initiatives and sharing with their members (as international ecologists may want to donate to fund). However, as BES is a little more formal, will discuss at Board meeting and get back to us.

6.2 2020 Schedule of Meetings – Chloe Sato*

2020 schedule of Board meetings tabled and noted.

6.3 2020 Contact Details – Chloe Sato*

Board asked to check contact details (once more), for final distribution among ESA Board Members and WG Chairs. Any amendments, please send through to Secretary.

6.4 Secretary admin – Chloe Sato

When the call for agenda items comes around, I should get an email from almost everyone with a summary of what their WGs have been up to (or a "no activity" statement), as well as a correspondence report (or a quick sentence saying "no correspondence"). These two things help us document the activities of ESA, and allows other Board members to stay on top of what is going on with other Directors/WGs.

7.0 LATE ITEMS

7.1 Endorsement for INTECOL Candidates – Bek Christensen*

INTECOL is seeking endorsement for candidates nominated to fill the vacancies on the INTECOL Board. There are as many candidates as there are vacancies. ESA Board members are asked to identify any objections to any candidates, otherwise we will endorse.

Supporting documents are the attached spreadsheet with summary of candidates, and the nomination letters from each candidate are located in Google Drive:

https://drive.google.com/drive/folders/1wxtZjz6GldvsroAW9IbvFigP_E0XPR0

Board endorses nominated candidates.

8.0 NEXT MEETING

March Board – 26 March 2020.

Meeting close: 1:17 pm