



The Australian Rangeland Society

Council meeting No. 251

MINUTES

6 pm QLD Time – Wednesday 30 March 2016 by Teleconference

1. **Present:** David Phelps (Chair), Don Burnside, Carol Ireland, Dionne Walsh, Gus Whyte, Andrew Ash

Apologies: Cathy Waters, Megan Munchenberg

2. **Minutes of the previous meeting:** The Minutes of Council Meeting 250 on Wednesday 3 February 2016 held by teleconference were approved. Moved: Don, Seconded: Gus, Carried
3. **Business arising from the minutes:**
 - A. Strategic Plan (David). All members have had an opportunity to comment on the Strategies circulated by David. John Taylor keen to add some strategies. We do not want to get too locked into our existing paradigms.
Action: David to restructure and send it around again.
 - B. South Australian bid for the 2017 Conference (Carol and Don)
 - Minutes of the Organising Committee (OC) dated 13 February 2016 were circulated to Council.
 - Appointment of Pure Outback **PCO** confirmed.
 - A **Program Committee** comprising Martin Andrew, Jen Cleary, Andrew Johnson, Don Burnside, Carol Ireland, Anita Crisp and Paul Erklenz has been formed. The Committee had its first meeting on March 7 2016. A tentative program was discussed and many ideas put forward for speakers, session, advertising, call for abstracts etc.etc. Don Burnside to compile all ideas and circulate. A good first session.
 - Peter Marin has offered to be the **Conference Treasurer** with assistance from Paul Erklenz with both as signatories. Don will still provide a watchful eye.
 - An **Events Committee** will be established after further discussion with PCO.
 - A **Sponsorship Committee** will also be established. We have our first promise of \$5,000 sponsorship from NSW Department of Primary Industries (Cathy Waters) and a small group (Jodie, Jen, Don, Carol and John) has worked on a draft Sponsorship Prospectus so that this can go out to Cathy's group to secure the funds.
 - The Organising Committee would also like to have a **presence at the IRC, possibly a booth shared with other Australians** in Canada this year. IRC in Saskatoon have offered two complimentary booths at the Congress one for the 2017 Conference and one for the Society.
 - The group who were present in Port Augusta for the March 7 meeting then held a successful introductory face-to-face meeting with the PCO.
 - The next meeting will be in Port Augusta on April 9th. After this meeting those present will tour the Conference Venue.

Action: Don and Carol to keep Council informed.
Action: Carol and Don to offer Society Membership to the OC for the year of the Conference

- C. Sandfire Resources Sponsorship (Ben). Sandfire are still keen and Ben is still pursuing this.
Action: Ben to report back at the next meeting
- D. Daryl Green's Motion at the AGM regarding the future of ACRIS and subsequent writing of a Ministerial (David and Daryl). A letter will now be drafted without the report for approval at the next meeting. No Progress. Deferred to next meeting.
Action: Cathy, Daryl and Andrew to assist David to draft a Ministerial supporting the retention of ACRIS, Gary Bastin to be asked to look at the letter.
- E. Succession Planning for a new Secretary (Carol)
Carol retires at the AGM in 2017, but would like to hand over the role of Secretary well before that to enable a smooth transition. Don's advertisement was sent out as an email alert with no response from Members! Don circulated a list of ARS members to Council for "head-hunting" purposes.
Action: Don to circulate the list again
Action: All members to come up with a short list and be prepared to "tap people on the shoulder".
- F. "Creating a Modern Outback Forum" (David)
David and Megan attended. It was an enjoyable day at Parliament House. Five politicians involved on the "Senate all-nighter". There were a number of presenters, panels and fora. It was good for the ARS to engage Pew Charitable Trust and Rangelands Alliance (RA) and that we were serious rangeland contenders. Raised a lot of issues. Jen Cleary, Andrew Drysdale and Fred Chaney presented. 60-70 attendees. David had a chance to chat to individuals about the ARS. ARS may have picked up a few new or lapsed members. This was the beginning of a conversation but could not really set policy in a one-day event.
David also attended the Rangelands Alliance (RA) meeting – very useful, offered our social media platform, also possibly a more targeted campaign. RA could also have Special Issue of the Rangeland Journal. David certainly raised our profile with RA. We would be keen to attend RA meetings as a guest.
Action: David to expand this for the RMN.
- G. TTTT Grant potential (David)
Move this into the Strategic Plan. Item closed.
- H. Massey University (NZ) bid for the 2020 IRC (David)
Don sent an email response to Rebecca Hickson and Dana Kelly regarding our support in principal but no financial support as outlined below:
- It would be possible for Australians to organise some substantial pre-congress satellite workshops for delegates attending the conference, presumably at full-cost recovery. Further, it would be possible to arrange reduced price flights between New Zealand and Australia for people to attend these.
 - We could also arrange pre- and post- congress tours for delegates that would add to the suite of tours that can be offered in NZ. There are some excellent tour opportunities in the rangelands in Western NSW and Western Queensland, which are readily accessible.
 - We could offer to publish a Special Issue of The Rangeland Journal based on leading papers from the Congress on the same basis (as in \$AUD10,000 payment to ARS) as we do for ARS Biennial Conferences or other organisations.
 - Although we support your bid, we are not in a position currently to commit to any financial involvement in the bid.
- No further correspondence. Item deferred to the next meeting.

4. General business:

A. Membership – Report from Annabel Walsh

Details as of 1.15pm 29th March 2016

Active Members	233 (132 already renewed, 101 yet to renew)
Inactive	141 (Past members who have chosen not to renew)
Cancelled	0 (Not used – to be removed)
Pending	17 (Applied for new membership but did not complete the payment)

Members have been very active over the past fortnight on the web site renewing their membership before the penalty after April 1st. Most have been able to negotiate the new site and where there has been a problem Paul at fat beehive has been able to twig the system to accommodate for any changes that needed to be made to the site or help with IT confusion.

Carol, Graeme Tupper and Don have been a great help sending on messages and helping members work through differences that buck the system. Hopefully by persisting and working through these differences we will mould this web site to really suit our association's needs in relation to subscription management.

As mentioned before this web site is going to make the sub managers job much easier, once the bugs have been ironed out, the sub manager time commitments will be reduced and feel that council needs to adjust the honorarium accordingly. Graeme Tupper has done a mighty job with the system that Ian Watson set up as the subscription manager prior to Graeme taking over some years ago. It was a bit of a monster. Just as a suggestion, but a note of thanks from council to reflect his contribution would not go astray.

Paul at fat beehive has been very accommodating in responding to any request or help, I noted this morning while compiling the above figures that there was no provision to filter out the different sub categories, other than active, inactive, cancelled or pending after a quick phone call all categories will now be filtered.

A note from Cydell (CSIRO) requesting numbers for the hard copy for the next RJ came just before Easter, have suggested that they wait for the membership figures as of April 1st and an awaiting their reply.

Don sent an email suggesting that the travelling cost to Dubbo for the handover could be paid for by the association, but the plan was to work the trip across in with other jobs, knowing that the ARS kitty is dwindling, this caused a delay but in the end it has worked out reasonable well. Graeme drove down from Orange and we had a day pondering over the details, unfortunately the ARS computer was causing us some grief which made it difficult for Graeme to show me the ropes. BUT there are 8 boxes of paper, invoices, newsletters and journals. I will need instruction from council as to what to do with this material. Also I am happier to do the association's work on my computer so instructions as to what to do with the society's computer need to be decided by council.

Action: Renewal notices and cut off dates to be advertised in November well before the end of the calendar year. Payments due by 1 January.

Action: We need to be able to track the money that comes in. Annabel to send the list of paid members to Don on a regular basis.

Action: Fat Beehive can organise lists in whatever way we want them. Don to ask Fat Beehive for this breakdown.

Action: Carol to list all members who have had problems.

Action: David to write another reminder email to non-financial members

Action: David to write with thanks to Graeme for his contribution to the Society

Action: Annabel to bring computer down to Carol in Adelaide and Carol to copy data from it.

Action: Carol to acquire and store a copy of the OLD Database

B. Finance – Report from Don Burnside

Financial Report for 2015 prepared by the Auditor and Financial report to 26 March 2016 circulated by Don. Don reported on this. In spite of the losses for this year the Auditor says we are

fine for now but we do need to turn this loss around in the near future. Budget indicates an anticipated loss for 2016 at about \$28,000.

Moved: By Don to accept the financial report for 2015 and for the period Jan-Mar 2016.

Seconded, Carol. **Carried.**

Action: Don to talk to the Auditor about Recipient Created Tax Invoices for Honoraria.

C. Publications Committee – Report from the Chair, Ron Hacker

The Publications Committee met on 16 March 2016. This was the first meeting attended by Dr Paul Novelly, the recently appointed Editor-in-Chief of The Rangeland Journal. Matters for Council consideration arising from this meeting are:

1. THE RANGELAND JOURNAL

The transition from Wal Whalley to Paul Novelly as Editor-in-Chief is progressing smoothly. Paul will handle all manuscripts submitted from 1 March. Wal has retained responsibility for manuscripts submitted up to 29 February and will manage these to completion. He will also finalise the first special issue of the year which will be published as issue 2. There has been some delay in the publication of the first issue of 2016 but I expect that this will be out soon and that the second issue will be published on schedule in April.

The Society's primary contact in CSIRO Publishing, the Production Manager Dr Chris Anderson, retired on 11 March and has been temporarily replaced by Dr Jenny Foster. It is not clear if Dr Foster will hold this position permanently. In a teleconference with Dr Anderson (and Dr Foster) a week before his retirement I was promised that a contract variation to extend the current contract by 12 months (as agreed by Council) would be forwarded the following week. This has not yet been received and I will follow up with Dr Foster.

Dr Novelly has flagged the need for some additional Associate Editors to replace individuals who have/may soon retire, and to expand the number available to handle the 120-130 manuscripts now received each year. A search process has been initiated and candidates recommended by the PC will be forward to Council for appointment in due course. A similar process is in train to appoint one or two new Advisory Editors.

At the request of the PC I have developed a protocol for production of Special Issues. While this document is primarily for the benefit of PC members it does include actions required of the President and the Finance and Audit Officer.

With good prospects for two Special Issues in 2017 (one contract has already been signed by the President), a healthy flow of manuscripts and a new Editor-in-Chief in place the journal is in good shape.

2. COMPLIMENTARY MEMBERSHIPS

At its last meeting Council developed a policy on individuals to be awarded complimentary membership of the Society and requested that the Chair of the PC provide this information annually in January. The list below is the first to be compiled and complies with the guidelines developed by Council. The PC has accepted this list and recommended that it be passed to Council for approval, with a request that the President advise the individuals concerned of their status under the policy. The Subscriptions Manager should ensure that memberships for these individuals are shown as current as soon as possible.

Chair, Publications Committee	Ron Hacker
Editor in Chief	Paul Novelly
Acting Editor-in-Chief	Wal Whalley (also Assoc. Editor and Fellow)
Associate Editor	Pauline Dube
Associate Editor	Neil MacLeod
Associate Editor	Tony Pressland
Associate Editor	Brandon Bestelmeyer
Associate Editor	Mark Stafford-Smith
Associate Editor	Digby Race
Associate Editor	Glenda Wardle

Associate Editor	Wal Whalley
Associate Editor	Bernard Hubert
Associate Editor	Anna Cingolani
Associate Editor	Ling Wang
Associate Editor	Fujiang Hou
Associate Editor	Ian Watson
Fellow of ARS	Ken Hodgkinson
Fellow of ARS	Wal Whalley
Fellow of ARS	Gary Bastin
Fellow of ARS	Joan Gibbs
Fellow of ARS	Alan Wilson

Recommendation 1

1. That Council approve the above list of complimentary members for 2016
2. That the President advise the individuals concerned of their status under the complimentary membership policy
3. That the Subscriptions Manager action the complimentary memberships as approved

Moved: By Don that the recommendation be accepted. **Seconded,** Dionne. **Carried.**

Action: David to advise the individuals concerned of their status under the complimentary membership policy.

Action: Carol to advise Annabel that the complimentary memberships be actioned.

3. RANGE MANAGEMENT NEWSLETTER

No major issues to report. The March 2016 issue is in preparation. The Editor has requested that recipients of ARS travel grants to attend the IRC provide a report suitable for the RMN. (Note - this is actually a requirement of their grant).

4. WEB SITE

No report

5. SOCIAL MEDIA

Amber Marshall has provided her first quarterly report which is attached for information (Attachment 3). This is an excellent report which indicates not only steady progress in attracting followers but also that the Society's social media activities are being conducted in a professional manner, according to the objectives established by the Society and the strategies developed by Heidi Wright.

The three draft policy documents prepared by Heidi Wright to guide the development of the Society's social media activities have been amalgamated into a Social Media User's Manual which has been forwarded separately. This is considered an internal working document for the Publications Committee and the Social Media Editor which, overall, does not require Council approval. It is provided primarily for information. However, the Terms and Conditions for use of the Society's Facebook account are intended for posting on the web site and should have Council approval. These appear below.

Facebook terms and conditions

Terms and conditions set out the engagement rules for visitors to ARS's Facebook page. These terms and conditions have been devised in accordance with the goals of the social media strategy, ARS brand voice principles and Social Media Editor guidelines. In short the Social Media Editor should set the example for the type and tone of content being shared or discussed on the ARS Facebook page.

- *Participate and have fun: Visitors should share their stories and passion for any and all rangelands-related issues and events.*

- *Use common sense: Visitors should consider how their content/comments may be received by others in the ARS community. Visitors should not post inflammatory or aggressive content/comments.*
- *Be respectful: Be respectful of others' options. Discussion is encouraged but aggressive or abusive conduct will not be tolerated.*
- *Act responsibly: Visitors are responsible for their own conduct on the ARS Facebook page. Treat confidential and sensitive information with respect. Respect copyrights, trademarks, rights of publicity and other third party rights.*

The ARS reserves the right to ban users from the ARS Facebook page if their behavior is deemed to contravene the above-mentioned terms and conditions.

Recommendation 2

That Council approve the Terms and Conditions for use of the ARS Facebook account.

Moved: By Carol that the recommendation be accepted. **Seconded,** Don. **Carried.**

Action: Members of Council to send pictures and info to Amber for Social Media

Action: Don to flag with Ron and Amber the need to have a membership drive soon

Regarding billing for Special Issues (Dionne)

Given the long time frame between proposing a Special Issue (SI) and final publication, waiting until the size and typesetting is confirmed to invoice is not desirable. Proponents often have to acquit funds in timeframes that do not align with the lengthy publication process. Furthermore, the Society is incurring costs for production through honoraria and the like, so the earlier we get the funds the better. We suggest that proponents of a SI must demonstrate at the time of proposal that they have the funds to pay for the issue then payment should be made within a set time of the contract being signed (e.g. 3 months?). That way, if the proponents do not have the funds, the SI does not proceed until such time as they do.

The SI contract must specify clearly what the standard page number expectation is for a Special Issue for the price that is charged. The proponent must also specify in the contract who will cover additional costs for excess pages, open access and/or colour printing if these arise during finalisation of the issue (i.e. the proponent organisation or the contributing authors).

Action: David to send a copy of the Special Issue Contract to Council

Action: David to convey this information to Ron about Special Issue contracts

Action: David to convey all of Council's decisions regarding the PC Report to Ron Hacker

5. New business:

A. Feedback to the Publications Committee (Dionne)

Action: Dionne to send more specific issues to Ron and Paul

B. Round Robin email re: TRJ Contract Extension for 12 months – Approved out of session by Council. Leave on Agenda for later in the year.

C. International Year of Rangelands (David)

David has advised Jim O'Rourke that we are keen on the idea. Leave on the Agenda.

D. Society email address (Carol)

Need new email addresses for Secretary, Membership and President on our domain name.

Action: Carol to contact Paul to do this and investigate a spam filter

E. Conduct of the AGM on May 25 2016 at 5 pm QLD time (David and Carol)

Carol explained the process for the AGM and invited Council to attend by teleconference.

Action: Carol to amend the Notice of Meeting to alert Society Members of their ability to join the AGM by teleconference.

6. Correspondence

INCOMING

01-Feb-16	Email	Ken Hodgkinson	Could not access the members area of website
01-Feb-16	Email	Dana Kelly and Rebecca Hickson	Massey University bid for 2020 IRC
07-Feb-16	Email	Ken Hodgkinson	Thanking Camilla for her help
08-Feb-16	Email	Ron Hacker	Thanking Dionne for her suggestions re Editor-in-Chief
08-Feb-16	Email	Ron Hacker	To Dionne re suggestions for new Editor-in-Chief
17-Feb-16	Email	Noelene Duckett	Re member access to RMN
18-Feb-16	Email	Jose Haro	Advertisement on Website
28-Feb-16	Email	Richard Hecker	Response from CUP that they will be considered for next TRJ Contract
March 2016	Email	Fat Beehive and Numerous Members	Numerous emails regard the problems with membership renewal problems

OUTGOING

04-Feb-16	Email	Don Heylen	From Don Burnside re Audit and appointment of Auditor
04-Feb-16	Email	Peter Marin	From Don Burnside re transfer \$10,000 to Conference account and find appoint Jen or Jodie as Signatory
04-Feb-16	Email	All Members	Advertisement for position of Secretary by email alert
04-Feb-16	Email	Graeme Tupper	Requesting OLD database
05-Feb-16	Email	Ron Hacker	From David Phelps re decisions of Council
07-Feb-16	Email	Ken Hodgkinson	Camilla updating Ken's membership access
08-Feb-16	Email	Ron Hacker	From Dionne re suggestions for new Editor-in-Chief
10-Feb-15	Email	Annabel Walsh	From Don Burnside re multiple year memberships 2017
12-Feb-16	Email	Mike Levy - Auditor	From Don and Carol re Minutes of 2015 meetings
14-Feb-15	Email	Ron Hacker	From Carol requesting change of Society email address
28-Feb-16	Email	Chris Anderson	Extending the CSIRO Publishing Contract for 12 months
28-Feb-16	Email	Richard Hecker	Assuring CUP they will be considered for next TRJ Contract
29-Feb-16	Email	Jose Haro	From Don Burnside re: Advertisement on Website
01-Feb-16	Email	Dana Kelly and Rebecca Hickson	Response to Massey University bid for 2020 IRC
03-Mar-16	Email	Camilla Osborn	From Don Burnside re tax invoices for subscriptions
March 2016	Email	Fat Beehive and Numerous Members	Numerous emails regard the problems with membership renewal problems
14-Mar-16	Email	Camilla Osborn	Re: sending an email alert about 2016 Subs
17-Mar-16	Email	Graeme Tupper	Closing the EFTPOS arrangement at CBA
22-Mar-16	Email	Fat Beehive	Re: sending another email alert about 2016 Subs

7. Next Meeting

The next meeting of Council will be the AGM by teleconference and in person at David's residence in Longreach at 5 pm Queensland time on May 25 2016.

The next Council Meeting will be by Teleconference at 6 pm Queensland time on Wednesday 3 August 2016. (**Carol will be overseas – Secretary required**)

Meeting closed at 8.23 pm.