



**Location:** Email / Phone correspondence

**Date:** 14th November 2018 to 24<sup>th</sup> November 2018

**Time:**

### Minutes

1.	<p><b>Present:</b> Peter Graham, Stuart Platt, Karin Edwards, Jacqui Lang, Nick Whyntie, Wayne Copping and Jason Andrews</p>	
2.	<p><b>Apologies:</b></p>	
3	<p><b>Conflict of Interest</b> Members are reminded of the requirements for disclosure by Members of direct or indirect pecuniary benefits in items listed for consideration on the Agenda.</p>	
4.	<p><b>Confirmation of Minutes</b>  <b>Matters Arising</b></p>	
5.	<p><b>Resignation</b> Nick Whyntie advised his resignation from the board per email on 16<sup>th</sup> November, 2018 Email circulars to committee members discussing resignation advice PG emailed NW on 18<sup>th</sup> November, 2018 advising that his resignation had been accepted</p>	
6.	<p><b>Appointment</b> PG advised via circular email that he had had a discussion with Wendy Schaeffer on 18<sup>th</sup> November and a position on the board was discussed and Wendy indicated she was interested. The board members agreed that Wendy would be an excellent board member. Proposed by KE that Wendy Schaeffer be offered a co-opted position on the ESA board. Seconded SP All in favour  PG to advise WS</p>	

	Signature of Chair	Date	

DRAFT