



**Minutes of NAGCAS Annual General Meeting 2010  
University of South Australia  
Monday 29<sup>th</sup> November 2010**

**Meeting commenced: 16:10**

**Attendees:** As listed

**Apologies:** Katrina Schipper, Tony Lyons, Dawn White

**Addition to agenda:** Professional Development Coordinator's Report

**Minutes from 2009 AGM:**

Amendments to 2009 Minutes: None received.

Motion: That the 2009 Minutes be accepted.

Moved: Verity Kingsmill

Seconded: Martin Smith

Business arising from previous minutes: None

Introductions: Hilary Sadek introduced as Communications Officer and the secretarial role allocated to Hilary.

For the following positions no nominations were received prior to the AGM and so nominations were called for from the floor.

**Call for Nominations for Treasurer:**

No nominations from the floor.

Dr McAlpine urged members to consider volunteering for this role in the very near future.

**Call for Nominations for Professional Development Coordinator:**

Motion: Joanne Tyler nominated by Martin Smith, elected unopposed for a period of 2 years.

Seconded: Judi Green

**Call for Nominations for CICA representative:**

Motion: Martin Smith nominated by Joanne Tyler, elected unopposed for a period of 2 years.

Seconded: Kristy Mitchell

**2010 President's Report:**

Dr Alan McAlpine mentioned the Fair Work Act and the involvement he has had responding to this. He spoke about the NAGCAS membership broadening, and that the Communications Committee, chaired by Kathryn Anderson, have developed a Communications Plan including the proposal for a Communications Officer. Dr McAlpine stated that the Graduate Careers Fair dates for 2011 will be posted on the NAGCAS website soon and that the 2012 dates are currently being discussed and planned. There will be a focus on the International Virtual Careers fair in 2011 and Graduate Careers Australia have signed an agreement regarding the Virtual Careers Fair in 2011.

Motion that the President's report be ratified: Judith Austin

Seconded: Debra McDonald

**2010 Financial Report:**

Previous Treasurer Katrina Schipper was not present for the meeting but was able to discuss her role and answer questions via mobile phone to the group.

Katrina spoke about the highlights of her role as Treasurer including the experience she gained on learning new financial software and procedures and working with a management committee, which she felt greatly assisted her to secure her current management role. Katrina also valued the information sharing aspect of the role, which meant she was able to be across nation-wide university career activities. She mentioned with the introduction of a new online system the manual aspects of processing financial information is minimised. It was also mentioned that the new 2011 nominated Treasurer would be allocated \$1000 funding for their University Career Service.

Motion that the Financial Report be ratified: Ellen Gibson

Seconded: Peter Torjul

**Professional Development Coordinator's Report:**

Daniel Capper spoke about the Professional Standards for Australian Career Development Practitioners adopted by CICA, of which NAGCAS members will commence being assessed on in 2012. Professional development standards will be qualified through a variety of structured and unstructured activity. Examples of structured activity include conference and workshop attendance, mentoring (either being mentored or mentoring someone) and committee participation. Examples of unstructured activity include industry visits, reading and writing journal articles, research projects and further study. Associate members are required to complete 20 hrs minimum, and professional members are required to complete 30 hrs minimum in order to fulfil the NAGCAS criteria for membership. David was thanked for the work he has done as Professional Development Coordinator, and the involvement Joanne Tyler has had with CICA was also acknowledged.

**Institutional Representatives Report:**

No additions made.

**CICA Report:**

Circulated to attendees and no additions made.

**Reports of the State Branches:**

QLD and VIC/TAS reports circulated to attendees.

**GCA Report:**

NAGCAS have been involved with the GCA review and the outcomes have been passed onto the new Executive Director, Noel Edge to take these forward. The review questioned whether the GCA should continue as is, and the intention is to carry both business arms on.

**Life/Honorary Membership Nominations:**

No nominations put forward.

**Other items:**

Strategic Planning Day

Peter McIlveen was thanked for chairing the planning day. Discussions that came out of this meeting included:

What do members want?

Who are current NAGCAS stakeholders and partners?

Where are our finances coming from and where are we spending it?

The intention for members to start working groups.

A budget is to be formed.

The potential for a financial procedures folio to be produced with a retention focus.

**Any other business to discuss:**

None.

**Meeting closed: 16:50**