



## Minutes

Annual General Meeting Held via GoTo Webinar 

Friday 28<sup>th</sup> April 2017

Presented by Deborah Cutts, General Secretary

Meeting opened at 1.04pm Australian Western Standard Time

### Attendance ( )

Julie Howell (National President), Daniel Capper (Public Officer and QLD/NT/NZ President), Suzanne Knuiman (WA President), Nuala O'Donnell (NSW/ACT President), Deborah Cutts (National Secretary), Sunil Vyas (Co-opted National Treasurer), Alan McAlpine (National Past President), Susan Hervey (SA President), Lisa Fox (National TAFE Representative), Valeria Alonso, Aislinn Brown, Jennifer Burke, Rita Calabrese, Troy Dobinson, Mary Drendel, Alexandra Ehrenberg, Zanna Elliott, Christine Enker, Tania Goodman, Belinda Harris, Liz Hendry, Rohan Holland, Stuart Hunter, Denise Jackson, Rhea Jain, Demi Kastanos, Daria Levachova, Graham Matchett, Tessa McCredie, Kirsty Mitchell, Deborah Munro, Patricia Parish, Julia Perryman, Daniel Purchas, Chris Ruffler, Blair Slater, Sarah Smith, Ralph Snider, Erica Stewart, Mike Thomason, Chris Walkley, Kristin Warr Pedersen, Brigitte White, Louise Chesterman, Khadhraa Mustafa

### Apologies

Mary Appleby (out-going National Professional Development Coordinator), Julieanne O'Hara (outgoing National Institutional Representative), Martin Smith (Outgoing CICA Representative), Sally Brooks (National Vice-President), Debra McDonald, (VIC/TAS President), Liz Medford (NZ Rep), Catherine Klimés, Jane Foster

### Chair

Julie Howell

### Registered Proxy votes

Suzanne Knuiman for Jane Foster.

### Welcome

Julie welcomed members to the AGM, the first being held virtually and informed attendees how questions could be asked and comments made.

## **Minutes of the previous meeting**

Move to accept the minutes of the previous meeting

Approved: Daniel Capper

Seconded: Suzanne Knuiman

Moved: unanimously voted on by attendees

The minutes were accepted as presented

## **Matters arising from the minutes of the previous meeting**

Nil

## **Nominations of vacant positions**

Treasurer – Sunil Vyas - uncontested– accepted

National PD Coordinator – Tessa McCredie - uncontested– accepted

CICA representative – Alan McAlpine –uncontested – accepted

Institutional Representatives Chair – Michelle Moss - uncontested– accepted

Membership Secretary – Nil nominations prior to the meeting or from the floor. Note taken that this position remains vacant, but calls will be put out to the membership in the next newsletter for nomination

Julie thanked outgoing Management Committee members for their achievements during their terms of office. Of note:

Martin Smith – as NAGCAS’s representative on the CICA board, Martin has been able to bring about some changes in policy through advocacy and input into Government papers. Martin was nominated at the chair of the CICA board and held this position for 2 terms until his retirement from his position at the University of Wollongong, with NAGCAS and CICA.

Julieanne O’Hara – as Institutional Representative Chair Julieanne served 2 terms and turned around the Professional Development for IRs through developing engaging speakers and facilitating meaningful information sharing. A highlight of note was the IR and emerging leaders Symposium held in Perth in 2016.

Mary Appleby – although leaving the Higher Education sector, Mary has decided to maintain her membership of NAGCAS this broadening the membership base further into the private sector. Mary has led the state PD coordinators to develop a strong PD program of learning activities, and reviewed the CPD requirements during her tenure.

**ACTION** - Membership Secretary to be advertised on LinkedIn and via next member newsletter.

## **President's report**

Julie Howell spoke to her written report in the supporting papers.

For noting:

- In addition to the thanks mentioned in the previous section of the meeting, Julie also recognised the work of Management Committee volunteers who dedicate their time and effort to keep the organisation progressing into the small business that it is today.
- Appreciation expressed for the work of Carolyn Wass, and Pamela Sutton Legaud for their past contributions and a welcome was extended to Leanne Burke, the Project Officer.
- Susan Hervey and Catherine Klimés thanked for their work on the conference which was an amazing success.
- Liz Medford welcomed and thanked for her work in representing New Zealand on the MC, and constitution amendments proposed later in the papers reflects an increase in International members.

Nil questions posed

Move to accept the Presidents report as read

Approved: Alan McAlpine

Seconded: Erica Stewart

Moved: unanimously voted on by attendees

## **Treasurer's report**

Nil questions posed.

Move to accept Treasurer's report as read

Approve: Susan Hervey

Seconded: Nuala O'Donnell

**Moved : with a majority – 1 person abstained.**

## **Audited Accounts**

Sunil thanked for his dedication in presenting audited accounts at the AGM with no amendments needed

Nil questions posed.

**Move to accept Audited Accounts as read**

Approve: Sunil Vyas

Seconded: Sally Brooks

**Moved: Accepted unanimously**

**Move for the auditors for 2017 NAGCAS Financial Year are to be appointed by NAGCAS Management Committee by 31st July 2017**

Approve: Deborah Cutts

Seconded: Sally Brooks

**Moved : with a majority – 1 person abstained.**

## **Membership report**

Nil questions posed.

**Accepted as read.**

## **Intitutional Representatives report**

Nil questions posed.

**Move to accept Institutional Representative Chair's report as read.**

Approve: Sunil Vyas

Seconded: Sally Brooks

**Moved : with a majority – 1 person abstained.**

## **TAFE report**

Julie Commended Lisa for her work in this area in particular in regards to the project work undertaken to develop resources which are available on the email as supplementary papers.

**Move to accept the Institutional Representative Chair's report as read.**

Approve: Lisa Whitbread-Fox

Seconded: Deborah Cutts

**Moved : with a majority – 1 person abstained.**

## **CICA report**

Nil questions posed.

**Move to accept the NAGCAS Representative on the CICA board's report as read.**

Approve: Martin Smith

Seconded: Nuala O'Donnell

**Moved : with a majority – 1 person abstained.**

## **Professional Development report**

Presented out of order from the agenda. Nil questions posed

**Move to accept National Professional Development Coordinators report as read.**

Approve: Mary Appleby

Seconded: Daniel Capper

**Moved : with a majority – 1 person abstained.**

## **State/ Division reports**

### **Victoria and Tasmania Division report**

Julie noted the work done by the division on developing resources and opportunities for International Students

Nil questions posed

**Move to accept the VIC/TAS President's report as read.**

Approve: Deb McDonald

Seconded: Sally Brooks

**Moved : with a majority – 1 person abstained.**

### **Western Australia Division report**

Julie noted the work the division undertook to deliver a successful IR symposium which saw people attending from Australia and New Zealand.

Nil questions posed

**Move to accept the WA president's report as read.**

Approve: Suzanne Knuiemann

Seconded: Nuala O'Donnell

**Moved : with a majority – 1 person abstained.**

### **New South Wales /Australian Capital Territory Division report**

Julie noted the work of the Division in regards to the grants that have been obtained to build up a number of employability events for the states.

**Move to accept the NSW/ACT President's report as read.**

Approve: Nuala O'Donnell

Seconded: Deborah Cutts

**Moved : with a majority – 1 person abstained.**

### **Queensland/ Northern Territory / New Zealand division report**

Julie commended the division on the work undertaken to bring Professional Development opportunities to the national membership through webinars.

Nil questions posed.

### **Move to accept the NQLD/NT/NZ President's report as read.**

Approve: Daniel Capper

Seconded: Tess McCredie

**Moved : with a majority – 1 person abstained.**

### **South Australia Division report**

Julie commended the work the division put into the 2016 conference and encouraged attendees to read the Conference report presented in the supplementary papers.

Nil questions posed.

### **Move to accept the SA President's report as read.**

Approve: Susan Hervey

Seconded: Sunil Vyas

**Moved : with a majority – 1 person abstained.**

### **Calls for nominations: Honorary Membership and Honorary Life Membership**

Julie made special mention of Sally Brooks as now being the longest serving member of NAGCAS now that Martin has retired. Sally was recognised for her service through the presentation of Honorary Life Membership at the 2016 conference.

Julie recognised Alan McAlpines' contribution to NAGCAS through his role as President in leading the association into the professional organisation it is today, and thanked him for his continued contribution as Past President and now NAGCAS Representative on the CICA board. Alan was also bestowed with Honorary Life Membership at the 2016 Conference.

Deborah Cutts acknowledged Julie being presented with Honorary Life Membership at the 2016 conference due to her unfailing dedication to her position as National President, thanked her for the many tireless hours Julie volunteers for the association, and thanked her on behalf of the Management Committee for her leadership.

Julie asked members to consider nominating members and non-members for Honorary Membership or Honorary Life Membership as per the excerpt from the constitution presented in the papers. Members asked to contact MC via [info@nagcas.org.au](mailto:info@nagcas.org.au) email to find out more.

### **Advanced notification of proposed amendments to the constitution**

Julie asked members to give their attention to the proposed changes to the constitution as presented in the papers. The amendments are open for comment and discussion and members are encouraged to contact Julie to discuss any other areas of change that they feel might need addressing. A Special Resolution Meeting will be called to put these amendments into place on August 28<sup>th</sup>. (Time to be confirmed)

### **Any other business**

Julie put a call out for volunteers to assist with pulling together a regular newsletter. Volunteers can assist on a one off, or on a long term basis. Members are encouraged to contact Julie for more information.

Reminder that the conference is in Sydney.

Julie called peoples' attention to the supplementary papers as useful reading and confirmed these will be re-sent.

Feedback will be sought on the AGM so we can improve the running of the meeting in the future.

***Papers relevant to this meeting are available in Google Drive:***

**[https://drive.google.com/drive/u/0/folders/0B-N7w\\_xT-K-NdjFoQTNRNmZscVk](https://drive.google.com/drive/u/0/folders/0B-N7w_xT-K-NdjFoQTNRNmZscVk)**

**Meeting closed at 1.56 AWEST**