



Adelaide Convention Centre

Annual General Meeting Minutes

Thursday October 22nd 2009

Meeting Opened: 1500hrs – 1625hrs

Chair: Tracy Desborough

Secretary: Renae Baker

- Attendance:** Tracy Desborough, Sharon Eriksson, Karen Tuqiri, Renae Baker, Alison Wilson, Jennifer Blundell, Melissa Bartley, Katrina Mastello, David Tsui, Sun Muy Chan, Geraldine Clark, Dr Heather R Pisani, Kellie McIntosh, Nigel Wapling, Rimma Kats, Philippa Bakhshi, May Chong, Tania Heywood, Lisa Scully, Harriet Chan, Zsa Zsa Ferrer, Christopher Marlon Taylor, Lyn Wallace, Mary Lomas, Sharryn Byers, Angela Evans, Karen Woods, Alanah Bailey, Kim Parker, Denika Reddy, Jane Morison, Kerry Lenton, Mahlah Watchman, Shae Miller, Liz O'Brien, Peg Hibbert, Andrew Latham
Apologies: Rochelle McKnight, Vicki Evans, Denise LeLievre, Emma Everingham
- 1.1 Proxy:** Catherine Hardman, Siroun Tontian, Vicki Evans, Lyn Perry, Karen Kullas
- Confirmation of previous minutes:** Jennifer Blundell Seconded: Mary Lomas

3. Correspondance IN/Out	Comments	Outcome/Action
3.1 Parkinson's Interest Group	Parkinson's group requesting information re: affiliation with ANNA	Postpone until further information sourced by ANNA Executive around processes and guidelines.
4. Business Arising from the previous minutes	Comments	Outcome/Action
4.1 PAMS	<ul style="list-style-type: none">Tracy and Karen are having ongoing meetings with PAMS in Melbourne for management review of the association.Executive prospective is to streamline association from a financial angle which entails looking at the current service agreement with PAMS and negotiate services they currently provide which are not part of the agreement.	Ongoing communications with PAMS about current service agreement.



<p>4.2 Life Membership</p> <p>4.3 Conference</p> <p>4.4 Affiliation</p>	<p>Characteristics and guidelines around life membership included in draft constitution sent to all members for review.</p> <p>Discussion re: second yearly AGM</p> <p>Executive currently reviewing process and guidelines around affiliations</p>	<p>Life membership guidelines to be published in Constitution and distributed to members</p> <p>Decision made at 2008 AGM conference to continue annually Major fund raising event for the Association</p> <p>Executive to continue discussion around affiliations and feedback to members.</p>
<p>4.1 New Business 4.1.1 Reports</p> <ul style="list-style-type: none"> ▪ President: 	<p>Presidents:</p> <ul style="list-style-type: none"> • Congratulated Association on celebrating 35 years. • Welcome back from maternity leave to Sharon Erikson and Rochelle Mcknight. • Welcome to new secretary role: Renae Baker. • Executive positions available end of serving 2nd term. • Achievements for the past year include: Association document review (handbook and constitution), review of financial systems/ PAMS including PAMS visits, conference planning and archives review • Challenges over the last year: Receiving feedback from members, managing 	<p>Ongoing review of SLA with PAMS. Continue to work with PAMS around legalities managing the association with taxation laws working well making association more transparent.</p> <p>Happy to take any enquiries re: Executive positions descriptions.</p>



<ul style="list-style-type: none"> ▪ Treasurer: ▪ Webmaster: 	<p>volunteer time to position and succession planning for takeover of Executive roles.</p> <p>Treasurer:</p> <ul style="list-style-type: none"> • PAMS continue to provide financial management and coordination of membership services • Available monthly financial reports (Executive and branch) • Establishment of Westpac account and commencement of online approval of invoices (double signatory) • Online account monitoring • Introduction of auditable invoice system • Development of reimbursement policy • Update of Executive details ATO • Review of Treasurer position description • Branch disbursements to be paid annually in July • Development of conference budget • Independent audit of 0708 finances completed • Independent audit of 0809 currently underway • Development of Constitution and Rules document • Review of handbook <p>Webmaster:</p> <ul style="list-style-type: none"> • Report tabled by Sharon Eriksson on behalf of Rochelle McKnight. • Continue service agreement with Woolfbyte 	<ul style="list-style-type: none"> • Database to be loaded onto website for accessing by Executive and branch delegates (security access) • Review of Financial policy • Membership promotion • Review of conference delegate costs • Review of SLA and workload with PAMS • Ongoing discussions with State Branches to close all non Westpac accounts • Upgrade of the website content management system • Integration of the PAMs database into
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<ul style="list-style-type: none"> ▪ Journal Editor: - Journal cover Submissions ▪ NSW: ▪ VIC: 	<ul style="list-style-type: none"> • Implementation of Google analytics (a program to analyse the statistics for the website • Implementation of an advanced search engine to enhance the ANNA website's compatibility with Google and increase its Google "friendliness" <p>Journal Editor:</p> <ul style="list-style-type: none"> • Release of the new journal cover (launch to happen) • Website disclaimer made – Nil journal produced due to lack of articles received • Journal to be produced shortly • Jennifer Blundell stepping down from current journal position. <p>NSW: Liz O'Brien</p> <ul style="list-style-type: none"> • 2x winners of John Sheard, presenting at conference. • Nil education evenings as nil interest by members to attend or run sessions. <p>VIC: Nigel Wapling (new secretary)</p> <ul style="list-style-type: none"> • Bi monthly meetings held + education sessions relevant to workplace • Stroke study day for Nursing and Allied health to be held late November <p>NZ: Report received and tabled with thanks</p>	<p>the ANNA website</p> <ul style="list-style-type: none"> • Website evaluation to obtain members feedback <ul style="list-style-type: none"> • Journal position vacant and to be advertised. • Jennifer Blundell happy to mentor <p>Ongoing work and commitment of branch to increase profile of state branch.</p>
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<ul style="list-style-type: none"> ▪ NZ: ▪ SA: ▪ WA: ▪ QLD: Nil branch ▪ WFNN 	<ul style="list-style-type: none"> • Monthly meetings within the Neuroservices department held alternating guest speakers and journal club, good attendance. • Successful national forum held in October 08 with plans for another early 2010 <p>SA: Mahlah Watchman</p> <ul style="list-style-type: none"> • Poor attendance to meetings less than 2 members. • Approx only 12 members currently in state <p>WA: Harriett Chan</p> <ul style="list-style-type: none"> • Quarterly meetings held • Branch wanting to increase Education days <p>QLD:</p> <ul style="list-style-type: none"> • Branch closed and funds transferred to ANNA Executive account <p>WFNN: report received and tabled with thanks</p> <ul style="list-style-type: none"> • Successful Congress in Toronto Canada with good ANNA member support • Next congress to be held Japan 2013 <p>Nominations of executive positions:</p>	<ul style="list-style-type: none"> • Low membership issues branch continues to try and increase branch profile • Low membership issues branch continues to try and increase branch profile • Call for EOI for state positions
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<p>4.1.2 Nomination / elections of executive positions</p>	<ul style="list-style-type: none"> - President – Nil nominations - Vice president – Nil nominations - Treasurer – Nil nominations - Webmaster – Nil nominations - Conference Convenor – Nil nominations - Journal Editor – Vicki Evans nominated Liz O'Brien and accepted by Shae Miller 	<p>Executive to vacate roles end of 2010 completion of their 2nd term. EOI for positions with Executive happy to mentor</p>
<p>4.1.3 – 4.1.4 Constitution and Handbook</p>	<ul style="list-style-type: none"> • Constitution and Handbook tabled • Constitution and Handbook drafts sent to all members prior to AGM for review and feedback (2 responses received). • Terminology changes made within both documents • Those present voted for the production of the constitution and Handbook to stand alone. Vote passed with nil objections and nil abstainers. 	<ul style="list-style-type: none"> • Constitution and Handbook to be available via website.
<p>4.1.5 PAMS: issues + membership database</p>	<ul style="list-style-type: none"> • Review of SLA which identified increased service needs • Feedback from members stating glitches with current processes • Glitches with members mailing and email addresses with the cross over to PAMS • Members asking for feedback or notification from PAMS when membership renewal received and processed. • Membership database to be linked to website allowing members details to be updated and streamline. 	<ul style="list-style-type: none"> • Ongoing communications with PAMS re: service needs. • Executive to continue to work with PAMS and Woofbyte in streamlining current processes. • Members to continue to contact PAMS with changes to members contact details



<p>4.1.6 – 4.1.7 Association Banners and Logo</p> <ul style="list-style-type: none"> - Use of Association Logo - New logo <p>4.1.8 Association Theme</p> <p>4.1.9 Conference 2010</p>	<ul style="list-style-type: none"> • Use of Association Logo raising concern of Executive re: unauthorised use of the logo for day seminars etc • Publication of Logo used as an incentive without Executive permission • 2008 AGM call for new logo made as members stated current logo out of date. Nil responses Current logo remains • Theme to brand mark website and Association as a whole • Journal to stand alone with colour theme • Those present voted to further explore Association colour theme <ul style="list-style-type: none"> - Nil votes for - 23 against (28 with proxy votes) - 9 abstained <p>Voted Blue and white theme to remain</p> <ul style="list-style-type: none"> ▪ X3 destinations nominated and voted upon for the 2010 conference <ol style="list-style-type: none"> 1. Qld – 1 vote 2. WA – 15 votes including proxy 3. NZ – 25 votes including proxy 	<ul style="list-style-type: none"> • Executive to discuss further process on the use of the ANNA Logo • Notice on the use of the Logo to be placed on website to contact Executive and request permission to use logo • Executive to investigate into weather the ANNA logo has copy write and enquiries into registering Logo as a trademark. • Current Blue and White colour theme and logo voted to stay the same. • Majority vote wins and 2010 Conference to be held in New Zealand • Executive to commence initial preparations.
<p>5. New Business</p>		
<p>6. Next meeting Conference 2010</p>	<p>New Zealand</p>	

Meeting closed: 1625hours