

# Adolescent & Family Counsellors Association, Inc.

## MINUTES of AFCA EXECUTIVE MEETING Friday 12<sup>th</sup> December, 2008 Darling Harbour, Sydney

Meeting opened at 10.45 am

Chairperson: Clayton Rogers

Minutes taken by: Lesley Withey

### 1. Welcome & Introductions:

Present: Grahame Williams, Melinda Abdul Rahim, Clayton Rogers, and Lesley Withey

### 2. Apologies:

Joanne Khurana

### 3. Confirmation of Minutes of the last Executive meeting on 26<sup>th</sup> September 2008

- The previous Minutes were read and accepted by Grahame Williams

### 4. Business arising from previous minutes:

- Docs sponsorship funding for 2009 will be followed by Mel
- 2008 Christmas party organized by Jo to be celebrated today at 1.00pm
- The AFCA training day on 6th March has been confirmed with preparations under way to organize food

### 5. General Business

#### Members:

- The Executive members to follow up AFCA members in their regions to encourage those who have not submitted their Job Descriptions and CV's to please do so to Jo Khurana.

### DoCs Funding:

- Mel will phone DoCS re; sponsorship funding of \$6,000 for the 2009 Conference
- Mel will also apply to DoCS for a special grant of \$2,000 for the AFCA training day

### 2009 Conference:

- Western Sydney is organizing the 2009 conference with no new updates from this meeting. Check the AFCA website as new information is added

### Christmas Party for 2008

- The 2009 AFCA Christmas party will be held today at 1.00

### AFCA Training day

- Our AFCA training day has been confirmed for 6<sup>th</sup> March at Manly Youth Services, Kangaroo Street Manly from 9am-4.30pm.
- Those interested in registering for the day will need to do so by contacting Mel by 6<sup>th</sup> February 2009 and sending in the \$55 and registration form.
- Any AFC's who wish to participate but are not AFCA members will be put on a waiting list as there are only 20 spaces available. If the 20 spaces are not filled the non members on the waiting list will be notified and the fee for those non members participating will be \$100.
- Lesley and Felicity will be organizing the food for the day. This will consist of: Sandwiches from the local delicatessen and a fruit platter for lunch. Morning and afternoon tea will be tea, coffee, orange juice, and a selection of biscuits'. Anyone with special dietary requirements is asked to make alternative arrangements.
- Accommodation for those wishing to stay overnight in Manly can click on this web site <http://www.manlyaustralia.com.au/categories.asp?id=88>
- Accommodation in Manly

| <b>Name</b>                               | <b>Accommodation Type</b>        | <b>Published Rate</b>              |
|---|----------------------------------|------------------------------------|
| Boardrider Backpacker & Budget            | Private Room/Shared Bathroom     | \$110 per night                    |
| Manly Paradise Motel & Apartments         | Motel                            | \$185 - \$195 per night            |
| Manly Beach Holiday & Exec Apts Waterside | Standard Studio<br>Deluxe Studio | \$120 per night<br>\$140 per night |
| Manly National                            | 1 bedroom apartment              | \$199 per night                    |
| Manly Bungalow                            | Double room/shared bathroom      | \$90 per night                     |
| Ivanhoe House B&B                         | Double room/ensuite              | From \$125 per night               |
| Cecil St B&B                              | Double room/shared bathroom      | From \$100 per night               |
| Manly Seaview Motel & Apartments          | Motel suite standard             | From \$150 per night               |

### AFCA Executive Committee meeting for 2009

- The Executive committee will meet on 5<sup>th</sup> March in Manly for the next quarterly meeting and will use the rest of the day to discuss implementation changes to the AFCA procedures and constitution for the Department of Fair Trading

### Exemption form of stamp duty

- In October Mel applied for exemption of stamp duty for the AFCA insurance policy which was a saving of around \$150 to the cost of the \$1,000 policy
- Mel to enquire for lower cost insurance policies for the future this will include AON.

### Treasurers Report for 2009

- Mel to enquire about new interest rates that might be lower for the term deposits of the AFCA account

### **Treasurers Report – Business account July 2008**

| <b>Debits</b>     | <b>Credits</b>    | <b>Description</b>   |
|-------------------|-------------------|--|
| <b>\$1,793.00</b> |                   | Mark Pearson AFCA Training Day<br>AFCA Cheque 100372         |
|                   | <b>\$75.00</b>    | Helene Panaretos – Training (\$50.00) & membership (\$25.00) |
|                   | <b>\$1,770.00</b> | AFCA Conference payments – 3 x conference cheques            |
|                   | <b>\$450.00</b>   | Membership fees  |
| <b>\$1,100.00</b> |                   | Lyn Worsley – AFCA conference<br>AFCA Cheque 100371          |
|                   | <b>\$300.00</b>   | Membership fees  |
|                   | <b>\$50.00</b>    | Jane Johnson Membership fee                                  |
|                   | <b>\$5.77</b>     | Credit interest  |
| <b>\$0.50</b>     |                   | Collection items fees  |

### **August 2008**

| <b>Debits</b>     | <b>Credits</b>  | <b>Description</b>  |
|-------------------|-----------------|---|
| <b>\$730.00</b>   |                 | Marymount Mercy Centre<br>AFCA Cheque 100375                          |
| <b>\$1000.00</b>  |                 | Carol Boland - AFCA Conference<br>AFCA Cheque 100374                  |
|                   | <b>\$100.00</b> | Membership fees   |
|                   | <b>\$50.00</b>  | Membership fees   |
| <b>\$100.00</b>   |                 | Cowra Tourism<br>AFCA Cheque 100377                                   |
| <b>\$1000.00</b>  |                 | Paul Scott - AFCA Conference<br>AFCA Cheque 100378                    |
| <b>\$1,488.00</b> |                 | The Quarry Restaurant – AFCA Conference dinner<br>AFCA Cheque 100380  |
| <b>\$1,800.00</b> |                 | La Vita Café – AFCA conference venue<br>AFCA Cheque 100381            |
| <b>\$5,364.00</b> |                 | Cowra Motor Inn – AFCA Conference accommodation<br>AFCA Cheque 100382 |
|                   | <b>\$4.67</b>   | Credit interest   |
| <b>\$10.00</b>    |                 | Account Service fee   |

### September 2008

| Debits   | Credits | Description  |
|----------|---------|--|
| \$360.00 |         | AFCA travel and entertainment costs<br>AFCA Cheque 100384                            |
|          | \$55.00 | Payment Gail's husband AFCA conference dinner  |
| \$100.00 |         | Clare McAdam - AFCA Conference<br>AFCA Cheque 100379                                 |
| \$144.00 |         | Ingrid Wells – Reimbursement for wine AFCA<br>conference gifts<br>AFCA Cheque 100376 |
| \$264.00 |         | Cowra bus tour – AFCA conference<br>AFCA Cheque 100383                               |
| \$254.61 |         | Melinda Abdul Rahim – Reimbursement for conference<br>items<br>AFCA Cheque 100385    |
| \$10.00  |         | Account Service fee  |
|          | \$0.01  | Credit Interest  |

### October 2008

| Debits   | Credits    | Description  |
|----------|------------|--|
| \$32.50  |            | Bank Audit fee   |
| \$87.00  |            | Melinda Abdul Rahim – Reimbursement for Executive<br>meeting<br>AFCA Cheque 100386 |
|          | \$2,940.00 | AFCA conference payments x 6 cheques   |
| \$10.00  |            | Account service fee  |
|          | \$0.01     | Credit Interest  |
| \$500.00 |            | AFCA Accommodation Deposit<br>AFCA Cheque 100387                                   |

### November 2008

| Debits   | Credits  | Description  |
|----------|----------|--|
|          | \$115.00 | Membership fees  |
|          | \$50.00  | James Fry membership fee                                 |
| \$577.50 |          | AFCA Audit fee – Bush and Campbell<br>AFCA Cheque 100388 |
| \$10.00  |          | Account Service Fee                                      |
|          | \$0.05   | Credit interest  |

**Remaining balance = \$3,230.59**

**Term Deposit account = \$7,902.71**

**6. New Members**

**Hunter:** 0

**Country Region:** 0

**Western Sydney Region:** 0

**Inner Metropolitan:** 1. James Fry, AFCA welcomes our new member

**7. Any other Business**

- No other business

**8. Date of next Meeting**

- The next Executive meeting will be held on 5<sup>th</sup> March in Manly

**9. Meeting Closed: 12.15 pm**

Thank you to our members who attended the Executive AFCA meeting