

AFCA Executive Meeting 25th May 2007

held at Granville Multicultural Community Centre Inc, Granville

Chaired by Meg Benson

Minutes by Ingrid Wells

Attending

Sue Huehn, Ingrid Wells, Grahame Williams, Meg Benson,

Apologies

Melinda Abdul Rahim, Louise Knight resigned as AFCA to take up private practice, Elisha Patterson on maternity leave

Business Arising

- i. **Training Day 23rd March 2007** feedback
 - No feedback officially received. Comment – maybe needed two days to cover the amount of information that needed to be shared and for everyone to be up to speed with the theoretical approaches.
 - How many training days in future? Is four too many? Suggestion to reduce number of training days and financial expectations - put forward as a motion to the next AFCA AGM. Grahame, Ingrid to work on.

- ii. **Newsletter –**
 - Western Sydney has withdrawn from doing the newsletter this quarter.
 - Purchasing PDF program has been approved in a previous AGM meeting. Suggestion Grahame purchase the required program and all regional centers encouraged to contribute as 'News' to the website instead of an official paper. Motion to amend the policies to clarify future role and expectations of the 'news'-webpage/newsletter. Ingrid and Meg to write motion – including 'AFCA news' which will be updated regularly, with an extract of executive meetings, updating contact list can be removed, as is located on the AFCA website.

- iii. **Induction/Information Package**
 - Discussion on the Membership package which is to include a membership certificate & a booklet including the AFCA Constitution. In the Policy & Procedures, it says this is the regional reps responsibility. The executive committee decided to clarify the Policy & procedures with executive job descriptions. The next elected committee would then have updated roles, which matched the technology used in future.

 - After Membership has been applied for and granted, the Membership Officer will send an acceptance letter noting the regional representative who will then be responsible for directing future questions and information. The information currently enclosed in the policies and procedures will then be eliminated – this motion will need to be presented at the next AGM.

 - Code of Ethics, Policy & Procedures.

Encouragement through an email to all AFCA members to examine the Code of Ethics and Policies and Procedures currently on the website. Each Region is then required to look at these, discuss and propose changes for the next AFCA AGM. Email to be sent by Ingrid.

iv. Lowering of Membership fees & Member Benefits

- Membership; the early bird rate was changed from \$100 to \$50.00, and renewal and tax invoice out 1 June with reminder of the conference.
- Update the current Membership Invoice to read benefits as – regular ‘news’ updates via the association website.

v. Conference

- Meg as the new Chairperson will lead the AGM at Conference this year.
- In Ingrid’s absence, Grahame has volunteered to record the minutes of the AGM.
- Agenda for the AGM will be developed by Meg and Grahame. The relevant reports written by the executive members. Ingrid to follow up reports and open invitations for agenda items.
- Meg will researching what’s involved in having a gift recipient tax deductible (DGR) status for future funding –workshops, projects, etc.
- Raise for discussion at the next AGM; the format of Conferences. The proposal is that Conference Committees be formed of regional reps instead of the region being solely responsible.
- Proposal for regional meetings to be held at Conference, before the AGM eg. a breakfast meeting. Email to be sent to regional reps prior to Conference to consider how this meeting can be used. Suggestions of enabling representatives to discuss regional meeting formats/times and new representatives prior to voting at the AGM.

vi. Website – thanks Gahrame. Used today – a great resource!

vii. Statistics Package

Not happening. DoCS are proposing a new program that will be implemented in the next year or so.

viii. Executive Job Descriptions – Reviewed

President -

- Chair executive meetings
- Present report at AGM
- Represent their region
- Facilitate communications and information flow between Regional & Executive
- Operate as signatory of Association Account

Secretary –

- Convene executive meeting

- Take and distribute minutes of executive and AGM meetings
- Receive and respond to all incoming and outgoing correspondence
- Represent region
- Facilitate communication and information flow between regional members & executive
- Operate as signatory of Association account

Treasurer/Public Officer –

- Maintain appropriate financial records of Association
- Report to AGM
- Organise audit every 12 months prior to AGM
- Lodge annual statement with the Department of Fair Trading
- Provide at all meetings a current balance of accounts and a list of all expenditure
- Represent Region
- Convene Regional Meetings
- Facilitate communication and information flow between regional members & executive
- Operate as signatory of Association Account

Membership Officer –

- After Membership has been applied for and granted, the Membership Officer will send an acceptance letter noting the regional representative who will then be responsible for directing future questions and information.
 - Ensure membership updated on website
 - Represent region
 - Facilitate communication and information flow between regional members & the executive
 - Operate as signatory of Association Account

- ix Proposed changes to AFCA Policies and Procedures :** Grahame will update Constitution on the website and then draft motions for the AGM will be sent to executive members to be finalised for the AGM.

General Business

- Treasurers Report; Melinda to email through to executive.
- Congratulations to Elisha on the birth of her baby boy.
- Accumulation of written materials belonging to AFCA – Processes? Should we be saving things on disc? Perhaps we need to filter through what we have and consider archiving or tossing. What information needs to be passed on? – Conference and applications for funding from DoCS, etc.

Meeting close 2pm

Next Executive Meeting – prior to AGM at the Conference