

**MINUTES OF ADSNA Annual General Meeting MEETING
Saturday 22nd November 2008**

**Held at
Adelaide Day Surgery, SA**

Meeting Commenced: 0830

1	PRESENT	Chair: Wendy Adams (VIC) Councillors: Penny Reed (WA) Lillian Stibbs (NSW), Maralyn Masters (SA)(Treasurer), Fiona Svamvur (TAS). State Representatives: Alison Gateley(WA), Michelle Hambridge (QLD), Janis Weston (SA) Patricia Goh (NSW) Darren Johnston (VIC), (Proxy delegate)Teena Brush (QLD)		
2	APOLOGIES	Jo Tier (QLD/Minute Secretary),		
3	CONFIRMATION OF MINUTES November 24th 2007	Moved that minutes be confirmed: Seconded: Fiona Svamvur Accepted: Teena Brush		
AGENDA ITEMS NO.	SUBJECT FOR DISCUSSION	DISCUSSION NOTES	ACTION REQUIRED AND PERSON RESPONSIBLE	DUE DATE
4	Presidents report	<p>Tabled: Wendy Adams</p> <p>We have been able to combine our Board and Council meetings with the NSW State Conference which has been a fabulous opportunity to meet with more members. All states have had very successful conferences, seminars or education sessions and we see our national membership continuing to steadily rise.</p> <p>Because of the continued support from our member states to provide such quality articles for our journal, along with the generous support of our sponsors, we are now able to provide a larger journal in colour. Thanks again to the tireless work of Darren Johnston and his team. We have been able to take the opportunity to publicly thank and present a collage of the front covers of the journals that they had been editors to Celia and Teena.</p> <p>I have continued to attend the ADSC meetings. However, it has been fabulous that Maralyn has been able to attend as well so that we can be well represented.</p> <p>I would like to thank everyone of you for your support to me as President this past year. There has been a significant increase in the team effort with so many of the council more involved which has meant that the position of President is not nearly as time consuming. It has been great to see the new members of the council bring new ideas and take ownership of their portfolios.</p>		

		<p>Next year will be both exciting and challenging as we are involved with the IAAS meeting in Brisbane.</p> <p>I wish everyone the very best over the next few months until we meet again in February.</p> <p>Accepted and</p> <p>Moved: Patricia Goh Seconded Penny Reed</p>		
5	Treasurers report	<p>Report Tabled: Maralyn Masters</p> <ul style="list-style-type: none"> • Current Balance \$37,500.00 • Committee to email expenses 1 week prior to meeting for Balance sheet to be current • Discussion on handing the account keeping to Linda Evans • Linda currently doing journal orders and bookkeeping for Vic. • Within the boundaries of the constitution clause 61,part 12, Power to Approve Clause 64 for payment, we can appoint Linda to be responsible for all date entry and Treasurer –Maralyn Mc Master remains responsible for all payments. • Linda will give Maralyn a monthly statement • Fee for Linda will be per Journal/book processed with a gift for outstanding service per meeting which will be determined at each meeting • Noted that the President expressed appreciation to Maralyn for her commitment to maintaining ADSNA’s financial records <p>Moved Wendy Adams Seconded Darren Johnston</p>	<p>Will forward letter from Auditor to Linda in Victoria to attend to actins required</p> <p>Wendy Adams to lodge Annual Statement and fees to the Department of Justice, due to the Association now being Incorporated</p>	
AGENDA ITEMS NO.	SUBJECT FOR DISCUSSION	DISCUSSION NOTES	ACTION REQUIRED AND PERSON RESPONSIBLE	DUE DATE
6	Portfolio Reports			
6.1	Journal	<p>Report tabled: Darren Johnston</p> <ul style="list-style-type: none"> ➤ As per Council minutes Nov 08 ➤ Thanks To Teena Brush for assisting the transition of portfolio to Darren Johnston 	No Action required at this time	
6.2	Education	Education Portfolio no longer exists and will be removed from future agendas	No action required at this	

			time	
6.3	Marketing	<p>Report tabled: Penny Reed</p> <ul style="list-style-type: none"> • New Banner • Updated website • Introduction of online forum • Calendar of events on website • Thankyou to Helen Mills for her assistance 	No action required at this time	
6.4	Guidelines	<p>Guidelines no longer a portfolio position The distribution of Best Practice Guidelines now taken care of by Executive Officer Linda?</p> <p>Wendy Adams noted that committee effort in producing new guidelines has been outstanding</p> <p>Moved: Darren Johnston Seconded: Janice Weston</p>	No action required at this time	
7	Election of Office bearers/change of representatives	<p>VIC – 1st Rep- Wendy Adams 2nd Rep- Darren Johnston</p> <p>QLD- 1st Rep – Jo Tier 2nd Rep- Michelle Hambridge</p> <p>SA- 1st Rep – Maralyn Masters 2nd Rep – Janice Weston</p> <p>NSW – 1st Rep– Lillian Stibbs 2nd Rep – Patricia Goh</p> <p>WA – 1st Rep- Penny Reed 2nd Rep – Alison Gateley</p> <p>TAS – 1st Rep – Fiona Svamvur 2nd Rep - TBA</p> <p>Wendy Adams noted that she will not be standing for renomination at the end of her term as President Maralyn Masters will step down as vice president at February 09 meeting, to allow nominations of the Vice President in view of this being a mentored position. Suggested that Feb 09 meeting there will be nominations and an appointment to the Vice President position. Suggest that all state reps look at positions and come to Feb meeting with suggestions for this role.</p>		

8.0	Portfolio Allocations	Portfolios remain the same All positions unopposed Journal portfolio fine tuned to have a flow chart for work processes		
9	Business Arising	Nil		
9.1	Business Plan	Journal costs neutral Profit of \$4000 Noted next financial year we will have more outgoing expenses due to the reprinting of the Best Practice Guidelines		
10	New Business	Suggest that WA make a change to their constitution so that reps can be renominated for positions. This will allow a WA rep to hold a future executive position on the committee.		
11	Meeting Dates	Council and Management Meetings for 2009 <ul style="list-style-type: none"> • February 28th SA • May 3rd WA (May 2nd WA Conference) • IAAS – July 3rd – 6th • September 6th VIC (September 5th VIC Conference) • November 21st SA – AGM 		
12	Meeting Closed	1430		