

MINUTES

1. Welcome

NAFEA President Cheryl Brown welcomed everyone to the Seventh Annual General Meeting in 2008.

2. Attendance

Attached.

3. Apologies:

Julie Joughin (UOW), Ray Leung (UOW)

4. Confirmation of the minutes of the previous meeting.

Minutes of the AGM held at University of Wollongong on the 27th November 2008 were passed by Jane Mitchell (Tabor) and seconded by Maree Nichols (MICRRH)

5. Business arising from the previous minutes.

- 2008 AGM Lois Sear proposed that NAFEA produce an open forum of the webpage. All voted for the open forum to be produced. Frana McKinstry would contact Mary Brennan, webmaster. *Frana contacted webmaster and the open forum is not viable for the size of the website.*
- Loretta Woodford suggested position descriptions for each of the Office Bearers and Chapters positions be written. This would alleviate problems in positions where people did not know what they should be doing. All voted for this to happen. The Office Bearers will work on position descriptions to be tabled at the next AGM. *Position descriptions were completed by Cheryl Brown and handed out with the AGM Agenda.*
- Email and forum could be submitted by members for job advertisements with links to universities. *Not acted on.*

6. Reports.

Treasurer's Report – attached

Treasurer, Frana McKinstry discussed the set up of credit card facilities which has now been completed and the costs were minimal compared to the universities charging their fees and gst in holding conference fees.

Treasurer's report was passed by Sue Haydon (UNE) and seconded by Robyn Lumby (UOW).

Chapter Reports

NSW – did not meet

QLD – No report

VIC - Meet with Tasmania

SA - see attached

NT - No report

TAS – Meet with Victoria

ACT – No report

WA – No report

7. Election of Office Bearers

Cheryl Brown declared all positions open.

President – Cheryl Brown (USYD)

Nominated by Sue Haydon (UNE)

Seconded by Frana McKinstry (JCU)

Treasurer – Frana McKinstry (JCU)

Nominated by Loretta Woodford (JCU)

Seconded by Jennifer Gromkowski (JCU)

Secretary – Loretta Woodford (JCU)

Nominated by Maree Nichols (MICRRH)

Seconded by Sue Hayden (UNE)

Assistant Secretary – Loretta Woodford suggested that an Assistant Secretary is not needed at this stage.

All agreed.

Chapters

NSW – Sue Haydon (UNE)

Nominated by Robyn Lumby (UOW)

Seconded by Jenny Sauer (UNE)

QLD – Lois Sear (Griffith)

Nominated by Nicola Barr (Griffith)
Seconded by Wendy Harris (Griffith)

VIC – Helen Eyre (La Trobe)
Nominated by self
Seconded by Loretta Woodford (JCU)

SA – Jane Mitchell (Tabor)
Nominated by Jenny Cox (Tabor)
Seconded by Maree Nichols (MICRRH)

NT - Lorraine Connell (CDU)
Nominated by self
Seconded by Loretta Woodford (JCU)

TAS – Elaine George (UTAS)
Nominated by Frana McKinstry (JCU)
Seconded by Sue Haydon (UNE)

ACT
Nominated by Anne Boot (Canberra)
Seconded by Marilyn Nothdurft (Canberra)

WA – Dianne Schwagermann (ECU)
Nominated by self
Seconded by Loretta Woodford (JCU)

8. Other Business.

- Frana McKinstry talked about Cvent, an American company who promote conferences via the internet. A contract was signed in May 2009 by error and Cvent has advised that an agreement is in place and NAFEA is liable for payment of this agreement. Correspondence has been continuing between the two parties for settlement and at the moment Cvent has advised that \$2375 is due for payment by 27th November 2009 (today's date). Frana has advised Cvent that the AGM is on this date and the members of NAFEA will make a decision at this meeting.

First motion: Make counter offer of building fee + 20% for the first year which equates to \$750 + \$400 = \$1150 and finalise without prejudice.

Moved by Lorraine Connell (CDU)
Seconded by Sue Wilkinson (Griffith)
Voted on – unanimous

Second motion: Pay up to the full amount of \$2375 as per requested if the counter off is rejected and to cease all agreements.

Moved by Maree Nichols (MICRRH)

Seconded by Patricia Quayle (JCU)

Voted on – unanimous

The executive committee has authority to negotiate these motions.

- A motion was moved by Don Royce (Deakin) to increase membership to \$50 per annum for the 2011 year.
Seconded by Lois Sear (Griffith)
Voted on – unanimous
- A motion was moved by Helen Eyre (La Trobe) to have a members and non-members conference registration fee.
Seconded by Robyn Lumby (UOW)
Voted on - unanimous

9. 2010/2011 Conferences

Elaine George from University of Tasmania put up her hand. The 2010 Conference will be held at University of Tasmania in Launceston. Dates to be advised.

Helen Eyre from La Trobe University put her hand up. The 2011 Conference will be held at La Trobe University in Albury/Wadonga. Dates to be advised.