

M I N U T E S

BOARD MEETING OF THE DIRECTORS

Thursday 17 October 2019

City of Tea Tree Gully

571 Montague Road, Modbury

1. Attendance

1.1 Present

Rod Ellis (Chair)
Madeleine Bekavac
Phillip Burton
Ben Clark
Andrew Craig
Chris Haskas
John Hutton – via conference call
Kathryn Johnson - via conference call

1.2 Apologies

Jan Cornish
Rita Excell
James Mitchell - observer
Megan Woodward

1.3 Absent

Nil

1.4 In attendance:

Minutes: Julie Kerr

2. Declaration of Interests

Nil

3. Confirmation of Minutes

3.1 Minutes to be adopted:

IPWEA SA Division Board Meeting held on 22 August 2019

Moved: Ben Clark

Seconded: Phil Burton

It was resolved that: The minutes of the IPWEA Board meeting held on 22 August 2019 be accepted as a true and correct record.

CARRIED

4. Items for decision

4.1 Audit report for FY 2018/19 for adoption

It was noted that both income and expenses are down on those of the preceding financial year, and that the surplus represents an increase of over \$20k on the previous year.

Moved: Andrew Craig

Seconded: Ben Clark

It was resolved that:

That the audit report for the 2018/19 financial year be adopted.

CARRIED

5. Items for discussion

5.1 Fellow report

There was discussion of the report and of members who could potentially be nominated as Fellows. It was agreed that any potential nominees are to be suggested to the President out of session, via email. Nominations must be accompanied by a paragraph outlining the nominee's contribution.

Moved: Rod Ellis

Seconded: Andrew Craig

It was resolved that:

Any nominations of members to be made Fellows be emailed to the President by October 25, with nominations to be accompanied by a paragraph outlining the nominee's contribution.

CARRIED

5.2 Advocacy

The report was discussed, noting that the division has not previously been resourced to advocate on behalf of the sector. Now the association could advocate on behalf of public works, providing a response to the Planning Reform bill. The association could provide a forum for discussion, linking like minded people and arriving at a position from which to advocate. There needs to be a Board member with a brief of advocacy.

It was agreed that an article be included in the next Eblast, alerting members to the consultation. Members' views are to be invited, then collated and considered.

5.3 2019 AGM and 60th Year Celebration

It was agreed that the Executive Manager identify and appoint two independent scrutineers for the election vote count.

Moved: John Hutton

Seconded: Phil Burton

It was resolved that:

The Executive Manager be appointed as the Returning Officer for the 2019/20 Board election.

CARRIED

Past Presidents are to be invited to attend the AGM and be seated at one table, with their contribution briefly acknowledged. Emeritus members such as Barry Hagan should also be invited. A slideshow of past achievements could be prepared, based on that of the 50th year celebration.

5.4 Action items

The action items were reviewed and the list amended, with completed items to be

removed, new ones added and with only actions for Board members to be included in future lists.

It was agreed that student members, other than those who have joined recently and those who responded to the earlier letter, be advised that they will be removed from the database.

5.5 Work Plan

This was amended to include as an annual action for October, to consider nominations of potential Fellows.

6. Items for noting

6.1 Vice President's report

Moved: Madeleine Becavac

Seconded: Andrew Craig

It was resolved that:

That the report be noted

CARRIED

6.2 Executive Manager's report

There was discussion of the "Let's Talk" session for which registration numbers are very low. It was agreed that in future sponsorship is to be obtained for these sessions to avoid having to charge a fee. CTTG will host the second session in the series in early February and will obtain a sponsor.

The President is to approach Camco to see if they wish to sponsor the AGM again, and if so, at what level.

Moved: Chris Haskas

Seconded: John Hutton

It was resolved that:

That the report be noted

CARRIED

6.3 YIPWEA report

Reports are to be sought from the FAME scholarship recipients. The session on King William Road needs to be held later in the year than in January.

Moved: Chris Haskas

Seconded: John Hutton

It was resolved that:

That the report be noted

CARRIED

6.4 Sub-committee reports:

6.4.1 Events and Conference

The draft conference program was commended, though it was agreed that the close time be brought back to 4.30pm to allow time for people to go home and prepare for the dinner.

Moved: Kathryn Johnson

Seconded: Andrew Craig

It was resolved that:

That the report be noted

CARRIED

6.5 Finance report

The Treasurer's report was tabled and discussed, noting that the cost of teleconferences run via the Australasian Division's facility is expensive. Other communication options such as Skype are to be investigated to facilitate e-meetings. It was also noted that action needs to be taken to increase membership growth.

Moved: Andrew Craig

Seconded: Madeleine Becavac

It was resolved that:

That the Membership Committee consider strategies to address the issue of diminishing membership growth and provide a report for consideration at the first meeting of the new Board in 2020.

CARRIED

7. Any other business

7.1 Final meeting of retiring board members

As Andrew Craig is not re-nominating for the Board, after over 20 years of service, this was his final meeting. Andrew's outstanding contribution was commended, and he was formally thanked by the Board.

Jan Cornish is also retiring, so she was thanked for her participation in the Board's activities over the past two years.

7.2 Function of the Secretary

The role of the Secretary was discussed, as many of the responsibilities specified in the constitution are now undertaken by the Executive Manager. It was agreed that the Secretary could undertake the role of Public Officer as a new one must be appointed following Andrew Craig's retirement from the Board. The potential role of the Secretary is to be discussed by the current incumbent and the Executive Manager.

8 Next Scheduled Meeting

The next meeting of the IPWEA SA Board is scheduled to be held on December 6, 2019, at the Stamford Grand Hotel, following the AGM.

9 Meeting Close

The meeting closed at 4:50pm