



MINUTES

CEFPI AUSTRALASIA LTD

SPECIAL GENERAL MEETING

Thursday 30th May 2013, 8 am NZT
SKYCITY Hotel, Auckland, New Zealand

Chair: Mark Trotter

Administrator: Helen Murray

Attendees: Ian Hore, Laurence Robinson, Hal Cutting, Michelle Chew, Grant Watson, Cecilia Wilson, Ann Gorey, Janet Mattiske, Andrew Bunting, Deb O'Riley, Anne Knock, Irene Nigaglioni, Alec O'Connell, John Sewell, Jo Dane, Gerard Hogan, Tony D'Andrea, Murray Slavin, Richard Leonard, Andrew Gehling, Ben Cleveland, Ros Marsland, Bill Dixon, Russell Collier, Andrew Pender, Felicity Lewis, Deidre Thian, Judith North, Gerry Conway, John Held, Chris Bradbeer, Brian Jacobi, Murray Robertson, Kent Lyon, Peter Bickerton, Jacque Allen, Hamish Boyd, Peter Moeck, Kerry Hands, Reza Taheri, Peter Doddrell, Angela Williams

Apologies: Paul Rossen, Lara Mackintosh, Noel Christie, Pit Li Phan, Ian Winch, Sandy Law, Michelle Foster, Leon Slattery

1. Chair's Welcome to Members and Guests

Mark welcomed everyone to the meeting and especially acknowledge CEPFI President Irene Nigaglioni for attending the conference and meeting.

2. Chair's Report

CEFPI Australasia has a new International Director, Philip Idle who will be taking over from Andrew Bunting in September. Thank you Phil for accepting the role and also thanks to Andrew Bunting for his contribution over the last three years.

CEFPI and CEPFI Australasia have co-signed a one year Memorandum of Understanding. CEPFI Australasia has one year to review the MOU and makes amendments if necessary.

Singapore Chapter is finalising its rules of engagement. It has recently been granted 'not for profit' status and the Chapter hopes to have an official launch event at the end of July. CEPFI Australasia is planning to lend support to this event by contributing a speaker and/or having a CEPFI representative attend the event. As an affiliate Chapter, Singapore will be responsible for invoicing their members directly and will pay an affiliate fee to Australasia. The New Zealand Chapter also operates in this manner.

Once again the Australasia Regional Awards have been a great success with 53 submissions. It is very pleasing to receive submissions from Singapore and New Zealand. My thanks go to Lara Mackintosh the new Award's Chair who unfortunately is not able to attend the conference this year. There may be a few changes to the 2014 Regional Awards exhibition and how the Awards are treated at next year's conference.

I would like to thank and acknowledge the New Zealand conference team, particularly Helen Anderson, Hamish Boyd, Chris Bradbeer and John Sewell. Hosting an international conference is certainly more of a challenge than holding one on the mainland and they have set the bar very high.

Planning for the 2014 conference, to be held in Adelaide, is well underway, with the Adelaide Oval being chosen for the venue and on the 20th July, Richard Leonard, John Sewell, Ros Christie and myself will be heading to Canberra to investigate the possibilities for holding the 2015 conference here.

Our website has been upgraded recently to host conference content. This will ensure all conferences are captured for future archive/library purposes. The Mayfield Project will also be integrated into the website, rather than being a separate wordpress site. This will ensure more functionality.

The post-occupancy BER study has been initiated by the Research & Higher Education Sub-Committee. This survey will close late October.

The Mayfield Project for 2014 is being lead by Peter Moeck with all Chapters being asked to champion a team. We are anticipating their will be an overview of the teams at the end of year Big Day Out with the teams presenting at the Adelaide conference.

3. Amendment to Policy and Procedures - Distribution of meeting Minutes

The Current Policy and procedures in relation to the role of the Secretary is:

“The Secretary will be required to ensure that all meetings of the Board and Council, Special General Meetings and Annual General Meetings are minuted, recorded and distributed.”

It is proposed that the Policy is amended to:

“The Secretary will be required to ensure that all meetings of the Board, Council, Special General Meetings and Annual General Meetings are minuted and recorded. The Secretary shall ensure that approved minutes for Special General Meetings and Annual General Meetings are made available on the CEFPI Australasia website www.cefpi.org.au and minutes of the Board and Council are distributed to members of the Board and Council.”

Explanatory Notes

It is not clear in the Policy who will receive approved records of minutes of meetings. This amendment proposed by the Board and Council seeks to clarify the distribution of minutes minuted and recorded for various meetings.

In recognition that decisions made by the Board and Council are not available to Members, the Board and Council will issue a Newsletter to members outlining and highlighting decisions of the Board and Council.

This Policy applies to the Regional organisation and it will be necessary for each Chapter to amend their Policies at their next Annual General Meeting. The Board and Council are also encouraging the Chapter Board to also issue a Newsletter containing decisions made by the Chapter Board.

Moved: John Sewell Seconded: Ann Gorey Carried

This Policy applies to the Regional organisation and it will be necessary for each Chapter to amend their Policies at their next Annual General Meeting. The Board and Council are also encouraging the Chapter Board to also issue a Newsletter containing decisions made by the Chapter Board.

4. Amendment to Policy and Procedures - Eligibility of International Representative

The Current policy in relation to the eligibility of the Region's International Representative is:

“The nominees must have served a Minimum of two (2) years on Council.” CEFPI International has amended the eligibility criteria for the Regions Representative on the International Board. The Regions obligations are to conform with the International Organisations By laws.

The Eligibility Criteria are as follows:

1. Must meet all requirements stated in the current CEFPI bylaws.
2. Must have, or currently serve a minimum of 1 year on a CEFPI committee or task force at the International level. That service must have been completed within the past 3 years.
3. Must have attended a minimum of 5 conferences (regional or international as a fully registered delegate) within the past five years (with 1 of the conferences being at the international level).
4. Directors must have served as an officer/executive committee member (or a stated equivalent) for one year on a region level board of directors or two years on a chapter level board of directors.
5. Each seat on the CEFPI Board of Directors will be chosen in accordance with CEFPI bylaws and policy, after each candidate's prerequisites are validated and certified.

It is proposed that the Policy is amended to:

"The Regional Representative to the International Board shall comply with the eligibility criteria specified by the International By –Laws. In the event of no nominated person complying with the total criteria –the Board will nominate a representative who they consider will represent the Region members.

Explanatory Notes

The eligibility criteria are very detailed and there are specific issues relating to being part of an international committee and attending International Conferences. It is considered that while these criteria are important it may not always be possible to have a nominee that fulfils these criteria. The Current International Representative, Andrew Bunting, does comply with these criteria but his term expires in September 2013.

Moved: John Sewell

Seconded: Richard Leonard

Carried

1. Treasurer's Report – John Sewell

a. Governance

The Singapore Chapter have adopted the Revised Policies and Procedures at their AGM – these still are to be approved by the regulatory commission in Singapore.

We have been successful in achieving Not for Profit status for the New Zealand Chapter. Review of the Policies and Procedures have required members approval at the Special General meeting

Chapters Financial Control has been resolved with the assistance of Colin Bowey as Bookkeeper.

b. Finance

The attached report details the financial status at the 30 April 2013 (APPENDIX 1)

Current Operating Surplus \$ 4896

Estimated Operating Surplus at 30 June 2013 - \$11,597

This is based on a profit of A\$25,000 from the NZ Conference which will be achieved.

The current bank balances are:

Main Account- \$13,225

On line Saver \$104, 133

It is important to recognise the support of Sponsors for the Conference and demonstrated by the receipt of a \$147,500 in funding.

c. Budget

The budget for 2013 – 2014 will be presented and approved at the Council meeting following the Conference.

Council has already determined there will be no increase in membership fees for 2013 -2014

Mark Trotter thanked John Sewell, Colin Bowey and Helen Murray for their work in managing the CEFPI finances.

2. International Director's Report – Andrew Bunting

[See report on website](#)

Mark Trotter thanked Andrew Bunting and welcomed Phil Idle who will take up the role as International representative in September.

3. Membership Report – Helen Murray

[See report on website](#)

4. Chapter Reports

[See NSW, VIC, SA, WA, QLD reports on website](#)

5. International Address – Irene Nigaglioni

Irene echoed the comments of Andrew Bunting, advising that the better the collaboration, the better the organisation. She acknowledged Vincent Bok for his involvement in the REFP program and recognised the variety of 'exciting conversations' generated from the NZ conference.

There being no further business, Mark thanked the other Executive members, Andrew Pender, Richard Leonard and Deb O'Riley for their assistance and acknowledged the Chapter Chairs and representatives for their contribution to the organisation.

The meeting closed at 8.41am

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Mark Trotter
Chair, CEFPI Australasia

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Date

APPENDIX 1 – 21022013 Financial Report 20052013