



MINUTES
CEFPI AUSTRALASIA LTD. COUNCIL MEETING NO 11
13 October 2011
1 – 3pm via webex

1. **ATTENDANCE** Andrew Pender – Chair Helen Murray – Administrator

Andrew Bunting, Fiona Young, Deb O'Riley, Philip Idle, Noel Christie, Cath Parker, Mark Trotter, Janet Mattiske, Hamish Boyd, Cecilia Wilson, John Sewell, Paul Rossen, Lara Mackintosh

2. **APOLOGIES** Deb Auckland, P Bickerton, Pit Li Phan

3. **MINUTES OF AUSTRALASIA COUNCIL MEETING NO 10, August 2011**

Moved **Andrew Bunting** Seconded **Janet Mattiske**

4. **BUSINESS ARISING FROM MINUTES**

4.1 Complimentary Passes – Procedure for Conferences

It was agreed that every conference was different and that the issue of Complimentary passes to a conference should be handled differently, however a draft Procedure should be written to provide guidelines to each Conference Committee.

ACTION: **Governance Sub-Committee to consolidate documentation / procedure at November meeting**

4.2 Life Membership

Cecilia Wilson and Andrew Bunting have been working on the Life Membership 'template'. The template will be brought to the November meeting and Council will be required to 'formalise' the procedure.

ACTION: **Template to be completed for November Meeting – AB & CW**

4.3 Strategic Plan / AGM Planning

Further to the request for feedback from Council regarding the need to engage a Strategy Consultant for the November meeting – no feedback was received. The group has therefore decided to focus on developing the sub-committee structure established, with a view to brainstorming and motivating the Sub-Committees.

ACTION: **HM to circulate Meeting Agenda developed by AP to Executive initially before sending out to Council to seek input re how to make the best use of our time in November. Please provide feedback to Andrew Pender.**

AGM Planning

To-date the 2012 representatives are:

WA – Lara Mackintosh and Paul Rossen
NSW – Cecilia Wilson and Anne Knock
VIC – Richard Leonard and tba
SA – Deb O'Riley and Deb Auckland
QLD – Noel Christie and tba (possible Deidre Thian)

ACTION: Chapter Chairs are also requested to confirm Regional Representation on the 2012 Council as soon as possible to ensure new members are given as much notice about the November meetings.

AGM Agenda – there are no Governance issues to be voted on at the AGM. Issues such as Life Membership, Chapter Election, are classified as Policy & Procedures and therefore do not need members votes. These issues will be discussed and decided at the Council meeting in November.

4.4 Members Connect Protocol

Council agreed to continue using the Members Connect system until a better system can be found.

Helen was still uncomfortable about CEFPI International 'inviting' themselves onto Council committee, when the system is supposed to be 'invitation-only'?

ACTION: Andrew Bunting to follow up

4.5 Future Proofing Schools

Richard gave a brief background to the 'Future Proofing School's' Melbourne Uni group, their design ideas competition and the 1.5 day seminar recently held, where 100 people attended. CEFPI is a sponsor. It is hoped the group can present at the QLD Conference program as it would be of interest to all members.

ACTION: Richard Leonard to liaise with Mark Hands / QLD Conference committee

5. SUB-COMMITTEE REPORTS

5.1.1. Governance & Finance

John Sewell

Financial Report

There are a few 'Potential Drops' this month, which reflects the new invoicing system rather than a loss of membership.

A consolidated set of Accounts will be issued at the AGM.

John is still following up Credit Card facilities. It is unlikely he can get a system in place for the QLD Conference, however it should be available for membership payments and potentially for Chapters to use for Events. QLD Chapter is presently using a web-based credit card facility and should be seen as the 'test' example for other Chapters.

Earlier, Peter Bickerton had asked John how we will deal with GST as a whole and whether Chapters will receive re-imburement? John will continue to do the GST return and at this stage will not be redistributing to Chapters. It is too difficult

ACTION: John Sewell (together with Mark Trotter) can assist Chapter to set up 'credit card' facilities.

5.1.2. International Report

Andrew Bunting

See Report

Feedback re Nashville

Lara Mackintosh

Lara found the conference very interesting, particularly the diversity of people it attracted. Unfortunately not as many people attended her Mayfield Project presentation as she had hoped. She believes this was due to a lack of engagement/connection with the project personally. Those that did attend were people she had met earlier in the day and she was able to give them a brief outline to interest them. All who attended the presentation seemed enthusiastic about the project's new direction.

The key points Lara summarised from taking 'Mayfield to Nashville' is that 'research' is valid through experience and education is key to involvement.

5.1.3. Chapter Reports

See NSW, WA, QLD, SA and Tasmania Reports
No VIC Report

A standard template for the Chapter Annual Reports is required for the AGM.

ACTION: HM to send to Chapter Chairs report 'template' and deadline.
Reports will be available for members on the website prior to the AGM, with a few hard copies to be on hand at the meeting.

5.1.4. New Chapter Development

5.1.4.1.1. Singapore

Pitli Phan

Andrew advised we have received direction via CEFPI International to participate once again in the EduBuild Asia conference – via lending our logo/ being seen as an endorser. Council was concerned about the lack of 'regional' consultation and agreed it was important for International to consult the region prior to committing same.

It was agreed the Conference was a good opportunity to market CEFPI to potential members in South East Asia and Cath Parker suggested we may be able to use our involvement and promote the Singapore Chapter and the 2012 QLD Conference.

ACTION – Council agreed to participate in EduBuild Asia.
Andrew Pender to discuss Council's concern with John Ramsay re assumed Regional involvement and lack of communication and liaise with EduBuild Asia and PitLi.

5.1.4.1.2. New Zealand

Hamish Boyd

The first site visit will be held on 23rd November at a new primary school in Wellington. Andrew Pender will attend the event and other Council or NSW representatives are encouraged to consider making the trip if at all possible.

ACTION: HM to send examples of Chapter site visit invitations to HB
Hamish to send invitation to HM for website
AP to take to NZ visit: 5 Great Powerpoint slides doc (previously supplied to Hamish via HM), brochures and a couple of Victorian Award Publications

5.1.5. Admin /Membership/Website

Helen Murray

See Report

Interest was tabled re availability of membership data. Chapters keen to know breakdown of professions of their members ie Educators/Architects. While it is something that the US database captures unfortunately the categories do not marry with Australasia 'professionals'.

ACTION: HM to ensure this information is captured and reported on in the new Australasia database

Helen advised she had invited John Wood, from Architectus, to contribute an article for the website re St Michael's Grammar School, Allan Pizzey Building, winning a Project of Distinction awards at the CEFPI 2011 School Planning & Architectural Exhibition Awards. He was pleased to contribute.

5.1.6. **Communication**

Richard Leonard

See Report

Focus of recent communication sub-committee meeting – E-news and timeline to have articles written by Chapter web representatives and ready for launch prior to November AGM.

5.1.7. **Partners & Sponsorship**

Mark Trotter

There has been some sponsorship interest for the QLD Conference already with Woods Furniture signing up for the 3 year contract which is very positive.

Ros advised sponsors are slower this year to commit, with the 'economy' being a key factor. This gives weight to the need to 'sign up sponsors for the long-term' although this could potentially rule out attracting sponsors with a local interest. Potential new companies considering sponsorship are Boral and Origin Energy.

ACTION: Include in November discussions

5.1.8. **Mayfield Project 2012**

Philip Idle

Philip advised there is a need to get an email out to all Australasia and International members to encourage them to register their interest in participating in the Mayfield Project 2012.

ACTION: PI to provide email and flyer for HM to mass mail out to Australasia members. CEFPI International to do same.

5.1.9. **Regional Awards**

Janet Mattiske

See Report

Report outlines timeline for Regional Awards 2012 – the schedule is tight and there is not much flexibility in the timeline.

Mark Trotter suggested the guidelines for the Regional Award jury for 2012 could possibly embrace the BER taskforce's enthusiasm for 'Value for Money' projects.

It was agreed each new Jury Chair and Committee brought new emphasis to the job and that CEFPI Australasia should be able to articulate what we 'value' in the judging criteria, and that it was not just about 'value for money'.

ACTION: Council happy with Timeline.

Mark Trotter, Janet Mattiske and the Awards Committee to talk further regarding Regional Awards criteria/QLD Conference/dinner

5.1.10. **Gold Coast Conference 2012**

Noel Christie

The organisation for the Gold Coast Conference is progressing very well. The program should be in place by November with test runs being conducted for the venue and space by Adam Armstrong (Fulton Trotter). Key notes are being finalised and site visits are coming along.

ACTION: HM to ensure Noel Christie reports on Gold Coast Conference in future, not Mark Trotter

As yet, the Mayfield Project has not been included in the schedule. It was suggested a 'Mayfield workshop' could be slotted into the afternoon parallel sessions. It was also suggested that perhaps Stephen Harris of Northern Beaches Christian School who also presented in Nashville, may be a potential speaker.

Helen advised she had invited Stephen to contribute something from his presentation for the CEFPI website, but he had not responded. Anne Knock, his colleague is soon to join Council as the second NSW Chapter representative (in place of Fiona Young) – so we should be able to reach Stephen through Anne

ACTION: Noel Christie to follow up with Philip Idle & Lara Mackintosh

John Sewell and Andrew Pender will attend the next Gold Coast Committee meeting to provide input into the organisation of afternoon sessions.

5.1.11. Conference planning 2013 & beyond

ACTION: To be discussed at November meeting

6. OTHER BUSINESS

There being no further business, the meeting finished at 2.45pm

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Andrew Pender
Chair

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Date