



MINUTES
CEFPI AUSTRALASIA LTD EXECUTIVE MEETING NO.6
Thursday 15 December 2011
1pm via Webex

ATTENDANCE Andrew Pender – Chair Helen Murray – Administrator

1. **WELCOMES** Philip Idle, Mark Trotter, Janet Mattiske, John Sewell, Andrew Bunting

2. **APOLOGIES** n/a

3. GENERAL BUSINESS

3.1 GOVERNANCE - J Sewell
Handbook Contents

John has commenced writing the Conference Handbook. He has been in frequent contact with Deb O'Riley who advised SA has already had a conference meeting, just in case NZ does not go ahead.

ACTION: JS to circulate Handbook to Executive for input.

3.2 FINANCE - J Sewell
Auditors – Management Issues

JS and HM to meet with Auditors Jan 16, 2012.

Auditors have suggested we subscribe to MYOB 'Live' to allow authorised access to OMW to assist with overseeing bookkeeping. HM has subscribed to free trial month, but system requires a monthly debt of \$25 from someone's credit card?

Credit Card

There appears to be the need for a CEFPI credit card. This would be used to pay for MYOB Live; accommodation; booking international conferences; catering; restaurants etc. JS has spoken to bank and they need to know limit and names.

ACTION: The Executive agreed one credit card with a \$5,000 limit for the Administrator would be appropriate. JS to arrange.

Further to the Auditors report, which requested better quality financial reporting from Chapters, AP asked the Executive to consider whether the Region should look to employing professional support / external bookkeeping services for the Region and or the Chapters.

It was agreed we need to plan for better support and account transparency, particularly as the organisation grows and as leadership changes.

JS suggested the notion of centralised accounting, where both Region & Chapter accounts are handled by the one office. This would stop the issue of account duplication. Managing the Conference account is extremely complicated and confusing and unfortunately only seems to be understood by Ros at BCCM.

ACTION: Executive agreed to focus on getting Regional accounts in order first. JS, AP & HM to write a Brief in early 2012, outlining Regional Bookkeeping needs/ procedures, with an option for Chapters to utilise bookkeeper in future at a cost.

3.5 QUEENSLAND CONFERENCE

MT advised the conference is progressing well. All speakers and site tours are in place. Sponsorship has been more difficult to secure (have secured \$100K to date) and he recommends we start the dialogue with NZ & SA as soon as possible. Locking in the conference organisers for 2013/14 is required so this can be fast tracked.

Conference Advisory Group

ACTION: AP working on gathering members for this group, will advise in early 2012

3.6 SPONSORSHIP

MT advised sponsorship has been more difficult to secure for the Gold Coast conference (they have secured \$100K to date) and he recommends we start the dialogue with NZ & SA as soon as possible.

JS is talking to National Bank about potential sponsorship.

3.7 ADMINISTRATION – H Murray

Website

HM advised she has been requested by Ros to put sponsors logos on website. This and other web instructions will be conveyed to Dion after the Communication Sub-C meeting next week. The group is hoping to get another email broadcast out to members before Xmas.

She had also received a request from Ros re setting up a Facebook account for the QLD conference. It was suggested Facebook was not the right medium for the conference, and that Twitter would be more appropriate.

ACTION: HM to refer issue to MT who will refer to Mark Hands & Conference Committee

New webex opportunity (see attached)

The Executive agreed that the new Global Meet telecommunication information circulated would be a more cost-effective system, with in-built audio and that only 1 licence would be required.

ACTION: HM to have new agreement drawn up and current webex licence discontinued.

3.8 AWARDS – J Matiske

Nothing to report.

3.9 2013 & 2014 CONFERENCES – A Pender

AP advised that the first NZ site visit to Stonefield's in Mt Wellington, Auckland was a great success and there appears to be a genuine appetite among the attendees for more. He came away from the visit encouraged and keen to recommend to the Executive that the 2013 conference be held in Auckland, although advised that Hamish Boyd was reluctant to take on too much more personally, so we would need to find a suitable local 'Chair'.

ACTION: The group agreed to hold the 2013 conference in Auckland.

Ros Christie has already been invited to put a proposal to CEFPI re organising this event. While NZ organisers may be hesitant to have an Australian organiser, it was agreed it was important to minimise risk, by employing someone who knew CEFPI well. We would also need to engage the services of the Auckland Bureau for local knowledge/content/advertising etc. There were issues with banking/tax/currency (pay in NZ dollars) venue/dates that needed to be looked into early.

ACTION: JS to spearhead the NZ conference in 2013.

AP, JS, Ros Chrisitie, Hamish Boyd and MT (if available) to meet with Auckland Bureau, 23 Jan 2012
JS to forward meeting details to MT.

MT advised it was important to lock in the conference organisers for 2013/14, particularly as it is recommended we start seeking sponsorship for these events asap.

ACTION – AP to follow up with Ros Christie and also advise Hamish Boyd (NZ) & Deb O'Riley (SA) re: conference destination decisions.

4. INTERNATIONAL

AB advised of John Ramsay's report.

5. OTHER BUSINESS

Successors / Handing Over

AP advised that John Sewell & Janet Mattiske will be stepping aside from their roles in mid 2012. He thanked them for their hard work. The Executive will need to find successors from within the present Council.

The position of Chair-Elect will also need to be filled.

ACTION: AP to seek expressions of interest from new Council in early 2012

Content for Operations Manual

JM has been working on an Operations manual and circulated it to AP.

ACTION: AP to circulate to Executive to gather input

Meeting Calendar for 2012

Executive discussed the value of the Melbourne face to face meeting's in November and that more of these types of gatherings are beneficial to the organisation. Also – how to keep the momentum of the sub-committees happening and the process of reporting back to Council.

The draft calendar for 2012 was discussed – with a number of issues raised. AGM timing not suitable for MT & PI. Vic Chapter Awards unlikely to be held immediately following AGM.

ACTION: PI & MT to advise HM of best November dates
HM to update calendar and reissue by early January 2013

6. MEETING CLOSE

There being no more business, the meeting closed at 2.06pm

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Andrew Pender, Chair

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Date