



Minutes - SA Division AGM

6 August 2015

4:15pm

Present

Stacey Bunn, Cathy Chesson, Grant Pinnington, Zoe Bowen, Rob Langley, Bridgette Douady, Maria Pedicinni, David Wiltshire, Dylan Burford, Joe Mifsud, Steve Milne, Barbara Radcliff, Lingling Kong

Apologies

Matthew Harding, Neal Drapper, Tim Spawton

1. Items from previous minutes:

2. Matters arising:

Presidents report

- Secretariat higher (Bridgette Douady)
- State rep to national was faded out now replaced by the presidents role
- Advisory council has been active in giving the SA a voice
- Members active 79 to 81 (increase of 2), many businesses have dropped out
- Head office organising national EIANZ linked In site
- Sponsoring water conference (organised by Matt Harding)

Minutes from previous AGM:

- National membership not progressed
- 

Treasurers Report

- Total income has increased since last year

Nominations

President

General

- Good events, well organised

Changes to committee structure / advisory council

- The role of public officer is no longer applicable
- The board can take the advice of the advisory council or not

- SA LinkedIn & Facebook being transferred to head office (approved)

Appoint someone to update linkedIn – Joe Mifsud

- Thanks to Bridgette Douady

Closed 5pm

## **ATTACHMENT 1**

### **SA EIANZ Division Secretarial Support**

#### **Job Description**

##### **Tasks**

- a. Secretarial support bimonthly committees meetings
- b. Organisational support bimonthly Division events
- c. Liaison with committee members, EIANZ Head Office, speakers, key stakeholders

##### **Skills**

- d. Business administration
- e. Computer skills
- f. Work autonomously

##### **Time per month**

- g. 6 hours per month

##### **Assumptions**

- h. Contractor to supply all office hardware, computer, phone etc.