

MINUTES

MEETING VADEA 12.3.09

PRESENT; Karen Maras, Denis Perrin, Karen Profilio, Kerry Thomas, Hannah Chapman, Andrew Pawley, Wendy Ramsey, Craig Malyon, Jane Poiner, Graeme Coleman, Rosemary Gorman

APOLOGIES: Sally Leaney, Neil Middleton, Ronnie Pratt, Andrew Thompson, Rebecca Web, Kathryn Kyriacou

Agenda Item	Discussion	Action
1. Accept minutes last meeting	Accepted	
2. Business arising	<p>1.Chairing Meetings: Constitution states President chairs all meeting Discussion ensued re minutes: Issue of style re minutes- need snap shot of discussion – no names. Attributing name can be seen as a record of the significance of the item and is in the interests of transparency. Naming people takes focus from the debate. If speaker wishes to have name attached to an agenda item can request name to be minuted. Whatever happens action should be attributed No initials – full name to action Need single voice/style re minutes</p> <p>2. Strategic Goals and Priorities –these require adequate time for discussion and review. Held over to a later date</p> <p>3. Issue regarding the availability to members of the executive of any documents tabled/to be tabled at VADEA meetings.</p>	<p>Motion KM: minutes record general discussion and where applicable individuals nominate when they wish name to be recorded. Individuals identified by initials in any action recorded</p> <p>Vote: unanimous</p> <p>Agreed copies of any documents tabled at VADEA meetings should be forwarded to Rosemary.</p>

	Need single voice/style re minutes	Rosemary to continue to do Minutes for 2009 - TBR
3. President's Report	<p>ABN: Nonprofit organizations, ABNs and Taxfile Numbers. Refer to previous e-mail re information requested from members of the VADEA Executive as per the Taxation Office's requirements for acquiring an ABN. We will have to wait until the end of March to be issued a Taxfile number. We will be required to register for incorporation and to submit all accounts.</p> <p>PTC covers all public liability at Workshops and Conferences</p> <p>Resignations: VP PD: Tristan Sharp has resigned this position due to existing commitments at AGNSW. Web Site Manager: Rebecca Web has stepped down from this position due to over commitment. Craig tabled current state web site design. Need to maintain both Web site and Blog until ABN issued. Congratulations to KP on Blog and stepping into the breach while Web site is under construction – it is a dynamic site receiving lots of hits. Blog gave a good opportunity for discussion/response to Christopher Allen's article.</p> <p>Craig requested that all executive members approach 20 people about joining VADEA.</p>	
4. VPs Report	<p>4.1 VP Membership, Advocacy and Support</p> <p>Membership Report: Debate ensued re issuing membership and the lack of an ABN related to Craig's request to contact 20 people re membership. Responses received from individuals trying to join VADEA. Some paid in January and are still waiting to be invoiced. PTC hanging on to cheques. Concern expressed over issue of receiving money and legality of this (legally no-one is a financial member) and the perception of the association as inefficient and unreliable until we have an ABN. Request to have a clear statement on the Blog indicating that no cheques will be cashed until an ABN has been provided and an invoice can be issued.</p>	<p>Once we have received ABN Denise should contact:</p> <ul style="list-style-type: none"> ▪ those who paid membership to a redundant AES in 2008

	<p>Also raises issue of multiple memberships for schools and attendance at workshops and conferences if membership has not been paid. Assumed that we will need to rely on the integrity of VA teachers operating with good faith until ABN issues.</p> <p>Option to extend early bird offer until the end of March – attach this information to the mailout</p> <p>Need to design a receipt and understand PTC structures for receiving and invoicing membership</p> <p>Communication issue – receipt of copy of KK's letter to Executive</p> <p>Issue of Web site design.</p> <p>The blog: discussion and questions about content of blog – in particular student work samples and the issue of copyright. View that blog is immediate and rougher around the edges than web site which should be formal. Please send KP items for the blog – KP only one who has admin. access. Need a disclaimer on the blog that views posted are not endorsed by and do not necessarily represent those of VADEA.</p>	<ul style="list-style-type: none"> ▪ Those who have sent applications and cheques in 2009 regarding their support for VADEA <p>Denise to liaise with PTC re designing receipt and details of processes</p> <p>Craig to send copy</p> <p>Craig and Karen Profilio to discuss design. Craig stepping into position of web site manager until further notice</p> <p>Karen Profilio to investigate posting a rider/disclaimer on blog Kerry Thomas to send Karen Profilio journal disclaimer information Karen Maras to find out ACU processes</p>
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	<p>How are bloggers searching site for information? Build in links to universities?</p> <p>Request that we survey bloggers asking them what they would like to see on the site.</p> <p>4.3 VP State /Nat. Issues and Special Projects Report Appreciated attendance of VADEA members at Accreditation of Courses workshop run by PTC. Should not be too hard to have Conference accredited with NSWIT. Next reasonable date for accreditation of courses through PTC 15th June. Flyers will need to alert applicants Conference is accredited. PTC contacts person who submitted the course information when course accreditation has been approved by NSWIT. Important to have as part of planning for Registration at Conference a separate registration form for teachers accredited at Professional Competence who will require their attendance at the course to be uploaded to NSWIT web site re maintenance of accreditation.</p> <p>Cancellation of informal meeting with Bernadette Mansfield meeting re advocacy.</p> <p>Discussion about NAVA: VADEA should meet soon with NAVA and Tamara Winekoff Should VADEA join NAVA? - there is grant money available Better to meet NAVA on our terms to put forward our own agenda</p> <p>Issue of unfilled positions: Assistant PD Officer, Web site manager, VP PD, Web site manager Recommend we use powers of VADEA Executive outlined in the Constitution – should act on the nominees from AGM. Two nominees already on the Executive. What kind of vacancy is a resignation? A casual vacancy filled until next AGM? Craig to review nominees and make recommendation to the Executive at next meeting. Procedures for appointing ‘casual vacancies’ – executive to vote Seek expressions of interest for the 3 positions Assistant PD Officer, Web site manager, Assistant</p>	<p>Karen Profilio to investigate tagging work as ‘academic work’</p> <p>Karen Profilio to investigate</p> <p>KT, CM, KP, KT to do work on advocacy</p>
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7.2.1	<p>Protocols for Meetings: Officers to contact relevant VP – seek clarification and propose direction for subcommittee and membership. Protocols of constitution – need 48 hours notice Does VADEA have a mobile phone? Protocols for lodging apologies on the run. Any corrections to be made via the minutes</p>	
7.3	<p>Communication Pathways: VPs and Secretary to be delegated Role of President clarified – work via Secretary and Treasurer Structure diagram – clarification of which diagram is current and accurate Membership to be included</p> <p>Rest of 7.3 and all items in point 8 except for 8.3.5 (already covered in advocacy) held over for discussion next meeting</p> <p>Letter of Introduction: tabled for discussion next meeting</p> <p>Wendy: reported re VADEA information regarding Conference Notification, Introduction to VADEA and membership application form now appearing on the <i>what is on</i> facility of DET web site</p>	<p>Kerry Thomas to revise draft structure and resend to Executive. To be posted on blog</p>
ITEMS FOR NEXT MEETING	<ul style="list-style-type: none"> ▪ Draft strategic goals and priorities ▪ Letter of introduction <p>Meeting closed: 7.00pm</p>	KT