



# Annual General Meeting Agenda

**Time: 9:00am (AWST), 10:30am (ACST), 11:00am (AEST), 6 April 2022** at QUT, Kelvin Grove

**To join online:** Join from PC, Mac, Linux, iOS or Android:

<https://qut.zoom.us/j/81128522143?pwd=ZTBpdVBPb2JLOHRqeGIRaEJ6ak53dz09&from=addon>

**Password:** 763468

**Meeting ID:** 811 2852 2143

## Welcome

- 1.1. Acknowledgement of country
- 1.2. Present
  - 1.2.1. Ricky Tunny, Imogen White, Ondine Bradbury, Judith Needham, Meagan Crabb, Matthew Winslade, Jenny Cox, Daisy Zhang, Yvonne Thursby, Sharyn Crawford, Vincenzo Ruffolo
- 1.3. Apologies
  - 1.3.1. Jackson Harnwell
  - 1.3.2. Daryl McMahon

## 2. Minutes of previous AGM

- 2.1. No business arising from the 2021 AGM minutes.
- 2.2. Relevant correspondence - Resignation Melissa Minchinton from state chapter chair.
- 2.3. Previous minutes were confirmed.

## 3. Business from previous minutes

- 3.1. No business arising from previous minutes.

## 4. Correspondence



The secretary provides a report on any relevant incoming and outgoing correspondence since the last meeting

## 5. President's report

5.1. Introduction to the executive team.

5.2. Acknowledgement of ongoing difficulties due to the pandemic. Resignations, reductions in university spending. Made some changes to the financial output of the association in response. Maintaining a stable number of memberships to the association.

5.3. Membership and conference have been the key income streams in recent years and with both impacted in 2021. Proceeded with a hybrid conference with face to face and online options. Focus on diversity and inclusion topics. Lots of robust discussions. NAFEA is committed to progressing these issues. As 2022 is an election year, the current Executive Committee made the decision to host an online event later in 2022 to allow a new Executive to plan for a face-to-face conference in July 2023.

5.4. WIL in Practice Journal has published its first edition. The motivation for the journal was to disseminate the research being conducted by members. The next edition will be a conference special edition.

5.4.1. If interested in being part of the editorial board, applications welcome

5.5. NAFEA would like to thank Universities for their continued support of the association. NAFEA would like to continue to grow the current offering of the programs, can only do that by continuing to grow memberships.



## 6. Treasurer's report

**6.1. Presentation of 2020-2021 Annual Statement** Statements were accepted by members

6.1.1. Increasing grant spending in 2022-2023 to counter the deliberate underspend that has occurred during the pandemic, to keep the association afloat.

## 7. General business

**7.1. Insurance**

Insurance was considered. The association continues to hold insurance for in-person conference events. No other insurance is required by the association.

**7.2. Elections:**

2-year terms for executive members. Current tenure is up for the current executive. All existing executive members are stood down from their positions. No formal nominations prior to the AGM for the open positions. Ricky proposes all existing executive members stay in their role for the next 12 months, where they haven't been nominated to and further active recruitment be conducted to positions ASAP. A formal thank you to all executive members for their effort and work during extremely challenging times.

**7.2.1. President Role**

To date no formal nominations for the position. Offered opportunity for someone attending AGM online to nominate themselves or someone else.



Ricky will continue in the President's roles for the next 12 months and look to actively recruit in the lead up to the 2023 conference. No objections raised during the AGM.

### **7.2.2. Vice President**

Jackson Harnwell nominated by Ondine Bradbury

Matthew Winslade nominated Ricky Tunny and accepted. Seconded by Sharyn Crawford

### **7.2.3. Secretary**

Ricky Tunny nominated Meagan Crabb for the position. Will take time to consider the opportunity.

### **7.2.4 Treasurer**

Ondine Bradbury nominated Imogen White. Accepted and seconded by Ricky Tunny.

### **7.2.5. Web Administrator**

Yvonne Thursby nominated Imogen White. Due to time constraints can not take on more than one role.

Vincenzo Ruffolo self-nominated to the position. Seconded by Ondine Bradbury.

### **7.2.6 Research Manager**

Ricky Tunny nominated Ondine Bradbury. Seconded by Matthew Winslade

### **7.2.7 Professional Development & Scholarship Manager**

Matthew Winslade self-nominated to the position. Seconded by Ondine Bradbury

### **7.2.8 Conference convenor**



To date no formal nominations for the position. Offered opportunity for someone attending AGM online to nominate themselves or someone else.

#### **7.2.9 NSW/ACT, SA/NT, WA State Chapter Chairs**

Qld, Victoria & Tasmania have had active chapters for some time now.

SA/NT chapter has been running inconsistently but NAFEA is keen to keep offering chapters to support WIL staff across Australia.

The Executive Committee will consider moving toward a more coordinated national webinar series.

## **Other Business**

No other business arising during the AGM

## **8. Close**

Closed at 12:50pm