



### Meeting 12<sup>th</sup> October 2016

20:05

#### AGM Meeting 2016

- Voting 5<sup>th</sup> November – if no deciding vote taken then to be extended to 5<sup>th</sup> December 2016
- Meeting at 10am open to all members -20 minutes as part of the conference.
- To invite members that are not attending - \_\_\_\_\_
- In Need of at least two people to maintain the board
  1. President/Leader
  2. Secretary/Treasurer
- Email out the agenda for the AGM and last years' minutes as part of the next advertisement for the conference
- Email Lorna – for potential candidates for future roles – **Mariam**
- Jane to email NAPANc regarding their potential for holding our funds in the event of having to dissolve the association
- To be included in the AGM last years' minutes and the last year's financials – **Holly to complete the report**
- Clarify AGM protocol - **Jane**

#### Speakers

- Decision to be made on the speakers either reduce 3 of the speakers talk to 30 minutes (Shalini, Rhonda and Jason). OR
- Cancel both Simone and Shalini
- **Jane and Mariam to email and confirm with the speakers**

#### Gifts for speakers and attendees

- For speakers and others who have helped (like Irfaan) a mixed case of wine \$300 – **Kylie**
- Thank you cards for speakers and others – **Levi**
- Raffle gift baskets ? \$300 – **Mariam**

### Gift Bags for guests

Binder/Folder (To Ask if Tamara minds us using work facilities to print or to find a print place – **Jane**)

- AGM Minutes 2015
- AGM Agenda 2016
- Feedback form
- Certificate of attendance
- Speaker Bios
- Conference agenda
- (Potential details of journal subscription if can be organised)

### Swag

- Pens
- Note pad
- M&Ms or badge holders - **Holly**

### Conference Roles

- Reception and registration – **2/3 people one of us plus maybe Mary, Amy or Michelle?**
- Time Keeper – **Levi**
- Announcer – **Mariam and Jane**
- AGM – **All board meeting**
- Tech volunteer – **Jane to organise**
- ? Photographer – ask Dwight - **Jane**

### Other Business

- Donation NPANc to their conference – \_\_\_\_\_
- Banner for conference – **Kylie**
- Email Vendors regarding set up time - **Emily**
- Email out to all members and contacts brochure, bios, AGM details - **Emily**

Meeting closed at 22:20