

11:00am Saturday 27th August 2011

Meeting opened by Kay Haig Outgoing President at 11:20am

Present

Adam Spinks	Donna-Angela Rejniak	Maria Coliat
Adrienne Freeman	Fiona Bisshop	Michelle Giles
Alyson Alway	Jacqui McLellan	Michelle Slinn
Amanda Pease	Jane Launchbury	Mim O'Flynn
Brad Reuter	John Patten	Patrice Halliday
Clara Marian	Judith Dean	Robyn Evans
David Jardine	Judy Nunn	Shaun Staunton
Dee Archbold	Kay Haig	Stuart Aitken
Diane Taylor	Margot Kingston	

Apologies

Penny Kenchington	Margaret Mobbs	Jeanne Reid
Joseph Debattista	Kay Strom	Lauren Gill
Joanne Leamy	Bella George	Maureen Ruge
Liz Kennedy	Inese Roach	Tara Heidrich
Kelsey Powell	Jean Martin	Jocelyn Klug
Theo van Lieshout	Joanne Taylor	jenny WILKES
Amanda Pease	Dale Symons	

1. Minutes from 2010 AGM were tabled and found to be true and accurate
 - a. Moved: Dee Archbold
 - b. Seconded: Allison Allway
2. Business arising from 2010 minutes
 - a. No business arising
3. Presidents Report
 - a. Kay Haig submitted Presidents Report in writing (Filed with original copy of minutes) and spoke to the key points
 - i. For noting: Committee decision to accept invitation to become foundation collaborator in the establishment of the Australasian Sexual Health Alliance
4. Treasures Report including presentation of Auditors Report
 - a. Treasures Report submitted in writing (Filed with original copy of minutes) by Katie Barker. Report was read by Judith Dean (Vice President) in role of Proxy.

- b. Questions arising regarding noted increase in Journal and meeting costs were noted and held over to discussion in Other Business
5. Secretary's Report
- a. Secretary Report submitted in writing by Maryna Brands (Filed with original copy of minutes). Report was read by Kay Haig (President) in role of Proxy.
6. Election of New Committee
- a. All positions were declared vacant
 - b. Nominations received were tabled for the following positions and were all unopposed thus becoming the incoming committee members
 - i. President: Kay Haig
 - ii. Vic President: Judith Dean
 - iii. Secretary: Margot Kingston
 - iv. Treasurer: Katie Barker
 - v. Ordinary Member: Dee Archbold
7. Appointment of Auditor
- a. **Motion to retain Accounting Mt Isa as Auditors tabled**
 - i. Moved: David Jardine
 - ii. Seconded: Dee Archbold
8. Other Business
- a. Accounting Support: Cost of maintaining current database is increasing due to fee to maintain annual upgrades and proposed cost to make adjustment to streamline accounting processes. For example: Limited automated email capacity leading to increased mail out cost and workloads for Treasurer, complex process of staggered membership rather than once off mail out of Invoice for Fees due.
 - i. Committee presented opportunity to engage James Cook University Master of Business students as part of a Community project to develop new purpose built system including online access and transfer capacity
 - ii. **Motion: Committee to progress engaging JCU students to develop new accounting and business system: Yes 18 No 0**
 - b. Method of communication: Committee proposed due to increasing Postage and administration costs to move to on-line / email form of communications as preferred mode of contact for correspondence and membership mail outs
 - i. **Motion: Email be used as preferred mode of contact: Yes 18 No 0**
 - c. Membership:
 - i. Large number of new members in last 12 months has meant that membership has exceeded the cap negotiated as part of the CSIRO Sexual Health Journal agreement. This has led to a significant cost related to Journal supply to members over and about the 110 outlined in the Treasurers/Auditors report **Yes 18 No 0**
 - ii. Increasing cost of catering and venue cost for Educational meetings and AGM.

- iii. Membership currently staggered due dates throughout year. This increases Treasures workload and needs streamlining. Proposed this will be assisted by outcomes of JCU project.
 - iv. Suggestions:
 - 1. Committee to explore who the new members in regards to ongoing increase in numbers and need to increase CSIRO cap
 - 2. President to contact CSIRO to determine additional cost to increase cap in agreement
 - 3. Increasing membership as step towards covering expenses
 - 4. Consider tiered membership fee: For example members can choose
 - a. Membership (Attend 4 Educational meeting / year) or
 - b. Membership (Attend 4 Educational meeting / year) plus Journal
 - 5. Explore alternate venues for hosting meeting
 - v. **Motion: Increase membership from \$60 to \$70 annually: Yes 18 No 0**
 - vi. **Motion: Membership to move to a once a year notice in May: Yes 18 No 0**
 - vii. **Motion: New and renewing membership fee between AGM and May move to annual notice be reduced to \$50: Yes 18 No 0**
 - viii. **Action:** Committee will explore other suggestions and communicate with members
 - d. Suggestion from member David Jardine for Society to acknowledge contribution of Brenda Henry and John Chuah to the Society and the overall Sexual Health and HIV sector
 - i. **Motion: Brenda and John be provided a Certificate of Appreciation: Yes 18 No 0. Brad to produce Certificates and send to committee**
9. **Meeting Closed: 12:15pm**