

MINUTES for the ASSBI AGM

4.00pm FRIDAY 15 MAY 2015

In Gardinia / Wattle Room, Adina Apartment Hotel, 189 Queen Street, Melbourne, VIC

Attended: David Shum (President and Chair), Tamara Ownsworth (President Elect), Jennie Ponsford (Secretary), Skye McDonald (Treasurer), Margaret Eagers-Rickett (EO), Nicci Grace (Student rep), Larry Cashion, Jacinta Douglas, Stewart Malcolm, Adam McKay ; Susan Lloyd; Dana Wong,

Apologies: Leanne, Togher (Past President), Michael Perdices, Glenn Kelly, Katherine Kirby, Gina Geffen, Robyn Tate, David Copland, Jessica Barnes, Kate Frencham, Miriam Poole (Continuing Education Officer), Jan Ewing (Chair, Publications Committee), Glynda Kinsella, Grahame Simpson, Sharon Savage

1. The minutes from AGM on 9th May 2014 were handed out to the members, it was
 - proposed by Skye McDonald
 - seconded by Jennie Ponsfordthat the minutes be accepted.

2. Business arising from the 2014 AGM minutes:
 - It was decided at the 2014 AGM that the website be re-vamped, this has been done, members were asked if they thought it was more user friendly and they were informed that the committee had some changes to make for the drop down menus
 - It was mentioned that we would be looking into an easier way to order resources, the membership were informed that an order form was integrated into the new website and orders have increased because of the online form

3. Reports
 - President's report (page 5 of the Annual Report).
 - David said that he had been honoured to be President over the last 2 years. He said that it had been a rewarding experience and he had learned a lot. He thanked the executive committee and Margaret for their help and support over his term and said that he had enjoyed working with them and looked forward to working with them as Past President.
 - David said that he was looking forward to working as Chair on the 2016 conference in Macau
 - He acknowledged and gave a big thank you from the membership for the work that Robyn Tate and Jacinta had done over the 16 years that they had edited *Brain Impairment*. He also welcomed Grahame Simpson and Jenny Fleming as incoming Editors and said that he thought they were both up to the challenge
 - He was also confident in handing over the reins of ASSBI to Tamara Ownsworth with whom he has worked with at Griffith University for a long time.
 - Professional Development (Pages 6 & 7 of the Annual Report) – Margaret gave an overview of 2014 and updated members on workshops and webinars being put

together for 2015. After discussion it was decided that if more than 1 person from an organisation wanted to view a webinar that a price be set ad hoc.

- Report from Publication Committee (Pages 9-11 & Appendix B – pages 24-27 of the Annual Report). Margaret summarised Jan Ewing's report on 2014 and updated members on developments with Brain Impairment and CUP since the beginning of 2015 on behalf of the Publications Committee and the Editors. The Editors were again thanked for their wonderful contribution to the Journal. Margaret reported that the submissions were up and that Jenny and Grahame were settling in well.
- Website report (Page 7 of the Annual Report) to be read at leisure.
- Resources (Page 8 of the Annual Report) – Skye gave an overview of 2014 and updated members on upcoming resources for 2015
- Students (Page 11 of the Annual Report).
 - It was reported to the members that the new system of ambassadors was working well with the Melbourne, Brisbane, Sydney and Perth groups organising get togethers after the conference with speakers.
 - There were single ambassadors in NZ and the UK who were doing their best to increase awareness of ASSBI to their student networks
 - Nicci and Coco Bernard (INS student representative) had put together a strong student program for the conference and were confident that there would be a strong student presence

4. Treasurer's Report

- Financial report breakdown from EO (pages 12 & 13 of the Annual Report)
- Audited financial reports to 31 December 2014 to be read at leisure (Appendix A – pages 14-23 of the Annual Report)
- Margaret answered questions from the floor about the accounts
 - It was
 - proposed by Tamara Ownsworth and
 - seconded by Jacinta Douglas
 - that the Financial reports be approved, carried unanimously

5. Office Bearers

- David Shum stepped down as President, welcomed Tamara Ownsworth as new President of ASSBI, then declare the position of President Elect vacant,
 - Tamara formally asked Jacinta Douglas if she still wished to stand, which she said she did,. Tamara then formally asked for any objections, there being no objections she then declare Jacinta as President Elect, thanked David for his term as President and Leanne Togher for her term as Past President. David moved to Past President and Leanne moved to Committee.

6. Conferences

- 2015 – 38th Conference / 5th Pacific Rim Conference with INS is being held in Sydney with Jennie Ponsford as convener – Jennie updated the committee saying that numbers were looking good, she also thanked her committee and all the executive for their help with the huge job of putting this international conference together.
- 2016 – 39th Conference, Macau on 28-30 September – David updated the membership on this conference letting them know that we were close to picking a venue.

- 2017 – 40th Conference – after much discussion it was decided that the conference should be held on the East Coast of Australia. Dana Wong was asked if she would be interested in convening this conference. Dana agreed to be the convener of the Conference which would be held in Melbourne with a date to be decided.
- 2018 – 41st Conference – suggestions were made to hold the conference in South Australia, this to be looked into and a convener to be thought about and approached.

7. Membership Report

- The membership were informed that it had been decided at an executive committee meeting that memberships be changed to an “Anniversary” type which means that memberships will go for 12 months (or 24mths) from the date of joining.
- Margaret reported that since going to Anniversary type memberships that numbers had increased. Part of the increase was also due to the conference coming up.
- Membership as at 31/12/14 – 316
- Membership as at 27/4/15 - 368

8. Membership Fee

- The committee made a recommendation that the fees for 2015/16 NOT be increased, it was
 - proposed by David Shum and
 - seconded by Jacinta Douglas

That this recommendation be approved, which was unanimously

9. General Business

- As the 2016 conference will be held in September the membership were informed that the 2016 AGM will be held at a workshop before the end of May 2016 at a date and venue to be decided
- Margaret informed the membership that a new committee needs to be voted in in 2016 – positions available at that time will be Secretary, Treasurer and 9 committee members, ASSBI’s EO will email out nomination forms at the beginning of 2016.

There being no other general business the meeting closed at 5.15pm