

MINUTES of the ASSBI AGM

12.45pm FRIDAY 3 MAY 2019

In Room 2, Shed 6, Wellington, New Zealand

Attending: Jacinta Douglas (President and Chair), Robyn Tate (President Elect), Tamara Ownsworth (Past President), Jennie Ponsford (Secretary), Skye McDonald (Treasurer), Margaret Eagers (CEO), Miriam Poole (Professional Development Officer), David Shum, Jan Ewing (Chair, Publications Committee) Dana Wong, Michelle Kelly, Leanne Togher, Janet Wagland, Clare Ramsden, Lizzie Beadle, Jenny Fleming, Olivier Piguet, Michael Perdices, Jessica Barnes, Cynthia Honan, Rene Stolwyk, Melissa Brunner, Travis Wearne, Petrea Cornwell, Michaela Filipcikova, Sara Skromanis, A. Clayton King

Apologies: Nicci Grace and David Copland

1. Approval of minutes from AGM on 4 May 2018

- Proposed by Skye McDonald
- Seconded by Olivier Piguet
- Carried

2. Business arising from the 2018 AGM minutes:

- Nil

3. Reports

- President's report (page 5) – Jacinta thanked everyone for the support she received during her tenure as President Elect and President and wished Robyn all the best for her upcoming tenure as President
- Professional Development (Pages 7-9) – to be read at your leisure.
- Corporate Partnership (Page 10) to be read at your leisure
- Website report (Page 10) to be read at your leisure
- Resources (Page 10-11) – Skye to update members on upcoming changes
- Social Media (Page 11-12) to be read at your leisure
- Report from Publication Committee and Editors (Pages 12-16). Jan Ewing reported on 2018 and updated members on developments with Brain Impairment and CUP since the beginning of 2019 on behalf of the Publications Committee and the Editors. Jan announced that Cynthia Honan would be taking up the post of Associate Editor.
- Students (Page 16) to be read at your leisure

4. Treasurer's Report – Skye and Margaret reported on the financial situation

- Synopsis of financial position
- Audited financial reports to 31 December 2018 – in the Annual Report and to be read at leisure (Appendix A – pages 17-24)
 - Approval of Financial reports
 - Proposed by Michael Perdices
 - Seconded by Jan Ewing
 - Carried

5. Office Bearers

- Prof Douglas declared all positions vacant and thanked Michael Perdices and David Copland for their tenure, Jacinta then asked Robyn as the new President to take over the meeting
- Robyn thanked Tamara for her 6 years of service as President and asked if she wishes to stay on the committee now that her time is over and she agreed.
- Robyn thanked Jacinta for her time as President
- Robyn asked each of the undernoted people if they still wish to stand (if they are in attendance)
 - President Elect – Prof Olivier Piguet - proposed by Jacinta Douglas, seconded by Robyn Tate – there being no objections Prof Piguet was elected to President Elect
 - Treasurer – Ms Miriam Poole s. Skye McDonald there being no objections Ms Poole was elected to Treasurer
 - Secretary – Prof Jennie Ponsford s. Dana Wong there being no objections Prof Ponsford was elected to Secretary
 - Committee/Student Liaison Officer – Dr Dana Wong s. Jennie Ponsford there being no objections Dr Wong was elected to Committee/Student Liaison Officer
 - Committee/Social Media Officer – Dr Lizzie Beadle s. Tamara Ownsworth there being no objections Dr Beadle was elected to Committee/Social Media Officer
 - Committee – Ms Jessica Barnes s. Vanessa Aird there being no objections Ms Barnes was elected to Committee
 - Committee – Dr Nicci Grace s. by Skye McDonald there being no objections Dr Grace was elected to Committee
 - Committee – Dr Michelle Kelly s. Skye McDonald there being no objections Dr Kelly was elected to Committee
 - Committee – Prof Skye McDonald s. by Miriam Poole there being no objections Prof McDonald was elected to Committee
 - Committee – Dr Clare Ramsden s. Tamara Ownsworth there being no objections Dr Ramsden was elected to Committee
 - Committee – Prof Leanne Togher s. Skye McDonald there being no objections Prof Togher was elected to Committee
 - Committee – Ms Janet Wagland s. Pascall Bosboom there being no objections Ms Wagland was elected to Committee
 - Committee – Dr Travis Wearne s. Skye McDonald there being no objections Dr Wearne was elected to Committee
 - Committee – Dr Barbra Zupan s. Leanne Togher there being no objections Dr Zupan was elected to Committee
- Robyn to thank Michael Perdices and David Copland for their service as they did not stand this year

6. Conferences

- 2019 – 42nd Conference – 260 delegates
- 2020 – 43rd Conference – to be held in Perth, Western Australia
- 2021 – 44th Conference – to be held in Melbourne with INS and CCN

7. Membership Report

- Membership as at 31/12/18 – 410

- Membership as at 21/4/18 – 394

8. Membership Fee

- Set membership fee for 2018. The committee made a recommendation that the fees NOT be increased
 - Approval of the recommendation
 - Proposed by Jacinta Douglas
 - Seconded by Jan Ewing
 - Carried

9. Michelle Kelly, on behalf of the Consumer Involvement Group (Janet Wagland, and Clare Ramsden) gave an update on what the group had been doing.

10. 2020 AGM will be held at lunchtime at the 2020 conference in WA

11. Other Business

- Ms Margaret Eagers (CEO) asked that as Ms Miriam Thea Poole was taking over as Treasurer would Prof Skye McDonald be willing to stay on as a signatory to the bank account. Prof McDonald agreed and this decision was ratified by the members.
- Further it was agreed that as the new signatory has to be presented to the bank by the Chairperson that Ms Eagers who is a signatory of the account take the Chairperson's place at this time and introduce Ms Miriam Thea Poole to the bank. This decision was also ratified by the members.

There being no other business the meeting closed at 1.55pm