

AGM – 21/3/2020 – (ZOOM MEETING)

(Originally - meeting was to be held during the Face-to-Face Conference set down for 21-22/3/2020 but due to Corona Virus restrictions Conference was postponed)

Meeting began – 2.10pm

PRESENT:

Joan Brien, Mary Temple, Ninon Klease, Robyn Ford, Jennifer Axtens, Peter Freney, Christine Phillips, Julie Matthews, Carol Lawrie, Heather Rawlins, Dianne Bevan.

APOLOGIES:

Barbara Freney

MOTION: THAT MINUTES FROM PREVIOUS AGM MEETING 2019 BE ACCEPTED:

(Circulated earlier) – **MOVED:** Carol Lawrie, **SECONDED:** Julie Matthews. **CARRIED**

BUSINESS ARISING:

1. Guidelines/Job Descriptions/Roles for Committee members still need to be drawn up. This will need to be actioned

CORRESPONDENCE IN/OUT:

1. Email from Bronwyn Bennett (Screener – Victoria) raising issues about the perception of Irlen in the community.
Mary Temple replied to Bronwyn with a detailed response.
(Copies of emails attached)

Motion that Correspondence In/Out be Accepted.

MOVED: Peter Freney

SECONDED: Carol Lawrie

CARRIED

TREASURER'S REPORT: (See attached)

1. 2019 Audit successfully completed
2. All accounts paid to date
3. Membership fees are up to date

Motion: That Treasurer's report be accepted.

MOVED: Julie Matthews

SECONDED: Robyn Ford

CARRIED

MEMBERSHIP REPORT: (See attached)

1. Correction required to report – 3 Lifetime members not 1.
2. Still some membership fees for this year outstanding – Heather will follow up.

Motion: That Membership report be accepted.

MOVED: Christine Phillips

SECONDED: Joan Brien

CARRIED

PRESIDENT'S REPORT: (See attached)

Notes:

1. Media Permission Form for Children has been made available and placed on the AAIC website, the adult form is still under review and will be made available once it is finalised.
2. Reminder to all Clinics – in light of current Corona Virus – to institute Infection Control Procedures.
3. Regional Director – Beatrice Burg (WA) has closed down her Clinic.

Motion: That President's report be accepted.

MOVED: Joan Brien **SECONDED:** Peter Freney **CARRIED**

GENERAL BUSINESS:

Election of new office bearers.

All positions declared as vacant. Nominations from the floor also called for.

NOMINATIONS:

President – Joan Brien

Vice-president - Mary Temple & Carol Lawrie

Secretary – Dianne Bevan

Assistant Treasurer/Membership – Helen Rawlins

Treasurer/Social Media/Website – Julie Matthews

Marketing – Carol Lawrie

In regard to position of Vice president – there is an issue of voting rights for executive meetings. In the current constitution the Vice President needs be a Regional Director because of this. Therefore at this stage, Carol cannot take role of Vice President.

A special meeting will be held to alter the Constitution to change this rule to allow for non-Regional Directors to take on Executive roles.

Joan Brien will follow up.

GENERAL BUSINESS:

1. Social media consent form for Adults was sent out for preview (Dec'19).

Motion: That Media consent form – Adults be accepted

MOVED: Carol Lawrie **SECONDED:** Robyn Ford **CARRIED**

2. Competition & Consumer Act – 2010.

Note: As professionals we need to be mindful of our responsibilities and professional obligations to both our clients and the public. Further information is available for the ACCC website.

Discussion followed:

Mary Temple will put together a briefing paper for members.

3. Proposed dates for upcoming Zoom meetings:

Friday – 29/5/202 at 2.05pm (Eastern Standard Time)

Friday – 21/8/2020 at 2.05pm (Eastern Standard Time)

Possible Face to face

Saturday & Sunday – 14th/15th of November (TBC) (Peter to confirm with venue)

OR

Friday – 29/11/2020 at 2.05pm (Eastern Standard Time)

AGM FOR 2021 – Venue to be determined at the August meeting

20th/21st March, 2021

ITEMS FROM THE FLOOR:

1. Business Plan presentation delayed due to circumstances beyond our control – Carol will finalise plan – has to align with the constitution of the AAIC.
2. Heather requested more pamphlets (Autism/Headaches & Migraines).
3. Understanding Irlen booklets may require updating. Joan will go through the booklet – pictures and some of the information is outdated and would benefit from a makeover.
4. Members will be emailed to see who else requires more pamphlets and booklets

AGM – CLOSED AT 3.19PM.

QUARTLEY ZOOM MEETING – 21/3/2020

Meeting began – 3.20pm

PRESENT:

Joan Brien, Mary Temple, Ninon Klease, Robyn Ford, Jennifer Axtens, Peter Freney, Christine Phillips, Julie Matthews, Carol Lawrie, Heather Rawlins, Dianne Bevan.

APOLOGIES:

Barbara Freney

MINUTES FROM PREVIOUS QUARTLEY MEETING 2019 BE ACCEPTED:

(Circulated earlier) – **MOVED:** Julie Matthew, **SECONDED:** Robyn Ford. **CARRIED**

BUSINESS ARISING:

1. Issue of costs associated with Screener training kits and other associated costs raised. Discussion followed
Consensus – up to Regional Directors to decide whether to make their own Screener kits or to order from the USA. They should ensure that they do not wear the high costs (Charged in US\$).

CORRESPONDENCE IN/OUT:

1. Thank you letter from Trevor Thomas for the bereavement card for Gloria Thomas.
2. Media Consent form – Children's to be placed on AAIC website – (members area)

BUSINESS ARISING:

1. Media consent form – Adult form to be finalised (See AGM)

Motion that Correspondence In/Out be Accepted.

MOVED: Peter Freney

SECONDED: Joan Brien

CARRIED

TREASURER'S REPORT: (See attached)

1. Auditors bill to be paid
2. Still over \$700 still owed in membership fees.

Motion: That Auditor be paid

MOVED: Peter Freney

SECONDED: Joan Brien

CARRIED

Motion: That Treasurer's report be accepted.

MOVED: Julie Matthews

SECONDED: Carol Lawrie

CARRIED

MEMBERSHIP REPORT: (See attached)

1. Dealt with in AGM

GENERAL BUSINESS:

1. Business Plan to be discussed at next meeting.
2. Could all clinics etc please ensure that all contact details are correct on the various websites including their own and the AAIC.

ITEMS FROM THE FLOOR:

1. Issue of paying for lens rental kits in American dollars – often means we are paying double. This also affects all other items brought in from the USA. There is also the inconsistency of old kits still being charged in Australian dollars while the newer kits are charged in US\$.
2. Letter to be sent first from the RD's stating that RD's will in future only be paying accounts in Australian dollars.
3. Joan will contact NZ Irlen to see if they have similar issues and wish to join in.
4. A letter to be formulated by Peter and Joan to request that lens rental costs to be charged in Australian dollars. This will be sent to Helen Irlen. The letter needs to be from all the Regional Directors that are affected and signed by them as well.

MOVED: Joan Brien

SECONDED: Peter Freney

CARRIED

5. Corona Virus and maintaining safety protocols
 - a) Maintain hand hygiene
 - b) Wipe down desks/tables after each client
 - c) Provide sanitiser in Clinics
 - d) Provide gloves for clients
 - e) Use clips to hold lens.

Meeting closed – 4.05pm