

QUARTERLY ZOOM MEETING – 29/05/2020

Meeting began – 2.05pm

PRESENT:

Joan Brien, Mary Temple, Ninon Klease, Robyn Ford, Peter Freney, Christine Phillips, Julie Matthews, Heather Rawlins, Carol Wilkens, Heather Coleman, Ninon Klease, Sharyn Gormley, Jennifer Mullen, Dianna Kellerman, Jan Male.

APOLOGIES:

Barbara Freney, Carol Lawrie, Dianne Bevan, Catherine McLennan, Jacqueline Caskey, Jennifer Axtens.

MINUTES FROM PREVIOUS QUARTERLY MEETING 21/03/2020

(Circulated earlier)

Amend the treasurer's report in the minutes. Point 2: Change "Still over \$700 still owed in membership fees" to "Still over \$700 still owed in AAIC fees".

MOTION TO AMEND THE MINUTES: Mary Temple

MOVED: Mary Temple, **SECONDED:** Dianna Kellerman **CARRIED**

MOTION TO ACCEPT THE REVISED MINUTES:

MOVED: Mary Temple, **SECONDED:** Dianna Kellerman **CARRIED**

BUSINESS ARISING FROM THE MINUTES:

1. The Child's Media Consent Form not on the AAIC website yet. Media manager to organise that.

CORRESPONDENCE IN/OUT:

1. Adult Media Consent form – Children's to be placed on AAIC website – (members area)

BUSINESS ARISING FROM CORRESPONDENCE:

Adult Media Consent form will be discussed in General Business.

MOTION TO ACCEPT CORRESPONDENCE IN/OUT

MOVED: Sharyn Gormley **SECONDED:** Christine Phillips **CARRIED**

TREASURER'S REPORT: (See attached)

1. \$765 still owed in outstanding AAIC fees.

MOTION TO ACCEPT TREASURERS REPORT:

MOVED: Mary Temple **SECONDED:** Robyn O'Connor **CARRIED**

MEMBERSHIP REPORT:

1. 53 paid up members
2. 77 members listed and not paid

MOTION TO ACCEPT MEMBERSHIP REPORT:

MOVED: Julie Matthews **SECONDED:** Ninon Klease **CARRIED**

GENERAL BUSINESS:

1. Revision of the booklet Understanding Irlen Syndrome
RDs to advise next meeting in August of approximate numbers required.
2. Pamphlets for Headaches/Migraines and Autism
RDs to advise if they a) have enough for the next 12 months and
b) how many they would require to last 2 years
3. Membership invoices to be sent out on specific date annually and to include a "Due Date" which will be one month from the date of the invoice. The meeting decided on the following dates with discussion. (Agreement was unanimous).
Date of membership invoices to be 1st November
Date due to be 1st December each year.
4. Adult Media Consent Form: Discussion agreed to accept it and place it on the AAIC website. Media Manager to organise that. (Note: no Motion to accept was put, but agreement was unanimous).
5. Business Plan update. A meeting of RDs on 22nd May agreed that the Business Plan in its present form is not appropriate for a Not For Profit organisation such as the AAIC. It will be renamed as the AAIC Operational Plan and placed on the AAIC website but will NOT be available for download.
Media Manager to investigate the process with current Website Maintenance company.
6. Scanned Research: Previously this has been provided to RDs on a USB. It was suggested that rather than putting it onto a USB, it be downloaded onto the Members Area of the AAIC website. It was noted that this research is currently on a USB stick and if requested by an RD, would be made available. (This was discussed and agreement reached unanimously by those present).

ITEMS FROM THE FLOOR:

It is important that all websites that have clinics other than their own ensure that the contact details for these clinics are correct.

Next meeting: Friday 21 August 2.05pm AEST

Meeting closed – 3.16pm



President AAIC