

## **AAIC FACE TO FACE MEETING, 17<sup>th</sup> March, 2019**

**OPENED AT 10.58am**

### **PRESENT:**

Peter Freney, Barbara Freney, Joan Brien, Dianne Bevan, Carol Lawrie, Heather Rawlins, Julie Matthews, Robyn Ford, Craig Ford, Mary Temple, Jan Male, Jenny Axtens, Alysha Griffiths, Christine Phillips,

### **APOLOGIES:**

Gloria Thomas, Jenny Webster, Julie Chin, Jasmin Huxley, Jenni Mullen, Rosemary Ruthven, Nikon Klease, Beatrice Burg, Michelle Cowles, Catherine Maclellan

**MINUTES FROM PREVIOUS ZOOM MEETING 8<sup>th</sup> November 2018:** (Emailed to members)

**MOVED:** Mary Temple. **SECONDED:** Christine Phillips **CARRIED**

### **Business Arising:**

1. Still issues with Sharyn Gormley's Lens Kit - replacement kit sent out from USA – scratched. Mary will follow up due to on-going issues, Suggestion that where lens are damaged and need replacement – get a witness to sign a statement to that effect.

### **CORRESPONDENCE IN:**

1. Letter from Carol Lawrie in regard to issues over not receiving correspondence from the association and poor communication. In response - letter from Mary Temple (President (see attached))

### **MOTION:**

**THAT ALL OUTWARD CORRESPONDENCE BE ADOPTED AND INWARD ACCEPTED**

**MOVED: Peter Freney** **SECONDED: Julie Matthews** **CARRIED.**

### **GENERAL BUSINESS:**

1. Membership invoices for next year need to go out towards the end of the year so that members are financial in time for AGM.
2. Possible use of SMS messages to go out as reminders to ensure all members receive notifications.
3. Minutes need to go out ASAP.
4. Business plan needs to be reviewed by RD's. A subcommittee consisting of Joan and Carol will be set up and will report at next AGM.

**MOVED: Peter Freney** **SECONDED: Mary Temple** **CARRIED**

5. Welcome packs to be put together for new clients. Jenny, Dianne & Joan to collaborate on this.

6. Facts sheets need to be designed to go on Websites. Joan and Mary to organise.

7. Media Consent forms need to be standardised. Carol has one that she can share with members.

8. Video advertising.

Peter and Craig to liaise to formulate a proposal/quote to produce an ad for promotional purposes. This will be made available to Clinics for promotional use.

**MOVED: Peter Freney** **SECONDED: Robyn Ford** **CARRIED**

**MEETING CLOSED 12PM.**