



INSTITUTE OF PLANT ENGINEERS of AUSTRALASIA (Inc)
SOUTH AUSTRALIA DIVISION
Committee Meeting
10 August 2010
Caledonian Hotel, North Adelaide

Members Present: Les Gurney, Ian Paterson, Craig White, Roz White, David Brown, Peter Freckelton, Trevor Measday, Peter Otten.

Apologies: Michael Josephs

Meeting opened: 6.15 pm

1. Minutes of Previous Meeting:

Minutes were accepted as a true and correct record.

Moved: Roz White

Seconded: Peter Freckelton

2. Business Arising:

- 2.1. Les has yet to contact Michael White, Regency Park TAFE with regard to allowing the Membership Officer to promote IPEA to apprentices.
- 2.2. Roz to follow up with Peter Otten regarding progress of a possible tour of the W&CH.
- 2.3. Only three responses were received to the invitations sent out for the AGM. Nick Mavropsi and Mark DiBortoli to be followed up.
- 2.4. The history of IPEA project is in progress. A draft will be sent to all members with a request to add or correct any information.
- 2.5. The members from Victoria (Barry Wilding) and Western Australia (Lynn Callcott and Steve Cairns) will be attending the National AGM to be held at the premises of Air Comfort Services.

3. President's Report:

- I would firstly like to say thankyou to last years committee
- They have set the foundations for reinvigorating IPEA, and it it up to the new committee to carry the work forward
- Welcome to the incoming committee

David Brown Vic President

Les Gurney (Ruth) Secretary

Roz White Treasurer

Meeting Coordinator Peter Otten

Membership Officer Craig White

Committee Peter Freckelton

Michael Josephs

Trevor Measday



- This year will provide some unique challenges, the National executive will meet in Adelaide for their AGM, instead of the normal phone link, there is a resurgence in WA and it is hoped this will lead to an increase in membership.
- I would like to see the meeting coordinator with more input into the web site, and the web page updated on a more regular basis, and I am sure Les would appreciate any help and information to keep this page updated.
- Unlike other organisations IPEA is a voluntary group and we are all busy so time is at a premium, so if we all do a bit it saves some doing a lot.
- I was disappointed in the lack of perspective members on 13 July and would ask the Membership Officer to follow up on at least the list that were invited.
- Committee meeting are normally open to all members, having said that the next meeting My Wife and I invite you (with Partner) to Chateau Pato committee meeting will be on Saturday 9th, bookings are essential, we can discuss further in general business
- I look forward to the year ahead, and I am sure we will have a great year.

4. Secretary's Report:

A letter of thanks was received from Lyn Kakoschke
Nominations for National committee were sent.

5. Treasurer's Report:

Firstly, I would like to say thank you for your continued support and faith in reinstating me as State Treasurer.

Secondly, a great big welcome back to the returning committee members and a heartfelt welcome to the new committee members. I see only good things for IPEA in the coming year of 2010/2011.

The SA branch is fortunate to be running in the black and a full report will be posted onto the IPEA web site.

I have developed a new and easier invoicing template and hopefully this will equate to more timely invoicing being achieved.

TASK	PLAN	OUTCOMES
Invoicing 2009/2010	Create invoice template and send out	<ul style="list-style-type: none"> • Template & task completed
RW to claim expenses from SA to National	Full and open report of all expenditure for the past year for SA events and membership drives	<ul style="list-style-type: none"> • Receipts and ledger presented to committee for approval and authorization for reimbursement.
Invoicing 2010/2011	Invoices have been raised – just waiting on National to confirm fee structure.	<ul style="list-style-type: none"> • Once fee structure has been set invoices will be printed and posted or emailed to all on current data base.



Bank Balance as of	9/08/2010	\$103.75
Total Debits		<u>-\$000.00</u>
<u>Total Credits</u>		
Bank Balance:		<u>\$103.58</u>
<u>Interest earned</u>	\$.17	
	<u>\$103.75</u>	
CASH Held:	<u>\$ 5.00</u>	
<u>SA total available funds</u>	<u>\$108.75</u>	

BSB	105-090
Account Number	347 028 440
Account Type	Society Cheque
Balance	\$103.75
Available Balance	\$103.75
Card Authorisations	\$0.00 Details ⓘ
Interest Earned Last Financial Year (01/07/2009 - 30/06/2010)	\$0.17
Interest Earned To Date (01/07/2010 - to date)	\$0.00

6. Meeting Coordinator's Report:

There is nothing new to report since the AGM.

7. Membership Officer's Report:

Good evening everyone. This is my first report since taking over my new role as Membership Officer.

I have been advised by our State Treasurer that the invoices for 2010/2011 membership have been prepared and will be sent out after fee rates have been approved at our National AGM.

I plan to put together a "Membership Pack" which:

- includes an application form
- clearly states the features of each type of membership categories
- states the benefits associated with each type of membership.

Once completed, I would like to see this information go on to our web site. I will also print some out for members to hand out to prospective members.

Membership Drive

I propose that we hold an IPEA SA Port River Dolphin Fellowship Cruise, or equivalent, on a Tuesday evening in February 2011. The main objective of this



function would be to gain more members. All members & their partners would be invited to attend and I strongly suggest that each member invite as many prospective members & their partners to attend as possible. Membership Packs would be made available on the night.

In recognition of all the time, effort and energy that has been put into our Institute over the years, I would like to propose that an award of Honorary Life Membership be bestowed to Ruth Gurney.

8. General Business:

- 8.1. There is a need for corporate membership forms to be developed as none currently exist. This should also be available on the website.
- 8.2. The benefits of corporate membership need to be clearly defined and ratified at the National AGM before being placed on the website.
- 8.3. There was a discussion regarding the difficulties in obtaining extra copies of the magazine to hand out with invitations to prospective corporate members. These problems are fairly recent and seem to be because of ongoing problems at Adbourne publishing.
- 8.4. A business card will be developed giving details of the website. This will be useful when approaching prospective members.

Action: Les Gurney
Peter Freckelton
Ian Paterson

- 8.5. Craig proposed that Ruth Gurney (minute taker) be made an honorary member of IPEA SA.

Moved: Craig White
Seconded: David Brown
Passed

- 8.6. David has prepared a draft Mission Statement and copies were given out. This will be discussed at the next meeting after everyone has had time to read it. It is clear that he has put a lot of effort into this and all agreed that it deserves proper attention. Copies also to be sent to Barry Wilding and Lynn Callcott.
- 8.7. The banner has not been found. When the building was demolished it seems to have been lost. Peter Otten will obtain prices for a replacement. Perhaps corporate donations could be sought to offset the cost.



8.8. Items to be raised at the National AGM.

* Roz proposed that a central data base be developed which would be held by the National Treasurer.

Moved: Roz White
Seconded: Peter Otten
Passed

* Perhaps access to upload information to the website should be widened. Only the SA section is being updated.

* When news of the death of a member is received, the passing should be noted on the website, in the magazine and in the minutes.

* When the Mission Statement is finalized and placed on the website it should be accompanied by a future directions statement.

* The letterhead still has a Post Office box for NSW. It should be established if this is still held.

8.9. Craig has found a number of old IPEA ties. These will be given away at the New Year dinner.

8.10. Craig suggested that committee members communicate by e-mail more in between meetings to expedite discussions and decisions.

8.11. Craig offered to attend meetings of the Joint Committees when Peter Otten is unable to.

8.12. The New Year dinner and membership drive will be held on February 8 2011. The proposed venue is the Dolphin Cruise at Port Adelaide. Packages are \$75 per head with drinks and \$32 per head without drinks. A tentative booking for the \$32 package will be made. All members will be encouraged to bring a prospective member.

Meeting Closed: 8:10 pm

Next Meeting: Tuesday 12 October 2010
Caledonian Hotel.