# ALGWA WA Branch

Meeting 30 June 2019

Held via ZOOM video conference.

Present: Sam, Karen, Alys Chontelle

Apologies: Ingrid, Terresa, Kelly

Meeting opened at 5pm

1. **CONFERENCE**
	1. Guest Speakers

Anne Banks-McAllister (confirmed) has a research program announcement, wants to confirm time allocation. Members agreed 20 minutes.

ACTION REQUIRED: KW to confirm 20 min time allocation with Anne Banks-McAllister

Melissa Price to confirm with Alys this week whether she is available to be a guest speaker.

ACTION REQUIRED: AM to follow up with Melissa Prices’ office, let WAWAs know asap

Marianne Saliba (President) has been contacted, intends to attend AGM, requires formal invitation.

ACTION REQUIRED: KW to update ALGWA WA Letterhead, CS to create formal invites for Marianne and all other VIPS

Flowers for guest speakers

ACTION REQUIRED: Allocate flowers purchase to committee members

* 1. WAWA Flyer for conference bag x 660 needs to be submitted to WALGA by the end of this week

ACTION REQUIRED: SF to send previous years template to KW. KW to design new DL flyer, to include bank details for EFT membership fees, what we are offering. CS to provide KW with blurb about networking events/forums. KW to preset printing quotes to committee via email for expenditure approval.

* 1. Door prizes, raffle, attendee gifts. Alys kindly donating door prize, Sam kindly donating a gift basket for a raffle. Discussion on providing a attendee gift such as a ladies scarf or branded USB or a centrepiece table gift.

ACTION REQUIRED: KW to check attendee numbers with WALGA. KW to provide quotes on some merchandise options.

* 1. Need to set an event budget for the conference breakfast, work out true costs and any liabilities. How much of the $60 registration fee being paid to WALGA and what portion will be coming back to WAWA’s? Is there any money for a gift?

ACTION REQUIRED: KW to confirm with WALGA true cost of breakfast and what $ WAWAs are getting back.

* 1. AGM Invitations need to be sent asap

ACTION REQUIRED: CS to message fb event to other ALGWA state branches and national page. KW to provide letterhead to CS. Any templates need updating

* 1. Nomination forms to be updated, call for nominations to go out in next WAWA eNews.

ACTION REQUIRED: SF to provide CS with message from the President regarding nominations, KW to update nomination forms, post on website for eNews to hyperlink to. CS to create new eNews, to be sent Mon 8th July.

1. **CONSTITUTION**
	1. Constitution amendments to reflect new requirements need adopting prior to AGM.

ACTIONS REQUIRED: SF to send updated copy to members for review, special meeting called for MONDAY 8TH JULY to review and adopt.

* 1. WAWA Membership fees currently $40 per person, east coast branches set at $85 per year but they are more proactive and includes representation on other bodies such as Equity Council etc. Parked for future discussion.
1. **BANKING**
	1. Changeover still being sorted. Need to collect treasury items from Candy.

ACTION REQUIRED: TL needs to go into the bank branch in the CBD. KW to collect treasury items from CC.

1. **ALGWA NATIONAL AFFILIATION FEES**
	1. Need to pay asap, is 25% of membership fees. Last year, approx 25 members so fees were $250. (25 @ $40 = $1,000; x 25% = $250). Kelly and Candy have an up to date membership list, need to get a copy asap to sort out fees.

ACTION REQUIRED: SF to contact Kelly & Candy to obtain the list of members and sort of the ALGWA affiliation fee payment.

Meeting closed @ 5.40pm