

NSWALNC AGM 2014

Minutes: Meeting held at UTS, Thursday 13 July

1. Minutes of 2013 NSWALNC AGM accepted
(Moved: Helen Daley, seconded: Zoe Humphreys)
2. Business arising
Discussion of ACAL's role as a peak body representing the sector. Jenni Anderson (current ACAL president) is present at national forums, ACER is also represented.
3. President's report
Keiko Yasukawa presented the president's report and thanked all members for their contribution during 2013/4. Keiko particularly thanked Pam Osmond for the excellent job she has done as Treasurer over the last few years.
Report accepted moved by Pam Osmond, seconded by Helen Daley
4. Treasurer's report
Outgoing treasurer Pam Osmond, tabled the treasurer's report. The NSWALNC account has a balance of \$52,000 including \$19,000 from hosting the 2013 ACAL conference. There were 94 financial members on 2013 but less in 2014.
Report accepted moved by Sue Roy, seconded by Polly Craig.
5. General business:
Discussion of recruitment of a contracted admin assistant to the NSWALNC was held. The role would include banking, processing membership s etc. Members agreed Pam Osmond to liaise with Keiko Yasukawa to develop a contract based on list of required tasks. Members agreed the recruitment should proceed.
Recruitment of admin assistant moved by Sue Roy, seconded by Polly Craig.

The outgoing committee expressed thanks to Keiko for all her hard work for the council during 2013/4.

6. Election of office bearers 2014/15
The following people were nominated and elected.
President: Keiko Yasukawa
Vice Pres: Amanda Josling
Secretary: Sue Roy
Treasurer: Polly Craig
ACAL Rep: Stuart Burkitt
Committee members: Ros Bauer, Therese Douglas, Janet Dyne, Pam Osmond, Helen Daly, Jude Cooke, Praveen Chand and Wilfredo Buitrago

Pam Osmond and Polly Craig will liaise about the hand over for the Treasurer role. Pam Osmond, Polly Craig and Zoë Humphreys will meet on Monday 18th of August to arrange handing over information and clarify tasks.

Meeting closed at 7.10 pm.

NSWALNC September committee meeting

Thursday 13 July 13th

1. Planning for 2014 NSW ALNC conference

Cost/fees: The cost of the conference for participants was discussed and it was agreed that given the probable increase in catering and venue hire charges that the full price would be set at \$150 and \$125 for members with the "Early Bird" price set at \$100.

It was agreed that the plenary sessions run in the morning with the first session opening the conference, followed by morning tea and then two plenaries before lunch.

Requests for expressions of interest for workshops will be circulated and North Coast TAFE contacted regarding presenting a workshop. Deborah Brandt will be asked if she would be interested on presenting a workshop on the Health Literacy Project.

2. NSWALNC website:

Amanda Josling would like to contact Jude Cooke and work with her on streamlining and updating the Council's web pages. Action: Amanda to contact Jude.

3. General business

- Members were reminded to read and comment on the Department of Industry Discussion Paper on the Establishment of the Industry Skills Fund. You can access the Discussion Paper and submit feedback online via business.gov.au but please note that submissions must be received by 7 September 2014. If you are interested in the Industry Skills Fund you may also submit your feedback, and register your interest for programme updates [online](#). Webinar consultation sessions will also be held, beginning in August 2014.
- Stewart Burkitt will coordinate a meeting between NSWALNC and the Minister for Education Adrian Piccoli
- Pam Osmond will contact the Chair of the TAFE Commission - Maggie Osmond

The meeting closed at 7:30pm