

Minutes of ASTC Annual General Meeting

3 July 2008

Attendees: Clare Smith, Sylvia Gong, Merrin Hughes, Annet Wezenbeek, Alexander Garber, Caroline Dorin, Andrea Tappe, Swapnil Ogale, Elizabeth Hinde, April Weiss

Apologies: David Cross, Kymberly Fergusson, Gerry Gowan

Meeting opened: 6:45 pm

Chair: Andrea Tappe

Minutes: April Weiss

Business from the previous minutes

Item No	Details	Action
	Meetings of the previous ASTC AGM provided and approved	Moved: Andrea Tappe Seconded: Caroline Dorin

Reports

Item No	Details	Action
2.1	<p>President's report (Andrea Tappe):</p> <ul style="list-style-type: none">• Reviewed how to establish an accreditation program with ASTC NSW – but neither groups had the resources to deal with this. Planning to speak to SOCEDs.• Considering whether simply offering training and monthly meeting are the best value for members. Looking into<ol style="list-style-type: none">1. Providing more services (professional development) online2. Promoting profession of technical communications3. Public relations (low key) e.g. giving speeches to interested organisations to make groups aware of technical writers and the problems we solve.	Moved: Andrea Tappe Seconded: Carolyn Dorin

Item No	Details	Action
2.3	<p>Treasurer's report (Carolyn Dorin):</p> <ul style="list-style-type: none"> • \$8000 in bank • Had a reduction in accountancy fees • Reduced bank fees by changing from CBA to Bendigo Bank • Provided printed Treasures Report • Income \$14k outgoings \$12k. 	Moved: Caroline Dorin Seconded: Andrea Tappe
2.4	<p>Elections</p> <p>Elections were held. Only one position was contested, with two nominees for the position of Webmaster. A vote was held and Swapnil Ogale was elected Webmaster.</p>	
2.5	<p>General business</p> <p>Lynn Hopper – President proposed a vote of thanks for Lynn's excellent work as the training officer.</p>	

Call for Nominations and Election of Office Bearers for 2008/9

Role	Nominee	Nominated by	Seconded by
President	Andrea Tappe	Caroline Dorin	Swapnil Ogale
Vice President	Alexander Garber	Andrea Tappe	Sylvia Gong
Secretary	David Cross	Andrea Tappe	Alexander Garber
Treasurer	Caroline Doran	Swapnil Ogale	Annet Wezenbeek
Webmaster (Elected: Swapnil Ogale)	Swapnil Ogale Kymberley Fergusson	Merrin Hughes	Clare Smith
Job Referral	Simon Watt	Swapnil Ogale	Annet Wezenbeek
Journal/Newsletter	Sue Woolley	Andrea Tappe	Merrin Hughes
Public Officer	Clare Smith	Sylvia Gong	Swapnil Ogale
Training Officer	No nominations—this role will be advertised later for filling		
General Committee	Gerry Gowan	Alexander Garber	Caroline Doran
General Committee	April Weiss	Andrea Tappe	Sylvia Gong

Meeting closed: 7:20 pm