



Small Schools Association of South Australia

Minutes

Executive Meeting

held at

The Lakes

on

Monday 19th June 2017 at 8:30 am

Present: Wade Branford, Karen Murray, Kellie Zadow, Christine Morrison

Apologies: Sue Billet, Karyn Prelc, Donna Lean,

Welcome: Wade welcomed everyone

Minutes of Previous Meeting:

Moved: Karen Murray **Seconded:** Christine Morrison

“That the minutes of the previous meeting be accepted.”

CARRIED.

Agenda item/issue	Discussion / Action to be taken	Who / When
Business arising		
Discount Membership	Letters have been sent out.	

Correspondence

	<ul style="list-style-type: none"> • Letter from Caroline re Finance • (Secretary to get Minutes out as soon as possible) • Executive Application from Christine Accepted – All in favour • New Bank forms that need to be signed to ensure we can use the token system • Letter reimbursement from Finance Officer • Contact from Sue Billett regarding her executive position and whether she should resign. Decision: all agreed this was not necessary. 	
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Financial Report

	<ul style="list-style-type: none"> • Balance \$72,710.76 • Membership 31 members • Closing balance: \$64,528.64 <p>Moved: Kellie Seconded: Wade “That Financial Statement be accepted.” All in favour</p>	
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Business Arising

	<ul style="list-style-type: none"> • Business Banking on-line <p>Moved: Kellie Zadow Seconded: Christine Morrison “That:</p> <ol style="list-style-type: none"> 1. The SSASA executive committee authorises Carolyn Fielke to organise business banking on-line for the SSASA account 105-048 202732840 2. The committee authorises Caroline Fielke to be able to make business banking on-line transactions on the SSASA account and authorises the block on financial transactions to be taken off 3. EFT signatories for the SSASA account as above re to be: <ol style="list-style-type: none"> a. Carolyn Fielke (company administrator) b. Kellie Zadow (authorisation rights) c. Any other executive member (authorisation rights) <p>It was also minuted for Bank purposes: “That the six signatories who have been approved are: Wade Branford, Kellie Zadow, Karyn Prelc, Karen Murray, Donna Lean and Christine Morrison. The current Office Bearers are: President: Wade Branford, Secretary: Karen Murray, Treasurer: Kellie Zadow supported by Carolyn Fielke.”</p> <p>It was also minuted: “That Sue Billett and Mary Shannon had been removed from the list.” Carried</p>	
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President's Report		
	<ul style="list-style-type: none"> • It appears there are still ongoing issues with utilities • Questions to ask regarding how allocations are being made etc. • How annual amounts are being decided etc? • Wade to write to Jacob. 	Wade
General Business		
Membership Acknowledgement	<ul style="list-style-type: none"> • It was decided to produce Membership Certificates for Small School members, • Karen to organise • Lakes Sponsorship 'In kind' 	Karen Murray
Conference Finances Update	<ul style="list-style-type: none"> • Sponsorship money \$3,500 • No monies from Footsteps or KW Wholesalers – Karyn Prelc to follow up • Registration \$3,690 • Costs \$4,426 • Conference was able to be at low cost due to using speakers/facilitators from within the department • Generosity from Waikerie and Blanchetown (Karen to write letters of appreciation) 	Karyn Prelc Karen Murray
Website	<ul style="list-style-type: none"> • Kellie will be paid 2 x TRT days for the work that has been done on the website • Much information that is well out of date • We will invite members to send in a photo of their school to be included in the website. Wade to organise. • Kellie needs Constitution, Operational Plans etc. – Karen to furnish electronically • Presidents' list incorrect: <ul style="list-style-type: none"> ○ 2013/14 Steve Errock ○ 2015 Cheryl Glenie & Barb Jones jointly ○ 2016 Sue Billett ○ Also to be included: 2017 Wade Branford • List of current members also to be included 	Wade Branford Karen Murray
Chat line	<ul style="list-style-type: none"> • This was followed up as no-one sure regarding its workings etc. • Department explained than it was simply a distribution list – not able to glean much information • Kellie to follow up with her IT person 	Kellie Zadow
Annual Systems Report	<ul style="list-style-type: none"> • Due June & September • Use the President's Report from the AGM • Karen to work with Wade 	Wade Branford Karen Murray
Conference Fees	<ul style="list-style-type: none"> • Kellie to follow up with Treasurer re Conference Fees etc. - Update next meeting 	Kellie Zadow

Information for Banking Purposes	<ul style="list-style-type: none"> • Karen to sort out Minutes as per information from Carolyn Fielke 	Karen Murray
Conference Follow-up	<ul style="list-style-type: none"> • Wade to contact schools that attended, to seek information on what is happening in their schools – intention to use in next Newsletter 	Wade Branford
Technologies	<ul style="list-style-type: none"> • Should the association be following up on the issue of webinar? More information needed • Christine to follow up 	Christine Morrison
Visit from CE Rick Persse	<ul style="list-style-type: none"> • He will join the executive on Monday 7th August at 8:30 am. • Morning Tea to be organised – Karyn Prelc • We will do a presentation around Small Schools • To be included – <ul style="list-style-type: none"> ○ Maps - Karen ○ Brochure – Karen ○ Acknowledgement of Country – Karen ○ Data – Kellie ○ History – Karen ○ Video – 1 minute – Student Voice following-up from Conference • Banners – Kellie • Donna & Karyn to be told • Pens – Kellie • (1 x TRT for Christine to put together) • Wade to email members for questions 	<p>Karyn Prelc</p> <p>Karen Murray Karen Murray Karen Murray Kellie Zadow Karen Murray</p> <p>Kellie Zadow</p> <p>Kellie Zadow Christine Morrison Wade Branford</p>
Special Preparation Meeting	<ul style="list-style-type: none"> • It was decided that we needed to ensure we were ready for our meeting • A special preparation meeting will be held on Thursday 3rd August 2017 – Week 2 at 9:00 am in the Cameron Room. • Executive members need to bring everything ready that they are responsible for so we can put our media presentation together. 	
Any other business		
	Nil	
Next meeting		
	<p>Thursday 3rd August 2017 at 9:00 am – Cameron Room</p> <p><i>Followed by:</i> Monday 7th August 2017 at 8:00 am</p> <p>The Lakes</p>	