



australianhand  
therapyassociation<sub>inc.</sub>

**Minutes of the Australian Hand Therapy Association Inc.  
Annual General Meeting Saturday 27<sup>th</sup> August 2016  
Held in Conjunction with the National Conference 2016  
Sydney, NSW**

## PRESENT

1 Achini Soysa	27 Jane Frisken	53 Meg Schibli
2 Adrian Jollow	28 Jane Smith	54 Megan Fitzgerald
3 Amanda Hughes	29 Janet Dindler	55 Melissa James
4 Amy Geach	30 Jason Fairclough	56 Michael Ward
5 Anita Clerke	31 Jennie Graetz	57 Michele Yuen/Chim
6 Annie Leung	32 Jennifer Kaess	58 Nadia Jenkins
7 Barb Hall	33 Jennifer Mathias	59 Naomi White
8 Belinda Hession	34 Joanne O'Sullivan	60 Nicola Cook
9 Beth Taylor	35 Jordan Lefmann	61 Olga Alkin
10 Cara Gilbert	36 Josephine Gibbs-Dwyer	62 Ranjani Jayawardena
11 Carla Bingham	37 Joy Hanna	63 Ray Jongs
12 Caroline Hayes	38 Julia Wild	64 Rebecca Crowley
13 Cassandra Chiesa	39 Julie Condon	65 Rebecca Farr
14 Catherine Reid	40 Karen Fitt	66 Renee Lim
15 Celeste Glasgow	41 Karina Lewis	67 Sara Brito
16 Dave Parsons	42 Kathy Minchin	68 Sarah Baxter
17 David Benn	43 Katie Whittle	69 Shannon Edwick
18 Din Sandoz	44 Kelly Briody	70 Suna Van Staden
19 Elizabeth Ward	45 Kylie Flynn	71 Suzanne Caragianis
20 Felicity Thornley	46 Lara Griffiths	72 Therese Guild
21 Fiona Williams	47 Laura Kitson	73 Tracey Clark
22 Gloria Spratt	48 Laura Shorney	74 Tracey Denton
23 Gretel Evans	49 Lauren Miller	75 Vanessa Kirkham
24 Heather Taylor	50 Lauren Young	76 Vera Wing Wah Tse
25 Helen Scott	51 Lin Wegener	77 Victoria Tricardos
26 Jade Wong	52 Liz Ward	

### 1. OPENING FORMALITIES

Helen Burfield, President of the AHTA welcomed Life Members, Members and Associates and declared the meeting open at **08:10AM**. A quorum was declared. There were **77** Full Members present and **1** Proxies totalling **78** eligible votes.

**Motion 1:** That the notice convening the 2016 Annual General Meeting for the Australian Hand Therapy Association Inc. be confirmed

Proposed: **Janet Dindler**    Seconded: **Catherine Reid**    Motion: **Carried**

### 2. APOLOGIES & TABLING OF PROXIES

Apologies were noted and proxies were tabled and recorded:

#### Member

Hamish Anderson  
Ben Bugden  
Meredith Rogers  
Catherine Dossetor

#### Appointed Person

Kylie Flynn

### **3. CONFIRMATION OF MINUTES OF PREVIOUS ANNUAL GENERAL MEETING**

**Motion 2:** That the minutes of the 2015 Annual General Meeting of the Australian Hand Therapy Association Inc. be accepted as a true and accurate record of that meeting.

Proposed: **Rebecca Crowley**      Seconded: **Belinda Hession**      Motion: **Carried**

### **4. BUSINESS ARISING FROM THE MINUTES**

No business arising from the previous minutes

### **5. CORRESPONDENCE**

No correspondence to be tabled. All correspondence is handled on an ongoing basis at Management Committee meetings and responded to accordingly.

### **6. PRESIDENT'S REPORT**

AHTA President Helen Burfield read her report to the meeting, a copy of which is contained in the AHTA 2016 Annual Report, previously distributed to all members.

**Motion 3:** That the President's report is accepted.

Proposed: **Kathy Minchin**      Seconded: **Beth Taylor**      Motion: **Carried**

### **7. TREASURER'S REPORT**

David Parsons read his report to the meeting, a copy of which is contained in the AHTA 2016 Annual Report, previously distributed to all members.

**Motion 4:** That the Treasurer's report is accepted.

Proposed: **Sara Brito**      Seconded: **Janet Dindler**      Motion: **Carried**

### **8. AUDITORS REPORT PRESENTED AND TABLED**

**Motion 5:** That the Auditor's report is accepted.

Proposed: **David Parsons**      Seconded: **Jennifer Kaess**      Motion: **Carried**

### **9. SPECIAL REPORTS**

*All reports have been previously distributed as part of the AHTA Annual Report.*

#### **9.1 Membership**

*Welcome all Members and Associates admitted in the last financial year ending 30 June 2016*

#### **New Members**

Louise Dreyer NSW  
Bhavana Jha QLD

#### **Associate Members Upgrading to Full Members**

Helen Scott VIC	Melita Ryan WA	Jane Sutton VIC
Stuart Wilson WA	Lucinda Cunningham WA	Alison Butcher WA
Rosemary Overton VIC	Luke McCarron QLD	Lisa Browne WA
Suzanne Kirrane VIC	Rosemary House VIC	Kelly Papatolicas VIC
Gloria Spratt NSW	Amanda MacKillop QLD	Greg Sullivan NSW
Jade Webb NSW	Justine Clarke QLD	Angela Frigerio QLD
Kylie Bebel QLD	Sathish Karunanidhi QLD	Travis Cushion QLD
Ngaire Turnbull NT	Louise Brown NSW	Holly Chance NSW
Amanda Heenan WA	Fiona Orton VIC	Brigitte Evans NSW
Katrina Hall NSW	Nadia Jenkins NSW	

### **Associate Members**

Meghan O'Donnell NSW	Kerry du Plessis QLD	Marnie Oliver WA
Angela Davies NSW	George Kikilas NSW	Yvonne Fellner VIC
India Fenelon QLD	Angela Ferrarin VIC	Liz Koruga NSW
Hannah Munro NSW	Bee Lan Tay NSW	Hayley Dymock QLD
Kate Wharton QLD	Anthea White QLD	Sheree Colquhoun NSW
Libby Eastment NSW	Felicity Andrews QLD	Lara Condon QLD
Jason Fairclough NSW	Ashleigh Andrews QLD	Clare Fortescue WA
Suzy Price QLD	Dale Carroll VIC	Paula O'Connor WA
Hayley Coleman NSW	Clare Armitstead QLD	Lauren Jensen QLD
Stephen Shepherd QLD	Emily McMaster VIC	Estee Hartnett WA
Deerana Serfanio WA	Rosemary Sutherland QLD	Cherie Smith VIC
Janelle Brown QLD	Kylie Vost WA	Juliet Milne QLD
Ravi Meda QLD	Jacqueline Oldham QLD	Amy Dobby VIC
Sarah Culpeper QLD	Riley Willemse NSW	Davide Zerillo SA
Nicole Byrne VIC	Amanda Robertson VIC	Bethany Butler QLD
Michael Janetzki SA	Sam Chiang QLD	Sarah Fairthorne WA
Ameshri Naidoo NSW	Tanja Klotz SA	Felicia Lim NSW
Ashleigh Hanekom NSW	Bejamin Ngooi VIC	Isis Feehely QLD
Carly Rankin QLD	Kerryn Parfett VIC	Clare Mitchell WA
Diane Hedin VIC	Nils Lapere WA	Sarah Argiropoulos WA
Linda Wieleman QLD	Gemma Harvey NSW	Andrew Silaev VIC
Jo Campbell-Smith VIC	Jessica Newton VIC	Heidi Jen QLD
Justin Hickey NSW	Fairlie Campbell NSW	Anna Wishink QLD
Jessica de Jong WA	Elizabeth Besgrove NSW	Jawad Azzi VIC
Rachel Ross WA	Sareen McLinton SA	Jessica Toby NSW
Camille Shokar QLD	Christine Do VIC	Anna Blucher QLD
Gladys Tay VIC	Darcy O'Neill SA	Nicholas Khalifeh NSW
Claire Ingham QLD	Penelope Barrett NSW	Lisa Copland QLD
Stacey Jackson QLD	Emma Sayle QLD	Monique Chaudhri NSW
Lauren Cross QLD	Renaë Lim ACT	

### **Affiliate Members**

Emma Barbuto NSW	Simone Paget WA
Angela Downie WA	Melanie Parish NSW
Erin Oliver WA	Jasmyn Stein WA

### **9.2 Executive Support Manager (Operations)**

### **9.3 Executive Support Manager (Strategy)**

### **9.4 Research and Scholarship**

### **9.5 Education and Professional Development Report**

### **9.6 Knowledge and Resources**

### **9.7 Communications**

### **9.8 Marketing and promotions**

### **9.9 Advocacy**

### **9.10 Governance**

### **9.11 Divisional Reports of State Activity**

AUSTRALIAN CAPITAL TERRITORY

NEW SOUTH WALES

NORTHERN TERRITORY

QUEENSLAND

SOUTH AUSTRALIA  
TASMANIA  
VICTORIA  
WESTERN AUSTRALIA

**Motion 6:** That the Special Reports be accepted.

Proposed: **Kylie Flynn**

Seconded: **Megan Fitzgerald**

Motion: **Carried**

## **10. ELECTION OF OFFICE BEARERS**

The following nominations for AHTA Management Committee 2016-2018 have been received

<b>Office</b>	<b>Nominee</b>
President Elect	Nicola Cook – elected unopposed
Secretary	Olga Alkin – elected unopposed
Treasurer	Dave Parsons – elected unopposed
Communication	Julia Wild – elected unopposed
Education	Carla Bingham – elected unopposed
Marketing Promotions	Amy Geach – elected unopposed
Membership Secretary	Katie Whittle – elected unopposed
State & Territories Officer	Elizabeth Giuffre – elected unopposed

Elections for the above positions to be held following normal voting conventions

## **11. Appointment of Advocacy Committee**

Helen Burfield, Tracey Clark, Wilma Walsh, Jennifer Kaess and Elizabeth Giuffre

## **12. Appointment of Governance Committee**

Olga Alkin, Joy Hanna, Janelle Kilcullen, Nicola Cook

## **13. Appointment of Research and Scholarship Committee**

Andrea Bialocerkowski, Nicola Massy-Westropp and Lauren Miller

## **14. Appointment of Education Subcommittee**

Course Coordinator – Lauren Young

Course Developer – Ashleigh Hanekom

Accreditation Coordinator – Lin Wegener

## **15. Appointment of State and Rural Mentors**

NSW/ACT – Cathy Merry and Naomi White

QLD – Joanne O'Sullivan and Catherine Chong

SA – Suzanne Caragianis

VIC – Hamish Anderson

WA – Helen Fitzgerald and Emma Staples

## **16. Appointment of Membership Reviewers**

Kate Thorn, Amanda Hughes, Janelle Kilcullen, Kylie Flynn and Jade Wong

## **17. Appointment of Divisional Interest Group Coordinators**

ACT – Lin Wegener

NSW – Michele Chim and Victoria Tricardos

NT – Jayne Donovan

QLD – France Thompson and Charlotte Nash

SA – Kaveeta Deut

TAS – Lara Griffiths

VIC – Ben Cunningham  
WA – Stuart Wilson

Elections for the above positions to be held following normal voting conventions

### **18. PUBLIC LIABILITY INSURANCE STATEMENT**

The AHTA has a Public Liability Insurance Policy of \$20,000,000. The breakdown is as follows:

Professional Liability	\$20,000.00 any one claim and \$60,000.00 in the aggregate
Management Liability	\$20,000.00 any one claim and \$40,000.00 in the aggregate
Association Liability	\$20,000.00 any one claim and \$40,000.00 in the aggregate
Employment Practices	\$20,000.00 any one claim and \$40,000.00 in the aggregate
Employee Fraud or Dishonesty	\$100,000.00 in any one claim
Public/Products Liability -	\$10,000,000 any one occurrence
Voluntary Workers Personal -	\$100,000 Death and Capital Benefits
Accident Insurance	(Further benefits per schedule)

### **19. APPOINTMENT OF AN AUDITOR**

**Motion 7:** That Norman Joseph Hoare of Morris & Batzloff Chartered Accountants, of 96 Lytton Road, East Brisbane, Queensland 4169, be appointed auditor to the Australian Hand Therapy Association Inc. for the period up to the next Annual General Meeting. (*Ordinary Resolution*)

Proposed: **David Parsons**                      Seconded: **Amy Geach**                      Motion: **Carried**

### **20. MOTIONS ON NOTICE**

**Motion 8:** That the wording in the Own Rules is amended or deleted to streamline the membership application process and the composition/election of the Executive Management Committee.

Proposed: **Katie Whittle**                      Seconded: **Helen Burfield**                      Motion: **Carried**

### **To become effective, this will require members passing the special resolutions below** **MEMBERSHIP**

**Reasoning:** Would like to remove the requirement for a letter of recommendation for applications for Associate membership.

#### **Special Resolution to change Own Rule 5(c)(ii):**

**Delete:** be proposed by a Member of the AHTA or a Member of the Australian Hand Surgery Society (It will not be necessary for such applications to be seconded); and

**Motion 9:** That the special resolution to delete Own Rule 5(c)(ii) of the AHTA be passed.

Proposed: **Kylie Flynn**                      Seconded: **Katie Whittle**                      **1 Abstain Noted** - Motion: **Carried**

#### **Special Resolution to change Own Rule 5(c)(iii):**

**Delete:** and the applicant's proposer;

**Motion 10:** That the special resolution to delete Own rule 5(c)(iii) of the AHTA be passed.

Proposed: **Kylie Flynn**                      Seconded: **Katie Whittle**                      Motion: **Carried**

### **MANAGEMENT COMMITTEE**

**Reasoning:** Would like to stagger the election of Management Committee Members to allow for a more consistent and experienced Committee to be in position in any given year.

#### **Special Resolution to change Own Rule 13 (3)(a):**

**Currently reads:** At every second annual general meeting of the Association, all the members of the management committee, other than the presidency, must retire from office at the end of their term. They are eligible, on nomination, for re-election.

**Revise to read:** At an annual general meeting of the Association, members of the management committee completing their 2-year term, must retire from office. They are eligible, on nomination, for re-election

**Motion 11:** That the special resolution to change Own Rule 13(3)(a) of the AHTA be passed  
Proposed: **Helen Burfield** Seconded: **Katie Whittle** Motion: **Carried**

**Special Resolution to change Own Rule 22:**

**Currently reads:** All Members of the management committee, with the exception of the three Presidency positions must be elected at every second annual general meeting. A new President Elect is to be elected at every AGM.

**Revise to read:** Members of the management committee, must be elected at an annual general meeting. A new President Elect is to be elected at every AGM.

**Motion 12:** That the special resolution to change Own Rule 22 of the AHTA be passed.  
Proposed: **Helen Burfield** Seconded: **Katie Whittle** Motion: **Carried**

**21. GENERAL BUSINESS**

**21.1 2017 Membership Fees**

The GST-inclusive Annual Fees for the year 01/01/2017 to 31/12/2017 shall be:

MEMBER	\$395.00
ASSOCIATE	\$395.00
SIX MONTHLY FEE	\$199.00
AFFILIATE Membership	\$85.00
NEWSLETTER SUBSCRIBER (Australia)	\$45.00
NEWSLETTER SUBSCRIBER (Overseas)	\$45.00
INTEREST GROUP FEE per meeting FOR NON MEMBERS	\$40.00

**21.2 Conference 2018 Victoria**

**Motion13:** That the 2018 AHTA Conference be held in Victoria during the last six months of the end of financial year.

Proposed: **Kylie Flynn** Seconded: **Jennifer Kaess** Motion: **Carried**

**21.3 Strategic Plan Update**

The management committee attended a Face to Face Strategic Planning Review meeting in May 2016. The management committee has implemented a new Annual Strategic Plan.

**22. Other Business**

Nil Received

**CLOSE OF MEETING**

Meeting was closed at **08.37**am.

Before we start any general discussion, I would like to do one presentation.

I'd like to formally thank Tracey Clark for her three, nearly four years, of tireless Presidential dedication, recognition of leadership and all your hard work. She deserves that, well and truly.