



**Minutes of the Australian Hand Therapy Association Inc
Annual General Meeting Saturday 19th October 2013
Held in Conjunction with the National Conference 2013
Lorne VIC**

PRESENT

1	Susan Peters	27	Ben Cunningham	53	Janet Dindler
2	Katie Whittle	28	Emma Kite	54	Judith Wilton
3	Anna Scott	29	Stacey Jackson	55	Simon Garbellini
4	Rebecca Crowley	30	Ngairé Turnbull	56	Sara Brito
5	Belinda Hession	31	Birgit Svens	57	Michael Fitzgerald
6	Therese Bourke	32	Erica Ames	58	Helen Fitzgerald
7	Jane Smith	33	Wilma Walsh	59	Julia Wild
8	Nicole Bosci	34	Jill Chapman	60	Catherine Pritchard
9	Suna Van Staden	35	Sue Doman	61	Dion Sandoz
10	Olga Alkin	36	Jen Mathias	62	Jo O'Sullivan
11	Naomi White	37	Virginia Cartwright	63	Tracey Clark
12	Karen Fitt	38	Melissa Hirth	64	Rosemary Prosser
13	Catherine Reid	39	Tanya Cole	65	Jane Skeen
14	Jo Marsh	40	Florence Check	66	Farida Littlemore
15	Helen Burfield	41	Helen Scott	67	Jane Hermolin
16	Kathy Minchin	42	Christina Harwood	68	Jennie Graetz
17	Faye Wiffen	43	Sue Williams	69	Sally Flavel
18	Lindy McDonald	44	Beth Taylor	70	Laura Shorney
19	Ben Bugden	45	Anita Clerke	71	Fiona Orton
20	Felicity Thorley	46	Carla Bingham	72	Sarah Dixon
21	Wing Wah Tse	47	Megan Fitzgerald		
22	Louise Brown	48	Joy Hanna		
23	Holly Chance	49	Ceri Pulham		
24	Amy Geach	50	Fiona Williams		
25	Ranjani Jayawandena	51	Lisa Keenan		
26	Mary Lee	52	Anthony Assad		

1. OPENING FORMALITIES

Rosemary Prosser, President of the AHTA welcomed Life Members, Members and Associates and declared the meeting open at 08:05am. A quorum was declared. There were 57 Full Members present and 7 Proxies totalling 64 eligible votes.

Motion 1: That the notice convening the 2013 Annual General Meeting for the Australian Hand Therapy Association Inc be confirmed

Proposed: Janet Dindler

Seconded: Judith Wilton

Motion: Carried

2. APOLOGIES & TABLING OF PROXIES

Apologies were noted and proxies were tabled and recorded: Amanda Hughes, Beverley Trevithick, Elizabeth Ward, Bethanie Trevenen, David Parsons, Lynn Miles and Kirsten Cook,

Member

Amanda Hughes
Beverley Trevithick
Elizabeth Ward
Bethanie Trevenen
David Parsons
Lynn Miles
Kirsten Cook

Appointed Person

Rosemary Prosser
Olga Alkin
Rosemary Prosser
Rosemary Prosser
Tracey Clark
Damien Silvester
Rosemary Prosser

3. CONFIRMATION OF MINUTES OF PREVIOUS ANNUAL GENERAL MEETING

Motion 2: That the minutes of the 2012 Annual General Meeting of the Australian Hand Therapy Association Inc be accepted as a true and accurate record of that meeting.

Proposed: Belinda Hession Seconded: Megan Fitzgerald 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 Rosemary Prosser read her report to the meeting, a copy of which is contained in the AHTA 2013 Annual Report, previously distributed to all members.

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

Proposed: Beth Taylor Seconded: Janet Dindler Motion: Carried

7. TREASURER'S REPORT

Tracey Clark read the Treasurer's report to the meeting on behalf of David Parsons, a copy of which is contained in the AHTA 2013 Annual Report, previously distributed to all members.

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

Proposed: Joy Hanna Seconded: Rebecca Crowley Motion: Carried

8. Auditor's report presented and tabled

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

Proposed: David Parsons Seconded: Helen Burfield Motion: Carried

9. ADMINISTRATION MANAGER'S REPORT - Sarah Dixon

This year has yet again proven to be incredibly busy for the AHTA office. The office relocating to the remote town of Southern Cross in Western Australia, which has been amazing for my family and I. The move went very smoothly and the office was back up and running after a couple of days, which was a blessing. The Association continues to thrive in both membership and its delivery of services and we have seen a significant boost of 16.5% in applications for associate membership this year. With a new management committee and a new five-year strategic plan in place, 2013 has proven to be as exhilarating as my previous two years with the association and the enthusiasm for my work is as infectious as ever. I am pleased to be able to

report that I am now working for the AHTA office on a fulltime basis, in order to fully service our ever-increasing membership and the associations needs.

Our professional education events, offered to both members and non-members have seen a record number of attendances again this year. The Fundamentals of Hand Therapy course has been very popular and has resulted in a course being scheduled in November in response to further demand. Increased numbers to the Advanced Trauma as well as the Splint/Orthotic fabrication - Immobilisation and mobilisation courses have been noted as well. I put this down to increased membership but also advertising via email, newsletter, enews, Facebook and the Google Group. The association is still very focused on providing better professional development opportunities for its members.

The national webinar program has seen another successful twelve months and I wish to express my thanks to all the AHTA Members who volunteered to present this year. My knowledge of Hand Therapy is certainly growing to new levels.

We have extensively researched, reviewed and finally implemented a readily available online storage system for the electronic files of the AHTA, which not only means peace of mind for the association and myself, but also access when and wherever it may be required.

My main priority for the coming months is working along side Telligence to continuously improve the current AHTA Website. We want to ensure that we create a visually appealing and positive user experience as well as strong behind the scene capabilities.

In closing, I feel extremely proud to be apart of this association and its continued growth. I am looking forward to seeing what the next twelve months will bring.

Motion 6: That the Administration Managers report be accepted.

Proposed: Beth Taylor

Seconded: Catherine Reid

Motion: Carried

10. SPECIAL REPORTS

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

10.1 Membership

Welcome all Members and Associates admitted since the last AGM

New Members

Mitzi Jones VIC

Hamish Anderson VIC

Associate Members Upgrading to Full Members

Erica Ames SA

Michele Chim NSW

Melanie Forbes NSW

Tasha Forbes WA

Melissa Hirth VIC

Jessica Holding QLD

Alva Howard WA

Erika Lassig QLD

Jim Liakos NSW

Jacqueline Oldham QLD

Louise Roantree ACT

Associate Members

Natalia Alfaro NSW

Carolyn Asman TAS

Anthony Assaad VIC

Fiona Baker VIC

Anna-Lisa Baker WA

Kim Baskin QLD

Sara Beath QLD

Kathryn Beckwith VIC

Sheralyn Blanch QLD

Catherine Boag VIC

Jodie Boustead QLD

Alice Boyle WA

Louise Brown NSW

James Carrigg VIC

Jessica Chan WA

Rosemary Colliver WA

Julie Condon QLD

Laura Cowling WA

Lindsay Cuthbert WA

Emma Dale-Thompson WA

Joanna Davis NSW

Kaveeta Deut SA
 Dale Edwick WA
 Michelle Ericsson WA
 Catherine Fell NSW
 Struan Ferguson QLD
 Hayley Field VIC
 Linda Fredheim TAS
 Angela Frigerio QLD
 Archena Fuller QLD
 Marnie Gadd QLD
 Danielle Heinemann QLD
 Janelle Hill SA
 Greg Hoogstrate QLD
 Michael Hosking VIC
 Lauren Irvine WA

David Jacobs VIC
 Samuel Jubber VIC
 Maria Kalis TAS
 Katrina Liddiard WA
 Renee Lim NSW
 Kristen Lix QLD
 Nicole Loewenstein VIC
 Shanna Mahomed QLD
 Stephanie Marchesi WA
 Luke McCarron QLD
 Ravi Meda QLD
 Emma Mill WA
 Lucille Paton NSW
 Hana Peake VIC
 Mark Polley QLD

Jodie Robertson-Smith NSW
 Delwyn Sheehan QLD
 Alexandra Smallman SA
 Nadia Smit QLD
 Achini Soysa NSW
 Roisin Steadman WA
 Claire Stockdale VIC
 Heather Taylor NSW
 Tu Tran NSW
 Graeme Tyler VIC
 Thilina Vitharana NSW
 Kerry White VIC
 Matthew White VIC
 Sean Wiffen NSW
 Olivia Williams QL

Affiliate Members

Dajana Dedic VIC
 Carly Rankin QLD

- 10.2 Vice President and Research**
 - 10.3 Professional Development Report**
 - 10.4 Secretary / Knowledge and Resources**
 - 10.5 Communication**
 - 10.6 Marketing and promotions**
 - 10.7 Advocacy**
 - 10.8 Divisional Reports of State Activity**
- NSW/ACT**
QUEENSLAND/NT
SOUTH AUSTRALIA
TASMANIA
VICTORIA
WESTERN AUSTRALIA

Motion 7: That the Special Reports be accepted.

Proposed: Susan Peters

Seconded: Amy Geach

Motion: Carried

11. ELECTION OF OFFICE BEARERS

The following nominations for AHTA Management Committee 2013-2014 have been received and require a motion to be passed.

Office	Nominee
President	Tracey Clark
Divisional Representative Queensland	Charlotte Nash

Motion 8: That the nominations for AHTA Management Committee 2013-2014 be passed.

Proposed: Rebecca Crowley

Seconded: Naomi White

Motion: Carried

12. PUBLIC LIABILITY INSURANCE STATEMENT

The AHTA has a Public Liability Insurance Policy of \$10,000,000. The break down is as follows:

Association Liability –	
Professional indemnity	\$10,000,000 any one claim and \$20,000,000 in the aggregate
Public/Products Liability -	\$10,000,000 any one occurrence
Voluntary Workers Personal -	\$100,000 Death and Capital Benefits
Accident Insurance	(Further benefits per schedule)

13. APPOINTMENT OF AN AUDITOR

Motion 9: 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: Katherine Pritchard Seconded: Judith Wilton Motion: Carried

14. MOTIONS ON NOTICE

MEMBERSHIP

Motion 10: That the wording in the Own Rules is amended to reflect the need for all new members to meet the same criteria before being accepted in to the AHTA.

Proposed: Jo O'Sullivan Seconded: Amy Geach Motion: Carried

To become effective, this will require members passing the special resolution below

Reasoning and effect:

The current wording of the Conferred Membership criteria was vague which led to some problems with consistency when people were approved using these criteria. Therefore we wish to change the wording to reflect the need for all new members to meet the same criteria before being accepted into the AHTA.

Special Resolution to change Own Rule 5(b) to:

Occupational Therapists and Physiotherapists, who are members of hand therapy associations in USA, Canada or New Zealand may be accepted as Members of the AHTA on submission and acceptance of a 3-month log. They must also provide recommendation from an AHTA or AHSS Member. Occupational Therapists and Physiotherapists who are members of hand therapy associations in other countries which are IFSHT members, but do not have requirements of equal rigor to Australian requirements, can apply for full membership as per standard practice but do not need to be an associate member for a year prior to the application.

Motion 11: That the special resolution to change Own Rule 5(b) of the AHTA be passed:

Proposed: Rebecca Crowley Seconded: Naomi White Motion: Carried

THREE-YEAR TERM OF PRESIDENCY

Motion 12: That the AHTA adopt a three year term of presidency comprising president elect, president and immediate past president

Proposed: Beth Taylor Seconded: Helen Burfield Opposed: Lynn Miles Motion: Carried

Motion 13: That the positions of President and President Elect be elected at the 2014 Annual General Meeting, and thereafter the President Elect to be elected annually at each Annual General Meeting in accordance with the Own Rules

Proposed: Beth Taylor Seconded: Jen Kaess Opposed: Lynn Miles Motion: Carried

Motion 14: That after the 2014 Annual General Meeting the position of Vice President will be defunct.

Proposed: Beth Taylor Seconded: Amy Geach Opposed: Lynn Miles Motion: Carried

Motion 15: Combine the roles of Queensland Divisional Representative and Secretary to allow for the inclusion of the extra position of immediate Past President on the Management Committee in 2014

Proposed: Beth Taylor

Seconded: Joy Hanna

Motion: Carried

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

Reasoning and effect: To reflect the change to a three year term of presidency

If motions 10-13 are carried, the following special resolutions are proposed.

Special Resolution to change Own Rule 13 to:

13. (1) The management committee of the Association must comprise a minimum of seven and a maximum of sixteen financial Members and shall include the presidency (comprising president elect, president and immediate past president), treasurer, and a representative from each Division in which members reside.

(2) (a) Members of the management committee, other than the secretary and the presidency will:

(i) Be elected for a two-year term, with elections being every two years

(ii) Be a financial Member of the Association

(b) The Presidency will:

(i) Be elected for a three-year term, with elections being every year for the president elect position, continuing as president and immediate past president in the two subsequent years.

(ii) Be a financial member of the Association

(3) (a) 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.

(b) The two-year term for management committee shall commence on the 1st February following the AGM at which the members are elected.

Motion 16: That the special resolution to change Own Rule 13 of the AHTA be passed:

Proposed: Janet Dindler

Seconded: Kathy Minchin

Motion: Carried

Special Resolution to change Own Rule 22 (2)

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.

Motion 17: That the special resolution to change Own Rule 22(2) of the AHTA be passed.

Proposed: Megan Fitzgerald

Seconded: Beth Taylor

Motion: Carried

Motion 18: To reflect the special resolutions above, "Vice President" will be replaced with President Elect throughout the Own Rules as appropriate

Proposed: Helen Burfield

Seconded: Megan Fitzgerald

Motion: Carried

AHPRA GUIDELINES

Motion 19: To comply with the new Australian Health Practitioner Regulation Agency guidelines, terminology is amended in the own rules.

Proposed: Susan Peters

Seconded: Belinda Hession

Motion: Carried

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

Special Resolution to change Own Rule 4 (3)(iii)

Use the letters "Member AHTA" in correspondence and printed material

Motion 20: That the special resolution to change Own Rule 4(3)(iii) of the AHTA be passed.
Proposed: Rebecca Crowley Seconded: Katie Whittle Motion: Carried

Special Resolution to change Own Rule 4 (4)(a)(iii)

Use the letters "Honorary Member AHTA" in correspondence and printed material

Motion 21: That the special resolution to change Own Rule 4(4)(a)(iii) of the AHTA be passed.
Proposed: Jane Skeen Seconded: Helen Burfield Motion: Carried

Special Resolution to change Own Rule 4 (4)(b)(iii)

Be entitled to use the letters "Life Member AHTA" on correspondence and printed material.

Motion 22: That the special resolution to change Own Rule 4(4)(b)(iii) of the AHTA be passed.
Proposed: Tracey Clark Seconded: Janet Dindler Motion: Carried

REMUNERATION PACKAGES FOR MANAGEMENT COMMITTEE 2013

Motion 23: That the President remuneration package contains the following:
Airfare, accommodation and registration costs at the AHTA National Conference.
Membership fee waived for term in office, additional expenses (corporate credit card) and
3 CPD points per year.
Proposed: Judith Wilton Seconded: Janet Dindler Motion: Carried

Motion 24: That the Executive remuneration package contains the following:
Registration fee for AHTA National Conference, membership fee waived for term in office
and 3 CPD points per year
Proposed: Catherine Reid Seconded: Naomi White Motion: Carried

Motion 25: That the Divisional Representative remuneration package contains:
Registration fee for AHTA National Conference and 3 CPD points per year
Proposed: Tracey Clark Seconded: Florence Check Against: 4 votes Abstain: 3
Votes Motion: Carried with 57 votes in favour

15. GENERAL BUSINESS

15.1 2014 Membership Fees

The GST-inclusive Annual Fees for the year 01/01/2014 to 31/12/2014 shall be:

MEMBER	\$343.50
ASSOCIATE	\$343.50
SIX MONTHLY FEE	\$180.00
AFFILIATE Membership	\$75.00
NEWSLETTER SUBSCRIBER (Australia)	\$60.00
NEWSLETTER SUBSCRIBER (Overseas)	\$77.00
INTEREST GROUP FEE per meeting FOR NON MEMBERS	\$30.00

15.2 Conference 2015 Western Australia

Motion: That the 2015 AHTA Conference be held in Western Australia during the month of
October or November 2015.

Proposed: Susan Peters Seconded: Rebecca Crowley Motion: Carried

15.3 Strategic Plan Update

The management committee compiled and implemented a new 5-year strategic plan for
2013-2018.

16. Other Business

CLOSE OF MEETING

Rosemary Prosser closed the meeting at 9:05am