



**Minutes of the Australian Hand Therapy Association Inc
Annual General Meeting Saturday 11th October 2014
Held in Conjunction with the National Conference 2014
Gold Coast, QLD**

PRESENT

1	Adrian Jollow	33	Gemma Craig	65	Megan Fitzgerald
2	Amy Geach	34	Gloria Spratt	66	Melanie Forbes
3	Anna Scott	35	Grace Lam	67	Meredith Rogers
4	Anne Clapham	36	Gretel Evans	68	Michael Ward
5	Anne Wajon	37	Heather Taylor	69	Nadia Smit
6	Barb Hall	38	Helen Burfield	70	Natalie Hinkley
7	Barb Popp	39	Helen Scott	71	Ngairie Turnbull
8	Barb Watson	40	Jane Gorton	72	Nicola Cook
9	Ben Cunningham	41	Jeff Sanderson	73	Nicole Bosci
10	Bernadette Kelly	42	Jennifer Kaess	74	Olga Alkin
11	Beth Taylor	43	Jenny Ball	75	Ranji Jayawardena
12	Carla Bingham	44	Jessica Mirabile	76	Rebecca Crowley
13	Carolyn Asman	45	Jo Marsh	77	Renee Lim
14	Carolyn Donnelly	46	Jo O'Sullivan	78	Rosemary Prosser
15	Cate Menzies	47	Jordan Lefmann	79	Rosie Koh
16	Catherine Reid	48	Joseph Tuppen	80	Sally Colwell
17	Cathy Merry	49	Julie Condon	81	Sandra Hookins
18	Catie Boag	50	Karen Fitt	82	Sara Brito
19	Celeste Glasgow	51	Katherine Dalton	83	Sarah Baxter
20	Christina Harwood	52	Kathy Minchin	84	Sarah Dixon
21	Christine Cumerford	53	Katie Anjou	85	Shannon Edwick
22	Clare Maple-Brown	54	Katie Pearson	86	Suna Van Staden
23	Dave Parsons	55	Katie Whittle	87	Susan Peters
24	David Coles	56	Kirsten Cook	88	Suzanne Caragianis
25	Dion Sandoz	57	Kylie Flynn	89	Therese Guild
26	Elaine Leahy	58	Laura Griffiths	90	Tracey Clark
27	Elizabeth Dalla-Pozza	59	Laura Shorney	91	Vanessa Grant
28	Elizabeth Ward	60	Leanne Graham	92	Victoria Tricardos
29	Emily Marchant	61	Louise Brown	93	Vidyadhar Putha
30	Erin Harders	62	Louise rutter	94	Virginia Wise
31	Faye Wiffen	63	Marguerite Copley	95	Wing Wah Tse
32	Felicity Thorley	64	Meg Schibli		

1. OPENING FORMALITIES

Tracey Clark, President of the AHTA welcomed Life Members, Members and Associates and declared the meeting open at 08:02am. A quorum was declared. There were 66 Full Members present and 4 Proxies totalling 70 eligible votes.

Motion 1: That the notice convening the 2014 Annual General Meeting for the Australian Hand Therapy Association Inc be confirmed

Proposed: Jo O'Sullivan

Seconded: Megan Fitzgerald

Motion: Carried

2. APOLOGIES & TABLING OF PROXIES

Apologies were noted and proxies were tabled and recorded: Hamish Anderson, Katie Anderson, Jennie Graetz, Joy Hanna, Belinda Hession, Charlotte Nash and Beverley Trevithick

Member

Hamish Anderson
Katie Anderson
Jennie Graetz
Joy Hanna
Belinda Hession
Charlotte Nash
Beverley Trevithick

Appointed Person

Tracey Clark
Vote Received

Vote Received
Rosemary Prosser

3. CONFIRMATION OF MINUTES OF PREVIOUS ANNUAL GENERAL MEETING

Motion 2: That the minutes of the 2013 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: Rosemary Prosser 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 Tracey Clark read her report to the meeting, a copy of which is contained in the AHTA 2014 Annual Report, previously distributed to all members.

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

Proposed: Beth Taylor Seconded: Helen Burfield Motion: Carried

7. TREASURER'S REPORT

David Parsons read his report to the meeting, a copy of which is contained in the AHTA 2014 Annual Report, previously distributed to all members.

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

Proposed: Amy Geach Seconded: Barb Hall Motion: Carried

8. Auditor's report presented and tabled

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

Proposed: David Parsons Seconded: Barb Hall Motion: Carried

9. ADMINISTRATION MANAGER'S REPORT

Sarah Dixon read her report to the meeting, a copy of which is contained in the AHTA 2014 Annual Report, previously distributed to all members.

Motion 6: That the Administration Managers report be accepted.

Proposed: Beth Taylor

Seconded: Amy Geach

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

Leith Nicholson NSW

Associate Members Upgrading to Full Members

Carolyn Asman TAS

Taryn Lester QLD

Barbara Popp QLD

Frances Black TAS

Renee Lim NSW

Meredith Rogers NSW

Jasmine Cameron WA

Clare Lion QLD

Damien Silvester QLD

Catherine Chong NSW

Jo Marsh SA

Jane Smith NSW

Sally Colwell QLD

Melanie McCulloch VIC

Suzie Stinton NSW

Elizabeth de Carteret NSW

Angela O'Connor QLD

Adrienne Stokes QLD

Rebecca Kevill WA

Lucille Paton NSW

Heather Taylor NSW

Associate Members

Margot Afford VIC

Kelsey Haskell WA

Monty Moss QLD

Lucinda Allen WA

Karyn Hayes NT

Belinda O'Connor VIC

Lisa Bachmayer NT

Lauren Heslop QLD

Thomas Orr QLD

Zac Barrett NSW

Natalie Hinkley VIC

Tanya Pfeifer QLD

Rose Bartram VIC

Samuel Holmes QLD

Scott Pickering WA

Helen Bates-Wilson QLD

Michael Hosking VIC

Kara Pocervina VIC

Anna Begbie QLD

Rosemary House VIC

Jessamy Powers VIC

Georgina Berger WA

Karlee Jack WA

Vidyadhar Putha QLD

Sally Bewley QLD

Chad Jordan QLD

Keryn Ramaker NSW

Karen Burford SA

Prideaux Joyce NSW

Carly Rankin QLD

Kara Cepo WA

Supriya Karnik QLD

Caitlin Rawstron NSW

Aiwen Chan NSW

Rebecca Kilty NSW

Kate Rayner QLD

Anne Clapham VIC

Dylan King SA

Yvette Robert WA

David Cole QLD

Suzanne Kirrane VIC

Renee Rock VIC

Charlotte Cunneen WA

Rosiemarie Koh VIC

Jeffrey Sanderson VIC

Travis Cushion QLD

Sarah Lyall-Watson QLD

Kaitlyn Saunders QLD

Tim Darch WA

Rosie Manners TAS

Nadine Sexton VIC

Katrina de Carvalho NSW

Emily Marchant QLD

Gloria Spratt NSW

Emily Donovan VIC

Sophie Marden NSW

Kirsty Stafford QLD

Sarah Findlay QLD

Rennae McConnell WA

Jay Stevenson QLD

Libby Fleming SA

Amelia McGregor NSW

Abirami Subramanian VIC

Archena Fuller QLD

Georgia McGuinness SA

Gregory Sullivan NSW

Claire Gehringer SA

Michelle McIntosh VIC

Anna Thompson VIC

Anna Gorman VIC

Samantha Mears WA

Nicole von Kleist QLD

Brendan Gray QLD

Jody-Anne Mills QLD

Daniel Vukovic NSW

Ellen Gulin WA

Jodie Morris QLD

Melissa Wallace NSW

Sarah Walsh NSW
Louisa Wardrope UK
Matthew White VIC

Erin Williams VIC
Teresa Willis VIC
Amy Wiseman QLD

Sascha Wood WA
Jennifer Woodward TAS

Affiliate Members

Julia Baumgartner VIC
Bhavana Jha QLD

Dajana Dedic VIC

India Fenelon 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: Kathy Minchin

Motion: Carried

12. ELECTION OF OFFICE BEARERS

The following nominations for AHTA Management Committee 2014-2016 have been received

Office	Nominee
President Elect	Helen Burfield - elected unopposed
Treasurer	David Parsons - elected unopposed
Secretary	Katie Whittle - elected unopposed
Membership Secretary	Kylie Flynn - elected unopposed
Knowledge & Resources	Dion Sandoz - elected unopposed
Education	
Marketing Promotions	Clare Maple-Brown – Proposed: Beth Taylor Seconded by Kylie Flynn, - elected unopposed
Communications	Catherine Reid – Proposed: Jennifer Kaess Seconded: Anita Clerke – elected unopposed
State & Territories Officer	Jennifer Kaess

The Education Portfolio remains vacant at the time of publishing these minutes. Full members are encouraged to apply for this position by informing Sarah Dixon at the AHTA office.

12. Appointment of Divisional Interest Group Coordinators

ACT – Elizabeth Dalla-Pozza

NSW – Nicola Cook, Nadia Smit, Michele Chim and Victoria Tricardos

NT – Jayne Donovan

QLD – Frances Black and Amanda McKillop

SA - Kathy Minchin

TAS – Marlene Kalis

VIC – Luke Robinson

WA – Stuart Wilson and Yvette Robert

13. Appointment of State and Rural Mentors

NSW/ACT – Cathy Merry, Naomi White

QLD- Katie Whittle

SA – Suzanne Caragianis

VIC – Hamish Anderson

WA – Helen Fitzgerald

14. Appointment of Research and Scholarship Committee

Andrea Bialocerkowski, Tracey Clark, Celeste Glasgow, Nicola Massy-Westropp, Lauren Miller

15. Appointment of Education Subcommittee

Katie Anderson, Sally Colwell, Ben Cunningham, Cara Gilbert, Anna Scott, Kerry Stingel, Judith Wilton,

16. Appointment of Advocacy Committee

Barbara Hall, Rosemary Prosser, Judith Wilton

17. Appointment of Governance Committee

Tracey Clark, Sarah Dixon, Katie Whittle

Elections for the above positions were held following normal voting conventions

18. PUBLIC LIABILITY INSURANCE STATEMENT

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

Association Liability –

Professional indemnity \$20,000,000 any one claim and

\$30,000,000 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)

19. APPOINTMENT OF AN AUDITOR

Motion 8: 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: Dion Sandoz

Motion: Carried

20. MOTIONS ON NOTICE

MEMBERSHIP

Motion 9: That the wording in the Own Rules is amended to streamline the membership application process and the composition of the Executive Management Committee.

Proposed: Tracey Clark

Seconded: Carla Bingham

Motion: Carried

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

Special Resolution to change Own Rule 8(1):

At the next meeting of the management committee after the receipt of any application and the non-refundable application fee applicable for any class of membership other than Newsletter Subscriber, such application shall be considered by the management committee, who shall thereupon determine upon the admission or rejection of the applicant.

Replace paragraph with:

After the receipt of any application and the non-refundable application fee applicable for any class of membership other than Newsletter Subscriber, such application shall be considered by the Membership Secretary, who shall thereupon determine upon the admission or rejection of the applicant.

Motion 10: That the special resolution to change Own Rule 8(1) of the AHTA be passed.

Proposed: Tracey Clark

Seconded: Carla Bingham

Motion: Carried

Special Resolution to change Own Rule 8 (2):

Any applicant, who receives a majority of the votes of the members of the management committee present at the meeting either in person or via tele or videoconference at which such application is being considered or, by resolution in writing in accordance with rule 20, must be accepted as a member to the class of membership applied for.

Delete: Paragraph (2)

Motion 11: That the special resolution to delete Own rule 8(2) of the AHTA be passed.

Proposed: Tracey Clark

Seconded: Carla Bingham

Motion: Carried

Special Resolution to change Own Rule 8(3):

The secretary of the association must, as soon as practicable after the management committee decides to accept or reject an application, give the applicant a written notice of the decision.

Delete: 'Management Committee' and replace with 'Membership Secretary'

Motion 12: That the special resolution to change Own Rule 8(3) of the AHTA be passed

Proposed: Tracey Clark

Seconded: Carla Bingham

Motion: Carried

Special Resolution to change Own Rule 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 Secretary and a representative from each Division in which members reside.

Replace paragraph with:

The management committee of the Association must comprise financial full members, which shall include, but not be limited to, the presidency (president elect, president and immediate past president), treasurer, and secretary.

Reason: Not required to be included in our Own Rules, this should only be stated in our By-Laws. This will simplify our Own Rules.

Motion 13: That the special resolution to change Own Rule 13(1) of the AHTA be passed.

Proposed: Tracey Clark

Seconded: Beth Taylor

Motion: Carried

Discussion followed. Action: All detailed comments and considerations from this meeting will be taken back to management committee level for further discussion. We will suggest how it may affect the fee structure for the entire membership and then make a decision based on that reflection.

Tracey Clark President:

I would like to repeat my sincere thanks to all of the outgoing members of the management committee and to the committees and subcommittees. The AHTA's operations, growth and development wouldn't have been possible without your dedication and professionalism, so I'd like everyone to join me in thanking those persons.

CLOSE OF MEETING

Meeting was closed at 9:28am.

Citation for Life Membership: Amy Geach

Proposed: Beth Taylor, Member AHTA

Seconded: Ben Cunningham, Member AHTA

Amy Geach is an extraordinary clinician, businesswoman and innovator. An AHTA member since 2005, Amy is a passionate advocate of excellence in hand therapy.

I have known Amy since 2008 when we both served on the AHTA Management Committee. She held the Communications portfolio for two consecutive terms and in that role transformed the “brand” of our newsletter and our Association.

In 2011, Amy was commissioned to profile hand therapy in Australia for the AHTA. She developed and surveyed all AHTA members in 2012 and collated this information. She has since presented these results to the AHTA Management Committee, and to the membership through webinar and newsletter. This was the first such profile in Australia and has provided valuable information for our profession.

Alongside these achievements, Amy runs an efficient hand therapy service in Wagga Wagga NSW. Riverina Hand Therapy recently won a business award for workplace culture. She employs and trains two therapists, one of whom was a new grad when she started with Riverina Hand Therapy. Amy generously shares hand therapy practice “pearls” with colleagues and aspires to give back to a profession she has learned so much from.

Maida Learning is one of Amy's unique innovations. She established Maida Learning last year with the aim to provide education, resources and support for allied health professionals and private practice owners in Australia. The inaugural Healthy Practice Conference has recently been held in Canberra and was of the usual high standard we have come to expect from anything Amy turns her hand to.

Amy has unselfishly given of her time and energy to the AHTA to help promote Hand Therapy in Australia and generously shares information and expertise with her colleagues. I warmly recommend Amy Geach to you for Life Membership.

Beth Taylor
Member AHTA
23rd May 2014

Citation for Life Membership: Liz Ward

Proposed: Beth Taylor, Member AHTA

Seconded: Helen Burfield, Member AHTA

Liz has been an active member of the association on a state and national level for many years. She became an associate in 1997 and has been a full member since 2005.

I have known Liz since the late 1990s as a colleague and friend in hand therapy. She is an amazing clinician and businesswoman, someone who is always willing to share her expertise, but without judgment or bias. Her logical clinical reasoning is generously shared with her colleagues.

In 2006 Liz was elected Vice President of the association, a role she continued for two terms. (2006-2010). That in itself is a massive contribution to the association. Liz was instrumental in the extensive development of the research and scholarship subcommittees; in the commencement of the AHTA's subscriptions to online journals; and initiating succession planning for AHTA management. She also contributed significantly in the establishment of the Strategic Plan in 2007 and has continued involvement in the association to the current time. Little known is the importance of the VP to the AHTA President and Liz's presence in that role was invaluable to both President's she worked with.

Liz is one of the unobtrusive background workers in hand therapy and the AHTA. Without her service in the vice presidency much of the running of the association and meeting our obligations would have failed or been left undone. Liz has continued this background work in her role on the Governance Committee since 2010, which she now chairs. This committee has developed sound governance processes for the Association, which provides necessary protection.

She has unselfishly given of her time and energy to the AHTA to help promote Hand Therapy in Australia as well as assist her colleagues in hand therapy. I warmly recommend Liz Ward to you for Life Membership.

Beth Taylor
Member AHTA
23rd May 2014