



AUSTRALASIAN ASSEMBLY OF VOLUNTEER FIRE BRIGADE ASSOCIATIONS INCORPORATED

MINUTES

OF THE EXECUTIVE MEETING, HELD AT THE AIRPORT MOTEL & CONVENTION CENTRE, MELBOURNE ON THE 2ND & 3RD DECEMBER 2006.

THE PRESIDENT OPENED THE MEETING AT 1300 HOURS ON 2ND DEC 2006.

1. PRESENT

President Bruce Conboy, Vice-President Terry Hunter, Secretary Bruce Corbett, Executive Members Richard Davidson and Ken Schutz.

2. PRESIDENT'S REPORT

President Bruce reported on the following matters –

AFAC

Met with AFAC Roland Orchard and advised everything is virtually in place for the Assembly to become involved with AFAC. Naomi Brown has just been appointed as the new Chief Executive Officer of AFAC and will take up her position on the 11th December.

The Committees that we should have representation on would include OH & S, Training and Volunteers. Suggested we sit in on some Committees as observers in the first place to see where we fit in. Committees meet in Melbourne over 4-5 days in the same week.

Would set up a meeting with the new CEO in the near future. It appears that AFAC can help financially and we could look for support for meeting and accommodation costs but they would not be interested in covering travel costs. Whilst AFAC were prepared to assist with Secretarial work it was not felt necessary to pursue this at the present time.

Agreed to write a letter to new CEO, congratulating her on her appointment and advising that the Assembly was keen to become part of AFAC and are willing to fit in where appropriate, pointing out that we believe representation from members of our Volunteer organisations would be an asset to AFAC.

VOLUNTEERING SURVEY

The President tabled a copy of the findings of a survey carried out by Anglicare on “The Cost of Volunteering”. (Copy to be circulated electronically). This is the first survey of this kind ever conducted.

It was noted that no volunteer firefighter input had been included in the survey as this was due to the fact that AFAC had pulled out of being part of the survey just prior to its commencement; this despite the fact that volunteer fire fighters make up by far the largest proportion of volunteers in the country.

It was agreed to write to AFAC asking why this occurred and suggesting a complimentary survey being carried out to see what is the cost of volunteering as a fire fighter.

EMERGENCY MANAGEMENT AUSTRALIA

The President attended the EMA Volunteer’s forum in Sydney on the Thursday prior to the meeting and agreed to circulate a suggestion for consideration of members in relation to volunteer fire fighters having only one representative on EMA when we make up over half of all volunteers in emergency services in Australia.

The President agreed to follow this up and also the application through EMA for a grant to assist this organisation in operational expenses detailed in the Annual Business Plan later in these minutes.

3. FINANCIAL MATTERS

The Secretary tabled a financial report showing transactions from the 1st July 2006 until the 31st October 2006. This report showed a Credit Balance of \$39,847.90 being made up of the General Account \$7923.39 and the Wildfire Rose Account \$31,924.51

He also reported that as yet no account had been received from the CFA Victoria for the Fiskville meeting costs, although some individuals and associations had already paid. Those that haven’t would receive an account when the costs are known.

The meeting was also advised that the matter of untraced funds had now been sorted out and the changing of names as signatories of the accounts had only just been finalised as it had taken some time for the books to be received from the previous Secretary.

Because of the delay in sorting out these matters the Wildfire Rose account still remained in a trading account and has not been invested in a satisfactory interest bearing account at this stage.

The Secretary recommended that the Secretary and Treasurer's job be split and felt it would be much easier if another person took on the Treasurer's job. This would ease the workload somewhat and just allow the Secretary to concentrate on one role.

Discussions had been held with the President and it had been suggested that Bob Horner from Victoria might be interested in taking on the Treasurer's role.

The Secretary also reported that the Annual Meeting at Fiskville had approved bank signatories, which included Richard Davidson from New Zealand. Problems arose in attempting to change these names over and get Richard's name on the accounts as he lives in another country and the Bank (National) told me it would virtually be impossible to implement.

It was suggested that if the Executive agreed to appoint a Treasurer that the Bank Signatories be changed and new Treasurer be added to join the President and Secretary.

Moved Terry Hunter, Seconded Ken Shutz:

“That the Executive accept this recommendation and the President approach Bob Horner to see if he is willing to take on the position of Treasurer, and if so, he be appointed; and the Signatories on the bank accounts be Bruce Conboy, Bruce Corbett and Bob Horner”.

CARRIED

Moved Richard Davidson, Seconded Terry Hunter:

“That the Treasurer check out the situation in relation to tax exemption through the Australian Taxation Office for our Assembly and that he arrange for the Wildfire Rose Account funds to be invested in a suitable interest bearing account, as soon as possible”.

CARRIED

4. STRATEGIC PLAN

A copy of the Strategic Plan showing the changes approved both at Auckland in 2005 and Fiskville in 2006 was tabled for consideration by the Executive.

Moved Ken Schutz, Seconded Bruce Corbett:

“That the Strategic Plan, with the changes approved, a copy to be circulated as an attachment to these minutes be adopted”.

CARRIED

5. CONSTITUTION

Considerable discussion took place on the Constitution and the amendments that had been foreshadowed in Auckland and the suggested changes made from the Fiskville Meeting,

The Executive decided that following the acceptance of the changes at this meeting the completed document be submitted for adoption at the Annual General Meeting in Tasmania in September and any other changes made at future AGM's.

There have been a number of changes made, but the main ones that members need to be aware of is that the Executive to become known as "The Board" and this does away the need for an Executive as well as a Board of Directors, also the Officers and Board members being appointed for a two-year term. The Constitution also allows for the appointment of a Treasurer, who will not have voting rights unless appointed as a delegate.

Moved Ken Schutz, Seconded Richard Davidson:

"That after considerable discussion and consideration of the recommendations from the Auckland and Fiskville Meetings, the Constitution, a copy to be circulated as an attachment to these minutes, be presented for formal adoption at the Annual General Meeting in Hobart in 2007 and any future changes be dealt with as per the provisions of the Constitution".

CARRIED

6. NEXT YEARS ANNUAL MEETING

The Secretary advised that preliminary investigations into a suitable venue for next years Annual Meeting in Hobart had commenced. An organising committee had been established between the two Tasmanian Associations and would be meeting early in the New Year.

Members felt it would be a good idea to invite the new CEO of AFAC Naomi Brown to be a keynote speaker and the President to make preliminary investigations on this possibility.

It was also agreed that member associations should be asked for any suggestions regarding a Theme for the meeting and the Board to approve a theme at its next meeting.

7. MUDGEE CONFERENCE

The New South Wales Rural Fire Service will be holding their Annual Conference in Mudgee in June 2007 and have invited members of the Executive to attend.

It was decided that the President would discuss arrangements with Andy Jaffray NSWRFSA, and then organise for the Executive to have another meeting at that venue.

8. WEBSITE

The Secretary reported that Mathew Philpott from Tasmania who had offered to assist in updating the Website had been seeking some prices to run the current site and the annual cost would be \$170.

Terry Hunter advised that if Mathew was finding difficulty with the time to put into the website then he has someone in WA who is willing to take it on as it needed a lot of work and needed to become interactive with links to all member websites.

The Secretary agreed to discuss with Mathew and liaise with Terry on this issue.

9. COST OF BOARD MEETING

Moved Ken Schutz, Seconded Terry Hunter:

“That the cost for Board and Assembly meetings for the Board members be met out of the Wildfire Rose Account and if any assistance is forthcoming from AFAC in relation to meeting costs for accommodation and meeting facilities, then this be refunded back to that account”

CARRIED

It was estimated that for travel, accommodation and meeting facilities the cost of this meeting would be in the vicinity of \$3,500.

PROCEEDINGS FOR SAT 2ND DEC 2006 CONCLUDED AT 1730 HOURS

PROCEEDINGS FOR SUN 3RD DEC 2006 COMMENCED AT 0900 HOURS

10. ANNUAL BUSINESS PLAN

An annual Business Plan for 2006/2007 was formulated after considerable discussion, a copy to be circulated as an attachment to these minutes.

11. CONCLUSION

In concluding the meeting The President advised that he would be preparing a newsletter for circulation to members.

Members agreed that AFAC should recognise that the Assembly is the volunteer representative body, not the Volunteer Managers alone. First off need to work out which Committees we need to sit on in AFAC, initially starting off as observers as previously outlined.

Where representatives are needed for the various Committees it would be up to the President to call for nominations from member Associations, the Board to make the appointment, with the representatives reporting back through the Secretary as required.

THE MEETING CLOSED ON SUN 3RD DEC 2006 AT 1100 HOURS

Confirmed

President

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ACTION LIST FROM BOARD MEETING DEC 2006

| | ITEM | ACTION BY | TIME / COMMENTS |
|-----------|--|-------------------------------------|--------------------------------|
| 1 | Meeting CEO AFAC – discuss funding assistance | President | Jan 2007 |
| 2 | Letters AFAC –new CEO and volunteering survey | Secretary | Dec 2006 - Jan 2007 |
| 3 | Application for Grant EMA | President | By end Jan 2007 |
| 4 | Financial – Fiskville Account – Treasurer’s role (Bob Horner) | President | By end Jan 2007 |
| 5 | Tax Exemption ATO – Invest Wildfire Rose funds | Treasurer | Prior to 2007 AGM |
| 6 | Strategic Plan and Constitution adoption | Assembly | AGM 2007 |
| 7 | Organisation 2007 Conference | Tas organising Cttee | On-going |
| 8 | Mudgee Conference and Board Meeting | President | Jan 2007 |
| 9 | Webmaster | Secretary Vice-President | Jan 2007 |
| 10 | Annual Business Plan | As detailed in the plan | As detailed in the Plan |
| 11 | President’s newsletter | President | As applicable |