

Minutes of the Board teleconference - 22 July 2019

Agenda Items	Welcome and Opening remarks from the President	Proposer seconded
Attendance	Brenda Searle; Karen Wilkins; David Brasted; Rachel Hows; Hun Kim; Meo Sijin; Janelle Lorenzini; Phil Halstead; Sune Neilsen;	
Apologies	Poppy Krallidis ; Lorraine Dailey; Janelle Lorenzini	
Absent	Tanya Ellsworth	
Move to ratify the minutes of the last meeting as correct.		
AGM/Symposium	<p>Marketing update from Janelle (via email)</p> <ul style="list-style-type: none"> • PACFA paid today and waiting for email reply of when advertisements will be out. • AASW has been paid and received with two advertisements for July and August going out. • AIPC has sent out a mail out to all students and graduates regarding the event via email and also on their FB page. • Hypnotherapy to send an invoice for payment - have followed this up today requesting invoice. • PCA global email went out to all members. • Janelle also recommended to create a live FB paid post to target counsellors in Sydney who are not linked with the associations or may not see any advertisements. This recommendation was put on hold until closer to the date following a check on how many people have registered. • Janelle to send a global email with Symposium information to PCA members. Members will be advised that supervision will be available provided that there is enough volunteers. Sune to follow up with Janelle. <p>Symposium Update</p> <ul style="list-style-type: none"> • 25 people have registered. • Minimum amount needed (to cover costs) is 68 people. • The early bird discount will be extended until the 7th - 8th of August (2 weeks after the global email is sent). • Gift cards and room details such as food still to be organised. • Before any new marketing goes ahead, there will first be a check on how many people have registered. <p>Supervision</p> <ul style="list-style-type: none"> • There are 7 supervisors currently attending. A minimum of 15 supervisors is required. • Each branch to request supervisors to attend. • Janelle is in the process of creating 6 case studies for the event and will send around for review. <p>Certificates</p> <ul style="list-style-type: none"> • David has received a template. Brenda advised what information needs to go on the certificate. • The decision to email the certificates following the event or give them to attendees on the day has been put on hold until closer to the date following a check on how many people have registered. 	

	<p>Accomodation</p> <ul style="list-style-type: none"> • Phil sent the accommodation information to Lorraine. • Phil to email the accommodation information to Janelle (and cc Brenda). • Sune to ask Janelle to add the information to the bottom of the flyer/email. 	
Treasurer's Report	<ul style="list-style-type: none"> • Karen advised that there is \$19,526 in the bank account. • Karen and Sune to discuss financial issues at a later stage. • All branches to send the last 4 numbers of their PCA banking card to Karen. • If you don't receive an answer to an email sent to the treasurer, follow up with Karen. • Money for memberships are still coming in (and will continue until late August). 	
New Accounting Software	Karen proposed that the PCA purchase Xero which will cost approximately \$1,400 including set up and 12 months of use.	Karen Brenda Unanimously accepted
Supervision	<ul style="list-style-type: none"> • Karen advised that she is receiving many claims from supervisors to be reimbursed for their supervision. • Brenda advised that currently each branch receives \$1,000 for the year for food, gifts cards, Christmas party and other costs for the branch. This amount is excluding the room hire which is paid separately but there is a guideline of a maximum of \$200 per meeting. • Supervisors volunteer to be a supervisor at the meetings (in line with the ACA guidelines). • Previously the PCA would reimburse the supervisor for 3 sessions of their own supervision if they had been a supervisor for the full 12 months (attending each meeting) and on the recommendation of the branch convenor. • The minutes of each branch meeting must state who the supervisors were at the meeting. • The PCA needs to decide if supervisors will be reimbursed going forward or if they will be shown appreciation in other ways such as a gift card. • The decision to reimburse supervisors or appreciate them in a different way has been put on hold to be revisited before the end of the year. • Karen to advise supervisors via email that this matter has been put on hold. 	
Minutes	Rachel Hows to prepare the minutes of the meeting and send to Lorraine. Minutes will be sent out in pdf version going forward.	
Next meeting	Teleconference via Zoom 5 August commencing at 7:30pm Sune to advise link reference	