

Minutes of the Board teleconference – 11 August 2019

Agenda Items	Welcome and Opening remarks from the President	Action
Attendance	Brenda Searle; Karen Wilkins; David Brasted; Rachel Hows; Sune Neilsen; Phil Halstead; Lorraine Dailey; Poppy Krallidis	
Apologies	Janelle Lorenzini;	
Absent	Meo Sijin; Hun Kim; Tanya Ellsworth;	
Move to ratify the minutes of the last 2 meetings as correct.		
AGM/Symposium	<p>General</p> <ul style="list-style-type: none"> • The PCA is going ahead with the Symposium, regardless of the number of attendees. • There is no cancellation policy for Blue Knot. The PCA will go ahead with both speakers. • Board members are required to register and pay for the Symposium. • There will be a board meeting on the Friday night before the Symposium. Sune to send email. • Still to work out roles on the day. • Sune to email branches for the card numbers that haven't yet been provided. <p>Symposium Update</p> <ul style="list-style-type: none"> • 44 attendees registered (plus board members). • It was agreed at the last meeting to extend the early bird, Sune to update the website. • 4 people have registered at the full fee price. Sune to send Karen a list of names and Karen will contact them to refund the difference. <p>Supervision</p> <ul style="list-style-type: none"> • When closer to the date, the number of supervisors will be determined. <p>Accommodation</p> <ul style="list-style-type: none"> • Sune will book hotel accommodation for board members who will be attending the Symposium. Let Sune know by Wednesday if you will attend. <p>AGM</p> <ul style="list-style-type: none"> • Lorraine has emailed details and of who needs to re-nominate for the board. The forms are also on the website under documents. Return forms to Lorraine. • Sune to re-send email from Lorraine with the details. • Officeholders will need to write a paragraph each on the year gone by and what's coming up in the year ahead for the annual report. Send to Lorraine. • Karen to include what the PCA expects from the branches going forward. • The annual report and minutes from the previous meeting will be circulated in advance of the AGM. • Attendees will need to vote on the auditor for the following year. 	<p>Sune</p> <p>Sune</p> <p>Sune</p> <p>Karen</p> <p>Sune</p> <p>Everyone</p> <p>Sune Officeholders</p> <p>Karen</p>

Next meeting	Teleconference via Zoom 19 August commencing at 7:30 Sune to advise link reference	
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