

University OH&S Officers Association of Australasia

Minutes of the Annual General Meeting held on July 9, 1997 at Flinders University, SA.

The Annual General Meeting was held in the Tele-Theatre, Flinders University, Adelaide, South Australia, and opened at 4:20 pm. Cherilyn Tillman, President of the Association, convened the meeting.

Present:

John Small	Western Sydney - Nepean
Peter Maxwell	Charles Sturt
Shelley Kerkham	Sydney
Doug Pringle	Massey
Michael McLachlan	Southern Queensland
Meg Ralph	Monash
Barry Pratt	Queensland
Lana Conic	Griffith
Mike Gavin	Edith Cowan
Pat Greethead	Flinders
Cherilyn Tillman	Monash
Graham Suckling	Melbourne
David Lloyd-Jones	University of Technology, Sydney
Grant Vosu	Western Sydney - Macarthur
Chris Hill	Adelaide
Stephen Thomas	Adelaide
Luke Verhoogt	Western Australia
John Hewitson	Victoria University, Wellington
Linda Sulakatku	Griffith
David Whitehead	RMIT
Ross Sollitt	Central Queensland
Nan Austin	Melbourne
Jon D'Astoli	Sydney
Chris Miller	Adelaide
Leanne Mumford	Sydney

Apologies:

Melissa Haskell	Otago
Stephen Atree-Williams	ANU
Ugo Cernot	Macquarie
Roberta Haski	New South Wales
Murray Giles	New England
Jocelyn Dawkins	Waikato
Sue Kirk	University of Technology, Sydney
Akhtar Qizilbash	Central Queensland
Gerard Bowe	Southern Queensland

1. **Minutes of the 1996 AGM** (19/7/96, Queensland) : Peter Maxwell asked to be added to the list of those present. With this amendment, the minutes were accepted as a correct record (moved Jon D'Astoli, seconded Barry Pratt).

2. **Business Arising from the Previous Meeting:**

2.1 Electronic Communications

Grant Vosu reported on the setting up of the UNIOHS email list. There had been some difficulties, including a change in the list server hardware at UWS. There was general discussion about the usefulness of the list as a means for exchanging information. It was noted that the list was currently open, ie accessible to people outside of Universities. The merits and problems of this were discussed. The main concerns were to avoid being inundated with a large volume of mail and to avoid the list being used for commercial purposes. It was felt that it wasn't necessary to close the list at present. This would require manual entering of subscriptions, rather than automated subscription, which is currently used.

Actions: Grant Vosu to continue to manage the List server

Everyone to contribute ideas, information, announcements, etc.

2.2 Financial Report

(a) Chris Miller presented the financial reports. Seed funds derived from the 1995 Workshop in Brisbane were put into a University of Adelaide account for the 1997 conference. The intention was for the conference to cost-neutral. It appears that a small profit will be made, which the Association can use for future events. Members noted that the 1993 conference at UNSW resulted in an \$1800 surplus that was not transferred, and that the 1996 conference surplus held by University of Queensland had also not been made available for the Association's use. The 1991 surplus provided the seed funds for the 1993 conference. Chris Miller will pursue the consolidation of these surpluses, which will then provide seed funding for the 1999 conference.

(b) Currently the Association does not have its own bank account with two signatories, as has been suggested in the draft constitution. It was agreed that any two of the executive should be able to sign for the bank account.

Action: Chris Miller

3. **Office Bearers**

Jon D'Astoli proposed that the term of four of the current office bearers be extended for another two years. The motion was seconded by Barry Pratt, and carried. The continuing office bearers are:

President	Dr Cherilyn Tillman
Treasurer	Mr Chris Miller
Secretary	Ms Leanne Mumford
New Zealand Liaison	Mr Doug Pringle.

Members noted that Bill Bartolo is no longer a University employee, so couldn't continue as Information Officer. With the advent of the List Server, to some extent Grant Vosu is filling that role. The other aspect is to maintain a contact list of OHS Officers. The current list was circulated to members for revision during the meeting.

Action: Leanne Mumford

4. Future Conferences

1999 - Graham Suckling and Cherilyn Tillman have conferred and recommend Melbourne University, because of its centrality, superior college accommodation and proximity to other accommodation and dining out spots. RMIT also offered to contribute, and another Institution is likely to be co-opted to assist.

2001 - Members noted that the conference would have been held in Melbourne twice, Sydney once, Brisbane, Adelaide, Newcastle and Canberra. Canberra would be a possibility, but without Stephen Altree-Williams present can't be considered. A relatively central location helps to minimise bulk travel costs. It was agreed that the Sydney Region would be the location, with Jon D'Astoli to take the lead.

There was some discussion on the role of the AVCC. The AVCC likes to be informed, and having a connection with the AVCC can assist people in gaining support to attend the conference. However, the AVCC doesn't have much of a role to play in terms of funding the conference.

Actions: Graham Suckling, Cherilyn Tillman, Jon D'Astoli

5. The Way Forward

There was wide-ranging discussion about the objectives of the association, the types of members, the need for a membership directory, and fees and funding. There was general consensus that a formal association was of benefit as a lobby group, to provide membership information, organise conferences, maintain a homepage and possibly provide travel grants and scholarships and other services. The association should be a non-profit group with a formal constitution.

The draft constitution proposes institutional membership and a membership fee, and mentioned the possibility of non-financial members. Comments on the draft constitution should be forwarded to Leanne Mumford, Secretary, and will be considered by the office bearers. The Secretary will maintain the list of members.

6. Next Meeting

The next meeting will be held during the 1999 Conference at Melbourne University, but a special general meeting may be called before then if needed to consider a revised draft constitution.

The meeting closed at approximately 5:15 pm.