

AHDA AGM MInutes: 22/10/20

1. **Apologies:** Vanessa Green
2. Present: Sue Walker, Annette Henderson, Jess Aitken, Nichole Breeland, Jaimee Stuart, Ann Sanson, Cassy Dittman, Helena Chui, Jackie Henderson, Nic Badcock, Riley Scott, Sina Gibhardt, Wanting Yeh, Amanda Wong, Melanie Zimmer-Gembeck.

3. Minutes from the Previous AGM

Approved: Jaimee, Seconded: Riley.

4. Matters Arising from the Previous Minutes

None

5. President's Report

4.1. Updates: Developed guidelines for the roles and responsibilities of the executive committee and regional representatives. New positions on the executive of two Junior members at large - one for Australia and one for NZ.

Annette thanked the members of the executive and called for more regional representatives particularly from Australia. AHDA would like to increase the participation of regional reps in AHDA. For example inviting regional reps to participate in AHDA executive meetings.

A lot of work has been done on developing the website and other social media outlets (e.g., FB)

Second online conference with 45 presenters, 3 keynotes and 116 registrations. Annette thanked the organising committee, hosts and judges.

4. 2. Elections for Secretary

Annette thanked Sue Walker for her work as secretary over the last four years.

4.3 Regional Representative

Openings

Thanks to Vanessa Green for her years of service to AHDA as NZ regional representative and invited any interested members to consider

6. Secretary's Report

7. Treasurer's Report

Jaimee presented the Treasurer's report. We now have an online bank account with ability for digital transactions. Work has been undertaken to finalise past years financial returns which were not audited. This should set everything up well for the executive going forward. The ongoing costs are insurance payments, annual return fees and audit fees. The current balance is \$24,999.40 and should be approx \$25,000 at the end of 2020.

8. Communications Director Report

This is a new role on the executive committee which entails both communicating with members and also doing some outreach. The mailing list has been transferred into mailchimp. 2019 we had 52 members following the 2019 conference, this year we have an increase to 141. Riley has been cleaning out the overall mailing list removing emails which bounce-back or are not delivered. Only 22-27% of the overall mailing list opens emails. Two newsletters have been sent out this year and the final 2020 newsletter will include conference highlights/summary. A FB page has been developed and will be developed further over time e.g., member highlights.

Annette asked for suggestions for what could be done about the bouncing or unresponsive emails. Jaimee - the cleaning of the email list is nearly complete but we need to make a date as of which only active members will be included as we have put a lot of effort so far into outreach and cleaning the email list. Riley's resources and time could be put to better use than following up unresponsive individuals. Annette suggests that the last round of the newsletter for this year be the last post to the broader mailing list indicating that this will be the last email they receive. Annette thanked Riley for taking up the role of communications director and all the work that she has been doing in outreach.

Cassie suggested doing a shout-out for the FB page during the conference to enhance visibility.

9. Junior Member-at-Large Report

Nichole thanked the executive for creating the role. Nicole provided an update on the website as this has been the main part of her role - updating existing content, planned new content that will be members only (e.g., workshops or resources), creating a membership directory to enhance member connections.

Annette called for members to share any information or stories about the history of AHDA to be shared on the website. Jaimee seconded this and volunteered to curate some of the information that she has and work with Riley to call out for any further stories. First incorporated in 1994 but the 8th AHDA was held in 1994 so the society was going strong prior to incorporation (so early 1980s)..

10. AHDA Regional rep report

Annette opened the floor to regional reps to make any reports or share anything. Jackie Henderson congratulated the executive for the conference success and advised that she had been doing some door-knocking in terms of seeking further involvement from colleagues. Helena Chui asked for further information about what being a regional rep would involve, Annette and Helena to connect at a later time to discuss further.

11. General Business

9.1. Host and venue for 2021 AHDA In-Person Conference (Annette to facilitate this discussion)

Annette opened the discussion with respect to the next conference. Cassy brought up the fact that AIFS 2021 has made the call to go online next year so it might be a bit optimistic to think about an in-person conference. Melanie suggested that perhaps we should think about an online conference for 2021 and plan for an in person conference in 2022. Annette agreed it makes sense to plan for online next year. Then should we plan for continuing an in person conference in the ISSBD off year. Riley said that we now have a lot of documentation for hosting an online conference which should mean that planning for the next online conference should be much easier. Jaimee agreed we should stay online next year. Ann Sanson raised the point that travel to in person conferences is just not sustainable and that perhaps we should be thinking about the online conference as the norm with an occasional in person gathering. Jaimee - there are opportunities in the online environment that we can capitalise on. Perhaps we can be a bit creative in how we can build professional development into the conference. Cassie also suggested we could think about a blended model where people can get together locally but Zoom into other locations. Ann agreed that a blended model is a good way forward.

Annette invited anyone who is interested in further conversations around conference planning to send a message to the AHDA gmail account.

New secretary election

Election for secretary. A nomination received from Cassie Dittman. Annette opened the floor for anyone else to nominate. Jaimme nominate Cassis as incoming secretary and seconded by Jess Aitken. Cassie elected unopposed.

9.2. Update on membership registration, Membership portal, any other Changes needed to the Website (I'm not sure who is the best to give this...Jaimee? Nichole?)

Jaimee suggested that this item should be best discussed outside the forum of the AGM and asked members to share any ideas of what they would like to see on the website.

9.3. Next Newsletter content requests, suggestions, and Social Media presence (Riley)

Riley asked for members to share any suggestions or recommendations for the newsletter via the gmail account and suggested that people could include AHDA information in email signatures as a way to raise the profile of AHDA.

12. **New Business**

Annette asked for members to share suggestions about the AHDA membership - what about other parts of Australasia?? Work on expanding the membership next year and keeping the momentum going in terms of growing the society.

Meeting closed 4.20pm