

1. **ATTENDANCE**

**Present:** Kylie Jonkers, Darryl King, Clare Fleming, Susan Woodward, Avril Cummins, Sarah Pollard-Williams, Annette Bailey, Brandon Dick, Talea Hasko-Stewart, Linda Henley

**Apologies:** Nil

**In attendance:** Helen Rich (Minutes), Tom McCormack, Tony Warren, Kerry Fowler-Smith, Sue Warren, Kim Stephens, Jax Barlow

Tom McCormack is to chair the meeting until after the election of the executive. Explanation given on how the Survey Monkey will work in this instance.

2. **ELECTION OF OFFICE BEARERS**

All positions were declared vacant. Nominations were as follows

**(a) President:**

**Annette Bailey** nominated by Linda Henley and seconded by Sarah Pollard-Williams.

There being no further nominations, Annette Bailey was duly elected as president.

**(b) Vice President**

**Darryl King** nominated by Kylie Jonkers and seconded by Talea Hasko-Stewart

Kylie Jonkers nominated by Talea Hasko-Stewart. Kylie Jonkers declined the nomination.

There being no further nominations, Darryl King was duly elected as Vice President.

**(c) Treasurer**

**Brandon Dick** nominated by Annette Bailey and seconded by Avril Cummins.

There being no further nominations, Brandon Dick was duly elected as Treasurer.

**(d) Secretary**

Talea Hasko-Stewart nominated by Annette Bailey and seconded by Linda Henley. Talea declined the nomination.

Avril Cummins nominated by Linda Henley, Avril declined the nomination.

**Susan Woodward** nominated by Talea Hasko-Stewart and seconded by Darryl King.

The governance manual sets out what the secretary does. Generally oversees the secretariat, the minutes secretary, logs the day to day correspondence. The role could possibly be shared. Possibly have a 2IC. As a committee this could be looked at. Talea could possibly share the position in whatever way it is agreed.

There being no further nominations Susan Woodward was duly elected as Secretary. She to liaise with Talea.

**(e) Public Officer**

This position is usually held by the secretary but this could be changed. Requires an Annual Return to be filed. Not an onerous position. This is done each year. You need to submit a very simple form and pay a fee. Your name goes down as the contact person. This annual Return needs to be lodged within 30 days of the AGM.

**Talea Hasko-Stewart** nominated by Clare Fleming and seconded by Susan Woodward. There being no further nominations, Talea Hasko-Stewart was duly elected as Public Officer.

As the election of the executive was now complete, Tom McCormack left the meeting at 8:01 pm.

Annette thanked the members for their support. Very good skill base on the new SMC. Once the house keeping is out of the way we can move forward to work out how to grow the sport. Very exciting times.

3. **Registrar Report – Jacky Barlow**

03-02-23	Nat	Corbett	300714	Senior	Holbrook
03-02-23	Gabby	Mittermayer	300715	Senior	Inverell
06-02-23	Evie	Thomas	300716	Junior	Bellangarra
08-02-23	Brooklyn	Acres	300717	Junior	Warialda
15-02-23	Charlotte	Storey	300718	Junior	O'connell
15-02-23	Lizzy	Southwell	300719	Junior	Two Mile Flat
17-02-23	Hannah	Mallows	300720	Senior	Queenscliffe

**MOVED** Darryl King, Sarah Pollard-Williams

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**THAT** the new members are accepted and their names will be published in the newsletter.  
**Carried** Unanimous

Discussion on whether there is a need for members to be accepted at each meeting. Noted that Section 5 of the Constitution requires that new members be accepted by the SMC.

When portfolios are decided, rather than send reports by individual email, each portfolio holder should email their report to the secretary and then one file will be sent to SMC members. The reports should be read prior to the meeting and can then be taken as read. Any questions on a report can be asked at the meeting. This idea can be discussed further when portfolios are chosen.

#### 4. **AERA Delegates to AERA AGM 22nd March 2023**

Explanation given on how the AERA works. Four people had previously nominated for the position of AERA delegates. Nomination forms had been in the AGM booklet. AERA delegates were not discussed at the AGM. Nominees were: Gertraud Norton, Kerry Fowler-Smith, Noni Seagrim and Belinda Hopley.

Discussion as follows with regard to the AERA meetings:

- Up to six people can attend but only four can vote at an AERA AGM.
- NSW is entitled to four votes.
- The people who attend will be directed by the NSW SMC on how to vote.
- Even on a national level they are representing NSW.
- Only the delegates can vote at an AGM.
- Only those elected as management representatives can vote at a management meeting.
- Delegate names have to be provided to the AERA prior to the AGM.
- AERA Agenda will be out shortly.
- Representatives are required to report back to the NSW ERA.

The SMC can either accept the four people who put in nominations to attend the AGM on 22 March or it can vote tonight to elect the members from the SMC and have them attend and carry two proxies. Alternatively all the people can come from the SMC. .

The Constitution does not say how the delegates have to be chosen. The previous SMC decided that delegates would be elected in the same way as committee members. Nominations closing seven days before an AGM. This information was in the AGM booklet.

Last year four people attended the meeting. Bec Hogan, Mark Norton as delegates and Belinda Hopley and Noni Seagrim as management committee.

It is quite an interesting position to hold. Not that time consuming. You are expected to take on a job if you are going on the Management Committee as there are only six members. Two Qld two NSW and one from each other State. In Queensland all the nominees come from their SMC.

Nominations for Management Committee representatives called for and are as follows:

**Clare Fleming** nominated by Sarah Pollard-Williams and seconded by Avril Cummins. Clare accepted the nomination.

Avril Cummins nominated by Brandon Dick and seconded by Darryl King. Avril declined the nomination

Brandon Dick nominated by Annette Bailey seconded Avril Cummins. Brandon declined the nomination.

**Sarah Pollard-Williams** nominated by Kylie Jonkers and seconded by Darryl King. Sarah noted possible conflict of interest as she is currently employed by AERA but this employment ends at Easter. She does not see a conflict of interest but wanted it noted. Sarah accepted the nomination.

**MOVED** Annette Bailey, Darryl King  
**THAT** that the four delegates to the AERA AGM on 22 March 2023 will be Gertraud Norton, Noni Seagrim, Kerry Fowler-Smith and Belinda Hopley  
**Carried** Unanimous

#### 5. **AERA Management Committee Representatives**

**MOVED** Annette Bailey, Avril Cummings  
**THAT** Sarah Pollard-Williams and Clare Fleming will be our NSW ERA Management Committee representatives to the AERA Management Committee  
**Carried** Unanimous

Sarah Pollard-Williams and Clare Fleming may attend the AERA AGM if they wish but the AERA needs to be notified if they intend to do so.

**Note:** The AERA Secretary needs to be advised of all these positions by 1 March 2023.

**6. Bank and Accounting**

Brandon Dick advised he uses Xero all the time. Annette is with Commbiz. Sarah and Susan are also with the CBA. Easier if you are Combank clients to be electronically accepted.

Brandon to look into organizing the electronic signatures for Commbiz. The signatories to the accounts will be Brandon John Dick, Susan Mary Woodward and Annette Bailey.

Kim Stephens should be able to send the link to become Admin on the books for Xero.

Jax Barlow needs to be a viewer to all accounts but not a signatory. Also needs to be able to go into the bank to see what comes in. Jax has a credit card which is used for the purchase of small items. This needs to be kept topped up.

There is a need to have a formal motion and it is very technical. It must be worded correctly. List the old signatories. List the new signatories. Not aware of who the current signatures are with the Bank.

**Resolved:** Annette to contact Kim Stephens to get the bank signatory details. All bank information to go to Brandon.

**7. Agenda for future meeting protocol:**

- The agenda needs to be fluid.
- Need to speed things up.
- Only discuss reports if there are questions.
- Need to look at how the SMC should function.
- Consider reporting back to the membership on how things are moving forward.

**8. Handover & Portfolios**

- Portfolios need to be decided next meeting.
- Anyone who can't make this meeting, send email to the secretary noting the portfolios you would like.
- Agree to look at handover when portfolios are decided.
- Portfolio holders can contact the previous SMC members for an update.
- Treasurer needs to arrange with Kim Stephens for the accountancy work to be handed over.
- Website passwords
- Treasury paperwork to be collected from Linda Jonkers.

**9. Two year term**

Sarah and Avril received equal voting numbers at the AGM. . **Resolved** who will take on the two year term doesn't need to be decided on tonight. Do this sometime in the future.

**10. Code of Conduct form**

Digital signatures for Code of Conduct [COC].

With the COC – it is more encompassing and more in line with business best practice than a confidentiality agreement. AB has sent these forms out to the SMC members today. Please sign and scan and email to the secretary so she has a record.

Secretary email: [nsweracommitteesusan@gmail.com](mailto:nsweracommitteesusan@gmail.com). The NSW secretary email address currently goes to Noni Seagrim. This obviously needs to be changed.

**11. Secretariat v Secretary**

Jax Barlow noted at the AGM that there was discussion about the secretariat email address which becomes confused with the secretary. Could this please be changed from Secretariat to Registrar? . It was pointed out that if this change is made there is a need to change all the old email addresses on all the paperwork. It is not just simply creating a new email address.

An email can be set up as a group email for members of the SMC. Need to remember to add Jax Barlow and Helen Rich when appropriate.

**12. Next meeting date**

Next meeting - Tuesday 28 February at 7.30. Main item of business would be portfolio allocations.

There being no further business the meeting closed **9:38** pm.

**These Minutes of the NSW ERA SMC were approved at the SMC Meeting on 28 January 2023 as per Item No. 19.**