

## ISAAC Executive Committee

Teleconference 7 January 2007

Present: Hinton, Hallam, Beattie, Young, Haavisto

Apologies: Nil

### Agenda

1. ISAAC Directors at National Conference, Perth
2. MYOB for Major Events
3. VTIO/Arbor Camp
4. Admin – Karen Kennedy – Karen trip to Melbourne Jan 15
5. Membership database
6. The Bark editorship
7. Relationship with Australian Arbor Age
8. Standards Australia representative
9. Major Events P&L
10. ISAAC Directors at ISA Conference 2007 (Hawaii)
11. ISA BOD Meeting – February – Hallam
12. ISA Book Distributorship
13. ISA Satellite Office Business Plan
14. ISAAC accountant
15. Insurance scheme update
16. Police Checks

[7:39:23 PM] Craig Hinton says: New sponsorship package discussion

[7:58:56 PM] Craig Hinton says: We're happy with sponsorship package

[7:59:24 PM] Jeremy Young says: yes

[8:00:26 PM] Craig Hallam says: On this the sponsorship WOTT (Kiah ) believes that the 50/50 is wrong and only wants 80/20 or 90/10. I told her to put this in writing to the exec but I believe 50/50 is the only way. Also there are a couple of things that still need more work but will not change the bulk of the content or the categories. **The document is in whole approved with the understanding that it will require adjusting over time.**

[8:38:23 PM] Craig Hinton says: MYOB for Major Events – approved. Sharyn to investigate and purchase ASAP. Sharyn to gain training in this software. Hinton and Hallam to discuss with accountant at 15<sup>th</sup> Jan meeting.

[8:42:49 PM] Craig Hinton says: President to circulate a letter to the Board recommending closure of VTIO and postponement of Arbor Camp. AC to be run later in the year directly under ISAAC. The VTCC will also be run under ISAAC as a state event, this must be organised by state members, not ISAAC Board.

[9:13:33 PM] Craig Hinton says: Suggest Sharyn take on final production of The Bark to ensure documents and format are edited correctly, editor just to collate info and then pass onto Sharyn. This will also reduce the time the BoD has to spend on The Bark. **Sharyn is to organise and deal direct with Ian on the production of the bark.**

[9:18:23 PM] Craig Hinton says: Recommend to the Board that we no longer provide content or support to The Australian Arbor Age.

[9:21:23 PM] Craig Hinton says: Commercial paid advertisements may be used as needed in The Australia Arbor Age, predominately this would be to advertise commercial event such as the conference and also Arbor camp. More content to be included in The Bark for the members that may still read Arbor age, eg. climbing techniques etc.

[9:25:06 PM] Craig Hinton says: President to review Standards Australia protocol and whether EOIs for position are required. Hinton to refer to minutes of previous BoD meetings where this was

documented. Hinton to discuss with David Galwey on the current status and also gain a up to date written report.

[Further info – protocol states SA rep appointed for 2 calendar years.](#)

[9:47:38 PM] David Beattie says: Objective for the Financial Operations of ISAAC: Administration be delegated the authority to operate MYOB complete and submit Business Activity Statement after sign off by the appropriate officer. That Administration prepare the following monthly reports for the executive committee no later than the 10th of the following month: Profit & Loss, Aged Payables, Aged Receivables and Bank Reconciliation further; that Administration also prepare end of year accounts for submission to the accountants for the preparation of Annual Financial Statements. That Administration be delegated authority to operate the organisations bank accounts within clearly defined parameters. **Major Events is to have account card changed to a credit card so as to make purchasing of air tickets etc on line possible. The aim is to reduce cost and time.**

The discussions were over still no financial reporting systems or budget reports are being presented to the BoD monthly. This is no longer acceptable to the ISAAC BoD.

Also the issue of the balance of the Major events bank account was discussed, Hallam has provided P&L for 03, 04, 05, 06 conferences plus profit from H-PEA sales and other services provided to the industry by Major Events. Hinton and Hallam to discuss with Treasurer.

[9:49:35 PM] Craig Hinton says: Budget presented to the Board for business trip to Hawaii. The executive approved travel but a full budget must be presented to the BoD for final approval.

The executive will also produce an article to explain to the members why ISAAC is sending additional BoD members to the conference, primarily it is to do with the exhibition booth ISAAC will display at the 2007 ISA conference to promote the 2008 Asia Pacific conference and also start helping delegates to plan for ISA 2011 world conference to be held in Brisbane.

Hallam to prepare detailed budget for BoD.

Hallam attending the ISA head office for 4 days in February 07 to work with ISA to develop a business plan for ISAAC to become a satellite office for the ISA to service Asia Pacific. This business plan will be presented to the ISA BoD in February for approval.

Hallam comment on ISAAC status of a book distributor for the ISA. ISA has advice this has not progressed as ISAAC Treasurer had stopped liaising. Hallam and Hinton to follow up.

Young briefed on 07 conference, letters to speakers a priority, Hallam and Young to get these out urgently.

ISAAC Accounting fees were again discussed; Beattie believes ISAAC is paying too much for this service compared to other private enterprises. Also the auditor costs and if it is actually required to be reviewed. Executive felt that if the external accountant is checking the books, yet ISAAC need to be annually audited? Hinton and Hallam to discuss with treasurer and accountant

The Executive discussed the need for police checks for key members running events for children. It was agreed that the key people involved must have police checks, other members without can still assist but ISAAC should always have several members present with police checks. It was agreed the \$28.00 police check would be sufficient.