

ISAAC Executive Committee

Teleconference Wednesday February 8, 2007, 7.30pm AEDT

Minutes

1. Payment system – see procedure developed by Hallam/Karen & notes from John C.

Resolution - payment scenario 3 adopted as per previously circulated document, document needs to be tidied

Expense claim adopted as per previously circulated document with amendment to 30 days - document to be tidied

2. Change of accountant & auditor

Resolution – new accountant and auditor to be appointed - to be located in Adelaide. Henry to investigate and report back to EC. Henry to liaise with members Jim Roberts and Mark Elliot regarding new chapter accountant

3. Major Events – MYOB, BAS, payments, credit card – Hallam

Resolution – Hinton to follow up with JC on ME credit card. JC and new accountant to sort out BAS. David Beattie to talk to JC and get phone number and investigate what's going on

4. Conference 2007 update - Jeremy

Resolution – Jeremy reported on Conference update

5. ISA 2007 representation

Resolution – Further work with Brisbane Marketing and others means 4 Directors will be able to attend, in addition to the ISA Director, for less than \$2000 in cost to ISAAC. Doug will be attending on behalf of NMIT

6. Certification Training and handover - Henry

Resolution – Henry to fly to Melb and meet with Martin ASAP

7. VTIO / Arbor Camp

Resolution – EC confirms that if VTIO cannot satisfy demand for information then support should be withdrawn.

8. The Bark editing and distribution

Resolution – Sharyn to collate and organise The Bark - JA to provide quality articles.

9. Media exposure – interviews

Resolution – Hinton reported on media contacts received - there are a few, and seem to be slowly increasing.

10. Receipt of gifts and gratuities by officers and staff – Policy Statement

Resolution – Adopted the following:

All items of value received while on ISAAC business must be declared to the President, Vice President or Executive Committee at the earliest practical time. The receiver may keep gifts up to the total value of \$50. Gifts over \$50 in value can be accepted as a donation to ISAAC, or must be politely refused. Reasonable

hospitality such as a meal provided while carrying out ISAAC business does not have to be declared.

An officer or staff member must not accept money or transferable items of any value (tickets, vouchers, etc.) unless they are for donation to ISAAC, or are required for the execution of legitimate ISAAC business.

Where uncertainty exists, the officer or staff member should consult a Director for advice on accepting the gift.

11. Matters arising

Tom Greenwood has been appointed to the ITCC Rules Committee, which will be flying Tom to its meeting in Atlanta.

Resolution – Noted.

Jeremy has received an invitation for an expenses paid trip to Adelaide to attend the tourism trade show.

Resolution – Jeremy to accept on behalf of ISAAC, and he will attend if able, or another Director to attend in his place.