



Annual General Meeting Minutes

Annual General Meeting, Saturday 12th October 2019

- Invited:** Roger Rankine (President), Simon Lonsdale (VP), Ben McDonald, Bill Wilcock (treasurer/secretary), Ben Inman (EC), David Vizer (EC), Jamie Boston (EC), Henk Morgans (EC) and Members of QAA.
- Minutes:** Bec Dalton
- Attendees:** Roger Rankine, Simon Lonsdale, Bill Wilcock, Jamie Boston (10.10am), Henk Morgans, Jan Paterson, Tony Aitkenhead, Mandy Blyss, Alice Rankine, Peter Bishop (10.14am) & Cassian Humphreys (10.09am)
- Apologies:** Andrew Rankine
- Location:** 26-40 Delancey Street, Cleveland
- Date & Time:** 12th October 2019 – 10.00am
-

ITEMS:

1.0 Opening

- 1.1 Meeting opened at 10.00am by current President Roger Rankine

2.0 Attendance and Apologies

- 2.1 Confirmed those in attendance, see list above. Apology from Andrew Rankine noted

3.0 Confirmation of previous AGM minutes (for confirmation by ordinary resolution)

- 3.1 Previous AGM minutes from 2018 confirmed. 1st: Alice Rankine, 2nd: Simon Lonsdale

4.0 President's Report

4.1 Year in Review

- 4.1.1 QTCC – successful event with 45 competitors, positive feedback on the format and location. Thank you to all volunteers, sponsors, vendors and competitors.
- 4.1.2 Arbor Camp™- QAA executive committee was excited to hold the event this year. Great feedback and a big thankyou to the Arbor Camp committee, sponsors, vendors, participants.
- 4.1.3 Engagement with sponsors – focus on retention and value adding to sponsor relationships
- 4.1.4 Workshops – Janet McDonald, Pruning Workshop (Trained Up), Tree Plotter, Groundies Workshop, The Kingdom of Fungi, Introduction to Soil Science, Matthew Daniels (Tree Health & Soil Health relationships)
- 4.1.5 Successful TRAQ and TRAQ refresher
- 4.1.6 Office Staff - changes
- 4.1.7 Education – strong focus from the QAA Committee to assisting in upgrading of training packages and committee members assisting with the MIS Minimum Industry Standards.

Annual General Meeting Minutes

- 4.1.8** QAA App & Intranet implemented to assist in streamlining office processes and allowing members another option to interact with the association. Internal intranet allowing allow staff and committee to collaborate and have a central point for forms and processes.
- 4.1.9** Starting the process of website improvements and member login portal, discussions undertaken with Mooncog (Web Provider).
- 4.1.10** Review of office processes and documentation
- 4.1.11** Yearly servicing of trailer, wrapping of trailer, test and tagging within QAA office.
- 4.1.12** Review of Association legal documents and new disclaimers and trainer agreement
- 4.1.13** Review of membership (commenced)
- 4.1.14** Review of CAPEX requirements for the forthcoming year (IT, climbing items for trailer)

4.2 The Year Ahead

- 4.2.1** Increased level of Workshops planned
- 4.2.2** TRAQ refresher successful – further planned courses in 2020
- 4.2.3** Review of the contractors and consultants register and adding value
- 4.2.4** Commencement of the QAA constitution and membership category review
- 4.2.5** Sponsorship agreements to be reviewed for 2020-2019 financial year
- 4.2.6** Further engagement with membership base including annual survey
- 4.2.7** Successful QTCC & ArborCamp with planning commenced
- 4.2.8** Continual engagement with Arboriculture Australia, Treenet and state-based Associations
- 4.2.9** Continual review of office process and adding value to members

5.0 Education Report

- 5.1** Improve education opportunities for members.
- 5.2** Raising professional level in Queensland Arboricultural Industry.
- 5.3** Offer a variety of workshops targeting different markets.
- 5.4** Supervisors & Climbers; OH&S, above ground pruning techniques.
- 5.5** Introduction to ARB work process.
- 5.6** New Consultant Arborists; Arborist Report Workshop.
- 5.7** Increase the members in the Qualified list offering an improved package.

6.0 Presentation of Financial Report and Auditor's Reports

- 6.1** Copies of the Audit were handed out to attendees
- 6.2** 2018/2019 Financial Indicators: Gross Profit: \$19,119; Cash on hand: \$439,117; Retained Profit: \$449,794

7.0 Adoption of Financial Report and Auditor's Report (by ordinary resolution)

- 7.1** Confirmed. 1st Peter Bishop, 2nd Alice Rankine.

8.0 Appointment of Auditor (by ordinary resolution) – Proposed Auditor

- 8.1** Jewell Moore proposed for another term. Confirmed – 1st Simon Lonsdale, 2nd Alice Rankine.

Annual General Meeting Minutes

9.0 Election of the Executive Committee

9.1 President: Bill Wilcock

9.2 Past President: Roger Rankine

9.3 Vice President: Simon Lonsdale

9.4 Treasury: To be confirmed at 1st Executive Meeting

9.5 Secretary: To be confirmed at the 1st Executive Meeting

9.6 Members of The Executive Committee

9.6.1 Jamie Boston

9.6.2 Henk Morgans

9.6.3 Jan Paterson

9.6.4 Ben McDonald

10.0 General Business

10.1 Henk Morgans suggested the possibility of getting university students to help with the videos for the minimum industry standard books. If anyone has any contacts in Council for seed funding for videos for MIS.

10.2 We need to contact regular users of the workshops or on qualified members lists and find out what specific skills are desirable or in shortage.

10.3 QAA trailer needs a thorough going over to determine what's due for retirement and what needs to be updated or replaced.

10.4 Can we build in the cost of ongoing training to the qualified members list or can we give them a large discount for attending workshops?

10.5 Can some of our workshops be done online over zoom or Skype meeting.

10.6 Cassian was keen to help in promotions role and public awareness.

10.7 Would staff or business owners be interested in a networking evening to discuss issues and topics of relevance?

10.8 Chase down a couple of contacts about high school students doing school-based apprenticeships or training information on careers days.

10.9 ArborCamp was more of a kid driven event than the adults. This may be the future focus. Moving forward, engage in the scouts to drive the kids' program as this was a great success.

11.0 Close Meeting

11.1 Meeting was called to a close at 11.02am