

Records Management Association of Australasia

Minutes of the
32nd Annual General Meeting of the
Records Management Association of Australasia
Convened at Convention Centre, Wellington, NZ
Tuesday 11 September 2007 – 4:25 p.m.

31.1 Attendance

As per the attendance register.

31.2 Apologies

Chris Fripp (NSW), Helen Hancox (NZ), Ross Thompson (ACT), Andrew Wood (VIC),
Chris Simpson, Wilma Hopkins, Sete (Fiji),

31.3 Proxies

Nil

31.4 Minutes of Previous Meeting

The Minutes of the 31st Annual General Meeting of 19 September 2006 having been
circulated are submitted for confirmation.

It is Recommended that the Minutes be taken as read and confirmed.

DECISION:

Kmeal Hasandedic / Stephanie Ciempka Seconded: that the Minutes be taken as read and
confirmed. CARRIED

31.5 Business Arising from the Previous Meeting

Nil

31.6 Receive the Report from the President on the activities of the Company in the preceding year

The National President will provide a report on the activities of the Company for the year ending 30 June 2007.

It is **Recommended** that the Annual Report of the RMAA for the period ending 30 June 2007 be received.

DISCUSSION

Alliances – expansion into the International space. Promote the RMAA to a greater extent than previously. Very successful in receiving feedback and formal alliances – in terms of speakers, input, papers etc into aligned bodies.

Recognition of volunteers and staff – the RMAA is fortunate in strengthening relationships with aligned bodies.

Dedicated professional members who provide assistance to the RMAA and also submit on the papers and issues.

Success in relation to retention of Certificate III of the competency standards.

Positive step in strengthening CPD (compulsory) and formal qualifications required to attain professional status of the Association. Step in achieving recognition in demonstrating that we are a professional body and that the members are professionals.

Creation of International SIG's – PNG RAMA and Pacific Region SIG. Not neglected "home front", but RMAA has a responsibility and duty to support other countries and regions in promoting and supporting records and information management.

Communication is an important facet – Listserv, IQ, iRMA (2008 scholarship, Margaret Pember – format being reviewed), forums and e-communities.

Importance of "you" and the message we have to sell. Importance of marketing, the profession and recognising "yourself" as a professional.

Increase in professional members demonstrates to the public that accreditation and professional membership is important in the promotion and growth of yourself and the profession.

Annual report has been provided online.

DECISION:

Kemal Hasandedic Moved / Michael Steemson Seconded: that the Annual Report of the RMAA for the period ending 30 June 2007 be received. CARRIED

31.7 Financial Report

The National Treasurer will report on the audited statements of accounts and the report from the Auditor for the period ending 30 June 2007.

It is **Recommended** that the duly audited statements of accounts and the report from the Auditors be received.

DISCUSSION:

Reviewed financial statements for the year and outlined investment into the professional development arena.

DECISION:

Thomas Kaufhold Moved / Kate McCarthy Seconded: that the duly audited statements of accounts and the report from the Auditors be received. CARRIED

31.8 Appointment of Auditor

It is **Recommended** that WHK Garrots Chartered Accountants be appointed for the year ending 30 June 2008.

DECISION:

Stephanie Ciempka Moved / Chris Colwell Seconded: That WHK Garrots Chartered Accountants be appointed for the year ending 30 June 2008. CARRIED

31.9 Other Business

Notice of Motion:

Donna-Maree Findlay Moved / Chris Colwell Seconded: That the definition of student be amended to:

- An enrolled student in a RMAA accredited course and employed in any capacity for up to 18 hours per week; or
- A full time student; or
- A student who has changed careers in the last 3 years to Records and Information Management (may be in any employment situation) and is enrolled in a RMAA accredited course.

CARRIED

31.10 Declaration of National Board Directors

The following are declared National Board Members for the forthcoming year:

NSW – Christopher Colwell

ACT – Thomas Kaufhold

QLD – Kemal Hasandedic

SA – Donna-Maree Findlay

NZ – David Pryde

WA – Trissa Dent

NT – Anastasia Govan

VIC – Debbie Prout

31.11 Declaration of National Executive

The Returning Officer, Kate Walker advised the National Executive for the year 2007 / 2008 consisted of:

National President / Chair of the Board – Kemal Hasandedic

National Vice President – David Pryde

National Treasurer – Thomas Kaufhold

31.12 Close of Meeting

There being no further business, the President will declare the meeting closed.

Meeting Closed: 4:46 p.m.

National President: Kemal Hasandedic

Date: 11 September 2007

Chief Executive Officer: Kate Walker

Date: 11 September 2007