



**OHNNG Annual General Meeting
Perth, Western Australia
Meeting closed 1640**

DATE:	11 th April 2008		
MINUTES COMPILED BY:	Silvia O'Connor	Distribution Date:	OHNNG newsletter
PRESENT:	Tracey Nicholls, Silvia O'Connor, Bronwyn Hindley-Cooke, Diedre Smith, Anissa Li, Naomi Hinds, Leanne Simpson, Virginia Thomson, Karen Stilo, Sharon Dennis, Maria Manning, Anne Fisher, Angie Blondin, Roleen Moloney-Vaughan, Theresa Lesley, Theresa O'Leary		

Item No.	Issues Discussed/Details	Actions	Responsible	Due Date	Status
1.	MEETING OPENED 1522				
2.	ACCEPTANCE OF AGENDA : Agenda accepted by Karen Stilo and Anne Fisher		Tracey Nicholls		Closed
3.	ATTENDANCE Attendance recorded		Tracey Nicholls		Closed
4.	APOLOGIES: Janet Lyle, Marg Hunt, Caroline Stewart, Graham Beavan, Di Clancy	-	-	-	-
5.	MINUTES OF PREVIOUS MEETING : Noted incorrect reference of Mark Hunt corrected to reflect member Marg Hunt	All written documentation to be corrected	Virginia Thompson		Closed
6.	ACCEPTANCE OF AGENDA : Minutes accepted by Deidre Smith and Leanne Simpson		Tracey Nicholls		Closed
7.	CORRESPONDANCE See Presidents report				
8.	REPORTS				

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8.1	President, Treasurer and State reports as per AGM report	Resignation of Secretary and Treasurer accepted. Noted many thanks and appreciation for their time and efforts over the past years Acceptance of the following persons Secretary – Virginia Thomson (Victoria) Treasurer – Bronwyn Hindley-Cooke (SA)			Closed
9.	ELECTIONS EXECUTIVE COMMITTEE/ STATE COORDINATORS/EDITOR/WEBSITE MANAGER				
9.1	Each position voted on by present members - 12 month term Executive Committee President – Tracey Nicholls (SA) Secretary – Virginia Thompson (Victoria) Treasurer – Bronwyn Hindley-Cooke (SA) Newsletter – Tracey Nicholls (SA)	Communication as per constitution			Closed
9.2	State Coordinators Each position voted on by present members - 12 month term Qld. – Cheryl Kelly NSW – Deidre Smith WA – Leanne Simpson SA Silvia O'Connor Victoria – Karen Stilo ACT – remains vacant	As per constitution Silvia accepted the Northern Territory therefore reflect the chapter SA/NT	Silvia to contact prospective members in the NT and report to executive committee		Closed
9.3	Website Manager Discussion surrounding need to get website up and running for promotion of the group and for communication	Several members offered support and suggestion of prospective managers and developers of the website - to report back to executive committee ASAP	Tracey Nicholls		Open

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10.	GENERAL BUSINESS				
10.1	Membership Fees To remain at \$30 per annum	All documentation to reflect cost	Executive committee		Closed
10.2	New Zealand Membership Discussions surrounding the co-membership and affiliation of New Zealand Chapter since formation last meeting. It was agreed that NZ will be separated from the Australian OHNNG and known as an 'AFFILIATE' with entitlements to conference. Members can have dual membership (ie be a member with both national bodies)	Theresa O'Leary to report back to executive committee after discussion with NZ members.	Theresa O'Leary and executive committee		Open
10.3	Newsletter Discussion surrounding cutoff period for submissions Volume 7 number 1 to follow after AGM Tracey to remain editor but to have assistance from all committee members Noted difficulties with funding supports from companies for printing and distribution discussion surrounding other options - once website imitated email links to website	Tracey Nicholls and all members	Tracey Nicholls		Open
10.4	Changes to the Constitution The following changes were put to vote and have been accepted by members present at the AGM: 10.4.1 Index to be added 10.4.2 Title of the group to reflect Otorhinolaryngology	Tracey Nicholls and Executive Committee to change documentation to reflect agreed changes	Tracey Nicholls and Executive Committee		Closed

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	<p>10.4.3 Mission statement to be added</p> <p>10.4.4 Objectives changes accepted</p> <p>10.4.5 Eligibility for membership changes accepted</p> <p>10.4.6 Life member heading to included – wording to remain unchanged</p> <p>10.4.7 Membership fee clause to be added</p> <p>10.4.8 Regional Groups – it was agreed the term ‘State’ was to remain</p> <p>10.4.9 Executive Committee changes to reflect state representation and responsibilities</p> <p>10.4.10 Sponsorship - add clause to educational sponsorship and executive responsibilities</p> <p>10.4.11 Common seal – clause added and accepted</p>				
10.5	<p>Website Accepted to initiate website and actively seek website design and manager</p>	As per 9.3			Open

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10.6	<p>Next Annual General Meeting</p> <p>Discussions around Queensland (May 2009) conference at Gold Coast</p> <p>Discussions around Sydney(2010) and current exclusion from ASOHNS</p>	Tracey to contact ASOHNS and convenors	Tracey Nicholls		Open
10.7	<p>Other Business</p> <p>Recognition of achievements and presentations given to members by Executive committee/State Coordinators</p>				
11.	MEETING CLOSED: 1640				

Contact details of members who attended

Bronwyn Hindley-Cooke,	bhcooke@bigpond.com
Deirdre Smith,	smithed@ramsayhealth.com.au
Anissa Li,	anissmiu@hotmail.com
Naomi Hinds,	hindsfam1@optusnet.com.au
Leanne Simpson,	leanne.simpson@health.wa.gov.au
Virginia Thompson,	virste@bigpond.com
Karen Stilo,	kstilo@bigpond.net.au
Sharon Dennis,	missti@bigpond.net.au
Maria Manning,	maria.manning@bigpond.com
Anne Fisher,	elmo@iinet.net.au
Angie Blondin,	angela.blondinSESAHS.health.nsw.gov.au
Roleen Moloney-Vaughan,	ridvaughan@bigpond.com
Theresa Lesley	theresal@nhl.co.nz
Theresa O'Leary	Theresa@tolbecs.co.nz