



Board Papers  
October 22, 2020

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# **A G E N D A**

## **BOARD MEETING OF THE DIRECTORS**

**October 22, 2020**

**Meeting to be held in the ARRB office**

**Featherstone Place, Adelaide**

### **1. Attendance**

#### **1.1 Present**

Rod Ellis (Chair)  
Madeleine Bekavac  
Joshua Bowen (via video-conference)  
Phillip Burton (via video-conference)  
Ben Clark  
Rita Excell  
Stephen Fines-Phillips  
Chris Haskas  
John Hutton  
Kathryn Johnson  
Andrian Wiguna  
Megan Woodward

#### **1.2 Apologies**

#### **1.3 Absent**

#### **1.4 In attendance:**

Minutes: Julie Kerr  
Observer: James Mitchell

### **2. Declaration of Interests**

Declaration of interest is to be a standing agenda item as an opportunity for Directors to declare a conflict of interest in any item of business. The reason for any declared conflict is to be noted in the minutes, e.g., pecuniary.

### **3. Confirmation of Minutes**

**3.1** Minutes for adoption of the IPWEA SA Division Board Meeting held on September 10, 2020

**3.2** Action items

### **4. Items for decision:**

**4.1** Audited financial statements for signoff

**4.2** Board elections and AGM arrangements

**4.3** Fellow and Emeritus nominations

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**5. Items for discussion:**

**5.1 Finance:**

5.1.1 September Financial reports

**5.2 Strategy Sub-Committees updates**

5.2.1 YIPWEA

5.2.2 Grow Membership

5.2.3 Conference and Awards

**6 Items for noting**

6.1 Reports (discussion by exception)

6.1.1 President's report

6.1.2 Executive Manager's report

6.2 Board calendar and Work Plan

**7 Other Business**

**8 Next Scheduled Meeting**

The next meeting of the Board will be a brief meeting immediately following the AGM on Friday November 13, to choose the Executive of the Board.

There will also be a planning/review workshop at 3.00pm on Thursday December 3

**9 Meeting Close**

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**Minutes of a  
BOARD MEETING OF THE DIRECTORS**

**Held September 10, 2020 at the Town of Walkerville**

**6. Attendance**

**6.1 Present**

Rod Ellis (Chair)  
Madeleine Bekavac  
Joshua Bowen (via telephone)  
Phillip Burton (via telephone)  
Ben Clark  
Rita Excell  
Stephen Fines-Phillips  
Chris Haskas (via telephone)  
John Hutton  
Kathryn Johnson (via telephone)  
Andrian Wiguna  
Megan Woodward (via telephone)

**6.2 Apologies**

Nil

**6.3 Absent**

Nil

**6.4 In attendance:**

Minutes: Julie Kerr  
Observer: James Mitchell

**7. Declaration of Interests**

Nil.

**8. Confirmation of Minutes**

**3.1 Minutes for adoption of the IPWEA SA Division Board Meeting held on July 30, 2020**

**Moved:** Rita Excell

**Seconded:** Ben Clark

***It was resolved that:***

*The minutes of the IPWEA SA Board meeting held on July 30, 2020 be accepted as a true and correct record.*

**CARRIED**

**3.2 Minutes of General Meeting held August 20, 2020**

These were received and noted

### 3.3 Action items

The list of action items was reviewed noting that most are complete and can be removed,

**Moved:** Stephen Fines-Phillips

**Seconded:** Andrian Wiguna

***It was resolved that:***

*The action list be noted.*

**CARRIED**

## 9. Items for decision

### 9.1 Change of signatory

The change of signatory is required as Kapil Sharma has left IPWEA, with Sonia He to replace Kapil as a signatory. The minutes of the decision to remove Kapil and add Sonia must be provided to Bank SA along with the relevant form for the change to occur.

**Moved:** John Hutton

**Seconded:** Ben Clark

***It was resolved that the Board approve the following in relation to signatories for the IPWEA SA Bank SA account:***

1. *Kapil Sharma be removed as a signatory*
2. *Christine Silke, Phillip Burton and Julie Kerr be retained as signatories; and*
3. *Sonia He be added as a signatory*

**CARRIED**

### 9.2 Sponsorship model

The sponsorship model, as it relates to Tech Talks, proposed in the Sub-Committee's report was discussed at length, with agreement reached that sponsors need to feel that they have received value for money.

The link on the website to the video of the presentation is to be included in the benefits as this will increase the reach of the relevant sponsor. The events are to be publicised in e-blasts with consideration given to how LinkedIn could help increase awareness in the industry of the Tech Talk format.

It was acknowledged that some topics appeal to a more niche market than others, and that no matter what the number of registrants, the session and company will have been promoted to a significant number of people.

Board members need to be pro-active in identifying topics and securing sponsors as well as promoting to their networks to assist with targeted marketing.

Other revenue will be derived from the Golf Day, for which a budget is to be developed so a greater profit can be returned this year.

The channel partner agreement developed by Australasia to encourage the divisions to assist in promoting and selling Australasia's products may bring passive revenue once Australasia has engaged an additional resource to support this. The Asset Management Workshop on November 12 may be viewed as meeting the channel partner agreement.

The committee was encouraged to continue to explore a diverse range of revenue opportunities for IPWEA SA in order to sustain the division into the future, given current operational expenses.

**Moved:** Madeleine Bekavac

**Seconded:** Andrian Wiguna

***It was resolved that:***

1. *The fee for Tech Talks remain at \$750.00, to be reviewed after the Aero Metrex session on September 23*
2. *The Sub-Committee bring the revised proposal back to the Board at the next meeting*

**CARRIED**

**10. Items for discussion:**

**10.1 Financials**

Because of the change of staff in IPWEA, the financial reports provided for July were late and inaccurate, with no membership statistics included. The Treasurer and EM are to seek amended reports from Australasia.

The Board discussed their concerns about the current status of the SLA and the poor service currently experienced due to the changes in finance staff. The failure to conduct receipting and update membership applications affects members' ability to register for the conference at the member rate and must be addressed urgently.

**Moved:** Madeleine Bekavac

**Seconded:** Stephen Fines-Phillips

***It was resolved that:***

1. *The President contact the CEO IPWEA Australasia to request that membership records and numbers be updated within one week and the finances within three weeks*
2. *The Treasurer continue to work with Australasia to refine reports*

**CARRIED**

**10.2 Strategy Sub-Committees**

**5.2.1 YIPWEA Sub-Committee**

It was noted that the King William Road site visit on October 14 will be the first face to face IPWEA SA event since February. The requirements for COVID marshals for the street walk are to be clarified

**Moved:** Rita Excelll

**Seconded:** Ben Clark

***It was resolved that:***

*The Board receive and note the report*

**CARRIED**

**5.2.2 Grow Membership**

A Teams meeting is to be organized with the President and Vice President, to clarify their availability to work with the committee to make targeted visits to organisations that could potentially become bundle members. These will commence once the current status of memberships is clarified.

**Moved:** Stephen Fines-Phillips

**Seconded:** John Hutton

***It was resolved that:***

*That the Board note the verbal report provided by the sub-committee*

**CARRIED**

#### 5.2.4 Conference and Awards

To date there is no nomination for the Road Safety Award, although the number of nominations received exceeds the previous year. There is still one Platinum Sponsorship to be secured, meaning there is still a gap in the conference program.

**Moved:** Madeleine Bekavac

**Seconded:** Kathryn Johnson

***It was resolved that:***

*The Board receive and note the report*

**CARRIED**

#### 5.3 Board nominations

The call for nominations is scheduled to go out on September 14, with a return date of September 25.

**Moved:** Madeleine Bekavac

**Seconded:** Rita Excell

***It was resolved that:***

*The Board receive and note the report*

**CARRIED**

#### 6 Items for noting

It was agreed that for the next meeting the Board calendar is to include consideration of Emeritus nominations.

**Moved:** Joshua Bowen

**Seconded:** Phil Burton

***It was resolved that:***

*The Board receive and endorse en bloc the reports for agenda items 6.1 and 6.2*

**CARRIED**

#### 7 Other Business

##### 7.1 National State of Assets

The President encouraged Board members to assist in promoting this to councils, so that they contribute data.

##### 7.2 Recognition of Andrew Craig

It was agreed that the long service and significant contribution of Andrew Craig to the association and the profession be recognized at the conference in November

**Moved:** Madeleine Bekavac

**Seconded:** Stephen Fines-Phillips

***It was resolved that:***

*The Board recognise Andrew Craig's contribution at the conference in November, with a speech and gift.*

**CARRIED**

#### 6 Next Scheduled Meeting

The next meeting of the Board is scheduled to be held at 4.30pm on Thursday 22 October at the offices of ARRB, Featherstone Place, city, and to be preceded by a workshop on FAME

#### 7 Meeting Close

The meeting closed at 6.07 pm

**Agenda item 3.2**

<b>Agenda Item</b>	<b>Action Reports</b>	<b>Date of Meeting</b>	<b>Responsible Party</b>	<b>Status</b>
5.3	<ul style="list-style-type: none"> <li>• A working party be formed to investigate issues associated with Occupational Licensing;</li> <li>• Research be undertaken to ascertain the level of interest in the membership in pursuing the matter of the Building Work Contractors Act 1995;</li> <li>• The result of the research to be brought back to the Board; and</li> <li>• Consumer and Business Services be contacted to determine if there is an opportunity to hold a member education session on the Act, using the ZOOM meeting facilities.</li> </ul>	May 7 2020	<ul style="list-style-type: none"> <li>• K Johnson/ EM</li> <li>• Working party</li>   <li>• Working party</li>   <li>• K Johnson/EM</li> </ul>	In train
4.1	Budget review to be conducted at the end of September with decision report to come to October Board meeting	June 18, 2020	Treasurer	Report attached at agenda item 5.1.2
4.1	Change of signatory form to be lodged with Bank SA accompanied by minutes	September 10, 2020	EM	Complete
4.2	<ul style="list-style-type: none"> <li>• LinkedIn page to be used to promote selected events as well as for informing members of advocacy initiatives</li> <li>• Sponsorship model to be reviewed after the AeroMetrex session, and a revised proposal to be brought to the October meeting of the Board</li> <li>• Budget to be developed for Golf Day</li> </ul>	September 10, 2020	R Ellis, B Clark  Increase revenue sub-committee  B Clark, EM.	Ongoing  Paper attached at agenda item 4.2  Complete
5.1	<ul style="list-style-type: none"> <li>• President to contact Australasia CEO to request accurate figures and membership numbers to be provided within the coming weeks</li> <li>• Australasia to be asked for corrected financial reports</li> </ul>	September 10, 2020	R Ellis, EM, P Burton	Complete  Complete

<b>Agenda Item</b>	<b>Action Reports</b>	<b>Date of Meeting</b>	<b>Responsible Party</b>	<b>Status</b>
5.2.2	Membership committee to approach potential bundle organisations once membership details have been updated by Australasia	September 10, 2020	M Bekavac, S Fines-Phillips, J Bowen, J Mitchell	In train – Boral, Light Regional Council and Holdfast Bay approached
5.2.1	Requirement for COVID marshal to be clarified prior to KWR event	September 10, 2020	J Mitchell	Complete – marshal not required
5.2.2	Teams meeting to be organised with B Clark and R Ellis	September 10, 2020	M Bekavac	Complete
6.2	Board calendar for October to include consideration of Emeritus nominations	September 10, 2020	EM	Complete
7.2	A Craig to be recognised with a gift at November state conference	September 10, 2020	P Coonan, R Ellis	In train