



# PACCOA

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Probation and Community Correction Officer's Association

## Executive Committee Meeting

Via Microsoft Teams

### Agenda – 8 July 2022

Meeting Open: 2:11 pm AEDT

<b>ATTENDEES:</b> Kristy Herbert, Daniel Lang, Damian Kavanagh, Tony Shillabeer
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<b>APOLOGIES:</b> Zie Devereux-Martyn, Alicia Murphy, Sharon Wilson, Alicia Murphy
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<b>WELCOME TO COUNTRY:</b>	Daniel Lang undertook
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#### PREVIOUS MINUTES:

Acceptance of Minutes of the previous meeting.	<b>PROPOSED:</b> Karen	<b>SECONDED:</b> Kristy
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#### ACTION ITEMS:

NUMBER	DESCRIPTION	ACTION/OUTCOME	STATUS
1.	PACCOA Website – Membership only section for access to Virtual Conference recording.	Website up and functional. People should receive logins	Open
2.	Digital membership management on website raised by Karen Bailey for consideration.	Digital membership to be sent out	Open
3.	Karen Bailey would like to propose all delegates to consider taking on a project this year. Role descriptions need updating – constitution needs reviewing, managing external relationships, connecting with PNG, etc.	This has taken place and execs have been given tasks. Agreed could be closed off.	Closed
4.	Date/Location of next PACCOA Conference.	NSW 19 <sup>th</sup> /20 <sup>th</sup> October 2023	Open
5.	Change of website/hosting	Own website hosting. Agreed this can be closed.	Closed

#### CORRESPONDENCE – IN:

NUMBER	DESCRIPTION	AUTHOR	RECIPIENT
	IRC Seat – 17/06/2022 correspondence.		PACCOA

#### CORRESPONDENCE – OUT:

NUMBER	DESCRIPTION	AUTHOR	RECIPIENT
	ICPAA memberships renewed		ICPAA





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**PRESIDENT'S MESSAGE:**

Daniel Lang

Daniel is looking at policy reform and exploring what other NFP have in relation to policies, procedures, privacy, confidentiality etc. To see if PACCOA should create more robust documents.

**TREASURER'S UPDATE:**

Karen Bailey

**June 2022**

**OPENING BALANCE:** \$198547.78

**INCOMING:**

Member Fees \$ 2677.50

Interest \$ 0.00

Liz Moore flight payback \$ 458.56

**EXPENSES/OUTGOINGS:**

Zoom \$ 429.99

Sharon NT subfund reimbursement \$ 100.00

**Closing Balance for June 2022** \$201153.85

State/territory funds \$ 46425.25

Available funds \$154728.60

**Budget 2021-2022**

2021-22 Financial Year Budget based on 650 Members & current funds estimated income \$253,728.59 (this does not include state funds)

		Amount Allocated	YTD spend	Remaining
Conference	30.00%	76118.57	22062.20	54056.37
Sponsorship	10.00%	25372.85	21295.68	4077.17
Professional development	50.00%	126864.30	41680.92	85183.38
Promotional	5.00%	12686.42	1765.50	10920.92
Running Costs	5.00%	12686.42	3031.31	9655.11

**\*PACCOA State/Territory sub fund balances**

State	Opening balance	Added to sub fund	Expended	Closing balance





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TAS	6574.44	151	Nil	6725.44
QLD	6455.96	104	Nil	6559.96
WA	9050.93	32	Nil	9082.93
SA	7352.25	173	Nil	7525.25
NT	6859.81	24	100	6783.81
VIC	5927.55	39.50	Nil	5967.05
ACT	3768.81	12	Nil	3780.81
<b>TOTAL</b>	<b>\$45989.75</b>	<b>535.50</b>	<b>100</b>	<b>\$46425.25</b>

\*Calculated at \$1.00 per member per fortnight (20% of dues paid)

Issues raised around Victoria and payments. Been looked into.

<b>Acceptance of Treasurer's Report</b>	<b>PROPOSED:</b> Damien	<b>SECONDED:</b> Kristy
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<b>MEMBERSHIP UPDATE:</b>	Karen Bailey
As at 6 July 2022 we have 716 members, a slight drop from last month. Two (2) new members for Tassie for the month of June but this was counteracted by a couple of resignations. Current state and territory membership numbers are SA 61, Vic 13, Tas 76, ACT 6, NT 12, WA 16, Qld 54, NSW 478.	
Noted I have not received any updates on membership numbers for NSW for over 6 months	

<b>STATE &amp; TERRITORIES UPDATES:</b>	
<b>NT</b>	No updates
<b>SA</b>	Alicia to act as Director of their Learning Academy so may see increase in numbers
<b>TAS</b>	No updates
<b>ACT</b>	No updates
<b>WA</b>	New member. No updates
<b>NSW</b>	No updates
<b>QLD</b>	Resume and interview skills session ran. Well received.
<b>VIC</b>	Looking at ideas to boost numbers

<b>CONFERENCE UPDATES:</b>
Karen proposed to be coordinator of conference. Agreed by those in attendance at meeting. Execs to be given responsibilities for conference as well. Face to face meet up proposed for February 2022 where this can be discussed further.

<b>SOCIAL MEDIA:</b>
Facebook is seeing large views per month and when things are posted.

<b>MENTOR PROGRAM:</b>
Info to come on this later.





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<b>PACCOA ONLINE:</b>	Yolanda Sanders
Daniel will send an email about this later. Has been a delay on the newsletter	

<b>GENERAL BUSINESS:</b>			
<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>ACTION/OUTCOME</b>	<b>STATUS</b>
Nil	Bank stuff now signed by Daniel and sorted		

**Meeting Closed:** 3.15pm

**NEXT MEETING:** 12 August 2022

