



PACCOA

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Probation and Community Correction Officer's Association

Executive Committee Meeting

Via Microsoft Teams

Agenda – 10 May 2022

Meeting Open: 7:00 pm AEDT

ATTENDEES: Daniel Lang (President), Damian Kavanagh, Alex Potter, Yolanda Sanders, and Zie Devereux-Martyn (Minutes)

APOLOGIES: Karen Bailey, Lisa Hoyle, and Alicia Murphy

WELCOME TO COUNTRY:	Daniel Lang
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PREVIOUS MINUTES:		
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Acceptance of Minutes of the previous meeting.	PROPOSED:	SECONDED:
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Acceptance of Minutes of the previous meeting.	Daniel Lang	Damian Kavanagh
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Acceptance of Minutes of the previous meeting.	Daniel Lang	Damian Kavanagh
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ACTION ITEMS:			
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NUMBER	DESCRIPTION	ACTION/OUTCOME	STATUS
1.	PACCOA Website – Membership only section for access to Virtual Conference recording.	Daniel Lang reported the website is ready for uploading.	Open
2.	Digital membership management on website raised by Karen Bailey for consideration.	Draft design has this capacity. Daniel Lang is exploring the legality of sharing resources within this platform.	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.	Ongoing.	Open
4.	Date/Location of next PACCOA Conference.	Ongoing.	Open
5.	Karen Bailey suggested delegates consider the format of the PACCOA conferences on an ongoing basis; positive cost/benefit analysis regarding online format.	Ongoing.	Open
6.	Yolanda Sanders reported she had received queries regarding the previous PACCOA Meeting Minutes, which are yet to be uploaded to the PACCOA Website.	Ready for uploading to the new website when live.	Open





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7.	Daniel Lang to replace Liz Moore as second signatory on the PACCOA account.	Ongoing.	Open
8.	Change of website/hosting	Ongoing.	Open
9.	Meeting schedule options	Friday (second week) at 2pm.	Closed

CORRESPONDENCE – IN:

NUMBER	DESCRIPTION	AUTHOR	RECIPIENT

CORRESPONDENCE – OUT:

NUMBER	DESCRIPTION	AUTHOR	RECIPIENT

PRESIDENT'S MESSAGE:

Daniel Lang

We continue to move forward financially within the organisation, good stakeholder relationships maintained. Maintaining a position of looking at new opportunities and further developing the association.

TREASURER'S UPDATE:

Karen Bailey

PACCOA Treasurer's Report

Probation and Community Corrections Officers' Association Incorporated

ABN 97 637 750 898

April 2022

OPENING BALANCE: \$190663.08

INCOMING:

Member Fees \$ 2395.00
PPOA Q2 (Oct-Dec) fees \$ 11516.00
Interest \$ 0.00

EXPENSES/OUTGOINGS:

Tote bags- SA sub-fund \$ 952.88
Postage pins/pads – Qld sub-fund \$ 13.80

Closing Balance for April 2022 \$203607.40

State/territory funds \$ 45504.10

Available funds \$158103.30

Budget 2021-2022





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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	16295.68	9077.17
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	366.04	12320.38

*PACCOA State/Territory sub fund balances

State	Opening balance	Added to sub fund	Expended	Closing balance
TAS	4259.44	158 + 2000	Nil	6417.44
QLD	4253.11	104 + 2000	13.80	6343.31
WA	7979.93	36 + 1000	Nil	9015.93
SA	6069.13	119 + 2000	952.88	7235.25
NT	4813.81	22 + 2000	Nil	6835.81
VIC	2871.55	28 + 3000	Nil	5899.55
ACT	744.81	12 + 3000	Nil	3756.81
TOTAL	\$30991.78	15479.00	966.68	\$45504.10

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

Matters for Treasury to consider: As per Executive agreement funds transferred to state/territory due to minimal expenditure over previous 2 years to assist with local initiatives. A total of \$15000 will be moved from the sponsorship budget to the state/territories. \$5000 will be transferred to PPOA in May 2022.

This report was completed by
Karen Bailey
Treasurer
PACCOA

Acceptance of Treasurer's Report

PROPOSED:
Daniel Lang

SECONDED:
Damien Kavanagh





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MEMBERSHIP UPDATE:

Karen Bailey

As at 4 May 2022 we have 72 members, an increase of 3 members since the last report taking into account a few withdrawn members. Northern Territory had (1) new member and Queensland (4) new members. Current state and territory membership numbers are SA 62, Vic 14, Tas 79, ACT 6, NT 12, WA 19, Qld 55, NSW 478.

Noted I have not received any updates on membership numbers for NSW for over 6 months.

Karen Bailey
Membership co-ordinator
PACCOA

STATE & TERRITORIES UPDATES:

NT	Nil update
SA	Unrepresented
TAS	Nil update
ACT	Unrepresented
WA	Unrepresented
NSW	PPOA awards later this week – Peter Hanna from Hanna Consulting will be presenting.
QLD	Unrepresented
VIC	Nil update

CONFERENCE UPDATES:

Nil update

SOCIAL MEDIA:

Beth Van Baast

Social media engagement continues.

MENTOR PROGRAM:

Joann Hickey

Nil update.

PACCOA ONLINE:

Yolanda Sanders

- Leadership Program is up to Session 3 on 27 May 2022.
- Sessions have been well-received, anticipated attendance will increase during the program.
- Feedback function of the program is being utilised by Peter Hanna in preparing future sessions.
- As we move towards the middle of the program, discussions will commence regarding possible online development opportunities for 2023.
- Important that we are locally engaging the membership, and utilising PACCOA funds held to facilitate this.





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GENERAL BUSINESS:			
NUMBER	DESCRIPTION	ACTION/OUTCOME	STATUS
1	Conference – Yolanda Sanders noted whilst exploring online conference opportunities, it is still important for in person contact to occur. Members could possibly link-in Nationally from individual States in congregations for the conference.	To remain in action item	Open
2	Damian Kavanagh suggested that the meetings be recorded for delegates to watch at a later time convenient to them.		Open

Meeting Closed: 7.38

NEXT MEETING: Friday, 10 June 2022 at 2.00pm

Signed as true and correct.

