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Probation and Community Correction Officer's Association

Executive Committee Meeting

Via Microsoft Teams

Minutes – 8 February 2022

Meeting Open: 7:00 pm AEDT

ATTENDEES:

Daniel Lang (Chairperson), Zie Devereux-Martyn (Secretary), Yolanda Sanders, Karen Bailey, and Lisa Hoyle

APOLOGIES:

Kristy Herbert, Alexandra (Allie) Potter, Tony Shillabeer, Alicia Murphy, Sharon Wilson, Beth Van Baast, and Adam Grice

WELCOME TO COUNTRY:

Daniel Lang

PREVIOUS MINUTES:

Acceptance of Minutes of the previous meeting

PROPOSED:

Karen Bailey

SECONDED:

Zie Devereux-Martyn

ACTION ITEMS:

NUMBER	DESCRIPTION	ACTION/OUTCOME	STATUS
1.	Mentor Program – Joann Hickey and Catherine Ball.	<p>Reviewing and reaching out to registered Mentor/Mentees for feedback as to whether they wish to continue their involvement in the program in 2022.</p> <p>(Following a review of Paige's handover recommendations) looking at making some minor changes to the application form to ensure more appropriate pairings of Mentors/Mentees occurs.</p> <p>Looking at sending the revised Application Forms together with the program information booklet to all</p>	Move to a standing agenda item for next meeting





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		<p>members in late February/early March 2022.</p> <p>Focusing on the recruitment of Mentees for the program and are considering strategies we will use to do this, including the concept of approaching State Delegates for the contact details of their Training academy or equivalent in order to target new staff.</p>	
2.	<p>PACCOA Online – Subcommittee:</p> <ul style="list-style-type: none">• Yolanda Sanders• Damian Kavanagh• Joann Hickey• Rebecca Shanahan• Chantelle Chatham	<p>Yolanda Sanders has emailed a proposal out to delegates from Hanna Consulting, awaiting feedback. Nine sessions being proposed (have consolidated). Is to start in March 2022 and will finish in December 2022. Sessions would be the first Friday of each month via Zoom. Up to 200 members can register for each session. A certificate is available if you participate in 80% of the sessions. Proposed expenditure - \$36000. Once signed off – marketing material will be prepared. Yolanda Sanders to liaise with Daniel Lang in respect of setting up on Eventbrite.</p> <p>Email to be forwarded by Daniel Lang to delegates for voting – quorum not satisfied for tonight's meeting.</p>	<p>Move to a standing agenda item for next meeting</p>





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3.	Transfer of funds from the Main PACCOA balance to each State/Territory sub-fund for localised workshops and other development activities for each State, where members are invited to attend in person.	Please refer to email correspondence in the agenda folder. Email to be forwarded by Daniel Lang to delegates for voting – quorum not satisfied for tonight's meeting.	Open
4.	PACCOA Website – Membership only section for access to Virtual Conference recording.	Daniel Lang to initiate a membership only section. Will discuss with Beth Van Baast.	Open
5.	Kerry's Thumb Drives/Merchandise	Yolanda Sanders to mail the Thumb Drive to Zie Devereux-Martyn. Daniel Lang reported he has 150 travel mugs. Yolanda Sanders has mouse pads.	Action item closed
6.	Tribute to Kerry Thomas	Yolanda Sanders noted PPOA NSW is putting a grant together in Kerry's name to recognise her contribution. Sponsorship Program to consider contributing and will come back to the Executive regarding a proposal.	Open
7.	Management of digital files	Daniel Lang has suggested the hosting platform – mega.co.nz. Daniel Lang to further research.	Open
8.	Reformatting of Agenda/Minutes templates	Agreement for Secretary to devise own template, delegates to provide feedback if required.	Action item closed
9.	Digital membership management on website raised by Karen Bailey for consideration.	Daniel Lang to further research.	Open
10.	Karen Bailey would like to propose all delegates to consider taking on a project this year. Role descriptions need updating – constitution needs reviewing, managing	Options/Roles/Tasks to be prepared by Daniel Lang and discussed during the March meeting.	Open





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	external relationships, connecting with PNG, etc.		
11.	2021 Virtual Conference recording.	Uploaded, with positive feedback received.	Action item closed.
12.	Date/Location of next PACCOA Conference.	Daniel Lang to raise with South Australia if they would like to host for 2023, in lieu of 2021.	Open
13.	ICPA memberships.	Karen Bailey to continue contact with ICPA around accessing membership content on the website.	Open
14.	Yolanda Sanders has requested to be removed as an administrator for the PACCOA Facebook Page.	Daniel Lang has requested to have Yolanda Sanders removed.	Action item closed.
15.	Yolanda Sanders reported she had received queries regarding the previous PACCOA Meeting Minutes, which are yet to be uploaded to the PACCOA Website.	Daniel Lang to address.	Open
16.	Daniel Lang to replace Liz Moore as second signatory on the PACCOA account.	Karen Bailey to attend at the bank to discuss the process.	Open

CORRESPONDENCE – IN:

NUMBER	DESCRIPTION	AUTHOR	RECIPIENT
1.	2021-22 ICPA Opal Membership- PACCOA – 17 January 2022	ICPA	Karen Bailey
2.	Pens and thank you notes forwarded to the HIT Program in South Australia were returned in the mail due to an incorrect recipient address. Karen Bailey noted one of the three pens and one of the thank you notes have been removed by an unknown person.	UNKNOWN	Karen Bailey

CORRESPONDENCE – OUT:

NUMBER	DESCRIPTION	AUTHOR	RECIPIENT
1.	2021-22 ICPA Opal Membership- PACCOA – 2 February 2022	Karen Bailey	ICPA

PRESIDENT'S MESSAGE:

Daniel Lang

I am honoured to step into the role after Yolanda Sanders, who has set an incredibly high standard. I want to see the work continue. We have a group of passionate people and are ready to take the 'bull by the





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horns'. We are at a point where we have tangible actions to get across the line and to start spending money for the benefit of the membership.

TREASURER's UPDATE:

Karen Bailey

PACCOA Treasurer's Report

Probation and Community Corrections Officers' Association Incorporated

ABN 97 637 750 898

January 2022

OPENING BALANCE: \$222776.06

INCOMING:

Member Fees \$ 2315.00

Interest \$ 0.00

EXPENSES/OUTGOINGS:

Closing Balance for January 2022 \$225091.06

State/territory funds \$ 29989.81

Available funds \$195101.25

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	1295.68	24077.17
Professional development	50.00%	126864.30	2080.92	124783.38
Promotional	5.00%	12686.42	1765.50	10920.92
Running Costs	5.00%	12686.42	344.09	12342.33

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

State	Opening balance	Added to sub fund	Expended	Closing balance
TAS	3737.47	165	Nil	3902.47
QLD	3975.11	92	Nil	4067.11
WA	7845.93	39	Nil	7884.93
SA	5734.13	107	Nil	5841.13
NT	4736.81	22	Nil	4758.81
VIC	2794.55	26	Nil	2820.55
ACT	702.81	12	Nil	714.81
TOTAL	\$29526.81	463	0	\$29989.81





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

Matters for Treasury to consider:

This report was completed by
Karen Bailey
Treasurer
PACCOA

Acceptance of Treasurer's Report

PROPOSED:

Karen Bailey

SECONDED:

Lisa Hoyle

MEMBERSHIP UPDATE:

Karen Bailey

As at 2 February 2022 we have 713 members. No new members for the month of January and 3 resigned due to taking other employment opportunities. Current state and territory membership numbers are SA 55, Vic 13, Tas 82, ACT 6, NT 11, WA 20, Qld 48, NSW 478.

Not much else to report over the past month, as expected quiet period of the year for new membership.

STATE & TERRITORIES UPDATES:

NT	Nil.
SA	Little to report.
TAS	Recruitment occurring – hope to sign up new members.
ACT	Nil.
WA	Will be sending out to our delegates in Perth an email this week asking them to look at personal development training (I have got some links to training to send with it) that we are proposing our WA fund can cover. The thought is around \$300 per person for some training they nominate, and they will need to send me the details of the training with a blurb on why they wish to attend it and how it will contribute to their work. The thought is to cover up to 10 members training.
NSW	Quiet period.
QLD	Karen Bailey and Adam Grice to meet shortly.
VIC	Nil.

CONFERENCE UPDATES:

Daniel Lang to raise with South Australia if they would like to host for 2023, in lieu of 2021.

SOCIAL MEDIA:

Beth Van Baast

Daniel Lang and Beth Van Baast in regular contact to ensure social media has coverage at all times. Positive feedback received regarding the December 2021 Newsletter.

GENERAL BUSINESS:

NUMBER	DESCRIPTION	ACTION/OUTCOME	STATUS
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1.	Information received from Claire Takacs regarding a fraudulent claim by a person on LinkedIn that they are employed by PACCOA.	Thank you to Claire Takacs for the information. LinkedIn have now removed the fraudulent entry.	Closed
2.	PACCOA Pins	Karen Bailey has asked for jurisdictions yet to provide a postal address to Kim Emes, to please do so. Karen Bailey to forward a reminder email to delegates.	Closed.

Meeting Closed: 8:26pm

NEXT MEETING: Tuesday, 8 March 2022



CHAIRPERSON

