



PACCOA

LINKING · LEARNING · LEADING

Probation and Community Correction Officer's Association

Executive Committee Meeting

Via Microsoft Teams

Minutes – 8 March 2022

Meeting Open: 7:00 pm AEDT

ATTENDEES: Karen Bailey, Daniel Lang (President), Adam Grice, Kristy Herbert, Alicia Murphy, Damian Kavanagh, Alexandra Potter, Beth Van Baast

APOLOGIES: Zie Martyn-Devereaux (Secretary), Tony Shillabeer, Lisa Hoyle, Sharon Wilson

WELCOME TO COUNTRY: Daniel

PREVIOUS MINUTES:

Acceptance of Minutes of the previous meeting	PROPOSED: Karen Bailey	SECONDED: Daniel Lang
-----------------------------------------------	----------------------------------	---------------------------------

ACTION ITEMS:

NUMBER	DESCRIPTION	ACTION/OUTCOME	STATUS
1.	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.	Executive approved this action and Daniel to send Karen final amounts so monies can be transferred	Open
2.	PACCOA Website – Membership only section for access to Virtual Conference recording.	Daniel will provide an informal proposal for a new web platform for the website. Will send out a proposal. Exec agreed in principle.	Open
3.	Tribute to Kerry Thomas	Sponsorship Program being named Kerry Thomas Education Sponsorship Program- signed off. Will be launched soon.	Open
4.	Management of digital files	Zie and Daniel still working on this- will be cloud base option	Open
5.	Digital membership management on website raised by Karen Bailey for consideration.	Daniel informal proposal a new web platform for the	Open





PACCOA

LINKING · LEARNING · LEADING

Probation and Community Correction Officer's Association

		website. Will send out a proposal- this action will be incorporated with action item #2	
6.	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.	Daniel to draw up project roles and send out to the executive. Adam nominated as the External Relationships co-ordinator	Open
7.	Date/Location of next PACCOA Conference.	Alicia happy to pass on the next conference being in Adelaide. Discussed and NSW decided to be the next location in 2023, Daniel and Beth to start considering options.	Open
8.	ICPA memberships.	Karen still managing this, nearly have everyone connected.	Open
9.	Yolanda Sanders reported she had received queries regarding the previous PACCOA Meeting Minutes, which are yet to be uploaded to the PACCOA Website.	Daniel informal proposal a new web platform for the website. Will send out a proposal. This action item will be incorporated with action #2	Open
10.	Daniel Lang to replace Liz Moore as second signatory on the PACCOA account.	In progress	Open

CORRESPONDENCE – IN:

NUMBER	DESCRIPTION	AUTHOR	RECIPIENT
1.	ICPA Memberships 17 February 2022	ICPA	Karen Bailey

CORRESPONDENCE – OUT:

NUMBER	DESCRIPTION	AUTHOR	RECIPIENT
1.	ICPA Memberships 17 February 2022	Karen Bailey	ICPA

PRESIDENT'S MESSAGE:

Daniel Lang

You're all wonderful and amazing- kicking goals. High standard set by previous exec, new initiatives this year and very exciting. Appreciate everyone taking the time to be a part of PACCOA,





PACCOA

LINKING · LEARNING · LEADING

Probation and Community Correction Officer's Association

TREASURER's UPDATE:

Karen Bailey

PACCOA Treasurer's Report

Probation and Community Corrections Officers' Association Incorporated

ABN 97 637 750 898

February 2022

OPENING BALANCE: \$225091.06

INCOMING:

Member Fees \$ 2305.00

Interest \$ 0.00

EXPENSES/OUTGOINGS:

GoDaddy (website fees) \$ 21.95

Closing Balance for February 2022 \$227374.11

State/territory funds \$ 30450.81

Available funds \$196923.30

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	3902.47	165	Nil	4067.47
QLD	4067.11	92	Nil	4159.11
WA	7884.93	38	Nil	7922.93
SA	5841.13	107	Nil	5948.13
NT	4758.81	22	Nil	4780.81
VIC	2820.55	25	Nil	2845.55
ACT	714.81	12	Nil	726.81
TOTAL	\$29989.81	461	0	\$30450.81

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

Matters for Treasury to consider:

This report was completed by

Karen Bailey





PACCOA

LINKING · LEARNING · LEADING

Probation and Community Correction Officer's Association

Treasurer PACCOA		
Acceptance of Treasurer's Report	PROPOSED: Karen Bailey	SECONDED: Kristy Herbert

MEMBERSHIP UPDATE:	Karen Bailey
<p>As at 2 March 2022 we have 714 members. One new member for Victoria, Despina Poursanidis, who some of you may know as she was a previous PACCOA secretary, which is great to have this calibre of member re-join. One new member for Tassie, Naomi Wass. Current state and territory membership numbers are SA 55, Vic 14, Tas 82, ACT 6, NT 11, WA 20, Qld 48, NSW 478.</p> <p>I anticipate growth in the membership with the promotion of the Leadership Excellence Series and the future launch of the sponsorship program.</p>	

STATE & TERRITORIES UPDATES:	
NT	Louise Blacker long term member, lost husband suddenly- using funds to purchase gift. Leadership Program promoted to the membership.
SA	Nothing to report of significance
TAS	No representative
ACT	No representative
WA	Pins arrived today. Sent email to members re: leadership program. Reaching out to members about training, conf etc offering to fund but no response yet.
NSW	Good response for Leadership Program, membership solid. Beth sending out next newsletter soon.
QLD	PACCOA pins have been received and distribution has commenced. We have promoted the Leadership Excellence Series to the membership and to the whole of Community Corrections. Within a short period of time I had 4 officers reach out requesting to be members, 1 has returned their membership and just waiting on returned paperwork for others. Also had positive feedback from the membership on what a fantastic initiative this was. We held our monthly TEAMS catch-up, with Desi, new member from Vic and previous PACCOA secretary joined in, which was great to have her back on board and enthusiastic. We have decided to extend these meetings to bi-monthly.
VIC	Great to have Desi on-board. Received pins. Need to send out Leadership program out to the masses.

CONFERENCE UPDATES:
Daniel and Beth to source options for NSW, will be a hybrid in 2023

SOCIAL MEDIA:	Beth Van Baast
Still going well.	





PACCOA

LINKING · LEARNING · LEADING

Probation and Community Correction Officer's Association

--

MENTOR PROGRAM:	Joann Hickey and Catherine Ball
No updates	

PACCOA ONLINE:	Yolanda Sanders
Yolanda no on-line but approx. 80 people registered so far and positive feedback.	

GENERAL BUSINESS:			
NUMBER	DESCRIPTION	ACTION/OUTCOME	STATUS
1.	Change of website/hosting	Daniel informal proposal a new web platform for the website. Will send out a proposal	Open
2.	Meeting schedule options	Daniel to send out options for the vote.	Open

Meeting Closed: 8.15pm

NEXT MEETING: Tuesday, 12 April 2022

Certified minutes as true and correct.

Daniel Lang

