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Probation and Community Correction Officer's Association

Executive Committee Meeting

Via Microsoft Teams

Minutes – 10 June 2022

Meeting Open: 2:00 pm AEDT

ATTENDEES: Sharon Wilson, Lisa Hoyle, Yolanda Sanders, Karen Bailey (Chair), Kristy Herbert and Zie Devereux-Martyn (Minutes)

APOLOGIES: Daniel Lang, Alicia Murphy, Tony Shillabeer, Damien Kavanagh, and Alex Potter.

WELCOME TO COUNTRY: Karen Bailey

PREVIOUS MINUTES:

Acceptance of Minutes of the previous meeting.

PROPOSED:
Zie Devereux-Martyn

SECONDED:
Nil other attendees present from the May 2022 meeting

ACTION ITEMS:

NUMBER	DESCRIPTION	ACTION/OUTCOME	STATUS
1.	PACCOA Website – Membership only section for access to Virtual Conference recording.		Open
2.	Digital membership management on website raised by Karen Bailey for consideration.		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.	<ul style="list-style-type: none">• Zie Devereux-Martyn – to review Constitution.• Kristy Herbert – Role descriptions (Zie to email to Kristy).	Open
4.	Date/Location of next PACCOA Conference.		Open
5.	Karen Bailey suggested delegates consider the format of the PACCOA conferences on an ongoing basis; positive cost/benefit analysis regarding online format.		Closed
6.	Yolanda Sanders reported she had received queries regarding the previous PACCOA Meeting Minutes, which are yet to be uploaded to the PACCOA Website.	2022 minutes uploaded.	Closed
7.	Daniel Lang to replace Liz Moore as second signatory on the PACCOA account.		Closed





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8.	Change of website/hosting		Open
9.	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.	Attending executive agreed of the importance of in-person attendance.	Closed
10.	Damian Kavanagh suggested that the meetings be recorded for delegates to watch at a later time convenient to them.	Recording to commence from July 2022 meeting.	Closed

CORRESPONDENCE – IN:

NUMBER	DESCRIPTION	AUTHOR	RECIPIENT
1	Outstanding accounts (numerous)	Zoom	Various

CORRESPONDENCE – OUT:

NUMBER	DESCRIPTION	AUTHOR	RECIPIENT
1	Outstanding accounts (numerous)	Zoom	Various

PRESIDENT'S MESSAGE:

Daniel Lang

TREASURER'S UPDATE:

Karen Bailey

PACCOA Treasurer's Report

Probation and Community Corrections Officers' Association Incorporated

ABN 97 637 750 898

May 2022

OPENING BALANCE: \$203607.40

INCOMING:

Member Fees \$ 2650.00

Interest \$ 0.00

EXPENSES/OUTGOINGS:

Zoom \$ 429.99

Square Weebly (website upgrade) \$ 480.28

PPOA reimbursement- local initiatives \$ 5000.00

Membership fee reimbursement-

Donna Palma Vic \$ 1755.00

Postage reimbursement Qld

Sub-fund K Bailey \$ 44.35





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Closing Balance for May 2022	\$198547.78
State/territory funds	\$ 45989.75
Available funds	\$152558.03

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
TAS	6417.44	157	Nil	6574.44
QLD	6343.31	157	44.35	6455.96
WA	9015.93	35	Nil	9050.93
SA	7235.25	117	Nil	7352.25
NT	6835.81	24	Nil	6859.81
VIC	5899.55	28	Nil	5927.55
ACT	3756.81	12	Nil	3768.81
TOTAL	\$45504.10	530	44.35	\$45989.75

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

Matters for Treasury to consider: PACCOA has been charged \$429.99 by zoom on 02/05/22 and further on 01/06/22 all attempts are being made to get this money reimbursed. Victorian member Donna Palma was advised by her payroll that double deductions were being taken from her account between April 2008 and Sept 2021; therefore \$1755.00 has been reimbursed to her.

This report was completed by
Karen Bailey
Treasurer
PACCOA

Acceptance of Treasurer's Report

PROPOSED:
Karen Bailey

SECONDED:
Kristy Herbert

MEMBERSHIP UPDATE:

Karen Bailey





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As at 2 June 2022 we have 718 members, a slight drop from last month. No new members for the month of May. Current state and territory membership numbers are SA 61, Vic 14, Tas 77, 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.

Karen Bailey
Membership co-ordinator
PACCOA

STATE & TERRITORIES UPDATES:

NT	Alex has moved into a new role for the next 12 months. Training unit is looking to promote PACCOA within course content.
SA	Nil update.
TAS	Nominations have been called for Tasmanian PACCOA Awards. Looking to arrange a winter get-together for the membership.
ACT	Nil update.
WA	Incorporating PACCOA in training sessions. Will consider a social get-together for late 2022.
NSW	Nil update.
QLD	1 July 2022– resume/interviews/ career pathways – training session. Assistant Commission meeting in two weeks' time – to promote PACCOA.
VIC	Nil update.

CONFERENCE UPDATES:

NSW – to consider Bondi/Manly locations - Tentative

Two Day conference - Thursday/Fri - - 19/20 October 2023 – Tentative

Face to Face – February 23/24 2023 - Tentative

SOCIAL MEDIA:

Beth Van Baast

Nil update.

MENTOR PROGRAM:

Joann Hickey

Nil update.

PACCOA ONLINE:

Yolanda Sanders

We may benefit from conducting a new survey as to what the membership would like offered – training, etc. Looking at more opportunities for membership connectivity. Yolanda has sent an email of ideas for review.





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GENERAL BUSINESS:			
NUMBER	DESCRIPTION	ACTION/OUTCOME	STATUS
Nil			

Meeting Closed: 3:00pm

NEXT MEETING: 8 July 2022

Certified minutes to be true and correct

Karen Bailey

