



PACCOA

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Probation and Community Correction Officer's Association

Executive Team Meeting

Minutes– 9 November 2021

Meeting Open: 7:00 pm AEDST

Secretary: Karen Bailey

ATTENDEES: Yolanda Sanders, Karen Bailey, Zie Devereux-Martyn, Sharon Wilson, Alicia Murphy, Tony Shillabeer, Di Podetti, Lisa Hoyle, Daniel Lang

APOLOGIES: Beth Van Baast

Acknowledgement / welcome to country.

Acknowledgement presented by Karen Bailey

Actions to be completed

NUMBER	NOTES & ACTIONS	RESPONSIBILITY	STATUS
	Membership reimbursement for conference	Karen	closed

Minutes accepted: Alicia **seconded:** Zie

Business Arising: No

CORRESPONDENCE:

IN: Condolences from Director CC Pauline Van Adrichem and Statewide Operations Manager Chris Cornell-McGleenan from Tassie, varying correspondence expressing condolences from a number of state and territory members, Tony advised CSAC.

OUT: Emails to members for AGM announcement

PRESIDENT'S Message: Yolanda Sanders

Appreciated everyone attending rehearsal today and thanked Kim for her assistance with conference. AGM on 7/12/21. Will acknowledge Dan and Kim for their help. Newsletter in





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December- take pics from conference for Beth and other stories. Looking forward to the awards and having a celebration.

TREASURER'S Updates: Karen Bailey

PACCOA Treasurer's Report

Probation and Community Corrections Officers' Association Incorporated

ABN 97 637 750 898

October 2021

OPENING BALANCE: \$228247.54

INCOMING:

Member Fees \$ 2380.00

NSW fees Q1 (July-Sept) \$ 11516.00

Interest \$ 0.00

EXPENSES/OUTGOINGS:

Tas- Onesimus training \$ 275.00

Conference flight reimbursement-

D Podetti \$ 337.64

Conference flight reimbursement-

L Lethborg \$ 337.64

Zoom charges \$ 429.99

Closing Balance for September 2021 \$240763.27

State/territory funds \$ 28777.81

Available funds \$211985.46





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	429.99	75688.58
Sponsorship	10.00%	25372.85	675.28	24697.57
Professional development	50.00%	126864.30	2080.92	124783.38
Promotional	5.00%	12686.42	0	12686.42
Running Costs	5.00%	12686.42	78.39	12608.03

*PACCOA State/Territory sub fund balances

State	Opening balance	Added to sub fund	Expended	Closing balance
TAS	3829.47	177	275	3731.47
QLD	3617.11	95	Nil	3712.11
WA	7734.93	36	Nil	7770.93
SA	5348.13	112	Nil	5460.13
NT	4672.81	20	Nil	4692.81
VIC	2707.55	24	Nil	2731.55
ACT	666.81	12	Nil	678.81
TOTAL	\$28576.81	476	275	\$28777.81

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

Matters for Treasury to consider:

This report was completed by

Karen Bailey

Treasurer

PACCOA

Moved Karen 2nd Zie





MEMBERSHIP Updates:

Liz has forwarded report to Di for AGM membership report. Report updated. Membership increasing.

STATE Updates:

NT	Very little interest in conference, tried to get enthusiasm. 1 potential new member today. Spoke to Simone- not enthusiastic about being delegate
SA	1 new member, Alicia looking at another state bulletin out. Alicia wont be at conference on Friday.
TAS	Poor uptake for conference, slow decision making from hierarchy and workloads. Lisa and Zie meeting to talk about plan for next year.
ACT	No updates and no interest for delegate
WA	Two new members, having a hub at the academy to watch conference.
NSW	A/Commissioner CC email supporting members to attend conference as a work day. PPOA NSW 24/11/21 AGM, will form the executive team NSW and two delegates for PACCOA. Healthy treasury in NSW PPOA. Education sponsorship program.
QLD	Membership up to 53. All focus on conference, have 25 people attending 'the hub' to watch the conference and approx. 15 attending an after drinks event.
VIC	No updates and no interest for delegate

CONFERENCE UPDATES:

Awards presentation: Trophies and certificates all done. Presenters will be Brian Norman, Zie Devereux-Martyn and Karen Bailey. Dan has compiled music and pictures for the presentation.

Conference Project Plan:

Presenter's gift: \$50 Gift vouchers and 12 pens plus engraving-Kim organising the pens.

Conference schedule: Yolanda updating schedule and Dan completing Kerry's memorial.

Marketing	Zie, Simone and Sharon	Gift vouchers for registered members, award winners, presenters and special helpers.
Technology	Alicia, Tony and Melissa	Zoom all organised, rehearsal was today
Sponsorship	Karen, Yolanda and Kerry	Nothing to add





SOCIAL MEDIA:

Website: Daniel and Beth – Dan working in Broken Hill not much happening on website due to lack of resources- Need to upload minutes, Treasurers report next year when Dan is back home

Facebook: Daniel and Beth – FB numbers good and feedback

Newsletter: Beth sent out email requesting Xmas cheer message for newsletter. Pic's from local events and conference.

GENERAL BUSINESS

- **AGM 7/12/21:** Mandatory attendance by executive. We all have to step down and step-up again or nominate others. Minute taker: Alicia, Tony will chair, Liz from Tassie is going to be an advisor. Delegate nomination form sent out. All reports to be sent to Alicia. Dan has already sent out link
- **PPOA-PACCOA Professional Scholarship:** Any feedback to Rachel Roe. There will be a sub-committee, Karen Bailey currently on sub-committee invited others to join.
- **Anything for Kerry:** Zie and Yolanda finding out when the service is and what to send on behalf of PACCOA

ACTIONS AND RESPONSIBILITY

NUMBER	NOTES & ACTIONS	RESPONSIBILITY	STATUS
	Upload minutes and Treasurer's reports once Dan is back home	Dan	Open
	Everyone to send Beth stories, pics, xmas cheer for December newsletter	Everyone	Open
	All reports for AGM to be sent to Alicia, Karen to send Alicia and Tony AGM minutes from last year.	Karen, Yolanda, Di	Open
	Karen to email Melissa about being a delegate again	Karen	Open
	Dan and Karen to send Sharon names for the gift certificates	Dan and Karen	Open
	Everyone to send any feedback to Rachel Roe regarding the sponsorship program and advise if you're interested in being on the sub-committee	Everyone	Open

Meeting Closed: 8.38pm

NEXT MEETING: 7 December 2021 @7pm AEDST

