



# PACCOA

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Probation and Community Correction Officer's Association

## Executive Team Meeting

### Minutes – 7 December 2021

Meeting Open: 7:00 pm AEDST

Secretary: Zie Devereux-Martyn

#### ATTENDEES:

Yolanda Sanders, Karen Bailey, Zie Devereux-Martyn, Sharon Wilson, Beth Van Baast, Tony Shillabeer, Di Podetti, Lisa Hoyle, Daniel Lang, Damian Kavanagh, and Joann Hickey.

Liz Moore (Advisor).

#### APOLOGIES:

Alicia Murphy, Adam Grice

#### Acknowledgement / welcome to country.

Acknowledgement presented by Tony Shillabeer during the preceding AGM.

Minutes accepted: Zie Seconded: Karen

Business Arising: Nil

#### OFFICE-BEARER ELECTIONS

POSITION	NOMINEE	NOMINATED BY	SECONDER	CARRIED/ ELECTED
President	Daniel Lang	Daniel Lang	Tony Shillabeer	Yes
Vice-President	Tony Shillabeer	Damian Kavanagh	Sharon Wilson	Yes
Treasurer & Membership Co-ordinator	Karen Bailey	Karen Bailey	Lisa Hoyle	Yes
Secretary	Zie Devereux-Martyn	Karen Bailey	Daniel Lang	Yes
Social Media Officer	Beth Van Baast	Daniel Lang	Tony Shillabeer	Yes
Public Officer	Daniel Lang	Beth Van Baast	Lisa Hoyle	Yes





**PRESIDENT'S Message:**

**Daniel Lang**

Daniel noted he looks forward to continuing the great work of PACCOA and acknowledged the platform laid by Yolanda and the fortunate position the Association finds itself in at this time. He reflected upon Kerry's role in encouraging his initial involvement and spoke of his intention to carry on Kerry's legacy within PACCOA. The work of Yolanda and Liz for PACCOA over many years was fondly recognised. Daniel encouraged attendees to consider ourselves as custodians of the association.

**CORRESPONDENCE:**

**Zie Devereux-Martyn**

**IN:**

NUMBER	DESCRIPTION	RECEIVED BY
1.	Condolence messages (Kerry).	Yolanda
2.	Positive feedback (various) regarding the online conference format (enabling participant engagement for those who may have been unable to attend an in-person format) and the anticipation of further online content being available in the future.	Daniel

**OUT:**

NUMBER	DESCRIPTION	RECIPIENT/S
1.	Sympathy Card (Kerry) on behalf of the PACCOA Executive.  (Thank you to Carol Sailiai for her assistance in obtaining the relevant mailing address details).	Kerry's Family

**Moved Karen Seconded Lisa**





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## TREASURER'S Updates:

Karen Bailey

### PACCOA Treasurer's Report

*Probation and Community Corrections Officers' Association Incorporated*

ABN 97 637 750 898

**November 2021**

**OPENING BALANCE:** \$240763.27

**INCOMING:**

Member Fees	\$ 2735.00
Conference tickets	\$ 461.60
Interest	\$ 0.00

**EXPENSES/OUTGOINGS:**

Zoom	\$ 4297.44
Trophies	\$ 389.10
WA Conf Hub catering	\$ 124.17
EGift Cards	\$12600.00
Pins & Pens	\$ 2535.50
Tas Conf south Hub catering	\$ 274.75
L Walker conf cost (hotel, parking) reimbursement Qld member	\$ 337.51
Tas Conf north Hub catering	\$ 402.00
Kerry's sympathy cards (Tas and national)	\$ 13.50
C Blue conf cost (parking) reimbursement Qld member	\$ 24.00
Qld conf hub incidentals	\$ 53.65
Kerry's memorial frame	\$ 230.00
A Soni conf cost (flights, car hire) reimbursement Qld member	\$ 258.89
Postage: trophies and member gift	\$ 22.20

**Closing Balance for November 2021** \$222397.16

State/territory funds \$ 29324.81

Available funds \$193072.35

### 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	19341.10	56777.47
Sponsorship	10.00%	25372.85	1295.68	24077.17





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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	3731.47	173	Nil	3904.47
QLD	3712.11	172	Nil	3884.11
WA	7770.93	36	Nil	7806.93
SA	5460.13	109	Nil	5569.13
NT	4692.81	21	Nil	4713.81
VIC	2731.55	24	Nil	2755.55
ACT	678.81	12	Nil	690.81
<b>TOTAL</b>	<b>\$28777.81</b>	<b>547</b>		<b>\$29324.81</b>

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

**Matters for Treasury to consider:** PACCOA has \$760 remaining in the EGift card account. This to be discussed at next meeting whether to keep this balance for future gifts or obtain a credit?

This report was completed by

Karen Bailey

Treasurer

PACCOA

Moved Karen Seconded Daniel

#### MEMBERSHIP Updates:

Pease refer to the AGM minutes.

#### STATE Updates:

Nil.

#### SOCIAL MEDIA:

Nil.

#### GENERAL BUSINESS

NUMBER	DESCRIPTION	ACTION/OUTCOME	RAISED BY
1.	Mentor Program – Joann Hickey and Catherine Ball to continue from Paige.	To progress in 2022	Various





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2.	PACCOA Online – Subcommittee. Joann Hickey and Damian Kavanagh have both indicated an interest in participating.	To be formalised during the January 2022 Meeting	Yolanda
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.	Email correspondence to be resent to delegates for consideration during January 2022 Meeting.	Yolanda
4.	Monthly meeting dates/times for 2022.	To remain the second Tuesday of each month – 7pm AEDST	Zie
5.	PACCOA Website – Membership only section for access to Virtual Conference recording.	To be considered during the January 2022 meeting.	Karen
6.	Ecard – Remaining funds from the gift card account.	To be retrieved and returned to the PACCOA main account.	Karen

## ACTIONS AND RESPONSIBILITY

NUMBER	NOTES & ACTIONS	RESPONSIBILITY	STATUS
1.	2021 Virtual Conference recording.	Daniel	Open
2.	Date/Location of next PACCOA Conference.	Various	Open
3.	Invitations for January 2022 Meeting to be emailed to all delegates.	Zie	Open

**Meeting Closed: 8.48pm**

**NEXT MEETING: 11 January 2022 @7pm AEDST**

