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Probation and Community Correction Officer's Association

Executive Team Meeting

Minutes – 11 January 2022

Meeting Open: 7:05 pm AEDST

Secretary: Zie Devereux-Martyn

ATTENDEES:

Alicia Murphy, Alexandra (Allie) Potter, Karen Bailey, Yolanda Sanders, Sharon Wilson, and Zie Devereux-Martyn

APOLOGIES:

Daniel Lang, Tony Shillabeer, Adam Grice, Kirsty Herbert, Melissa Forsyth, and Lisa Hoyle

Actions to be completed

NUMBER	DESCRIPTION	ACTION/OUTCOME	STATUS
1.	Mentor Program – Joann Hickey and Catherine Ball.	Karen Bailey has been in contact with both Joann and Catherine. Both members have received a handover and will meet shortly to commence the planning phase.	Open
2.	PACCOA Online – Subcommittee: <ul style="list-style-type: none">• Yolanda Sanders• Damian Kavanagh• Joann Hickey• Rebecca Shanahan• Chantelle Chatham	Yolanda Sanders to maintain reporting to the Executive. The Executive are encouraged to promote within their respective jurisdictions for additional subcommittee membership.	Open
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 To be considered during the February 2022 meeting	Open
4.	PACCOA Website – Membership only section for access to Virtual Conference recording.	To be considered during the February 2022 meeting	Open
5.	Kerry's Thumb Drives/Merchandise	Yolanda Sanders has posted the Thumb Drive to	Open





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		Zie Devereux-Martyn (not yet received). Location of merchandise to be discussed at the February 2022 meeting.	
6.	Ecard – Remaining funds from the gift card account.	Refund now received.	Closed

Minutes accepted: Karen Bailey

Seconded: Sharon Wilson

Business Arising:

CORRESPONDENCE:

IN:

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

OUT:

NUMBER	DESCRIPTION	AUTHOR	RECIPIENT
1.	2021-22 ICPA Opal Membership- PACCOA – 19 December 2021	Karen Bailey	ICPA
2.	2021-22 ICPA Opal Membership- PACCOA – 22 December 2021	Karen Bailey	ICPA

PRESIDENT'S Message:

Daniel Lang

Daniel Lang unavailable.

TREASURER'S Updates:

Karen Bailey

PACCOA Treasurer's Report

Probation and Community Corrections Officers' Association Incorporated

ABN 97 637 750 898

December 2021





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OPENING BALANCE: \$222397.16

INCOMING:

Member Fees \$ 2710.00

Gift Card refund \$ 730.00

Interest \$ 0.00

EXPENSES/OUTGOINGS:

Qld Conference venue \$ 2615.00

Art prize sponsorship (Tas sub fund) \$ 175.00

Onesimus training (Tas sub fund) \$ 165.00

Postage (pens) \$ 106.10

Closing Balance for December 2021 \$222776.06

State/territory funds \$ 29526.81

Available funds \$193249.25

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	3904.47	173	340	3737.47
QLD	3884.11	91	Nil	3975.11
WA	7806.93	39	Nil	7845.93
SA	5569.13	165	Nil	5734.13
NT	4713.81	23	Nil	4736.81
VIC	2755.55	39	Nil	2794.55
ACT	690.81	12	Nil	702.81
TOTAL	\$29324.81	542	340	\$29526.81

***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





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Moved Karen Bailey

Seconded Alicia Murphy

MEMBERSHIP Updates:

Karen Bailey

As at 5 January 2022 we have 716 members. I have sent emails to state/territory delegates to follow-up on possible membership withdrawal based on recent membership payments. Once confirmed membership figures will be updated.

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

Karen Bailey
Membership co-ordinator
PACCOA

STATE Updates:

NT	Nil to report
SA	Nil to report
TAS	Nil to report
ACT	Nil to report
WA	Nil to report
NSW	Nil to report
QLD	Assistant Commissioner is to meet with Karen Bailey to discuss and promote PACCOA.
VIC	Nil to report

CONFERENCE UPDATES:

Nil to add at this time

SOCIAL MEDIA:

Beth Van Baast

Beth Van Baast unavailable.

PROFESSIONAL DEVELOPMENT:

Yolanda Sanders





Yolanda Sanders is consulting with organisations in this regard. Proposals to be received regarding ongoing workshops for coaching/mentoring/leadership/self and professional development. Will discuss with the committee and will bring before the Executive for discussion. Content to target all levels of roles. Encouraging/providing opportunities for jurisdictions to operate their own development options.

GENERAL BUSINESS

ACTIONS AND RESPONSIBILITY

NUMBER	DESCRIPTION	ACTION/OUTCOME	STATUS
1.	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
2.	Corrections Day 2022	Karen Bailey reported this is expected to be a reduced activity day due to Covid. Executive to share any activities to Beth Van Baast to share in the newsletter and on Facebook.	Closed
3.	PACCOA Badges – Digital Certificates	Digital certificates not believed to offer any value to PACCOA at this time. To be removed as an action item	Closed
4.	Management of digital files	To be considered during the February 2022 meeting.	Open
5.	Reformatting of Agenda/Minutes templates	To be considered during the February 2022 meeting.	Open
6.	Digital membership management on website raised by Karen Bailey for consideration.	To be considered during the February 2022 meeting.	Open





7.	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.	Delegates to consider prior to February 2022 meeting.	Open
8.	2021 Virtual Conference recording.	Daniel to address in the February 2022 Meeting	Open
9.	Date/Location of next PACCOA Conference.	To be considered during the February 2022 meeting.	Open
10.	ICPA memberships.	Karen Bailey to forward an email to delegates to confirm which members will be the jurisdictional representatives for the memberships	Open
11.	Yolanda Sanders has requested to be removed as an administrator for the PACCOA Facebook Page.	Beth Van Baast/Daniel Lang to action.	Open
12.	Yolanda Sanders reported she had received queries regarding the previous PACCOA Meeting Minutes, which are yet to be uploaded to the PACCOA Website.	To be considered during the February 2022 meeting.	Open
13.	Yolanda Sanders requested copies of PACCOA Meeting Minutes be emailed to PPOA NSW.	Noted by the Secretary	Closed
14.	Daniel Lang to replace Liz Moore as second signatory on the PACCOA account.	Agreed.	Open
15.	Membership serial numbers previously assigned. Karen Bailey has discussed this with Liz Moore, no requirement identified to maintain.	Karen Bailey has asked members to let her know how long they have been members in order for length of membership to be recorded. Karen Bailey to start recording new member commencement dates from 11 January 2022.	Closed

Meeting Closed: 8:01

NEXT MEETING: Tuesday, 8 February 2022

