

2017 ASTC Annual General Meeting minutes

Date: 22 November 2017	Time: 7:30pm (AEDT)	Format: Zoom webinar
-------------------------------	----------------------------	-----------------------------

David Cross	Rob Phillips
Dave Newdick	Peter Dujmovich
Carl Sarelius	Naomi Brammer
Janet Taylor	Margaret Hassall
David Stephenson	Nick Shears
Ellen Ward	Russell Harris
Corey Wallis	

1. Welcome and opening of meeting

The ASTC President opened the meeting at 7.30 pm AEST and welcomed all attendees. The President provided an outline of the AGM and the process to be followed. No additional items have been presented for inclusion at this AGM.

2. Apologies

Warren Lukins

3. Tabling of previous AGM minutes

The minutes of the previous AGM were displayed for all attendees to review and were available on the ASTC website for review before the meeting.

Motion:

The President requested the minutes be accepted.

Proposed by Janet Taylor, seconded by Margret Hassall. No objections

Motion carried.

4. President's Report

The President presented his report for 2017. A copy is attached in Appendix A.

5. Treasurer's Report

The President requested the Treasurer's Report which was presented. A copy is attached in Appendix B.

Motion:

The President requested the Treasurer's Report be accepted.

Proposed by Janet Taylor, seconded by Russell Harris. No objections

Motion carried.

6. Discharge the committee and election of the new committee

The current President discharged the current ASTC Committee and opened for the election of the new Committee.

- David Cross elected unopposed for President – no late nominations so no vote required.
Proposed by Corey Wallis, seconded by Dave Newdick.
- Dave Newdick elected unopposed at the Vice President – no late nominations so no vote required
Proposed by David Cross, seconded by Corey Wallis.
- David Stephenson elected unopposed for Secretary (proposed as a late nomination)
Proposed by David Stephenson, seconded by Carl Sarelius.
- Carl Sarelius elected unopposed for Treasurer – no late nominations so no vote required.
Proposed by David Cross, seconded by Corey Wallis.
- Ordinary Committee Members elected unopposed, no vote required:
 - Janet Taylor - proposed by Janet Taylor, seconded by David Cross.
 - Corey Wallis – proposed by Corey Wallis, seconded by Dave Newdick
 - Warren Lukins – proposed by Corey Wallis and seconded by Dave Newdick
 - Peter Dujmovich – proposed by Peter Dujmovich and seconded by Dave Newdick
 - Ellen Ward – proposed by Ellen Ward and seconded by Dave Newdick
 - Sonja McShane – proposed by Sonja McShane and seconded by David Cross

7. Close of meeting

The new ASTC President thanks Committee members for their election, and states that the Committee will respond to members regarding the two vacant positions, and to report on the financial statements.

Meeting closed at 8.00 pm AEST.



President's Report for 2017

As I'm hurrying to write this report (typically for me, at the last minute), I don't have the time to fully reflect on what the ASTC has achieved this year. However, I know that the ASTC Committee has worked hard to deliver services to our members; and to engage with industry to promote what we, as technical communicators, really do. I sometimes wonder whether we are taken for granted by our work colleagues and industry in general – I know in my sphere, documentation often seems to be a last minute consideration and usually with minimal budget considerations.

During this year we have changed administration services, with Melbourne-based Amanda leaving to fulfil other opportunities. We engaged Karen in Brisbane – she'd worked with ASTC(NSW) previously, as well as assisting with the ASTC Conference administration in more recent times. With our new administrator in place, it was time to update some of our procedures. The first one was the transfer to a new accounting system (Xero), which has streamlined our banking and membership management.

The last year has been a busy one for the ASTC Committee, especially as we weren't at full strength in numbers. This has meant that most of us were taking on additional tasks and spreading ourselves a little more thinly. However, I believe the committee has acquitted itself well over the past twelve months and for that, I thank my colleagues. On a positive note, we have achieved a more stable communication environment, with more regular contact with our members.

To improve our communication with both ASTC members and the world at large, a major project for this year has been background work on developing our new website. Since the state-based ASTC organisations merged to form the national body we have now, we built our current website but we've found it is lacking in a variety of areas. So while it was adequate in many respects, it didn't have the "punch" that it should have. With a couple of our dedicated committee members working collaboratively to identify what we really need, we are now approaching the official release of the new ASTC website in the coming weeks – so watch out for the notification and check it out.

Unfortunately this year we've had little success in promoting training to our members, either face-to-face or webinar sessions. We've previously canvassed our membership for ideas on what professional development you'd like to see but the couple of courses we've promoted this year failed to attract enough participants for them to go ahead. So it's up to you, our members, to let us know what you'd like to see, and how you'd like to see it delivered – please let us know.

I attended the TechCommNZ Conference in Auckland earlier this year as their guest, and was pleased that we were able to reciprocate, welcoming their Vice President Kaye Churches, to our conference two weeks ago.

Our annual conference, this time back in Sydney after the previous two years in Melbourne, was an outstanding success over the two days, with a broad and interesting mix of speakers and topics. As someone who is not particularly technical from an IT perspective, I found all sessions interesting and some outstanding. If you haven't been to an ASTC Conference before, consider it for next year – it is excellent



value and a great way to meet your peers from around the country and further afield. One of the many highlights for me at the conference was the dinner on the Friday night, where we were entertained by Tony Self and Dave Gash by means of a trivia night. I'll just say that this was no ordinary trivia night; there were some strange rules and blatant attempts of bribery.

I must thank the contingent from New Zealand who made the journey across the ditch for the conference. This also allowed us to hold informal talks with the TechCommNZ people about further collaboration between our two organisations. We are now planning to hold regular online meetings to facilitate this.

We recently launched a salary survey, modelled on some aspects of an annual survey developed by TechCommNZ. This came about as a request from a member about the availability of data on salaries and rates for technical communicators. The survey closes shortly so if you have not participated, consider doing so now. The results will be made available in the near future.

It's now time to acknowledge the significant contributions made by all members of the ASTC Committee. Each and every one of these outstanding people has worked hard to ensure the ASTC keeps developing and growing, especially in keeping up with the times. Of course, our primary goal is to serve our technical communications community and promote technical communication in all its broad forms.

I need to especially thank a few people who have delivered beyond normal expectations for volunteers – for that's what we are, volunteers. Our Ordinary Committee member (but to my mind, an extraordinary person) Janet Taylor, who took on the huge commitment of organising the very successful annual ASTC Conference, as she has done for a number of years. Then there is Dave Gardiner, our Secretary, who stood down from the committee three weeks ago due to changed work circumstances. And finally there is our Vice President Dave Newdick, who's provided sterling support to me in my role this year. Of course by singling out these people does not in any way denigrate the work performed by the other members of the committee – they are all people I've had the honour of working with, and hope to do so again this coming year..

David Cross

ASTC President 2017

Balance Sheet

Australian Society for Technical Communication Incorporated

Registration no. A0060863S

as at 30 June 2017

Assets

Bank

Australian Society for Technical Communication

\$ 66,712.91

Total Bank

\$ 66,712.91

Current Assets

Accounts Receivable

\$ -

Total Current Assets

\$ -

Total Assets:

\$ 66,712.91

Liabilities

Current Liabilities

Accounts Payable

\$ -

Total Current Liabilities

\$ -

Total Liabilities:

\$ -

Profit & Loss

Australian Society for Technical Communication Incorporated

Registration no. A0060863S

1st July 2016 to 30th June 2017

Cash Basis

Income

Conference Income	\$	23,629.50
Conference sponsorship	\$	1,000.00
Membership Income	\$	9,768.00
Workshop	\$	390.00

Total Income:	\$	34,787.50
----------------------	-----------	------------------

Expenses

Bank Fee	\$	2.00
Conference Admin	\$	668.25
Conference Printing & Stationery Items	\$	604.85
Conference Reimbursements (airfares/expenses)	\$	4,911.70
Conference Venue Hire	\$	6,738.00
EOYF Venue Hire & Prizes	\$	767.24
Fees & Licences	\$	55.80
Southern Communicator	\$	780.00
Stationery & Stamps	\$	129.35
Subscriptions	\$	46.43
Venue Hire (Vic Uni video workshop room hire)	\$	595.00
Wages	\$	4,986.25
Website hosting	\$	100.00

Total Expenses:	\$	20,384.87
------------------------	-----------	------------------

NET PROFIT:	\$	14,402.63
--------------------	-----------	------------------