

2019 ASTC Annual General Meeting minutes

Note: file names in these minutes refer to documents in the ASTC Sync folder:
Sync\AGM information\2019 AGM

Date: 11 Oct 2019	Time: 5:00 pm (AEST)	
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The meeting took place at Rydges Hotel, Exhibition St, Melbourne and through Zoom for members who could not be physically present.

Present

David Cross	Sonja McShane
Janet Gray	Grant Noble
David Stephensen	Paul Patté
Martin Wojczys	Melanie Edwards
Janet Taylor	Michelle Hornstein
Ellen Ward	Riordan Byrne
Lisa Cox	Kate Morris
Sarah Stubbs	Heather McKay
Dave Feiersinger (on-line)	

1. Welcome and opening of meeting by David Cross, President of ASTC

by David Cross, President of ASTC. See the script in the Agenda documents
ASTC Outline for AGM 2019 v1.docx
ASTC Annual General Meeting_v1_11 October2019.pptx

2. Briefing on the procedures of the meeting through Zoom

By David Cross, President of ASTC.

See the script in the Agenda documents
ASTC Outline for AGM 2019 v1.docx
ASTC Annual General Meeting_v1_11 October2019.pptx

3. Apologies

Carl Sarelius

4. Tabling of previous AGM (14 Nov 2018) minutes

Motion: Acceptance of minutes
Moved: Janet Taylor, Seconded: Sonja McShane, Carried



5. President's Report

Report in:
ASTC-2019-Presidents Report.pdf

6. Treasurer's Report

Report in:
Annual Management Report - July 2018 to June 2019.pdf.

7. Acceptance of President's and Treasurer's reports

Motion: Acceptance of reports
Moved: David Stephensen, Seconded: Paul Paté, Carried

8. Discharge the committee and election of the new committee

Committee was discharged.

Steve Moss became chairperson of the meeting for the election of the President,

Officers elected for the year 2018-19:

- President: No nominees. Not elected
- Vice President – No nominees. Not elected
- Secretary – No nominees. Not elected
- Treasurer – Carl Sarelius – proposed & seconded by Carl Sarelius & David Cross

Ordinary committee members elected for the year 2018-19:

- Janet Taylor – proposed & seconded by J Taylor & D Stephensen
- Sonja McShane – proposed & seconded by S McShane & J Taylor
- David Stephensen – proposed & seconded by D Stephensen & J Taylor
- Riordan Byrne – proposed & seconded by D Stephensen & E Ward
- Michelle Hornstein – proposed & seconded by M Hornstein & D Stephensen

No president or vice president was elected, so immediate past president David Cross resumed the chair.

Since there was no President, Vice-President and Secretary, according to the constitution, the existing elected committee must meet within one month and determine a course of action for managing the ASTC. The ASTC may not function as an incorporated body without a President, Vice President and Secretary.

9. Proposed constitution changes, some from 2017-18 meeting

Meeting noted that, while, the current committee is not larger than the constitution provides, there are some items in the ASTC Constitution that require update, and that the Committee needs to address these in the coming year.

Once finalised, the revised Constitution will be tabled for ratification at a Special General Meeting or the next AGM of the ASTC.

10. Meeting discussions

Matters briefly discussed at the AGM:

1. The importance of having a webmaster and social media coordinator
2. The potential for sharing resources with TechCommNZ and WriteTheDocs
3. The idea of ASTC and TechCommNZ specialising in areas and sharing them. For example TechCommNZ currently shares its webinars
4. Grant Noble offered to contribute to the work of the Committee if needed
5. The need to locate rank and file technical writers who are not aware of the ASTC or even of the profession to which they belong
6. The importance of sharing published articles with members for professional development and the idea of also curating articles that are available from other sources

11. Close of meeting

David Cross thanked committee members for their election and for the participation of all attendees and closed the meeting.