

AUSTRALASIAN CORRECTIONS EDUCATION ASSOCIATION
Formally International Forum on Education in Correctional Settings Australia
MINUTES FROM MEETING HELD
22nd November 2004, Melbourne

IFECSA COMMITTEE MEMBERS:

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Lindy Cassidy	TAFE Equity and Outreach Unit, NSW Ph: 02 9266 8294 Fax: 02 9244 5858
Karen Banfield	AEVTI Principal NSW Ph: 02 9289 1450 Fax: 02 9289 1470
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Christine Laird	A/Manager Education and Vocational Training, WA Ph: 08 9229 6550 Fax: 08 9324 1834
Marty Burgess	IFECSA Research Officer, NSW Ph: 0412 230 133 Fax: 02 9722 5350
Ken Penaluna	cannice@bigpond.com.au
Chris Sylva	Secretary for IFECSA– TAFE Equity and Outreach Unit, NSW Ph: 02 9266 8241 Fax: 02 9244 5858

APOLOGIES:

Anna Coneybeer NT, Jonathon Field, Ron Wilson Vic

VENUE:

Oakford Gordon Towers, Lonsdale St, Melbourne
Sunday 22nd November , 2004, 4pm-6.00pm

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AGENDA ITEM NUMBER	<u>AGENDA ITEM</u>	ACTION
1.	<p><u>Foundation Meeting of the Australasian Corrections Education Association</u></p> <p><u>Minutes of last meeting</u> Passed with one amendment. It is acknowledged by the committee that Ken Penaluna suggested the final name for the association rather than what was noted in the November 18th minutes.</p>	Amendment
2.	<p><u>New Structure of Organisation</u></p> <ul style="list-style-type: none"> • The new organisation is registered with the Department of Fair Trading in NSW. Incorporation number: INC9882443 dated the 17th September 2004. • A Commonwealth Bank account has been opened with the balance of the funds remaining from the 2003 IFECSA QLD conference deposited. Two signatories (Diedre Hislop and Chris Sylva) are required for all transactions. • The new name was cleared through copyright and the group has agreed on a draft-amended logo. • At this stage the organization is not required to have an ABN. The Department of Fair Trading advised against getting one at this stage as the threshold is \$50,000 or above turnover. • The new address is PO Box Number 149 GPO Darlinghurst Sydney 1300. 	The treasurer is to research ABN issues.
3.	<p><u>Constitution</u> At this stage ACEA does not have a constitution. A draft constitution has been adopted for modification from the Department of Fair Trading. The committee discussed state and territory representations and deleting a second nomination model for membership.</p>	Chris Sylva to email the draft version for comment.
4.	<p><u>Reimbursement of Funds</u> Chris Sylva has outlaid approximately \$350 in personal funds in fees to create to new organization.</p>	The committee has requested that Chris write to the President detailing purchases with copies of invoices and requesting reimbursement.
5.	<p><u>Office Bearers</u> President -:Mr Ron Cox Vice President – Ms Christine Laird Treasurer / Public Officer – Ms Chris Sylva Secretary – Diedre Hislop Ex Officio Members will be invited to cover representatives from each state territory and New Zealand.</p>	President to write and invite each state and territory and New Zealand to ensure full representations. President to notify the American Correction Education Association of our current change in status.
6.	<p><u>Website</u> Currently the IFECSA webpage is on the Kangan Batman website, it is very out of date and obscure to locate. At the August meeting the committee has recommended to create a separate website for the new association. The IFECSA page on the Kangan Batman site will be closed down.</p>	<i>August 2004</i> - Jonathan Field is to research the cost of hiring web space on the server. Jonathan's wife has the expertise and will be asked to assist to create the web

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	<p>The Kangan Batman site has useful links and permission will be sought to capture this information on the new site.</p> <p>Ron's daughter provided a draft structure for the website for the committee to review. The committee wishes to thank Ron's daughter for volunteering her services.</p>	<p>site. <i>This action did not occur.</i> <i>August 2004 - Ron Cox to write to Ron Wilson thanking him for the work he has done for the association and informing him of the closing of the web page. No reply, Ron to contact again and include request to capture links.</i> A sub-committee is to be convened to progress the creation of the website</p>
7.	<p><u>Membership</u> A membership sub – committee comprising of Chris Sylva, Marty Burgess, Lindy Cassidy and Karen Banfield. The committee review a draft membership form which will now be further progressed by the sub-committee.</p>	<p>Sub-committee to progress draft membership form for circulation. Chris Sylva to investigate eligibility of members to claim tax deduction for cost of membership.</p>
8.	<p><u>Conference 2005</u> Anna Coneybeer was contacted by Ray Dormer to impart information on his international contacts. As Anna is no longer in this education position the committee expressed concern that this knowledge not be lost. The seeding fund for the 2005 conference has been agreed for at \$10,000. NT will be required to agree in writing to use the seeding funds for the conference and repay the full amount at the conclusion of the conference.</p>	<p>Ron Cox to contact Ray Dormer to assist with guest speakers and international call for papers. Ron to link Ray and Anna together. Ron Cox to contact NT and commence negotiations. For the seeding funds.</p>
9.	<p><u>Deakin University Conference 2005 –the reintegration puzzle</u> The conference call for papers was distributed.</p>	
10.	<p><u>Annual General meeting</u> The AGM is scheduled of the 2005 Darwin conference in October.</p>	

Next Meeting

To be announced.