

**AUSTRALASIAN CORRECTIONS EDUCATION ASSOCIATION
MINUTES TELECONFERENCE MEETING HELD ON 28 JUNE 2011**

ATTENDEES:

Qld: Ron Cox, Buktha Sathurayar

WA: Christine Laird, Ray Chavez, Karen Herriott-Evans

NSW: Jo McAlpin, Janice Navin

S.A. Heather Barry

VIC: Kieran McCann, Yvonne Russell

Chairperson: Ron Cox

Minutes: Buktha Sathurayar

Apologies: Jayne Walker

AGENDA ITEM NUMBER	AGENDA ITEM	ACTION	Timeframe
1.	<p style="text-align: center;">Minutes</p> <ul style="list-style-type: none"> • The minutes of the meeting held on the 24 March 2011, were read and approved. Moved by Heather Barry and seconded by Janice Navin. • Matters arising from minutes – Nil 		
2.	<p style="text-align: center;">Membership Records</p> <ul style="list-style-type: none"> • 43 members have renewed their membership • 9 new members have joined the Association • Total financial members – 52 • Additional 10 renewals to be processed when receipts are received from the Treasurer 	Nil	

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3.	<p>Biennial Conference</p> <ul style="list-style-type: none"> • Contracts have been signed for the Conference with the Crowne Plaza representative – the conference venue • The ACEA Conference will be run in conjunction with the Correctional Industries Association of Australasia (CIAA) • Conference to be opened by the Minister – Department of Community Safety • CIAA Conference will be held over one day • People registering for the ACEA Conference will be able to attend CIAA Conference sessions • Ron requested all members on the Executive and State and Territory Representatives to submit names of people local and overseas who will be outstanding key note speakers that are content experts in Correctional and Juvenile Justice issues • Thanks to Ray Chavez who has already suggested names of key note speakers • All members on the committee to persuade people from their state to attend the conference • All members to encourage and support people from their states to submit extracts and present at the conference • Pamphlets and ‘Call for Papers’ has been mailed to all states. • Contact the Secretary of the Biennial ACEA Conference Planning Committee if you require further pamphlets or call for paper documents. • Committee members to identify sponsors in their state that can be approached • Christine and Kieran suggested that prospective sponsors should be advised of what they would receive in return for being a sponsor • Ron advised that letters to prospective sponsors will include this information eg exhibition space, number of free registrations, advertisements etc 	Ron Cox	
4.	<p>Voting</p> <ul style="list-style-type: none"> • Voting for Executive positions and State and Territory Representatives will be implemented as per constitution rules. • Voting documentation will be processed and sent to financial members before the conference • Voting will also be acceptable prior to the AGM which will be conducted during the conference 	Ron Cox Buktha Sathurayar	October 2011
5.	<p>ACEA Sponsorship to attend ACEA Conferences in Australia</p> <ul style="list-style-type: none"> • Draft sponsorship rules, assessment process and sponsorship a application form was provided 		

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	<p>to members of the committee.</p> <ul style="list-style-type: none"> • Committee members to provide feedback by 4 July 2011 • Amended version to be provided to members by 6 July 2011 for their perusal • Final version to be uploaded on the website 	<p>Ron Cox, Buktha Sathurayar</p>	<p>Week 11 July 2011.</p>
<p>6.</p>	<p>Other Business</p> <ul style="list-style-type: none"> • Treasurer Position – Jo McAlpin to continue as treasurer until the AGM. Committee had no issues with the Principal of AEVET assisting her in this role. Appointment of a Treasurer for the next term will be as per constitution rules. • Date of next meeting: Executive – 25 August 2011 		