



**Home Economics Institute of
Australia (Qld) Inc.**

Annual General Meeting

21 March 2009



HEIA(Q) INC.
ANNUAL GENERAL MEETING
21 March 2009

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HEIA (Q) Inc. ANNUAL GENERAL MEETING

Date: 21 March 2009

Time: 1.00–1.30pm

Venue:

AGENDA

1. Welcome and apologies
2. Correspondence
3. Confirmation of minutes of previous Annual General Meeting
4. Business arising from minutes
5. President's Report
6. Secretary's Report
7. Treasurer's Report
8. Auditor's Report
9. Appointment of auditor
10. Membership report
11. Delegate's Report
12. Newsletter Report
13. Professional Development Report
14. Appointment of Committee of Management
15. Confirmation of the address of the registered office
16. General business
 - a. Presentations of appreciation
17. Closure



MINUTES OF 2008 ANNUAL GENERAL MEETING

1. Welcome and apologies

Claire Cobine welcomed everyone to the meeting.

Present: Debbie Cain, Claire Cobine, Kate Edgar, Sharon Flux, Romana Gilbert, Marny Horne, Patsy Irving, Joanne Jayne, Helen Keith, Kylie King, Julianna Kneebone, Aileen Lockhart, Beryl Malmborg, Denise McManus, Margot Miller, Julie Nash, Janet Reynolds, Jemma Rowney, Rosemarie Sciacca, Jo Spotswood, Roy Spotswood, Annette Van der Leij, Kerry McLean, Yvonne Rutch

Apologies: Megan Hoble, Kathy Holzheimer, Helen Johnston, Andrew McVittie

2. Correspondence

No items of correspondence were tabled.

3. Minutes of previous Annual General Meeting

Minutes tabled.

Motion: That the minutes of the previous Annual General Meeting be accepted as a true and accurate record of the meeting.

Moved: Helen Keith

Seconded: Janet Reynolds

Carried

4. Business arising from minutes

No business arising

5. President's Report

Tabled by Julianna Kneebone in the absence of Helen Johnston

Motion: That the report be accepted as true and accurate.

Moved: Julianna Kneebone

Seconded: Aileen Lockhart

Carried

6. Secretary's Report

Tabled by Claire Cobine in the absence of Renae Stanton

Motion: That the report be accepted as true and accurate.

Moved: Claire Cobine

Seconded: Julianna Kneebone

Carried

7. Treasurer's Report

Report tabled

Motion: That the report be accepted as true and accurate.

Moved: Debbie Cain

Seconded: Janet Reynolds

Carried

A special vote of thanks was moved for Debbie Cain for performing an extraordinary job as Treasurer in a year that generated a huge amount of work and earned a special commendation from the Auditors for the detail and accuracy of HEIA financial records.

8. Appointment of Auditor

Motion: That Arabon Certified Practising Accountants, PO Box 100, Sherwood QLD 4075, be appointed as auditor for 2008.

Moved: Debbie Cain

Seconded: Aileen Lockhart

Carried

9. Membership Report

Report tabled

Motion: That the report be accepted as true and accurate.

Moved: Janet Reynolds

Seconded: Joanne Spotswood

Carried

10. Delegate's Report

Report tabled

Motion: That the report be accepted as true and accurate.

Moved: Aileen Lockhart

Seconded: Denise McManus

Carried

11. Newsletter Report

Report tabled

Motion: That the report be accepted as true and accurate.

Moved: Janet Reynolds

Seconded: Debbie Cain

Carried

12. Professional Development Committee Report

Report tabled

Motion: That the report be accepted as true and accurate.
Moved: Denise McManus
Seconded: Debbie Cain
Carried

13. Appointment of Committee of Management

The following nominations were received:

President:
Vice President: Julianna Kneebone
Treasurer: Debbie Cain
Secretary: Renae Stanton
National Delegate: Aileen Lockhart
Newsletter Editor: Janet Reynolds
Professional Development: Yvonne Rutch

Members of the Committee of Management: Denise McManus, Kylie King, Sue Going, Megan Hobley and Jo Spotswood.

Motion of Election of Officers: As the nominations received equal the positions available, there is no need for a ballot and those nominated be declared elected.

Moved: Claire Cobine
Seconded: Aileen Lockhart
Carried

14. Confirmation of the address of the registered office

Motion: The residential address of the HEIA(Q) Secretary be used as the HEIA(Q) registered address.

Moved: Janet Reynolds
Seconded: Denise McManus
Carried

15. General Business

As Helen Johnston and Helen Keith will not be continuing on the Committee of Management, their contributions to the work of HEIA(Q) whilst they have been committee members was acknowledged.

Janet Reynolds outlined that it was with mixed emotions that the HEIAQ COM says good bye to Helen Keith who has for 24 years been actively involved in QAHET & HEIQ, and 12 years on the HEIAQ Committee of Management.

CLOSED 12.40pm

COMMITTEE OF MANAGEMENT REPORT

2008 was yet again a very busy year for the Queensland Division, as can be expected with a membership of over 600 home economics professionals, predominantly in the education sector. Whilst a large membership presents demands for the volunteer members who conceptualise and manage the work of the Division, this large membership is also a great strength in providing a voice for home economics, and strength for one another through the various networks, newsletter and range of activities. That the Division has email addresses for approximately 98% of its members enhances communications. Apart from thanking members for their ongoing support, special thanks must go to both the Committee of Management, the Regional Coordinators and the Conference Committee.

The theme for the hugely successful year was *Sustainable futures and home economics: From consumer to citizen*, beginning with the World Home Economics Day celebration at the Tisane Tea Room. Sixty guests began the morning with a sparkling toast to this special occasion and to toast the new *Totally Gorgeous Textiles* posters, before enjoying the delicious high tea. Kathleen Gordon enthralled guests with a thought-provoking presentation exploring how the values of peace, social justice and sustainability can be reflected in the production and consumerism of ethical textiles and garments. She displayed a number of 'ethical' garments from a range of designers. The King & Amy O'Malley Scholarship winners for 2008 were introduced and congratulated: Jay Deagon, Natahlia McGrath, Caitlin Murray and Joanne Spotswood.

The Annual General Meeting followed the celebration, when we farewelled valued Committee of Management members, Helen Johnston (President 2007–2008) and Helen Keith, and welcomed new member Sue Going. Alas, no nominations for President were forthcoming so the year was operated with a Chairperson. At the conclusion of the AGM, a very special presentation to long-standing committee member and home economics devotee Helen Keith, saw many teary eyes and warm smiles as Janet Reynolds conveyed the thoughts and well wishes of many past HEIA(Q) presidents, colleagues and friends.

The professional development workshops were again presented as one-day workshops across the state. Nine regions had sufficient delegate demand to offer the one-day program as far north as 1000km to Cairns and as far west as Roma, about 700km away, and lots of places in between. This was made possible by the collaborative efforts of the Professional Development Committee and the regional coordinators—plus the members who turned up. 196 members attended the nine workshops with only one being cancelled due to low numbers. Dr Janet Reynolds presented the hands-on, full-day workshops that enabled teachers to engage critically in the development of units of work and related assessment that reflects the newly released Essential Learnings and related Standards. The workshops were recognised as being challenging but very professionally rewarding with great professional conversations and networking.

The conference embraced many 'firsts' in 2009, including the first time that a one-day conference attracted more than 300 delegates. It was also the first time that the conference was held at the Brisbane Convention and Exhibition Centre, and it was fabulous. Another first was having an international guest speaker—we were delighted that Dr Martin Caraher was able to join us from London University. Linked with Martin's attendance, another first was a free-of-charge pre-conference seminar run by Martin on the Friday evening before the Saturday conference. A 'talking point' first was that students in the home economics department of a local high school made the conference satchels as a real-life design brief. Of

course part of the brief was that the satchels were to reflect principles of sustainability so they were beautifully painted and dyed with environmentally-friendly paints and dyes. Another first that helped us tremendously was the high level of sponsorship, with generous sponsorships from the Department of Education, Training and the Arts, Queensland Health and Xyris Software (Australia) P/l.

Our newsletter *InForm* continues to be a vital communication vehicle for our members and our editor continues to produce quality publications. Our modern website is an additional communication tool for our members and provides HEIA(Q) with the opportunity to keep members regularly informed about matters of state interest.

As part of an Australian tour by UK celebrity chef Rob Rees, Rob presented a very successful HEIA(Q) seminar about radical changes in school food that have been taking shape in England since the premier of *Jamie Oliver's School Dinners* television series in 2005.

In September the Queensland government invited Queenslanders to 'have our say' about junk food advertising aimed at children through the medium of television. HEIA(Q) submitted an online response to the survey in addition to HEIA's position paper on the issue.

HEIA(Q) congratulated the QUT Home Economics graduates for 2008 at a November function and officially welcomed them into the Home Economics profession. A variety of speakers entertained and informed on a broad range of topics related to the realities of the home economics working world. A special gift of appreciation was presented to Jo Spotswood for her dedicated service to the HEIA(Q) Committee of Management during the past 2 years as the QUT student representative.

In support of these beginning teachers HEIA(Q) is establishing a support network (the 'Mentoring project') to aid in their transition into their role as Home Economics teachers. In its early stages, the Division has begun to establish a bank of teachers who are willing to take part in this initiative.

We need your support

Despite having a healthy membership of just over 600 we find it increasingly difficult to fill positions on the executive and sub-committees. Did you know that the current executive consists of 12 people, with sub-committees for Conference and Professional Development? These members volunteer their time to ensure Home Economics professionals are well represented and maintain currency in their field.

This year will see the resignation of committee members from the roles of President, Vice President and Secretary. We are seeking members of our association to fill these vacating positions and encourage you to consider nominating, or nominate someone, for a position on the executive team or as a member of one of the sub-committees. Nomination forms, which can be submitted up to and including WHED, are available in the latest *InForm* or email heiaq@heia.com.au.

We encourage you to support your professional body; a small offering of time and commitment by individuals can lead to greater things for the professional body as a whole. Remember the lessons from Geese: "It pays to take turns doing the hard tasks, and sharing the leadership..."

SECRETARY'S REPORT

Renaë Stanton

The role of Secretary has been challenging this year. With the registered office changed to the HEIA(Q) address for mail and email there has been a large increase in correspondence that would normally go through the president. This includes various emails from HEIA National and publications such as newsletters of other associations. Most of the administrative tasks are routine and with the assistance of Denise McManus as Minute Secretary, a good working relationship has been maintained throughout the year. I would like to express my thanks and appreciation to Denise for the manner in which she has professionally and willingly fulfilled the role of Minute Secretary. Thank you Denise.

Strong email communication with members continued in 2009 and proves to be the most efficient manner in which to notify members of upcoming events. We hope that our members feel that they are up to date and informed more than ever before.

TREASURER'S REPORT

Debbie Cain

2008 proved to be another busy and successful year for HEIA (Q). Our financial position has remained healthy, with income coming from a number of sources and careful spending by the Committee of Management.

Term deposit income was reduced slightly this year with term deposits rates declining in the second half of 2008, reflective of the current economic climate. We started the year earning 8.00% and ended the year earning 4.80% on our investments. Despite this, HEIA (Q) earned \$2909.06 from interest income in 2008 for our combined accounts.

As capitation received from HEIA Australia is an important source of income for HEIA (Q) our membership numbers are an important consideration in our financial position. In 2008 membership has remained steady, resulting in this income being maintained.

A one day conference was offered to our members this year and this proved to be financially viable. The Committee of Management had allocated \$2000 from capitation income to subsidise the conference and enable members to attend at a reduced fee. However, due to careful expenditure only \$992 was required as a subsidy to provide a quality experience for our members.

One of the larger expenditure items for HEIA (Q) is the production of our quarterly newsletter, inForm. HEIA (Q) budgeted \$10800 in 2008 for its production and Janet Reynolds, the Editor, ensured that we stayed within this allocated sum, finishing the year with expenditure of \$10375.00.

The regional workshops are another area that required careful planning to ensure good fiscal management. Costings are worked out such that the workshops overall are cost neutral. However, there are additional expenses related to the printing and

postage of the Professional Development poster and registration booklet. Income from capitation is typically used for these expenses. The income for 2008 workshops was unusually high as payments for 2007 workshops, managed by Conference Services, were not received until 2008.

As mentioned in last year's Treasurer's Report, the Committee of Management made a decision to upgrade to the latest version of our accounting package. This followed a recommendation last year by our auditors. Arabon Certified Practising Accountants of Sherwood, Brisbane. Using this updated version has enabled HEIA(Q) to report on all term deposit and bank accounts in an integrated report, making it easier to see the big picture of our financial situation.

Arabon Certified Practising Accountants were once again appointed our Auditors for 2008.

I would like to thank all members of the Committee of Management for their continued support in my duties as Treasurer which has enabled me to fulfil my responsibilities for financial management of the division.

AUDITOR'S REPORT

Home Economics Institute Aust Inc

ABN 38336138850

Balance Sheet

As at 31 December 2008

	This Year	Last Year
CURRENT ASSETS		
Cheque Account #00906586	41,155.65	55,496.80
T/D 413050 151435	20,000.00	0.00
T/D 064110 50137562	28,625.94	26,795.49
T/D 064164 50111495	16,046.36	15,435.38
GST Adjustment Account	137.90	0.00
TOTAL CURRENT ASSETS	<u>105,965.85</u>	<u>97,727.67</u>
TOTAL ASSETS	<u>105,965.85</u>	<u>97,727.67</u>
CURRENT LIABILITIES		
Other Creditors	0.00	2,882.35
GST Payable	926.64	395.46
TOTAL CURRENT LIABILITIES	<u>926.64</u>	<u>3,277.81</u>
TOTAL LIABILITIES	<u>926.64</u>	<u>3,277.81</u>
NET ASSETS	<u>105,039.21</u>	<u>94,449.86</u>
EQUITY		
Retained Earnings	105,039.21	94,449.86
TOTAL EQUITY	<u>105,039.21</u>	<u>94,449.86</u>

Home Economics Institute Aust Inc

ABN 38336138850

Profit and Loss Statement

For the year ended 31 December 2008

	This Year	Last Year
ORDINARY INCOME		
Capitation Income	30,774.32	16,815.00
Annual Conference	62,386.70	163,251.86
Interest Received Term Deposits	2,909.06	3,229.04
Interest Received	296.56	51.16
TEPA-HEIA Q Alliance	0.00	136.36
Workshop Income	15,293.18	16,565.45
Function - End of Year	2,414.55	1,386.36
Newsletter - Advertising and Inserts	0.00	150.00
Sundry Receipts	49.09	0.00
TOTAL ORDINARY INCOME	<u>114,123.46</u>	<u>201,585.23</u>
TOTAL INCOME	<u>114,123.46</u>	<u>201,585.23</u>
OVERHEAD EXPENSES		
Accountancy	772.73	1,000.00
Awards in Excellence Teaching	0.00	879.27
Bank Charges	0.00	200.70
Conference Expenses	66,177.60	141,267.03
Books and Publications	287.84	0.00
Flowers and Decorations	161.82	1,188.11
Meeting Expenses	3,806.82	4,448.01
Newsletter Expenses	10,375.31	8,032.81
Printing and Stationery	1,411.94	1,060.04
Promotional Expenses	753.41	458.27
Computer Supplies	217.27	0.00
Sponsorships	0.00	150.00
Storage Hire	1,301.82	1,214.55
Subscriptions	104.64	70.00
Function - Celebration Lunch	0.00	19.09
Function - WHEc Day Dinner	2,086.16	1,402.82
Donations	86.00	0.00
Workshop Expenses	15,193.06	18,090.77
Postage - General	779.51	1,308.12
Professional Services	18.18	33.64
TOTAL OVERHEAD EXPENSES	<u>(103,534.11)</u>	<u>(180,823.23)</u>
NET PROFIT	<u>10,589.35</u>	<u>20,762.00</u>

MEMBERSHIP REPORT

Janet Reynolds

As at 31 December 2008, the Queensland Division had 617 members, 2 fewer than at the end of 2007. Whilst the numbers of members in the different membership categories vary, the overall membership has remained constant at above 600 for approximately three years. This current high membership reflects the value placed on the Institute and positions the Division well for advocating on behalf of its members. Nationally, at the end of December there were 1495 members, an all-time high. By comparison, at the end of 1994, the first full year of HEIA's operation, there were 87 members in the Queensland Division, and 650 members across all Divisions.

Member type	HEIA(Q) members 31/12/08	HEIA(Q) members 31/12/07	Nationally 31/12/08
Associate	5	5	9
Full	132	151	449
School contact	101	98	209
School non- contact	332	329	646
Student with journal	27	17	87
Student no journal	7	3	29
NIPE	3	16	66
TOTAL	617	619	1495

There were new members in almost every month. The kit developed by the Division for new members was sent to all new members to complement the kit sent by the national membership secretary.

DELEGATE'S REPORT

Aileen Lockhardt

It is difficult to sum up the efforts of a dedicated group of people who manage the many and varied activities of HEIA Inc without seeming to trivialize or omit a vital contribution. It is not the activities of the Council alone but the joint efforts of the divisions and national committees that ensures HEIA delivers on its promise to *enhance the professionalism and political legitimation of Australian Home Economists*.

The year began with HEIA Inc having to make the difficult decision to withdraw its offer to host the 2012 International Federation of Home Economists Congress. After extensive consultation and thorough reflection of our obligation to our membership it was deemed unwise to proceed with our original proposal, the financial risk to HEIA considered being overwhelming.

The Merchandise team has continued to manage the increasing demand for HEIA resources, with *Nutrition – The inside Story's* popularity resulting in a second edition currently going to press. Dr Janet Reynolds has mustered relentless energy and commitment to ensure that this new edition of the text and the new Totally Gorgeous Textile poster series are to be available for the 2008 school year. The official national launch of both resources, as well as a formal recognition of Jan's efforts, will be held following the HEIA Inc AGM in Sydney on Saturday 29 March 2008. The updated "Food Choices - the IT Way" is also eagerly anticipated and Council values the partnership that has been nurtured between HEIA and Xyris through the persuasive and persistent efforts of Jan.

Following the 2007 Conference in Sydney hosted by HEIA NSW, the challenge went out to the other divisions to come up with something different. HEIA NT has embraced this challenge and planning for the 2009 Conference in Darwin is underway. With the 2007 Conference only just rescued by a grant from Catholic Education, HEIA NT is ever conscious of the need to secure corporate sponsorship and reminds all divisions that it is only our collective networking that will keep us in the minds, and budgets, of our traditional and potential corporate sponsors.

Following on the success of HEIA Q in gaining government sponsorship for the two-day "*eduNation – Nutrition Education for a New Generation*" state conference, Marilyn Yates of HEIA WA advised of her successful application for funding from the ASISTM (Australian School Innovation in Science, Technology and Mathematics). Marilyn wisely reminded us all that the study of Nutrition involves Science, Mathematics and Technology learnings and encouraged other divisions to consider the fullest range of learnings within the Home Economics curriculum in order to lift the profile of Home Economics as a worthwhile and contemporary area of study. Through collegial support divisions who might not otherwise have the expertise or confidence to tackle such projects are encouraged, with the support of other divisions, to seek out new opportunities and networks.

In 2008 HEIA Inc will welcome Leanne Compton as its president, as Julie Taylor steps down after a challenging and hectic year. Carol Kotz, with the support of Janet Reynolds, is to be congratulated for her ongoing commitment to and effort in managing the financial affairs of HEIA Inc. Penney Furmage as newsletter editor and Dr Janet Reynolds as editor of the journal continue to deliver informative and contemporary publications that meet the needs of our members. Miriam Mc Donald has worked tirelessly to ensure the HEIA website meets the changing needs of the divisions and membership. Council expressed its excitement to see the energetic approach Peta Chubb has brought to the Public Health Standing Committee and welcomed the collaborative submissions to both the NHRMC and FSANZA. HEIA representation in Teaching Australia and National Education Forum activities continues to strengthen valuable networking opportunities.

In 2008 Council hopes to see a higher profile for the International Affairs Standing Committee under the Chair of Gail Boddy, the revision of both the Policy and Procedure Handbook and Strategic Plan, as well as the introduction of the HEIA online shop. The changing face of the marketplace and the emphasis on e-business has implications for HEIA at all levels. HEIA Inc is a different organisation now than it was when the 2004-2007 Strategic Plan was developed and the new Plan should reflect the goals of HEIA for the next 3-5 years. It may be timely to revisit the 'values' of HEIA Inc as stated and explore the contemporary context where the current environment is decidedly political. Values such as ecological sustainability and investment in social capital have a critical place in our guiding principles and values. The Policy and Procedures Handbook drives the ethical decision making and legal requirements that underpin not only the activities of Council but also those at the divisional level.

The major challenge for all divisions and Council however is to garner from our membership those who would step into the positions left vacant at Council and Committee of Management members retire to pursue other paths, whether professional or personal. Can we rise to the challenge... most certainly... but only with our collective effort!

NEWSLETTER REPORT

Janet Reynolds

In 2008, the newsletter *inForm* continued with its typical pattern regarding types of article and size of the newsletter. One change was that, in the absence of a President being elected at the Annual General Meeting, the President's Report on the first page was replaced with pictures to capture the contents of the newsletter. The newsletter is typically 24 pages in length and professionally published.

Each edition tends to have a report on what HEIA(Q) has offered in professional development and what is still to come, reports on other events, advocacy or submissions organised by HEIA(Q), professional updates such as syllabus developments, some form of resource support for classroom use, a profile of a home economics department in a Queensland school, 'people' news such as retirements and awards, news from other organisations that impacts on our work, and diary dates. There is always plenty to report on, and we rarely run less than 24 pages in each issue.

The production of the newsletter is supported by voluntary and paid labour. The volunteers, as you might guess, are the HEIA(Q) members who source articles or write articles. The paid labour comes in the form of proof-reading, design layout, printing, bagging and inserting any extra materials, and arranging postage. We are very fortunate that the company that does the printing has the facility to bag the newsletter into plastic bags, generate labels and get them all to the post office for us. I would like to thank all these 'workers', whether voluntary or paid, for the combined talent and efficiency that has made my job a lot easier.

In 2008, the Committee of Management allocated \$10,800 for the production and distribution of the four issues of the newsletter. The actual costs were \$10,375. This figure has been relatively stable in recent years.

The Committee discussed in 2008 the option of sending multiple copies of the newsletter to School Members, most of which have between three and six home economics teachers in the membership. However, after discussing with a number of Heads of Department who are the contact for the membership, it was deemed to be unnecessary, especially as the newsletter is available on the website. The latest editions are available on the *Members Only* page of the national website www.heia.com.au with older editions being available on the *inForm* page of the HEIA(Q) site www.heia.com.au/heiaq

As Editor, I am guided by the decisions of the Committee of Management. The Committee's directions have included the need to try and include contributions from members who do not regularly contribute to the newsletter, to include news about what is happening outside the South East corner, and to profile the work of some of our newer members of the profession. Hopefully members enjoyed reading about these people and events. I would like to continue with these ideas and encourage members to contribute to this end.

The newsletter is an important vehicle for keeping members informed about what is happening in the profession in Queensland and the issues and events with which HEIA(Q) is involved. I welcome comments that might enable us to better meet the needs of members.

PROFESSIONAL DEVELOPMENT REPORT

Yve Rutch

In 2008, a total of 196 participants in Queensland attended one-day regional workshops on the Essential Learnings. Jan Reynolds facilitated the hands-on workshops to enable Home Economics teachers to engage critically in the development of units of work and related assessment that reflects the Essential Learnings and related Standards. In general, workshops were well attended however; one regional workshop was cancelled due to unsatisfactory numbers.

Teachers located in the south-east corner of the state and also as far as Cairns, took the opportunity to not only network with other practitioners in Home Economics but also develop units of work and assessment that would support effective Home Economics education. Key feedback from the sessions indicated that the workshops were worthwhile for the continued proficiency of teachers of Home Economics in Essential Learnings.

Jan Reynolds must be praised for her professionalism and expertise in providing a high standard presentation to all teachers who attended the workshops. Her knowledge helped to enhance the enthusiasm and interest for Essential Learnings and the curriculum.

Congratulations must go to the Regional Co-ordinators for the time and effort in providing an avenue for teachers to gain insight into the Essential Learnings. The continued support of professional development in Home Economics will ensure that our subject is not 'left behind' educationally. Lesley Cormack from Roma did well to motivate 10 teachers to attend the workshop in the South West region. The committee especially thanks Janet Curran (Townsville) who organised the conference whilst on leave from teaching.

Quality professional development can only occur through the continued support of the HEIA (Q) members. The professional development committee consisting of: Kaylene Gleeson (Our Lady's College); Carol Turnbull (Kelvin Grove SC); Denise McManus; Julie Nash (Mt Alvernia College); Yve Rutch (Northside Christian College) are committed to providing quality professional development opportunities to all Home Economics teachers in Queensland. The committee wishes to thank you for the opportunity of serving you in professional development in 2008.