



**Constitution Rewrite Sub Committee Meeting**  
**Monday 2 August, 2010**  
**Pauline's house, East Fremantle**  
**4.00 – 6.00pm**  
**Record of Meeting**

**Attendees** Pauline, Ilsa

**Apologies** Ana, Rachel

**Minutes of Previous Meeting**

- 1) Acceptance
- 2) Business arising – concession discount should be 20% not 5%

**Items for discussion**

**1) Review progress from last meeting**

- a) **Report from the M/Committee Meeting discussions 15 July, 2010 – Ilsa**
  - i) Feedback from Management Committee is
    - to leave consulting with membership until the document in total is drawn up as per the timeline.
      - Pauline responded that as it was the member's constitution, the opportunity for members to have their say on the Constitution was written seemed a democratic thing to do and would in the end save time when it came to the final discussion and hopefully acceptance at the special general meeting
    - membership and financial year to be Jan – Dec. Privileges continue for 3 months so that come 31 March if not a financial member all privileges are removed eg yahoo discussion list. Need to be a current financial member to vote at the AGM.
    - costs and categories seem okay.

Discussion on publishing minutes on the website came up and it was thought it best to have a very brief outline as to what was covered.

  - Pauline responded that she believed detailed minutes were the right of a member to view and as such encourages open and fair process and involvement of all who are interested.
- b) **Report from the General Meeting discussions 24 June, 2010 – Ilsa**
  - i) Very little time allowed as there was a busy agenda. M/Committee requested that any progress from Constitution sub committee meetings be made to M/Committee prior to posting of updates on the website.
    - Pauline responded re difficulty with this as we don't know when the next M/Committee meetings are scheduled for. Pauline to again request copy of minutes of the General meeting and an indication of future M/Committee meeting dates.
- c) **Report re member feedback to yahoo emails - Pauline**
  - i) Positive response re increasing the range of membership to enable equity and access to more.
  - ii) Early bird incentive worked well to encourage payment
  - iii) Calendar year suits school year and avoids hassles of changing schools.

**2) Work through documentation, suggestions and revisions**

- a) **Proxy voting for members (Rule 20); and**
  - i) Proxy vote should be applicable to all sub committee meetings as well as General and Management committee meetings.
  - ii) Finalised
- b) **Rules of Association (Rules 20 – 25)**
  - i) NB: Sec / Pres still need to acquire a common seal as mentioned in Rule 22(1)
  - ii) Finalised
- c) **Definitions... (Rules 1 – 4)**
  - i) Consider all new words/phrases to be included in the definitions as we go through other rules – this is ongoing
- d) **Membership (Rules 5 – 9) including discussion on encouraging and managing Partnerships;**
  - i) **Role and examples of an MoU** to guide the set up partnerships
    - (1) Non profit organisations eg AGWA, Kings Park,

- (a) Hayley Bullimore happy to meet with us to work on an MoU (Pref Oct hols – Sept is their festival month)
  - (2) Commercial groups such as SODA, Preston St ArtSpace, Frankel Studios...
    - (a) Rachel will be at our next meeting
- ii) **Life members** – not currently in our list?? Definition/rights/responsibilities
  - 1) Definitely include, we had already discussed this category – add to definitions with description of rights...
  - 2) Other membership types by definition – seek feedback
- 3) Identify those specific items that still need to be worked on in the next meeting**
  - a) Continue to use Instruction Sheet 'Checklist II' to identify all items required are included in our modified format. Highlight areas – and specifics - for next meeting
    - i) Definitions... (Rules 1 -4) almost done - adding new words as we need to add them
    - ii) Membership (Rules 5 – 9) Done!
    - iii) **Management Committee (Rules 10 – 15)**
    - iv) **Meeting procedures (Rules 16 – 19)**
    - v) Rules of Association (Rules 21 – 25) Done!
    - vi) Forms
    - vii) Formalising the Constitution – Process
- 4) Allocate jobs and review Timeline for remainder of Term 3/4**
  - Post meeting Pauline conferred with Ana and Rachel and set meeting dates ahead to include 23 Aug, 6 Sept, 20 Sept and then one day on the holidays to sort out later.
  - Pauline to make modifications as discussed tonight for dispersal for feedback.
- 5) Next Meeting** initially planned for 16 August, changed post meeting to 23 August
- 6) Meeting Closed** 6.05pm

### List Actions:

- Pauline to again request copy of minutes of the previous M/Committee meeting and General meeting and an indication of future M/Committee meeting dates.
- Set up some more forward planning dates to ensure completion of task this year
- Seek feedback on changes made to Rules 1-4, 5-9, 21-25
- Pauline forward Minutes to next Management Committee Meeting for discussion