

**Minutes PACCOA Executive Teleconference Meeting
Held 2pm Eastern Daylight Saving Time 1 March 2007.**

- Attendance: Cathie Thompson, Glenda Milne, Minga Wong, Helen Gooley, Wayne Voak, Raija Cleak, Graeme Pearce.
- Apologies: Christine Lancaster, Desi Poursanidis, Kevin Broomhall.
- Welcome to Cathie Thompson Qld delegate replacing Jay Lequertier. Also welcome to Minga Wong, NSW sub-delegate.
- Prior to Helen joining the teleconference, the PACCOA Executive debated as to whether Helen Gooley (sub-delegate) step up as Delegate due to the resignation of Stephen Muller or whether an election should be held in SA. It was decided that Helen should act as delegate and this is one of the reasons why we have sub-delegates to ensure consistency/continuity of service both to the members and to the Executive. It was suggested that SA have an election for sub delegate.
- Please forward articles of interest, newsletters to Kevin Broomhall to be placed on the PACCOA website. I noticed that Kevin has recently updated the website and also noticed WA have their newsletters on the website.
- **Glenda**, Cathie, Minga & Helen to send a digital photo to Kevin to be placed on the website. These delegates and sub delegates details need to be updated on the website. Also my phone numbers and address need to be updated on the website as well.
- Conference guest speakers; suggestions included Dr Dina McMillan (cost airfares and accomm), Dallas Colley (costs \$800 training & \$500 presentation), Ingrid Poulson (look on Google). Helen gave an outline of the proposals for other conference speakers and details of the Beach House at Glenelg and accommodation at the Pier Hotel nearby. She will send written details to all of the Exec members.
- Conference outline needs to be completed ASAP. Graeme will draft something and ask Desi to value add to it. Need to lock in guest speakers ASAP so a flyer can be developed. Also a call for papers to go out at the same time.
- Financial updates & membership – next meeting
- PACCOA Awards – next meeting, Christine will update.
- Industry Skills Council – next meeting, Desi will update.
- Meeting closed 3pm EDST
- Next Meeting 2pm EST Thursday 12 April 2007.

Graeme Pearce.