

EARLY CHILDHOOD TEACHER'S ASSOCIATION

MINUTES OF THE ANNUAL GENERAL MEETING
held at on WEDNESDAY, 22 February 2023 online ZOOM.

1. WELCOME

I would like to acknowledge the traditional owners of the lands on which we meet and pay my respects to the Elders past present and emerging and acknowledge that they have had a special connection to the lands and waters for thousands of years.

The Chair, Kim Walters, opened the AGM at 5pm

2. ATTENDANCE

11 members are required for a quorum at the AGM Apologies and Proxy forms were received from the following members

PROXY & APOLOGIES	
Jeanie Watt, Kate Shapcott, Shona Doyle, Archana Sinh, Leonie Russell, Kerri Groves, Gail Halliwell, Michelle Gallagher, Marion Mori, Robbie Leikvold, (10)	
ATTENDED quorum	
Helen Noble, Lisa Cooper, Kim Walters, Joanne Young, Keriann Reissenberger, Mel Doyle, Lynne Ireland (7)	

3. CONFIRMATION OF MINUTES OF PREVIOUS ANNUAL GENERAL MEETING

Moved Kim Walters seconded Lisa Cooper that the minutes of the AGM held on 23 March 2022 are an accurate record of the business of that meeting. All in favour. Carried

4. PRESIDENT'S REPORT

It is with great pleasure that I present the President's Report as we celebrate ECTA's 50th anniversary this year. ECTA takes pride in having provided networking opportunities and professional development to our members and colleagues for half a century. ECTA membership continues to expand with many interstate members joining us. In addition, we have noticed a significant increase in long day care centres taking advantage of our ECTA member benefits.

During the year, ECTA represented its members at stakeholder forums as well Expos, to promote membership to students. ECTA is a member of the Joint Council of Queensland Teacher Associations (JCQTA), and we attend meetings and the JCQTA President's Dinner. Lisa Cooper, ECTA Treasurer, holds positions on the Queensland Teachers College Professional Standards Committee (PSC) and is an Accreditation Panelist.

In 2022, ECTA's total membership was 541, which included 151 organizations, 257 individuals, 91 students, 5 students with EYC, 11 concessional, 3 concessional with EYC, 7 graduate, 2 overseas individuals, and 14 life members.

Of the 541 membership types, the breakdown was Stand Alone Kindy 168, Approved Kindy Providers in LDC 40, Long Day Care 131, Non-State School 14, Prep in Non-State School 13, State School 41, Prep in State School 15, OSHC 2, Family Day Care 4, Student 45, Tertiary 10, and Other 58.

Our ECTA Facebook page continues to grow with 6,344 followers, with a yearly reach of over 88,000. The Facebook page allows us to advertise and promote ECTA Membership by showcasing webinars, the conference and other activities. Many new members are generated by the sharing of posts relevant to our members and colleagues.

The 2022 ECTA conference saw 219 attendees online and 189 attendees face-to-face across four hub sites. The speakers were very inspiring, and we received very positive feedback. Thank you to the volunteers at the Brisbane, Cairns, Hervey Bay, and Gladstone sites for hosting the conference hub sites in 2022.

We would like to extend the committee's gratitude to our secretary, Joanne Young, for coordinating and hosting the twelve ECTA webinars last year. Please note that webinars are for members only and at no cost. Webinars have been a key strategy to support and stay connected with our members across the state, ensuring that members can join into this rich professional development no matter where they are located.

The committee would like to thank the journal proof-reader, Marion Mori, and Jodie Riek, the editor, for her leadership of the journal team. The journal publication is a huge project that requires a considerable commitment of time by the editor.

Thank you to all members of our state coordinating, conference, and journal committees for their time and dedication to ECTA during 2022, as well as the Regional Group Office Bearers who facilitated local connections throughout the year.

As we celebrate the amazing achievement of ECTA's 50th, we must remember that this would not have been possible without the support and contributions of our passionate and committed committee members since 1973. Without the support of our ECTA volunteers, we would not have been the strong professional organization that we have been for the past fifty years.

Kim Walters called for the president's report be accepted.

Moved Kim Walters seconded Joanne that the President's Report be accepted. All in favour. Carried

5. TREASURER'S REPORT

Lisa Cooper presented the treasurers report for the audited accounts for the year ended 30 September 2022.

The auditor's report was available to all members prior to the AGM and will be available on request via email.

The Auditor report for 2022 shows ECTA QLD combined with our Regional Groups had a Gross income of \$133,058 this includes \$9,908.11 Regional Group expenses from their accounts. Gross expenses of \$137,534. This includes \$22,940.94 Regional Group income from their accounts.

This has given us a combined net loss before tax of overall of \$4,475 (RGs and ECTA QLD)
ECTA QLD Therefore had an annual profit of \$8464.94
Cash assets as at the end of the financial year are \$133,527 made up of \$73,314 from ECTA QLD and \$60,213 from Regional Groups

Lisa Cooper moved "That the Financial Report, including the audited accounts, be accepted." seconded Helen. All in favour. Carried

6. OFFICE BEARERS

All positions were declared vacant. As per our constitution if positions are filled from nominations they are accepted, and no further nominations are called from the floor during the AGM. Prior to the AGM we received the following nominations

For the State Management Committee President
Kim Walters (President),

For State Management Committee
Helen Noble, Joanne Young, Lisa Cooper, Mel Doyle
Specific Roles will be assigned at the first meeting of the SCC and members notified via eNEWS.

For Conference Committee
Kim Walters, Lisa Cooper, Lynne Ireland, Jo Young, Liz Fallon, Sue Norwood, Mel Doyle, Helen Noble

For EYC Journal Committee
Jodie Riek (Editor). Kim Walters, Jeanie Watt, Kate Shapcott, Archana Sinh, Helen Noble

7. ACCEPT CONSTITUTIONAL CHANGES

Moved by Joanne the constitutional changes as outlined be accepted seconded by Kim All in favour. All in favour. Carried

2 Objects

4 Classes of Members

11 Prohibition on use of information on register of members

12 Appointment or election of secretary

13 Removal of secretary

14 Functions of secretary

19 Minutes of Management Committee Meetings

29 Minutes of General Meetings
Funds and accounts
See below for full details

8. APPOINTMENT OF AUDITOR
Moved Kim Walters seconded Joanne that Koala Accounting & Taxation be appointed as Auditors for 2023. All in favour. Carried
9. GENERAL BUSINESS
Call for any other items of general business relating to the AGM.
Nil.
10. 2024 ANNUAL GENERAL MEETING
To be held on 21 February 2024

There being no further business, the Chair closed the meeting at 5:30pm

Confirmed as a correct record of the business of the meeting:



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President

22/2/2023
Date

7. constitutional changes full details

New Constitution	Existing Constitution
<p>2. OBJECTS The object for which the Association is established is: -</p> <p>A professional learning community empowering early childhood professionals</p> <p>This development is enhanced by: -</p> <p>Providing a united influential voice that</p> <ul style="list-style-type: none"> • Promotes the philosophy of a quality play based Early Childhood Education • Allows for the expression of a common voice on educational matters in the interests of members <p>Providing Connections within the early childhood community through</p> <ul style="list-style-type: none"> • Encouraging interactions between all Early Childhood Professionals • Disseminating relevant information • Fostering and funding the formation of local groups; <p>Promoting Professional Identity and Growth through</p> <ul style="list-style-type: none"> • Organising an annual conference; • Organising and supporting Early Childhood Professional Development 	<p>OBJECTS 2. The object for which the Association is established is: -</p> <p>THE PROFESSIONAL DEVELOPMENT OF TEACHERS OF YOUNG CHILDREN.</p> <p>This development is enhanced by: -</p> <ol style="list-style-type: none"> (1) Promoting the philosophy of Early Childhood Education; (2) Encouraging interactions between all teachers of Early Childhood; (3) Disseminating relevant information (4) Organising an Annual Conference; (5) Fostering and funding the formation of local groups; (6) Organising and supporting Early Childhood Professional Development (7) Allow for an expression of a common voice on educational matters in the interests of members
<p>4. CLASSES OF MEMBERS</p> <p>(1) Membership with full voting rights shall be unlimited and open to the following:</p> <p>Individual Membership</p> <ol style="list-style-type: none"> (a) Fully registered qualified early childhood teachers (b) Fully qualified early childhood professionals not registered <p>Life Member</p> <p>(a) Individual Members recognised for their dedication to ECTA who have been a longstanding volunteer and who have contributed significantly to the objectives of ECTA. Unanimous approval of the Management Committee is required in order to become a life member of ECTA. Life members are entitled to hold positions on the Management Committee or Subcommittees. Life members receive all benefits of Individual Members. No annual registration fee required.</p> <p>(2) Associative Membership with no voting rights shall unlimited and be open to the following:</p> <p>Associative Membership</p> <ol style="list-style-type: none"> (a) Persons working or studying in the area of Early Childhood Education and Care (b) Registered teachers (not qualified in Early Childhood Education) interested in the field of Early Childhood Education 	<p>CLASSES OF MEMBERS 4.</p> <p>(1) Membership with full voting rights shall be unlimited and open to the following:</p> <p>Individual Membership</p> <ol style="list-style-type: none"> (a) Fully registered qualified early childhood teachers with experience in the teaching of children under eight years of age. <p>Life Member</p> <p>(a) Individual Members recognised for their dedication to ECTA who have been a longstanding volunteer and who have contributed significantly to the objectives of ECTA. Unanimous approval of the Management Committee is required in order to become a life member of ECTA. Life members are entitled to hold positions on the Management Committee or Subcommittees. Life members receive all benefits of Individual Members. No annual registration fee required.</p> <p>(2) Associative Membership with no voting rights shall unlimited and be open to the following:</p> <p>Individual Associative Membership</p> <ol style="list-style-type: none"> (a) Registered teachers interested in the field of Early Childhood Education (b) Qualified early childhood teachers not registered (c) Persons working or studying in the area of Early Childhood Education and Care

11. PROHIBITION ON USE OF INFORMATION ON REGISTER OF MEMBERS

- (1) A member of the association must not—
- (a) use information obtained from the register of members of the association to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes; or
 - (b) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes.
- (2) Sub rule (1) does not apply if the use or disclosure of the information is approved by the association.

12. APPOINTMENT OR ELECTION OF SECRETARY

- (1) The secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is—
- (a) a member of the association elected by the association as secretary; or

- (b) any of the following persons appointed by the management committee as secretary—
 - (i) a member of the associations management committee;
 - (ii) another member of the association;
 - (iii) another person.

- (2) If the association has not elected an interim officer as secretary for the association before its incorporation, the members of the management committee must ensure a secretary is appointed or elected for the association within 1 month after incorporation.
- (3) If a vacancy happens in the office of secretary, the members of the management committee must ensure a secretary is appointed or elected for the association within 1 month after the vacancy happens.
- (4) If the management committee appoints a person mentioned in subrule (1)(b)(ii) as secretary, other than to fill a casual vacancy on the management committee, the person does not become a member of the management committee.
- (5) However, if the management committee appoints a person mentioned in subrule (1)(b)(ii) as secretary to fill a casual vacancy on the management committee, the person becomes a member of the management committee.
- (6) If the management committee appoints a person mentioned in subrule (1)(b)(iii) as secretary, the person does not become a member of the management committee.
- (7) In this rule—casual vacancy, on a management committee, means a vacancy that happens when an elected member of the management committee resigns, dies or otherwise stops holding office.

13. REMOVAL OF SECRETARY

- (1) The management committee of the association may at any time remove a person appointed by the committee as the secretary.
- (2) If the management committee removes a secretary who is a person mentioned in rule 15(1)(b)(i), the person remains a member of the management committee.
- (3) If the management committee removes a secretary who is a person mentioned in rule 15(1)(b)(ii) and who has been appointed to a casual vacancy on the management committee under rule 15(5), the person remains a member of the management committee.

14. FUNCTIONS OF SECRETARY

The secretary's functions include, but are not limited to—

- (a) Calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the association; and
- (b) Keeping minutes of each meeting; and
- (c) Keeping copies of all correspondence and other documents relating to the association; and
- (d) Maintaining the register of members of the association.

19. MINUTES OF MANAGEMENT COMMITTEE MEETINGS

- (1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are entered in a minute book.
- (2) To ensure the accuracy of the minutes, the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy.

29. MINUTES OF GENERAL MEETINGS

- (1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute register.
- (2) To ensure the accuracy of the minutes—
 - (a) the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
 - (b) the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the association that is a general meeting or annual general meeting, verifying their accuracy.
- (3) If asked by a member of the association, the secretary must, within 28 days after the request is made—
 - (a) make the minutes for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
 - (b) give the member copies of the minutes of the meeting.
- (4) The association may require the member to pay the reasonable costs of providing copies of the minutes.

FUNDS AND ACCOUNTS

- (4) A payment by the association of \$100 or more must be made by debit card or electronic funds transfer.
- (5) If a payment of \$100 or more is made by debit card, the expenditure must be authorised by a second member of the management committee.

- (4) All amounts of one hundred dollars (\$100.00) or over shall be paid by cheque signed by any two of the president, secretary, treasurer or other member authorised from time to time by the Management Committee or paid using electronic transfer authorised by any two of the president, secretary, treasurer or other member authorised from time to time by the Management Committee. Only authorised members of the Management Committee are allowed to establish and access electronic funds transfer on behalf of ECTA and are required to keep secure all passwords and access information relating to ECTA Accounts.
- (5) Cheques shall be crossed “not negotiable” except those in payment of wages, allowances or petty cash recoupments which may be open.
- (6) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.