

Kate Mullin Association - Committee Minutes

Meeting	Committee Meeting		
Venue	Online (via MS Teams)	Date	1 July 2022
		Time	2.10 pm to 2.56 pm
Attendees	Ken Mullin (KM), Bev Burnside (BB), Don Burnside (DB), Brendan Franzone (BF), John Goodall (JG), Ron Gorman (RG), Graham Gower (GG), Les Mack (LM), Niki Preston (NP), Ian Ruddock (IR)		
Absent	Mandy Corkill (MC)		

Agenda Items

Item Nr	Notes/ Decisions/ Actions	Who	When
1) Welcome and apologies			
	KM welcomed everybody. No apologies were noted.		
2) Minutes of the last meeting			
	The Minutes of the Committee Meeting held on 13 May 2022 were accepted. <i>Moved KM Seconded DB. Carried.</i> All actions were addressed under the related items.		
3) Chairperson's Report			
	<p>KM reported:</p> <ul style="list-style-type: none"> • The Lindsay Cozens Trust has confirmed a further \$3,000 in sponsorship to support the KMA Educator Award. The Award documentation has been finalised and an update will be provided by BB (refer to agenda item 5b). • JG recently sent out an email to previous KMA supporters encouraging them to donate prior to the end of the financial year. • KM prepared a schedule to determine suitable times for the visits to Esperance and Kalgoorlie during September and October avoiding school holidays and other member commitments. The following dates were agreed: <ul style="list-style-type: none"> ○ Esperance - week commencing 5 September ○ Kalgoorlie - week commencing 19 September • It was noted that all members are welcome to attend the Esperance and Kalgoorlie trips. • Les Mack was nominated to join the KMA committee by KM, seconded DB. LM joined the meeting. • <i>The Chairman's report was accepted.</i> 		
4) Financial Report			
	<p>a) <u>Financial Report</u> JG provided the following financial report:</p> <p style="margin-left: 40px;">KMA Account Balance at 13 May: \$6,777.85 Income: \$0 Expenses: \$0 New Balance: \$6,777.85</p> <p style="margin-left: 40px;">KM Scholarship Account Balance at 13 May: \$44,807.31 Income: \$5,830.00 (donations) Expenses: \$5,000 (Curtin University scholarship) New balance: \$45,637.31</p> <p>JG noted the following:</p> <ul style="list-style-type: none"> • A cheque for \$250 is yet to be banked. • An invoice for \$5,000 (second Curtin University scholarship) has been received. • All 2022 scholarship commitments have been paid. • The majority of donations received were from committee members. Approximately \$11,000 in donations has been received this year. This is lower than in 2021, however, it is hoped the KMA will receive further donations from the Esperance and Kalgoorlie Rotary Clubs and the fundraising sundowner is scheduled for October. <p><i>The Financial Report was accepted. Moved JG Seconded DB. Carried.</i></p>		

Item Nr	Notes/ Decisions/ Actions	Who	When
5) Projects			
	a) <u>Fundraising</u> Planning for the following three fundraising events has commenced: <ul style="list-style-type: none"> i) Sundowner <ul style="list-style-type: none"> • The sundowner will be held in October on the 6th floor of KM's building in Claremont. ii) Kalgoorlie Trip <ul style="list-style-type: none"> • Scheduled for the week commencing 19 September. iii) Esperance Trip <ul style="list-style-type: none"> • Scheduled for the week commencing 5 September. 	JG/DB/KM	Jul-Oct
	b) <u>Kate Mullin Educator Award</u> <ul style="list-style-type: none"> • The Lindsay Cozens Trust has confirmed \$3,000 in sponsorship for the Award. • The Award flyer and associated documentation has been finalised. • The Department of Education and AISWA have confirmed the Award has been advertised. BB to follow-up with Kylie at CEWA to confirm distribution to schools. • One nomination query has been received (Onslow Primary School). 	BB	Now
	c) <u>Kate Mullin Scholarship</u> <ul style="list-style-type: none"> • Shanice Fleming (Broome) and Brianna Taylor-Ellison (Derby), the winners of the Curtin University On-Country Scholarships, will be invited to attend the 19 August KMA committee meeting via video call (to be scheduled for the start of meeting). • Both Shanice and Brianna will be in Perth for 2-3 days during the second week of November and will return to Perth for a week in late January. • JG to make contact with ECU to either arrange an additional scholarship or the return of the remaining \$2,500 scholarship funds. • GG noted there are additional Curtin University On-Country students that would be worthy recipients if additional funding could be made available. • JG continually checking for suitable grants that the committee can apply for. The Bennelong Foundation is currently seeking expressions of interest, as part of a two-stage application process, for a \$20,000 grant. Expression of interest submissions close on 29 July. 	KM JG	Now Now
	d) Strategic Plan Action Items <ul style="list-style-type: none"> • Members are continuing to work on strategic plan action items. 		
6) Website and Facebook Page			
	<ul style="list-style-type: none"> • Scholarship winner information will be reviewed, edited to remove any personal information, and uploaded to the website and Facebook page. • A newsletter showcasing the two scholarship winners is in progress. Due to JG's current workload, DB offered to prepare the newsletter. 	KM DB	Now Now
7) Other business			
	<ul style="list-style-type: none"> • JG contacted Brooke from ARC Infrastructure who has confirmed she remains committed to providing one day a month to assist the association with its social media and marketing materials. 		
Meeting Closed			
	<ul style="list-style-type: none"> • Meeting closed 2.56 pm. 		

Summary of actions

No	Action	Who	When
1	Obtain reports on PD activities from past winners of the KM Teacher Award (Adriano and Phoebe)	DB/KM	underway
2	Further promotion of the scholarship via ABC and 'selfie videos'	KM	underway
3	Preparation and distribution of next newsletter	DB	underway
4	The sundowner will be held in October on the 6th floor of KM's building	JG/KM	Jul-Sep 22
5	Seek sponsorship for sundowner catering	KM/JG	Aug-22
6	Organise Kalgoorlie fund-raising trip in September	DB/JG/KM	Jul-Aug 22
7	Organise Esperance fund-raising trip in September	DB/JG/KM	Jul-Aug 22
8	Follow up KMA Educator Award advertising	BB	Jul-Aug 22
9	Invite scholarship winners to attend 19 August meeting	KM	now
10	Follow up with ECU regarding retained scholarship funds	JG	Aug-22

No	Action	Who	When
11	Upload scholarship winner details to website and Facebook	KM	now
12	Set up a Risk Reduction and Mentoring sub-group for scholarship awardees	KM	ongoing
13	Establish mentoring support for scholarship winners	KM/LM/RG	now
14	Obtain high quality photograph of Katie Murphy	JG	now
15	Quarterly review of Strategic Plan	DB	ongoing

Summary of Strategic Plan Actions

No	Action	Who	When
Priorities			
1	Contact former Award and Scholarship winners to obtain online content and offer free membership	DB	now
2	Encourage writing and submission of articles from previous Award winners	DB/LM	ongoing
3	Design evergreen brochure for use at Esperance Fundraiser	DB	now
Other			
4	Source names of potential partner organisations	NP/KM	ongoing
5	Determine what online facilities are already available for teachers	KM	now
6	Investigate improvement of website search ratings	KM	now
7	Review KMA logo	KM	ongoing
8	Prepare and distribute Annual Report (as at 31 December 2021)	KM/DB/NP	2022
9	The newsletter will be published twice per year	DB	ongoing
10	Review value proposition for members	KM	now
11	Offer annualised sponsorship pledges as an option on the Spring Sundowner donation form.	JG	Oct-22

Future Meetings/Events in 2022

19 August

7 October

October – *Esperance Trip (date to be confirmed)*

October – *Fundraising Sundowner (date to be confirmed)*

25 November