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| **Kate Mullin Association - Committee Minutes** |

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| Meeting | Committee Meeting | | | | |
| Venue | MS Teams | Date | 1 September 2023 | Time | 2.06 pm to 2.52 pm |
| Attendees | Ken Mullin (KM), Bev Burnside (BB), Don Burnside (DB), Brendan Franzone (BF), Graham Gower (GG), Gareth Parry (GP), Niki Preston (NP), Ian Ruddock (IR) | | | | |
| Apologies | Mandy Corkill (MC), Ron Gorman (RG), Les Mack (LM), | | | | |

**Agenda Items**

| Item Nr | Notes/ Decisions/ Actions | Who | When |
| --- | --- | --- | --- |
| **1) Welcome and apologies** | |  |  |
|  | KM welcomed everybody. Apologies were noted. |  |  |
| **2) Minutes of the last meeting** | |  |  |
|  | The Minutes of the Committee Meeting held on 21 July 2023 were accepted.  *Moved KM Seconded DB. Carried.*  All actions were addressed under the related items. |  |  |
| **3) Chairperson’s Report** | |  |  |
|  | KM reported:   * LM recently attended the Curtin University Scholarship Celebration event and met Krystle Devine. It was noted that Krystle comes from a remote community but is not an On-Country course student. Krystle intends to contact GG regarding the On-Country course. Krystle has two children, a part-time job, and studies full-time. * CQU would like to open applications for the 2024 KMA Scholarship in October so will require details by end of September. This would be a second CQU scholarship. The first CQU scholarship was awarded to Shenae Tesling who received a two-year scholarship for 2023/2024. KM/DB/GP to meet next week to discuss and ascertain if the KMA financial position will enable a second scholarship. * The Esperance fundraising visit has been deferred to January/February 2024 as the Esperance Bay Rotary Club are not available during the intended visit week. To date, no response has been received from the Esperance Rotary Club. * The Perth Sundowner will be held in February 2024 * KMA website ‘News’ section has been updated. KM is adding new information every 2-3 weeks. GP has been introduced to members as the new Treasurer. The scholarship awards to Brooke Cuthbertson and Shanae McGuire were posted on Facebook. * The KMA is seeking to change from Westpac to the Commonwealth Bank due to recent difficulties getting GP authorised on the bank accounts. KM and GP will meet with the Commonwealth Bank within the next week or two. |  |  |
| **4) Financial Report** | |  |  |
|  | 1. Financial Report   GP provided the following financial report:  **KMA Account**  Balance at 21 July: $7,052.85  Income: $0.00  Expenses: $0.00  Balance at 1 Sept: $7,052.85  **KM Scholarship Account**  Balance at 21 July: $33,062.31  Income: $50.00  Expenses: $0.00  Balance at 1 Sept: $33,112.31  *The Financial Report was accepted. Moved GP Seconded DB. Carried.* |  |  |
| **5) Projects** | | | |
|  | 1. Fundraising  * Planning for the following two fundraising events has commenced:  1. Sundowner – will be held February 2024. GG to confirm his availability next week. 2. Fundraising Trips  * Follow-up visits are being planned for January/February to meet with both the Esperance Bay Rotary Club and Esperance Rotary Club. * A Kalgoorlie fundraising trip is being considered for 2024. | GG  DB/KM/BF | now  now |
|  | 1. Kate Mullin Educator Award (BB reported)  * Reminder emails have been sent to KMA contacts at WATESOL, Department of Education, Catholic Education (WA), and AISWA for distribution to schools. * Award nominations close Wednesday, 8 November. * The Award will be presented at the WATESOL AGM on 22 November 2023. KM will attend this event. * Last year’s winners (Purnululu School) to be contacted to ascertain how their prize money has been spent and how it has benefited the two awardees. * It was noted that any expectation of ongoing engagement and communications with the KMA Committee by winners needs to be outlined on the award flyer. | BB | now |
|  | 1. Kate Mullin Scholarship  * KM/DB/GP to meet on Monday to review the Association’s 2024 financial position and prepare a recommendation regarding the allocation of 2024 scholarship funding. The recommendation will be emailed to KMA Committee members within the next two weeks. * The Curtin University On-Country Scholarship applications closed in August. The announcement of two successful candidates is expected, shortly. GG confirmed that several strong applications were submitted. * Further discussion was held regarding KMA committee expectations of scholarship winners in relation to the provision of information and ongoing support being provided to the KMA. Suggestions included: requesting details of what the scholarship funding has been used for and how it has benefited the recipient; photos; progress reports and background details that can be used on promotional materials; requesting that winners appear/speak at events in support of the KMA such as engaging with potential donors at fundraising events; being part of the KMA community. KM requested members provide further feedback for consideration and inclusion in the 2024 scholarship agreements. * For reference, a copy of the current KMA scholarship agreements will be emailed to DB and GP. * End of year course results for the four 2023 scholarship students will be available December/January. Details will be used to create additional news items for the website and Facebook page. | KM/DB/GP  All  KM  KM  KM | Now  Now  Now  Now  Dec/Jan |
| **6) Website, Facebook Page, and Newsletters** | |  |  |
|  | * The News section has been updated with 10 news items including the launch of the new logo, details of the scholarship winners, introduction of GP as the new Treasurer. * Facebook posts are updated every 3-4 weeks. * The KMA newsletter has been discontinued. * LM’s CV details are missing from the website. CV details to be requested. | KM | Now |
| **7) Other business** | |  |  |
|  | * BB and DB will be an apology for KMA meeting on 24 November 2023. * The proposed 2024 meeting dates were noted. * KM advised that the KMA Strategic Plan 2020-2023 is due for review. * The 13 October meeting will be dedicated to a review of the strategic plan. |  |  |
|  | The Voice Referendum   * It was agreed that the KMA be proactive in supporting and advocating for The Voice ‘Yes’ vote. * A statement will be included on the website and Facebook page with a link to The Voice website and links to additional resources. All messaging must be clear and concise. * BF noted that Andrew Beck, Aboriginal Education Consultant, AISWA, recently shared some valuable resources regarding the Uluru Statement. NP to obtain details of resources. * It was agreed to obtain a quote from the new KMA Patron, Simon Forrest   Mentoring Support for Scholarship Winners   * It was agreed that the KMA will investigate establishing partnerships with organisations such as WATESOL and Teach, Learn, Grow that specialise in one-to-one mentoring. The CEO of Teach, Learn, Grow has been recommended to KM through a personal contact. | NP  KM | Now  Now |
| **Meeting Closed** | |  |  |
|  | * Meeting closed at 2.52 pm. |  |  |

**Summary of actions**

| **No** | **Action** | **Who** | **When** |
| --- | --- | --- | --- |
|  | Obtain reports on PD activities from past winners of the KM Educator Award (Adriano and Phoebe) | DB/KM | underway |
|  | Further promotion of the scholarship via ABC and ‘selfie videos’ | KM | underway |
|  | Seek sponsorship for sundowner catering | KM | now |
|  | Organise Esperance fund-raising trip in January/February 2024 | DB/BB/KM | now |
|  | Establish mentoring support for scholarship winners | KM/LM/RG | now |
|  | Contact Brooke Brooks, ARC Infrastructure re offer of marketing support | KM | now |
|  | Review of Strategic Plan | All | Oct 23 |

**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/NP | underway |

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| **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 | Prepare and distribute Annual Report (as at 31 December 2023) | KM/DB/NP | 2023 |
| 8 | Review value proposition for members | KM | now |
| 9 | Offer annualised sponsorship pledges as an option on the donation form | KM | now |

**Meetings/Events in 2023**

* **27 October – *Review of Strategic Plan***
* **24 November**

**Meetings/Events in 2024**

* **2 February**
* **23 February – *Sundowner Fundraising Event***
* **15 March**
* **19 April *(includes AGM)***
* **7 June**
* **19 July**
* **30 August**
* **11 October**
* **22 November**