



## OHNNG Annual General Meeting MELBOURNE

<b>DATE:</b>	<b>MONDAY March 7<sup>th</sup> 2016</b>		
<b>MINUTES COMPILED BY:</b>	Virginia Thomson	<b>Distribution Date:</b>	<b>OHNNG website</b>
<b>PRESENT:</b>	RODNEY HARRISON, JANET ACWORTH, SILVIA O'CONNOR, CARLA STRINGER, JUDY REDPATH, TOOHEY TRAN, ROSLYN JAMES, KYLIE NEUMANN, LYN JONES, CARMEL FOWLER, MONICA MACPHERSON, KYLIE JACOBSEN, HENFI CHUN, BELINDA HERNANDEZ, MICHELLE GADSDEN, PETER TAYLOR, KATHLEEN WILLIAMS, BEVERLEY FITZPATRICK, ALEXANDRA GRIXTI, TERESA ROBINSON, COLLEEN FLANDERS, ALISON POULIANAKIS, CELIA KINGSBOROUGH, KAREN BOYD, JUDY EVANS, KATHY MITCHELL, JESSICA MEEKELS, CHRISTOPHER BISHOP, JESSA BAL....., SERUNA YONZON, SALLY BARTEL, LEEARNA BENNETT, LAURETTA RAYNER, LARA MELISSA PAHINAG, RUTH REIFISCH, JULIE MESSENGER, BRENDA ROBERTS, VIRGINIA THOMSON, TRACEY NICHOLLS, PAULINE KENNEDY, JENNIFER BESSELL.		

Item No.	Issues Discussed/Details	Actions	Responsible	Due Date	Status
1.	<b>MEETING OPENED</b> at 1317 by Tracey Nicholls OHNNG President				
2.	<b>ACCEPTANCE OF AGENDA:</b>	<b>Agenda confirmed and accepted by</b> Accepted: Silvia O'Connor Seconded: L. Bennett			
3.	<b>ATTENDANCE</b>	Attendance recorded as above (It is possible that some names may not be present on the list as to the brevity of the meeting and members leaving early to attend workshops)			
4.	<b>APOLOGIES:</b>	G. Shylan K. Mahoney			
5.	<b>ACCEPTANCE of MINUTES OF PREVIOUS ANNUAL GENERAL MEETING:</b>	Accepted: M. Hunt Seconded: J. Redpath			

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<b>6</b>	<b>REPORTS</b>				
6.1	President, Treasurer, Secretary and State reports as per Annual General Report	Accepted: Sue Traponi Seconded: Janet Lyall President's report read by Tracey Nicholls. Other reports documented in the Annual General Report.			
<b>7.</b>	<b>ELECTIONS EXECUTIVE COMMITTEE/ STATE COORDINATORS/EDITOR/WEBSITE MANAGER</b>				
7.1	Positions voted on by present members -12 month term min <b>Executive Committee</b> President – Tracey Nicholls (SA) Secretary – Virginia Thomson (Victoria) Treasurer – Pauline Kennedy (SA) Education/ Newsletter – Lisa Hellwege (Tas) Website Manager: Tracey Nicholls	As per constitution  Re-elect Re-elect Re-elect Standing down nil accepted Standing down. Cheryl Kelly to manage web page.			
7.2	<b>State Coordinators</b> Each position voted on by present members - 12 month term QLD. – Cheryl Kelly NSW – Gai Shylan WA – Tu Trang Tan SA - Karen Mahoney VIC – Jennifer Bessell ACT – Judy Redpath TAS - Lisa Hellwege NT remains vacant	As per constitution . Re-elect Re-elect Re-elect Re-elect Standing down. UNCONFIRMED Re-elect Re-elect Remains vacant			
<b>8.</b>	<b>GENERAL BUSINESS</b>				
8.1	<b>Constitution Changes</b>	Nil			

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8.2	<p><b>Next Annual General Meeting</b></p> <p><b>Organisation of the 2017 conference.</b></p> <p>Tracey: sponsorship, programs and handbook            Karen &amp; Pauline: abstracts, speakers gifts, delegate bags and inclusions, speakers certificates, moderators pack, and rosters            Cheryl: Registration, certificates, name badges</p>	<p>Friday 24 March - Sunday 26 March (may commence on the 23<sup>rd</sup> with the surgeons)</p> <p>To be held at Adelaide Convention Centre.</p> <p>Theme: <b>Ingenuity at Work</b></p> <p>Committee to meet in Adelaide mid-year to discuss and help organise meeting.</p>			
8.3	<p><b>Mid Year Strategic Planning Meeting</b></p>	<p>Committee to meet mid-year to discuss strategic planning, management and education plans for the year. Venue and date to be advised</p>			
8.4	<p><b>Other Business</b></p>	<p>National Head and Neck Cancer Day, 22/7/16.</p> <p>Keen interest in developing a forum for Q&amp;A, and communication, whether it be on our web page or via Facebook.</p>			
9	<p><b>MEETING CLOSED: 1330</b></p>				Closed