

MINUTES OF THE PIA SUNSHINE COAST BRANCH ANNUAL GENERAL MEETING HELD ON FRIDAY 27 NOVEMBER 2009 AT SOAVE 4.30PM

Attendance:

Fiona Fullarton;
 Sian Davis;
 Mick Sheppard;
 Morgan Wilson;
 Jason Krueger;
 Prudence Earle;
 Jason Hague;
 Nick Patorniti;
 Robert Stonadge;
 Drew Westbrook

Apologies:

Sharyn Briggs, Steve Patey, Raul Weychardt

Item	Subject	Discussion	Actions
1	Welcome	<ul style="list-style-type: none"> o The President opened the meeting at 4.30pm and extended a welcome to those in attendance. 	
2	President's Report	<ul style="list-style-type: none"> o The President's Report (attached) was taken as read. o In making her report, the President reiterated the achievements of the Regional Branch Committee for 2009 including:- <ul style="list-style-type: none"> ▪ PIA Young Planner Welcome Function at Sunshine Coast University : Inspirational speech from Colleen Keegan, winner of the PIA & Outdoor Media Association (OMA) scholarship; ▪ The Expert Witness Training Course CPD event; ▪ The CPD and social networking event at Stockland's Sustainable House in Noosa; ▪ QLD 2009 State Conference Student Scholarship; ▪ Ongoing preparation for the 2010 PIA State Conference 'Utopia'. 	Moved SD, seconded MS, that the President's Report be adopted. Carried.
3	Minutes of the Previous Meeting	<ul style="list-style-type: none"> o The minutes of the previous meeting were reviewed and determined to be an accurate record of the meeting content. 	Moved SD, seconded MS. Carried.
4	Financial Report	<ul style="list-style-type: none"> o The Treasurer tabled a Financial Report (attached) and confirmed that the Branch had made a sustainable profit for the previous reporting period. 	Moved FF, seconded PE, that the Treasurer's Report be adopted. Carried.
5	Program For Next Year	<ul style="list-style-type: none"> o CPD/Social events for the following year were discussed. o The program for 2010 was agreed to incorporate:- <ul style="list-style-type: none"> 1 major local CPD event : 2010 PIA State Conference 'Utopia'; 	Moved MS, seconded PE. Carried.

Item	Subject	Discussion	Actions
		<p>2 social functions : Uni Function and Xmas Party;</p> <p>Sponsorship of a planning student to the 2010 PIA State Conference.</p>	
6	Election of Office Bearers	<ul style="list-style-type: none"> o The following office bearers were elected unopposed for the forthcoming year:- <ul style="list-style-type: none"> ▪ President – Fiona Fullarton; ▪ Secretary – Steve Patey; ▪ Treasurer – Sian Davis. 	<p>Moved FF, seconded MW.</p> <p>SP to notify Qld Division of Office Bearers.</p>
7	Election of Committee Members	<ul style="list-style-type: none"> o The following Committee Members were elected for the forthcoming year:- <ul style="list-style-type: none"> ▪ Prudence Earle ▪ Jason Hague ▪ Amie Lindemann ▪ Mick Sheppard ▪ Drew Westbrook ▪ Nick Patorniti 	<p>Moved FF, seconded PE.</p> <p>SP to notify Qld Division of Office Bearers.</p>
8	Other Business	<ul style="list-style-type: none"> o Discussion was held regarding the 2010 PIA State Conference and the ongoing participation of committee members to facilitate its successful functioning o Discussion was held regarding the budget surplus generated in 2009 and the possibility of using the profit to sponsor a student to the PIA State Conference in 2010 to be held in Coolum o Acknowledgements and Votes of Thanks <ul style="list-style-type: none"> ▪ FF and SD were thanked for their efforts in organising the years CPD and social events. 	
9	Close	<ul style="list-style-type: none"> o The President wished everyone a safe and happy Christmas and closed the meeting at 5pm. 	

Meeting Minute Attachments:

- A. Notice of Annual General Meeting and Agenda
- B. President's Report
- C. Treasurer's Report

**A – Notice of Annual General Meeting and Agenda
2009**

**NOTICE OF ANNUAL GENERAL MEETING
PLANNING INSTITUTE AUSTRALIA (PIA)
SUNSHINE COAST BRANCH**

Notice is given that the Annual General Meeting of the
Sunshine Coast Branch of PIA (Queensland Division)
will be held on

**Friday 27 November 2009 at 4:30pm at
Soave – 17-19 Brisbane Road, Mooloolaba**

AGENDA

1. Welcome
2. President's Report (Attachment 1)
3. Minutes of 2008 Annual General Meeting (Attachment 2)
4. Financial Report by Hon Treasurer (Attachment 3)
5. Program for next year
6. Election of Office Bearers
7. Election of Committee members
8. Other Business
9. Close and Start of Christmas Drinks

B – President's Report 2009

AGM & Christmas Party 2008

The Sunshine Coast Branch held its AGM on Friday 21 November 2008 at the Sand Bar and Grill, Mooloolaba. The committee elected included Fiona Fullarton (President), Steve Patey (Secretary), Sian Davis (Treasurer), Jeremy Addison, Jason Hague, Mick Sheppard, Amie Lindemann, Drew Westbrook and Peter Stanley. The AGM was followed by the Christmas party sponsored by GHD that went well into the evening.

University of the Sunshine Coast

On 11 March 2009, the Branch held its second annual 'Welcome Function' for students at the University of the Sunshine Coast. The event was a great success with many students attending together with some key industry professionals. Thanks to GHD for sponsoring the event and providing 'goody bags' for the students. Colleen Keegan, winner of the PIA & Outdoor Media Association (OMA) scholarship, gave an inspirational speech about the award and her future travels.

Expert Witness Training Course

In May this year, the Branch conducted an expert witness training course in conjunction with P&E Law. The training course provided a unique opportunity for participants to perform the role of an expert town planning witness, in a mock Planning & Environment (P&E) Court appeal. As part of the course the candidates participated in an expert witness meeting and Court mediation, prepared a Court report and gave evidence at a mock trial. The participants were guided through the process by local solicitors, barristers and expert planning witnesses. Although demanding, the course was enjoyed by all the participants who gained invaluable first hand experience of the appeal process.

CPD & Social in Noosa

On Thursday 9 July 2009, the Branch held a CPD and social networking event at Stockland's Sustainable House in Noosa. The presentation provided by Mark McMahan outlined the design elements of the home that make it sustainable, functional and comfortable.

QLD State Conference Student Scholarship

This year the Branch offered a scholarship (\$1500 for registration and accommodation) for a PIA student planner to attend this year's PIA State Conference to be held in Brisbane in November 2009. A competition was held inviting entrants to write about a key issue facing the Sunshine Coast. The winner was Michael Hanisch a third year student studying Bachelor of Regional and Urban Planning at the University of the Sunshine Coast.

2010 Conference

The committee and additional volunteers have also been busy preparing for next years PIA State Conference 'Utopia' to be held at the Hyatt Coolum 10-13 November 2010.

C – Financial Report (2009) for July 2008 – June 2009

Planning Institute of Australia - Sunshine Coast Branch - 1/07/2008 - 30/6/2009		
	<i>Surplus from 2007-2008 year</i>	\$5,576.11
INCOME		
7/10/2008	Sponsorship for Workshop/Drinks 31st October	\$1,000.00
31/10/2008	Registration income for Workshop 31st October	\$2,570.00
31/10/2008	Registration income for Social Drinks 31st October	\$575.00
7/11/2008	Sponsorship for Christmas party 21st November	\$500.00
21/11/2008	Registrations for Christmas Party 21st November	\$390.00
11/03/2009	Sponsorship for Uni Function 11th March 2009	\$200.00
15/05/2009	Expert Witness registrations 15th May	\$1,275.00
	Total Income	\$6,510.00
	Total Income + 2007/08 Surplus	\$12,086.11
EXPENDITURE		
27/10/2008	Catering Key Bar sunshine coast social drinks 31st October	\$900.00
28/10/2008	Reimbursement to Sian Davis for amenities for SC Workshop 31st October	\$65.25
29/10/2008	Catering Subway Sunshine coast workshop 31st October	\$300.00
11/11/2008	Reimbursement to Fiona Fullarton for gifts SC Workshop 31st October	\$342.23
21/11/2008	Sand Bar & Grill payment for Christmas Party 21st November 2008	\$800.00
11/03/2009	Reimbursement to Fiona Fullarton & Amie Lindeman for Uni Function 11 March 2009	\$160.00
11/03/2009	Reimbursement to Amie Lindeman for gifts Uni Function 11 March 2009	\$33.92
26/05/2009	Reimbursement to Sian Davis for catering & gifts for SC Expert Witness 15th May	\$818.70
	Total Expenditure	\$3,420.10
	Surplus/(Deficit) total	\$8,666.01

Branch Budget Worksheet for this Financial Year (July 2009 to June 2010)

PLANNING INSTITUTE OF AUSTRALIA QUEENSLAND DIVISION COMMITTEE AND BRANCH BUDGET WORKSHEET – 2009/2010

PIA Qld sub-committee or Branch name: Sunshine Coast Branch

Convenor or President: Fiona Fullarton

		Project requirements/Costs				
Project name	Date	estimated hours involved in project (S) Staff and/or (C) Committee	Income (R) registrations (S) sponsorship	Expenses	Explanation of expenses i.e. catering, venue hire, PO Box rental etc.	Priority : A (High) B (Med) C (Low)
Doonella Sustainable Home	July 2009	15 (c)	\$200 (S)	\$200	Cost of catering	L
Student Scholarship PIA (Qld) Conference	Nov 2009	15 (c)	\$0	\$1500	Cost of registration & accommodation	M
AGM & Xmas Party	Nov 2009	15 (c)	\$500 (S) \$300 (R)	\$550	Cost of catering & lucky door prizes	H
Total Budget Requirement			\$1000	\$2250		
Comments: Based on program to date (current as at Nov 09), the committee will need to expend \$1250 (i.e. expenses of \$2250 less income of \$1000) from 08/09 budget surplus of \$8666.01. This will leave a budget surplus (current as at Nov 09) of \$7416.01						

A – Highest – Urgent must be undertaken next financial year

B – Medium – Program linked to corporate objectives (ideal but not essential for completion in 08/09 financial year)

C – Low – Funds permitting would be good to undertake project. Not essential to ongoing commitments.