

## 2008 AGM MINUTES

### MINUTES OF THE PIA SUNSHINE COAST BRANCH ANNUAL GENERAL MEETING HELD ON FRIDAY 21 NOVEMBER 2008 AT SAND BAR & GRILL 4.00PM

#### Attendance:

Fiona Fullarton;  
 Jeremy Addison;  
 Lestar Manning;  
 Peter Stanley;  
 Jason Hague  
 Amie Lindemann  
 Kelly Latham  
 Drew Westbrook  
 Raul Weychardt  
 Mick Sheppard  
 Sian Davis  
 Sarah Wilson

#### Apologies:

Sharyn Briggs, Paul Summers, Steve Patey.

Item	Subject	Discussion	Actions
1	Welcome	<ul style="list-style-type: none"> <li>o The President opened the meeting at 4.15pm and extended a welcome to those in attendance.</li> </ul>	
2	President's Report	<ul style="list-style-type: none"> <li>o The President's Report (attached) was taken as read.</li> <li>o In making her report, the President reiterated the achievements of the Regional Branch Committee for 2008 including: -               <ul style="list-style-type: none"> <li>▪ Participation in Sunshine Coast University Careers Fair;</li> <li>▪ PIA Young Planner Function at Sunshine Coast University : 'Ever Wondered – What Planners Do in the Real World';</li> <li>▪ The Expert Witness Workshop CPD event;</li> <li>▪ Ongoing promotion and member contact through the Paul Summers Planning hosted website;</li> <li>▪ Winning bid to host the PIA State Conference in 2010.</li> </ul> </li> </ul>	Moved SD, seconded DW, that the President's Report be adopted. <b>Carried.</b>
3	Minutes of the Previous Meeting	<ul style="list-style-type: none"> <li>o The minutes of the previous meeting were reviewed and determined to be an accurate record of the meeting content.</li> </ul>	Moved JA, seconded LM. <b>Carried.</b>
4	Financial Report	<ul style="list-style-type: none"> <li>o The Treasurer tabled a Financial Report (attached) and confirmed that the Branch had made a sustainable profit for the previous reporting period.</li> </ul>	Moved FF, seconded SD, that the Treasurer's Report be adopted. <b>Carried.</b>
5	Program For Next Year	<ul style="list-style-type: none"> <li>o CPD/Social events for the following year were discussed.</li> </ul>	Moved FF, seconded SD. <b>Carried.</b>

Item	Subject	Discussion	Actions
		<ul style="list-style-type: none"> <li>o It was agreed that a program similar to 2008 and comprising of 1 major local CPD event and 2 social functions (including Xmas Party) be adopted for 2009.</li> <li>o It was agreed that more committee meetings be held for the 2009 year and that the committee strengthen ties with the Sunshine Coast University (and students)</li> </ul>	
6	Election of Office Bearers	<ul style="list-style-type: none"> <li>o The following office bearers were elected unopposed for the forthcoming year:- <ul style="list-style-type: none"> <li>▪ President – Fiona Fullarton;</li> <li>▪ Secretary – Steve Patey;</li> <li>▪ Treasurer – Sian Davis.</li> </ul> </li> </ul>	<p>Moved FF, seconded SD.</p> <p>SP to notify Qld Division of Office Bearers.</p>
7	Election of Committee Members	<ul style="list-style-type: none"> <li>o The following Committee Members were elected for the forthcoming year:- <ul style="list-style-type: none"> <li>▪ Jeremy Addison</li> <li>▪ Jason Hague</li> <li>▪ Amie Lindemann</li> <li>▪ Mick Sheppard</li> <li>▪ Peter Stanley</li> <li>▪ Drew Westbrook</li> </ul> </li> </ul>	<p>Moved FF, seconded SD.</p> <p>SP to notify Qld Division of Office Bearers.</p>
8	Other Business	<ul style="list-style-type: none"> <li>o LM, RW &amp; SB expressed interest in assisting in the preparatory work for the pending PIA State Conference in 2010</li> <li>o Discussion was held regarding the budget surplus generated in 2008 and the possibility of using the profit to sponsor a student to the PIA State Conference in 2009 to be held in Brisbane</li> <li>o Acknowledgements and Votes of Thanks <ul style="list-style-type: none"> <li>▪ FF was thanked for her efforts in organising the years CPD and social events.</li> </ul> </li> <li>o Discussion was held regarding the possibility of LM running seminars for PIA. It was agreed that whilst joint opportunities would be beneficial that the preference is to focus on 1 CPD event per year</li> <li>o It was agreed that a committee meeting be held in December 2008 to further brainstorm events for 2009</li> </ul>	
9	Close	<ul style="list-style-type: none"> <li>o The President wished everyone a safe and happy Christmas and closed the meeting at 5pm.</li> </ul>	

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 2008**

### **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 21 November 2008 at 4pm at  
Sand Bar & Grill – Shop 11, Landmark Resort,  
The Esplanade, Mooloolaba**

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#### **AGENDA**

1. Welcome
2. President's Report (Attachment 1)
3. Minutes of 2007 Annual General Meeting (Attachment 2)
4. Financial Report by Hon Treasurer (Attachment 3)
5. Program for next year (Attachment 4)
6. Election of Office Bearers
7. Election of Committee members
8. Other Business
9. Close and Start of Christmas Drinks

## **B – President's Report 2008**

### **AGM & Christmas Party 2007**

The Branch generally covers the area of Caboolture to Gympie. The Sunshine Coast Branch held its AGM on Friday 30 November 2007 at Zachary's Mooloolaba. The office bearers of 2007 were re-elected including Fiona Fullarton (President), Steve Patey (Secretary) and Rebecca Leyshan (Treasurer). It was great to see that there was additional interest for participation on the committee. The elected members included Cameron Adams, Sian Davis, Jason Brook, Jeremy Addison, Chris Tietzel and Peter Stanley. The AGM was followed by the Christmas Party sponsored by GHD. The party drew a range of planners from the private and public sectors and the first planning graduates of the University of the Sunshine Coast.

### **University of the Sunshine Coast**

A key goal for the committee this year was to improve its connections with the University of the Sunshine Coast. On Monday 17 March 2008, the University of the Sunshine Coast held their 2008 Careers Fair. The PIA Sunshine Coast Branch shared a booth with the Sunshine Coast Regional Council to promote town planning as a career. The show bags were very popular and our attendance at the fair was no doubt a start to improving our relationship with the uni and the links between students and the workforce.

On Thursday 1 May 2008, the first ever PIA Young Planner Function was held at the University of the Sunshine Coast. The event was titled 'Ever Wondered – What Planners Do in the Real World?'. Local young planners from private consultancy, local government and the development industry gave a snapshot of what they do in their every day jobs and what inspires them about being a planner. This event was also gratefully sponsored by GHD and a host of volunteers did a great job cooking the sausages.

The Branch hopes to hold an Expert Witness Workshop combined with a social function later in the year.

### **Expert Witness Workshop & Social Drinks**

The PIA Sunshine Coast Branch held its CPD event on Friday 31 October 2008. Expert witnesses provide a pivotal role in the development industry, particularly in relation to conflict resolution, joint expert meetings, statements, reports and providing expert evidence in the Planning and Environment Court. There is a reluctance to provide opportunities for inexperienced planners or more junior experts to represent clients. Consequently, the pool of experts is limited and ageing, particularly on the Sunshine Coast. Recognising this, the PIA Sunshine Coast Branch held a half-day expert witness workshop aimed at young planners and any other planners who wish to improve their knowledge and skills to becoming skilled expert witnesses.

Beginning with a welcome lunch, the first session was hosted by Lestar Manning (P & E Law) which focused on the theoretical concepts of being an expert witness. Following afternoon tea, the second session was more interactive with a mock court session acted out by a range of experienced experts including Judge Robertson, and a range of local practitioners including Lestar Manning, Mark Baker-Jones, Nick Baker (P & E Law), Gary Dillon (Dillon Folker Stephens), Alan Holiday (Alan Holiday Pty Ltd) and Andrew Sinclair (Barrister at Law). The panel

of experts were then available for open questions from the audience. A key highlight of the event was its location in one of the court rooms at the Maroochydore Court House. The participants indicated great support for the event with very positive feedback from all.

The workshop was followed by social drinks at Key Bar and Restaurant, Maroochydore. Both events were sponsored by Dillon Folker Stephens in association with Schomburgk Planning Pty Ltd.

### **CPP Courses**

Two CPP courses were scheduled for the Sunshine Coast during 2008. The first workshop for Effective Communication was held on 6-7 March 2008 with 9 attendees. The second workshop for Legal Governance which was scheduled for October 2008 was cancelled due to low numbers.

### **Information**

Paul Summers continues to supply our web site. One issue of our newsletter (titled SunPlan - Planning in Paradise) was issued in April 2008 updating members of functions held and upcoming events.

### **Future Events**

The PIA Sunshine Coast Branch was successful in winning its bid to host the PIA State Conference in 2010. The conference is scheduled for November to coincide with World Town Planning Day on 8<sup>th</sup> November.

## C – Financial Report (2008) for 2008-2009

Planning Institute of Australia Sunshine Coast Branch - 1/07/2008 - 30/6/2009		
	<i>Surplus from 2007-2008 year</i>	\$5,576.11
<b>INCOME</b>		
7/10/2008	Sponsorship for Workshop/Drinks 31st October	\$1,000.00
31/10/2008	Registration income for Workshop 31st October	\$2,520.00
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	\$325.00
	<b>Total Income</b>	<b>\$4,595.00</b>
	<b>Total Income + 2007/08 Surplus</b>	<b>\$10,171.11</b>
<b>EXPENDITURE</b>		
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	\$300.00
	<b>Total Expenditure</b>	<b>\$1,907.48</b>
	<b>Surplus/(Deficit) total</b>	<b>\$8,263.63</b>

**Profit 2008            \$2,687.00**