

COMMITTEE MEETING MINUTES – AISWA LIBRARIES INC

DATE: Wednesday, 1 August 2018
TIME: 4.30 pm
VENUE: 300 Acres Bar and Grill, Wembley Golf Course,
 200 The Blvd, Wembley Downs.

PRESENT:

Deb	Louise	Penny	Sandra	Barbara	Sally	Vanessa	Lise	Angela
✓	✓	✓	✓	✓	✓	✓		✓
Apologies Lise								
ITEMS FOR DISCUSSION:								
Acceptance of Minutes dated 9 May, 2018.			Moved Deb. Seconded Sandra.					
Business Arising								
<ul style="list-style-type: none"> Privacy Policy 			<p>Currently our Association does not have a Privacy Policy. Penny to draft a privacy policy and will use website <i>Guide to Developing a APP Privacy Policy</i> to assist. Some data for our privacy policy can be obtained from AISWA Libraries' Membership Form.</p> <p>Penny advised she will also check policies prepared by other professional bodies as a guide and will bring draft to next meeting.</p> <p>Action: Penny</p>					
<ul style="list-style-type: none"> Term 2 PD – Feedback and Evaluation 			<p>Tranby College (south of the river workshop): Feedback very good and attendees liked the hands-on approach and found the workshop “practical and inspiring”.</p> <p>St. Stephens, Duncraig (north of the river workshop): Very good feedback re: venue, catering and presenter as well as use of equipment on the day.</p> <p>Treasurer reported that most of the costs for both workshops was covered. .</p>					
<ul style="list-style-type: none"> Term 3 PD 			<p>Leonie McIlvenny provided Sandra with a list of several topics she can present for PD in Term 3.</p> <p>Sandra will contact Leonie with view to providing two workshops at two different venues: Tranby (south) and St. Hilda's (north. The topic selected: Transversal Competencies.</p> <p>Suggested dates - 29 August; 5th or 12th September</p> <p>Action: Sandra to speak with Leonie and set dates.</p> <p>Sally has offered to help Louise post registration for PD session on TryBooking.com. Action: Sally and Louise.</p> <p>Cost of PD sessions: Free to members and \$10 for non-members.</p>					

<ul style="list-style-type: none"> Website Training 	<p>Louise and Barbara have not undertaken training due to Vanessa's heavy workload.</p> <p>Louise and Barbara will meet with Vanessa on 18 August for training.</p> <p>Action: Vanessa/Louise/Barbara</p>
<ul style="list-style-type: none"> Calendar of routine tasks 	<p>Penny prepared draft calendar. Committee members to check through calendar and email extra tasks which need to be added.</p> <p>Action: Committee</p>
<ul style="list-style-type: none"> AISWA/WASLA – Joint initiatives (AGM /conference /25 year service pin) 	<p>Joint AISWA/WASLA Annual General Meeting to be held at Shenton College, Wednesday, November 14. Twenty-five year pins to be presented at AGM.</p> <p>Barbara Stout to liaise with Alison Fonseka relating to AGM and pin.</p> <p>AGM format: Joint social networking / looking at library space at Shenton College / 25 year service pin presented /break for each Association's AGM.</p> <p>No guest speaker will attend this AGM.</p>
Treasurer's Report	<p>Louise tabled Treasurer's Report dated 1 August 2018.</p> <p>Bank balance: \$47,408.17.</p> <p>New format - Excel spreadsheet.</p> <p>Invoices for payment:</p> <ul style="list-style-type: none"> Reimburse Barbara Stout for catering for Term 2 workshop at St. Stephens \$135.92. Reimburse Louise for payment of Westnet Invoice dated 17 October, 2017 \$276.49. Reimburse Louise for catering for today's meeting. <p>Louise moved that invoices be paid; seconded, Penny.</p> <p>Treasurer's Report approved: Moved Louise; seconded Angela.</p>
Website Report	<p>Vanessa reported that emails are working well and Vanessa receiving emails.</p> <p>Vanessa updating website regularly.</p> <p>Original theme set up by Leonie allows set-up of online shop.</p> <p>Vanessa requested committee members to provide information which can be added to site. Barbara suggested link to Edweb.net for webinars to be added. Barbara will also provide link to Mackin for information relating to transformative libraries.</p>
Correspondence Outwards	<p>Emails to Val Vaird, committee member WASLA re: AGM.</p>
Correspondence Inwards	
Any Other Business	<p>Sally – Children's Book Week dinner: tables still available.</p> <p>Guest speaker A.J Betts.</p>

	<p>Sally may step down in 2019.</p> <p>Committee to encourage/canvas colleagues who may like to join AISWA committee next year.</p>
Meeting closed 5.40 pm.	
Next Meeting: 17 October: Venue 300 Acres, Floreat Park.	