**Minutes of the Executive Meeting**

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| Date: | 03/08/22 | | |
| Time: | 10am | | |
| Venue: | Online | | |
| Teams link: | [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDg2NmJmZWUtODRmZC00MGYwLTk2ODAtN2IzYTJmYWU0NzNh%40thread.v2/0?context=%7b%22Tid%22%3a%225a740cd7-5768-4d09-ae13-f706b09fa22c%22%2c%22Oid%22%3a%22530e8844-7496-4e06-a30e-fd0c40406848%22%7d) | | |
| Chairperson: | Ross Mackenzie | Minute Secretary: | Phoebe Joyce |

**Meeting opened at:** 10:02am

1. **Welcome and apologies**

Present: Ross Mackenzie, Phoebe Joyce, Bronte Wang, Amanda Ferguson, Sue McLaren, Va Bola, Nicole Toia

Apologies**:** Sally Blane, Sue Dimitrijevich, Jennifer Duggan, Noelene Swain

1. **Acceptance of previous minutes**

Executive Meeting held 07 June 2022. Minutes were confirmed.

Motion to accept minutes, moved by RM and seconded by NT.

1. **Business arising from previous minutes**
   1. **All WAHPSA and committee members on mailing list?**

**ACTION/s: Ross will forward incorrect/unsent emails on to Bronte**

* 1. **Shared Google drive – has been created**

**ACTION/S: Ross to move items across**

* 1. **Subiaco PO Box – has been organized by Noelene and she has key. Amanda received new token, which has been registered in her name.**

**ACTION/S: Check with Noelene, and Ross to chat with Bankwest to have token transferred into this name**

* 1. **Domain hosting and maintenance with Lethal/Website**

**Lethal – Web hosting/SSL certificate until June 2023. Website maintenance cost of $880/year – Noelene has confirmed budget is available.**

**ACTION/S:**

**Ross will authorize a trial for next year. Ross and Bronte to update latest news.**

**All Exec Committee members to update Ross (email wahpsa address) with any items of news to keep website relevant.**

**Bronte - see if we can regularly update carousel/rolling banner to ensure relevance.**

**Subheadings on website: Exec to update sections**

**– PJ to cover mental health/wellbeing**

**- Bronte to cover Nutrition.**

**- Olivia to cover health and safety**

**Review content, that all programs fit within allocated subheadings, remove expired programs etc. Bronte to pop in next newsletter that we are reviewing this and any members if they want anything changed let Bronte know or email wahpsa… Exec to provide update at next meeting.**

1. **General and Other Business**
   1. **Strategic/Operational Planning - flagged**

**ACTION/S: N/A**

* 1. **Advocacy and Collaboration – Tender announcement:**

**Polite non-response from DoH and nothing from Minister as of yet.**

**WASCA is incredibly grateful to WAHPSA and to Ross for the support and advocacy it has demonstrated**

**ACTION/S: Ross to submit FOI to gain access to emails and potentially tender application to see how that happened. Cost of $30. TBC. Ross will contact Amber and/or Lucinda from NA Vic.**

**WASCA has spoken to Nutrition Australia Vic (have advertised a number of WA positions), meeting Friday morning, Amanda will update Ross/WAHPSA after this meeting.**

**4.3 UWA Dental Program (Dr Jilen Patel) and School Expo’s – Does WAHPSA have capacity to attend? Don’t have the capacity but we can promote in newsletter.**

1. **Executive Report (P/VP/T/S)**
   1. **Budget Update**

**ACTION/S: N/A**

* 1. **Members/Invoicing**

**ACTION/S: N/A**

1. **Events**
   1. **November event/October meeting**

**10th November date locked in at Bendat (half auditorium)**

**No General Meeting before then, but two Exec meetings please**

**ACTIONS:**

* **Phoebe will touch base with Cath to organize catering and check with Noelene on budget**
* **Bronte will setup Eventbrite for tickets to go in news enews**
* **AV requirements – we want it to be recorded and have Microsoft Teams links available, we will pay for extra venue support.**
* **Exec to find speakers and theme ideas. suggestions by 20th August, feel free to contact ourselves, cc exec committee in.**

1. **Meeting closed at: 10:59am**
2. **Next Exec Meeting: Tuesday 30th August (breakfast?)**

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| Date: | 30/08/2022 |
| Time: | TBC |
| Venue: | TBC |
| Zoom: | TBC |