Minutes of Meeting held on 5 May 2014

Attending: Kathlene Oliver (CGG), Phil Palmer (CIRA/Search Exploration), Theo Aravanis (Rio Tinto), Kelly Keates, (Zonge Engineering), Brett Rose (Zonge Engineering), Katherine McKenna (GPX)

Absent:

**Confirmation of Minutes from meeting held 17th April 2014**

* Minutes from previous meeting confirmed as an accurate record of proceedings

Moved: Kathlene Seconded: Phil

Bullet Colours for action items

* **Katherine**
* **Kathlene**
* **Kelly**
* **Theo**
* **Phil**
* **Brett/Technical Committee**
* **Andrew**

**Membership / Communications**

* Current 30 members & 4 Sponsors
* All members paid
* BHP interested in being sponsors - **Kathlene**
* List of who to call in excel by January 2014 – action **all**
* Engineers or electrical association list to be uploaded to website– action **Phil Kathlene**
* After each executive committee meeting a brief summation of significant outcomes from that meeting is to be made available to paid up members via the website and an email alert sent to those members - Action **Theo** (with assistance from others)
* Certificate s sent from Theo to Katherine for second
* NSW membership ASEG sponsorship, confirming Bernie on technical committee even though not member. Action **Katherine**
* See if possible to take parts of Canadian document for GGSSA – Theo **Phil**

**Financial**

* Flat fee payal $0.30 and 2.4% of value of invoice
* Current $23,829.74
* Kathlene and Katherine to do financial handover including paypal

**WHS & Statistics**

* Put letter up on webpage and email members advising action on draft – action **Kathlene Phil**
* Definitions of what each category means on WHS stats reporting form– Action **Phil**
* Review and Incorporate Recording and notification of occupational accidents and diseases into guidelines and form, put link to site on GGSSA – Action **All**

**Web Site & Publications**

* Consider Preview article for promotion, due by mid June - Action **Kelly** with assistance from **Theo**
* **Kathlene** and **Andrew** to do handover for website
* News item about new member with logo, items to stay on front page for a period of one month - ongoing
* Executive members area for live documents eg minutes, budget, spreadsheet – action **All**, tobe tested**.** Possibility of using 'Google.dox' to store data, also suggest using YYMMDD as a prefix to each data file **- Kathlene**
* Add in ASEG web link when sponsorship approved – Action **Katherine**
* Link on ASEG page to GGSSA **-** Action **Katherine**
* Summary of bi -annual meeting in May on webpage. Technical Committee minutes to be available in member’s area - Action **Kelly,** **Kathlene**
* Guideline for working in rain by electrical engineering on webnews - Action **Katherine**
* Member logos not to be included in website until members are paid up.

**New Business**

* **Defined Roles & Responsibilities of executive committee, to be forwarded to Kathlene or exco**

***Theo marketing, communication***

***Kelly -Membership***

***Phil Statistics/Engineering***

***Kathlene Finance/secretary/Webpage***

***Katherine Chairman governance***

* Succession Planning for Exec Committee
* As Kathlene was also the secretary, ASIC is to be advised and the appropriate documents appointing a new secretary completed. Kelly has accepted the role as secretary. - Action **Katherine**, **Kelly**

**Constitution**

* AGM to be changed to all day general meeting (GM) every 18 months to coincide with ASEG to have constitution, budget , technical committee invite members – action **Katherine**
* WA executive to source venue eg The Melbourne, Barrick, WA Mines near conference area
* Transfer constitution to IAGSA format, then send onto executive committee – Action **Katherine**
* How to elect new board member to be defined –members to elect?
* Change constitution to allow for 36 month terms - Action **Katherine**

**Strategy**

Structure frequency of meetings at least once every month - 13th February, 13th march, 17th April, 8th May, 12th June, 14th August, 11th September, 9th October, 13th November, 11th December

* Create excel spreadsheet and priority of topics per month - all
* Strategy for dealing with incidents including dealing with press etc. Guidelines for crisis management to be drafted - Action **Katherine**
* Theo contacted Joel Jansen in relation to an IAGSA document about conflict of interest and dispute resolution for directors. This document to be adjusted to fit the GGSSA and forwarded to the executive for approval - Action **Theo**

**Technical Committee overview**

* Timetable to be locked in
* Technical Reference page for lightning on website for members, Review document – Action **Phil** – Action Brett Andrew
* Other technical issues that could be addressed in the future, driving, recovery, tyres, wire joining, fatigue, manual handling, and helicopters involved with ground geophysics.
* Working in the rain – Action **Katherine**
* Draft one line item for blasting to guidelines – Action **Brett/Technical Committee**
* Update guidelines to be final after reviewing each section with technical committee- **Brett/Technical Committee**

**Marketing Plan**

* February 2015 meeting. It is proposed that the GGSSA AGM be timed to coincide with ASEG. Theo to confirm with Rio Tinto whether a venue is available and after confirmation a date for the GGSSA meeting will be determined
* Paid up members only to be invited to Feb 2015 meeting
* Linked in Admin rights to update new items – action **Kelly Katherine**
* Facebook updates, Action Kathlene
* Fiona to forward admin rights to Facebook and Linkedin to Kathlene - **Katherine**

***Next Meeting - Phone Conference April 30th, 10.00am ACST***

Face to face meeting 16th May recommend Quest Kew Agenda Katherine

Meeting Closed 11.30am on 5 May 2014