Minutes of Meeting held on 21st August 2014

Attending: Kelly Keates, (Zonge Engineering), Katherine McKenna (GPX), Andrew Duncan (EMIT), Theo Aravanis (Rio Tinto)

Absent: Mike Webb ( Anglo), Phil Palmer (CIRA/Search Exploration)

* Minutes from previous meeting 29th July 2014confirmed as an accurate record of proceedings

Moved: Katherine Seconded: Andrew

Bullet Colours for action items

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

**Financial Budget**

* Current $?

**Constitution / 3 year strategy**

**Technical committee**

* Extraordinary meeting for update recommended

**Safety statistics**

**Web update**

**February AGM Conference**

**Other Business**

* Agreed to sponsor $500 Steve Collins IP workshop 19th February 2015 at ASEG

**New Action items**

***Next Meeting - Phone Conference third Thursday of Month***

***18th September 2014, 10.00 am ACST***

Face to face meeting recommend November

Meeting Closed 11:00am

At Theo’s suggestion, the Due dates are now being colour coded. Red = Past due and Yellow = due next month

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| **ID** | **Action** | **Delegation** | **Time** | **Status** |
| 001/14 | **Engineers** or electrical association, AD to email members requesting engineer contact info, upload list to web | PP/ AD | SEP | On-going |
| 002/14 | Secure **ASEG** sponsorship. Add in ASEG web link when sponsorship approved and vice versa | KM / AD | SEP | On-going |
| 003/14 | Review and Incorporate Recording and notification of occupational accidents and diseases into guidelines and form, put link to site on GGSSA | **PP** | SEP | On-going |
| 004/14 | Preview article for promotion no draft and incident report form, due by September for October issue | TA / KK | SEP | On-going |
| 006/14 | Guideline for working in **rain** by electrical engineering on web news | **TC** | AUG | On-going |
| 009/14 | Venue for AGM Melbourne Hotel $400 per day $50 catering, 13th feb 2015. Members to indicate in November their intention to attend. | KM / TA | NOV | **Complete** |
| 010/14 | Transfer constitution to **IAGSA** format, then send onto executive committee | KM/ PP | AUG | On-going |
| 011/14 | Change **constitution** to allow for 36 month terms | KM/ PP | AUG | On-going |
| 012/14 | **Strategy for dealing with incidents** including dealing with press etc. Guidelines for crisis management to be drafted | KM | NOV | On-going |
| 014/14 | **Timetable for TC** meetings to be locked in, e.g. once per two months | **TC** | SEP | On-going |
| 016/14 | **Linked in** **Facebook** Admin rights to update new items | KK / KM | JUL | On-going |
| 020/14 | Review wire rules and cancel (no more than one join every 20m) and come up with recommendations | **TC** | JUL | On-going |
| 021/14 | Review 4.14.1.c refer to electrode connection using **aluminium** **foil (guidance note wire joining)** | **TC** | JUL | On-going |
| 024/14 | Online Application form to include sponsorship options | AD | SEP | On-going |
| 026/14 | Change online registration to include name and company and date of registration | AD | AUG | **Complete** |
| 029/14 | Follow up PDAC re referencing **PDAC** HSEC document | AD/ TA | NOV | **Complete** |
| 031/14 | Technical Committee minutes to be available in member’s area | TC/ AD | SEP | On-going |
| 032/14 | Option to include issue with new user name and password when registering both online membership | AD | AUG | On-going |
| 036/14 | Complete Westpac registration Katherine to send account details to TA/PP/AD | PP/ AD | AUG | On-going |
| 043/14 | AGM agenda , seeking speakers, news item on web | KM | SEP | On-going |
| 047/14 | Disclaimer included in guidelines - "we are not responsible", preface, web | **KK** | SEP | On-going |
| 048/14 | wire oxidization issues | PP/**MW** | AUG | On-going |
| 049/14 | Exert from standards in guidelines, review guidelines and provide recommendations | **TC** | AUG | On-going |
| 050/14 | Follow up NSW Dave for outstanding invoice | KM | SEP | **Complete** |
| 051/14 | Pragmaticus definitions on word template | **PP** | AUG | On-going |
| 052/14 | iphone charger adapter note news item | TA | AUG | **Complete** |
| 053/14 | phil to update committee on pragmaticus | **PP** | SEP | On-going |
| 054/14 | Email photos to AD and TA/KK | KM | SEP | On-going |
| 055/14 | News item pragmaticus collecting data | AD | SEP | On-going |
| 056/14 | Email to TC request assistance | KM | SEP | On-going |