



THE ORDER OF AUSTRALIA ASSOCIATION

SUMMARY REPORT – BOARD MEETING 4TH NOVEMBER 2017

It is pleasing to report that National Board met in Sydney for a full day on Saturday 4th November 2017. All Board members were present in person or by proxy, and the one apology was from Brian O’Keeffe, representing the OAA Foundation.

The meeting reviewed ongoing work on a considerable number of issues identified for consideration at earlier meetings. Progress on many matters was significant. Key work reviewed was as follows:

- 1. OAA Website** – an outline design of a new OAA website has been completed, and was demonstrated to the meeting. Associated with this will be an extensive and comprehensive cloud-based administrative support facility.
- 2. Finance** – Financial results to end September were considered and a draft Budget for 2018 tabled. The Association has to the end September 2017 generated a profitable result, and 2018 is expected to generate a small surplus. The Life Member Fund balance is sufficient only to allow the drawing of \$18 per life member, with the contribution of annual members then required to generate the \$40 per head required annually to cover national costs, including the payment of the BAG.

Work has been initiated to optimise costs and improve income, with all options to be brought to the Board at its February 2018 face-to-face meeting.

The proposed standard chart of accounts was agreed. National accounts are to be established with ‘Xero’ as a cloud-based accounting system from 1st January 2018. Branches will be invited to migrate their accounts to the same cloud-based system, utilising their own spreadsheet or other systems in the interim.

- 3. Constitution and Bylaws** – Proposed changes to the Association Constitution were reviewed and agreed for consideration by the May 2018 National AGM.

Work was begun on a review of the Bylaws and Model Rules, with the intention of condensing them into a single document, supporting the Constitution. Anomalies in both are to be addressed.

It was determined that the length of tenure for all positions on the National Board (except for the National Chairman) and Branch Committees should be standardised at five years, with immediate effect.

4. **AGM 2018** – arrangements for conduct of the 2018 AGM, including nomination and election processes, were agreed.
5. **National Strategy 2017** – the proposed National Strategy update was agreed. Branches are to be invited to integrate their own strategic considerations and action plans with the elements of the national strategy.
6. **Audit and Risk** – work is proceeding on the completion of a comprehensive risk register for the organisation.
7. **Conferences** – pleasing progress was reported with both the 2018 Adelaide and 2019 Hobart conferences.
8. **National Project** – it was decided, subject to agreement with the OAA Foundation, to establish a ‘named’ scholarship within the Foundation, funded directly by the Association, supplemented by member donations. Funding is to be included in the 2018 budget.
9. **Meeting Plan** – it was agreed that a teleconference should be held in December, followed by a face-to-face meeting in Melbourne in February 2018.

Phil Morrall AM, CSC

National Secretary

7th November 2018