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## 1. Introduction

- 1.1. Welcomed to the 2<sup>nd</sup> Millinery Association of Australia Executive Committee Meeting
- 1.2. Meeting Begins at 7:38pm (Melbourne Time)
- 1.3. Attendees
  - 1.3.1. Present: Brenda Wilson, Lauren Ritchie, Margaret Watson, Rachael Henson, Lorraine Gill, Catherine Kelly, Lisa Bell, Debbie Kelly, Louise Macdonald
  - 1.3.2. Apologies: Phillip Rhodes,
  - 1.3.3. Absent: None

## 2. Confirmation of Previous Minutes of the Previous Minutes

- 2.1. Motion: Passing of minutes from Meeting 1 of 2016 held on 27/01/2016 with notes appearing in Business Arising from Previous Minutes below in 3.2  
Motion by: Lauren  
Seconded by: Debbie

## 3. Business Arising from the Previous Minutes

- 3.1. Action Plan from Meeting 1 of 2016 held on 27/01/2016

Person Responsible	Action	To be completed	Completed Y/N
Brenda	Review Zoom and subscribe or seek alternative	Notice of next meeting 16/2	Y - package of 50 individuals, anyone can host
Margaret	Arrange new account for Hats Off to Adelaide with Lorraine		Still in action
Margaret	Collate quotes of Treasurer computer	Notice of next meeting 16/2	Initial research completed
Margaret	Collate dot points of possible tasks to assist Treasurer role	Notice of next meeting 16/2	N
Lisa	Sending information regarding Xero to Margaret		Y - reviewed by Margaret, concern for lack of receipt function
Rachael	Comparison of MAA Rules and 2012 Act	Notice of next meeting 16/2	Y
Lauren	Distribute Project Proposal Form	Promptly	Y
Lauren	Decline offer from Selvedge	Promptly	Y



Lorraine	Prepare draft of budget for Hats Off to Brisbane	Next Meeting 23/2	Y
Everyone	Prepare concepts and draft Project Proposal for own area	Ongoing	Rachael and Catherine
Administration Role	Place Project Proposal Template in Members Section of the Website	Suspended position	-

### 3.2. Margaret Waston - Fri, Feb 5, 2016 at 4:51 PM

3.2.1. Under item 5.3.2.3. it is stated that I questioned the validity of paying Lauren as Administrative Support person because I had worked harder than she had. Unfortunately, the Zoom conference was interrupted very soon after Louise had made a response to my remark, (item 5.3.2.5) so I was unable to further outline the points that I wanted to make. The subject was not returned to after the delay and some members rejoining the meeting. I therefore request that the rest of my contribution to this discussion be recorded.

My initial comment was to explain that both myself and many other members of past committees had willingly given a lot of time to attending to MAA business in order to further the Association's interest (e.g. office bearers, the Convention, MAArvelous, the Pop Up shop, the organisation of workshops etc)

None of this time was paid for to members except for reimbursements made for costs incurred when carrying out MAA business.

No further payment was ever expected above those reimbursements.

I was in no way critical of the work that Lauren had done in her role of Administration Assistant which has resulted in very timely updates to our web page and other benefits that were outside the expertise of our past Secretary.

The main point that I wanted to make was how we should differentiate between a) time spent in carrying out MAA business and b) paid work that requires particular expertise to accomplish.

As you know, the role of Administration Assistant as previously outlined has now been withdrawn and Lauren has outlined a new position of Web and Social Media Manager for the committee's consideration. I will be happy to have a look at that outline and add my thoughts to your responses later.

## 4. Reports

### 4.1. President's Report

4.1.1. Phillip tendered his resignation from President on Tuesday February 23 at 9:16am - see attached e-mail.

### 4.2. Treasurer's Report

4.2.1. This is the MAA financial position as of today, 23/2/16.



Total assets are \$51624.39

Brisbane Account

BSB: 033-397 Account number: 379637

Current:\$258.41

Westpac Community Solutions Cash Reserve

BSB: 033-397 Account number: 399478

Current: \$20,849.73

Melbourne Account

BSB: 033-549 Account number: 110275

Current: \$30,516.25

4.2.2. Long Term interest account established to gain have a source of income. Funds are at call and take 24 hours to access

## 5. **Agenda Items**

### 5.1. Model Rules Comparison - presented by Rachael Henson

5.1.1. Table of comparison and recommendations distributed on Jan 30, 2016, at 4:11 PM

5.1.1.1. during development quickly became clear of the number of differences

5.1.1.2. Several formatting issue including reference to appendix that are not attached or attached but not referenced

5.1.2. Motion: The Millinery Association of Australia will adopt new rules in the form of the standard Model Rules from Consumer Affairs Victoria, updated in 2012 with the addition of our name, financial year and statement of purpose to make own.

Motion by: Rachael

Secoded by: Brenda

Vote by committee: Unanimous - carried

### 5.2. Purchase of Treasurer Laptop - presented by Margaret Watson

5.2.1. Spoke to IT consultant who recommended ASUS laptop, with preference of 14"

5.2.1.1. Prices vary between \$500-\$700 with addition of Windows Office

5.2.2. Proposal raised for Cloud based storage as laptop is a depreciating asset

5.2.2.1. Cloud storage allows for access from any location

5.2.2.2. Can be set so other accounts can view the details

5.2.2.3. Google Drive already established linked to [treasurer@millineryaustralia.org](mailto:treasurer@millineryaustralia.org) and is free to use

### 5.3. Paid Role

5.3.1. Position determined as needed with position descriptor continuing to develop to ensure measurable outcomes

5.3.2. Opposition expressed by Treasurer that a role has been created and not tendered externally



- 5.3.3. Proven evidence of ability for Lauren completing the tasks has given development of the website and social media aspects of the association.
- 5.3.4. Motion: The position of Administration Assistant to be reinstated with Lauren in the position  
 Motion by: Louise  
 Secoded by: Brenda  
 Vote by committee: Unanimous - carried
- 5.3.5.No further discussion surrounding the validity of the role shall occur until review and recommendation is formed at final committee in preparation for handover to 2017
- 5.3.6.Rachael Henson commented that due to the national nature of the of the committee we will need to do a lot of communicating via email in between meetings. The robust and at times personal discussion regarding the paid position this week must have been acutely uncomfortable for a couple of members directly involved. Committee members need to be mindful of this for future email discussions.

#### 5.4. Hats Off to Adelaide - Lorraine - presentation of budget draft

- 5.4.1. Budget distributed with both 160 and 200 delegates
- 5.4.2. Local tutors to receive \$100 per hour, based off rate used by Wagga Millinery Convention
- 5.4.3. International tutors to be under exclusive teaching contract, payment of \$10,000 not to include flights but accommodation included
- 5.4.4. Currently 5 expression of interests from local tutors
- 5.4.5. MAA should have a stand at the Trade Day
- 5.4.6. Discount to early bird and MAA members
- 5.4.7. Payment to organisers not included in this budget
  - 5.4.7.1. Currently listed in budget is sales of calendar in order of \$6,000 to have funds to provide honorarium to committee members
  - 5.4.7.2. Lorraine to present figure of payment as main organiser of Hats Off to Adelaide and to be presented at next committee meeting
- 5.4.8. Committee expressed eagerness to support where possible

#### 5.5. Member Meetings

- 5.5.1. Members have expressed interest to have local meetings
- 5.5.2. Discussion of membership application
  - 5.5.2.1. Confusion over requirements, current application does state Certificate II or equivalent
  - 5.5.2.2. Tiered membership could be solution to encouraging different level of members - Lisa to distribute draft of tiered membership proposal then response collated by Brenda



- 5.5.3. With only 4 members in the ACT Rachael expressed first goal of meeting to be a meet and greet of current and potential members to raise numbers and assess what projects might be achievable
- 5.5.4. Sub-committee may need to be formed to provide support for committee members to host meetings and state run events - structure listed in 2012 Consumer Affair Model Rules
- 5.5.5. Social networking is a good place to start to commence year
  - 5.5.5.1. Robbie Rivett proposed one for Melbourne - Approved
- 5.5.6. Role of President
  - 5.5.6.1. Motion: The position President to be filled by Brenda Wilson
    - Nomination: Lisa
    - Accepted by: Brenda
    - Committee: Unanimous - carried
  - 5.5.6.2. Motion: The position Vice President to be filled by Lisa Bell
    - Nomination: Brenda
    - Accepted by: Lisa - initially declined then accepted position of Acting Vice President to be reviewed in 1 month
    - Committee: Unanimous - carried
  - 5.5.6.3. Resignation of Phillip as President
    - 5.5.6.3.1. Formal thank you to be issued to Phillip for his contribution and leadership as President
    - 5.5.6.3.2. Notice of resignation to be distributed to member by Secretary
- 5.5.7. Date for National Millinery Association of Australia meetings, to be hosted in Melbourne
  - 5.5.7.1. April 5th - Vote for change of rules - requires 21 days notice
  - 5.5.7.2. May 3rd
  - 5.5.7.3. June 7th
  - 5.5.7.4. July 5th
  - 5.5.7.5. August 2nd
    - 5.5.7.5.1. President to attend when possible with responsible priced flights to be covered by the MAA
    - 5.5.7.5.2. Venue to be confirmed by Louise
    - 5.5.7.5.3. Zoom available for up to 50 members to sign in - first in best dressed

## 5.6. Proposal of space for MAA

- 5.6.1. Declined

## 5.7. Project Proposal - Membership Drive ACT - Rachael



5.7.1. Covered in previous meeting discussion 5.5.3

5.8. Sponsoring Millinery Competitions - Lorraine

5.8.1. The Millinery Association has previously sponsored  
Kangan Batman Millinery Student Award - amount unconfirmed  
Fashion Awards - \$1000

5.8.2. To be determined by case by case application with outline of amount  
requested and benefits to the MAA

5.9. Additional item - Correspondence raised by Margaret

5.9.1. Forwarding of Craft Victoria and TFIA opportunities to members

5.9.1.1. Secretary expressed desire to keep e-mails to members concise and  
related to meetings and formal notifications with the members section of  
the website and Facebook for informal matters such as third party  
newsletters

5.9.2. Lisa to provide template for newsletter

5.9.2.1. Once established to be distributed from [info@millineryaustralia.org](mailto:info@millineryaustralia.org) e-  
mail

**6. Date of Next Meeting**

6.1. Executive Committee: Tuesday, March 29<sup>th</sup> at 7:30pm. Online meeting invitation to be sent.

**Action Plan**

Person Responsible	Action	To be completed
Lauren	Notify members of Phillip's resignation from role of President	ASAP
Rachael	Draft purpose statement for New Rules and distribute	25/2
All	Review draft of purpose statement	27/2
Lauren	Change PO address	22/2
Lorraine	Propose figure for payment for Hats Off organisation	22/2
Lauren	Details of presidents e-mail log in to Brenda	ASAP
Lauren	Storage space quotes	



Lauren	Send information on Google Drive to Margaret	ASAP
Lauren	Distribute list of each state's members to their representative	ASAP
Lisa	Form and distribute tiered membership draft	22/2
Lisa	Newsletter template	22/2
Lisa	Activity template to be forwarded to Brenda for review before distribution	22/2
Brenda	Collate committee responses to tiered membership proposal	22/2
Louise	Book space for Melbourne based meetings	22/2
All	Familiarise self with current application form <a href="http://millineryaustralia.org/details-and-application/">http://millineryaustralia.org/details-and-application/</a>	22/2
Administration Role	Update Committee member details on website	1/3

Hi Committee,

This is the MAA financial position as of today, 23/2/16.

Our total assets are \$51624.39

**Brisbane Account**

BSB: [033-397](#) Account number: [379637](#)

Current

\$258.41 Current balance total

**Westpac Community Solutions Cash Reserve**

BSB: [033-397](#) Account number: [399478](#)

Current

\$20,849.73 Current balance total

**Melbourne Account**

BSB: [033-549](#) Account number: [110275](#)

Current

\$30,516.25 Current balance total



MILLINERY ASSOCIATION OF AUSTRALIA 2017 HATS OFF TO ADELAIDE CONVENTION 160 delegates

**SPONSORSHIP**

Item	Company	Value	Amount Sold	Income
Premium Platinum Sponsorship		\$3,000.00	1	\$3,000.00
Gold Sponsorship		\$1,500.00	4	\$6,000.00
Silver Sponsorship		\$800.00	5	\$4,000.00
Trade Table Full Week		\$550.00	1	\$550.00
Trade Table Extra Days		\$300.00	4	\$1,200.00
Race Day Sponsor		\$3,000.00	1	\$3,000.00
Race Day Millinery Award Prize		\$1,500.00	1	\$1,500.00
Cocktail Party		\$1,000.00	1	\$1,000.00
Loan sewing machines from Blessingtons - Product only		\$0.00		
<b>INCOME FROM SPONSORSHIP</b>			<b>18</b>	<b>\$20,250.00</b>

**TUTORS**

Item		Value	Total Tutors	Expense
Aust Workshop Tutors	10 classes per session x 9	\$350.00	90	\$31,500.00
Overseas Tutor Appearance Fees		\$10,000.00	4	\$40,000.00
Taxi Travel/ Airport pick ups		\$1,000.00	1	\$1,000.00
Tutor travel Domestic		\$450.00	10	\$4,500.00
Tutor accommodation	10 x 8 nights, 4 x 10 nights	\$1,365.00	14	\$19,110.00
Tutor meals		\$80.00	17	\$1,360.00
<b>Total Expense for tutors</b>				<b>\$97,470.00</b>

**MISC EXPENSES**

Item	Cost
Printing	\$800.00
Postage	\$500.00
Advertising	\$6,000.00
Welcome Basket tutors	\$380.00
Photography	\$700.00
Tutors welcome party	\$1,500.00
Race Day Luncheon	\$ 20,160.00
Deco-social events	\$500.00
Misc Materials	\$400.00
Lanyards	\$480.00
Gift measuring tapes	\$200.00
Complimentary Tickets	\$7,000.00
Models & fashion parade	\$3,000.00
Irons for class use	\$500.00
Aprons	\$2,000.00
Cocktail party	\$8,820.00
Master Milliner Challenge	\$ 770.00
College Costs	\$ 1,000.00
Shared lunch	\$ 1,600.00
Calendars	\$ 3,000.00
Fashions on the field Prize	\$ 1,000.00
<b>TOTAL EXPENSES</b>	<b>\$60,310.00</b>

### DELEGATES AND OTHER INCOME

Delegates	Average	\$600.00	160	\$96,000.00
Aprons	Complimentary to Tutors	\$25.00	140	\$3,500.00
Cocktail Party		\$85.00	140	\$11,900.00
Race Day Luncheon	Open to public-budget delegates only	\$140.00	160	\$22,400.00
Calendars		\$30.00	300	\$9,000.00
Total income from delegates				\$142,800.00

### OUTCOME

Total Income	Sponsorship, Delegate	\$163,050.00
Total Expenses	Tutors, Misc Expenses	\$157,780.00
<b>PROFIT</b>		<b>\$5,270.00</b>

A designated Charity to receive proceeds from Tutors Challenge Auction and difference in Race Day luncheon costs.  
 Sales from Calendars , over and above cost, to re-imburse the non-paid committee members as discussed at our meeting with MAA (Christine Martin, Margaret Watson, Michelle Cameron) in November 2015

MILLINERY ASSOCIATION OF AUSTRALIA 2017 HATS OFF TO ADELAIDE CONVENTION 200 delegates

**SPONSORSHIP**

Item	Company	Value	Amount Sold	Income
Premium Platinum Sponsorship		\$3,000.00	1	\$3,000.00
Gold Sponsorship		\$1,500.00	4	\$6,000.00
Silver Sponsorship		\$800.00	5	\$4,000.00
Trade Table Full Week		\$550.00	1	\$550.00
Trade Table Extra Days		\$300.00	4	\$1,200.00
Grand Finale Dinner		\$3,000.00	1	\$3,000.00
Race Day Millinery Award Prize		\$1,500.00	1	\$1,500.00
Cocktail Party		\$1,000.00	1	\$1,000.00
Loan sewing machines from Blessingtons - Product only		\$0.00		
<b>INCOME FROM SPONSORSHIP</b>			<b>18</b>	<b>\$20,250.00</b>

**TUTORS**

Item		Value	Total Tutors	Expense
Workshop Tutors	17classes per session x 9	\$350.00	117	\$40,950.00
Overseas Tutor Appearance Fees		\$10,000.00	4	\$40,000.00
Taxi Travel/ Airport pick ups		\$1,000.00	1	\$1,000.00
Tutor travel Domestic		\$450.00	11	\$4,950.00
Tutor accommodation	11 x 8 nights, 4 x 10 nights	\$1,365.00	15	\$20,475.00
Tutor meals		\$80.00	20	\$1,600.00
<b>Total Expense for tutors</b>				<b>\$108,975.00</b>

**MISC EXPENSES**

Item	Cost
Printing	\$800.00
Postage	\$500.00
Advertising	\$6,000.00
Welcome Basket tutors	\$400.00
Photography	\$700.00
Tutors welcome party	\$1,500.00
Race Day Luncheon	\$ 25,520.00
Deco-social events	\$500.00
Misc Materials	\$400.00
Lanyards	\$600.00
Gift measuring tapes	\$200.00
Complimentary Tickets	\$7,720.00
Models & fashion parade	\$3,000.00
Irons for class use	\$500.00
Aprons	\$2,000.00
Cocktail party	\$9,450.00
Master Milliner Challenge	\$ 950.00
College Costs	\$ 1,000.00
Shared lunch	\$ 2,000.00
Calendars	\$ 3,000.00
Fashions on the field Prize	\$ 1,000.00
<b>TOTAL EXPENSES</b>	<b>\$67,740.00</b>

DELEGATES AND OTHER INCOME				
Delegates	Average	\$600.00	200	\$120,000.00
Aprons	Complimentary to Tutors	\$25.00	200	\$5,000.00
Cocktail Party		\$85.00	150	\$12,750.00
Race Day Luncheon	Open to public -budget delegates only	\$140.00	200	\$28,000.00
Calendars		\$30.00	300	\$9,000.00
Total income from delegates				\$174,750.00
OUTCOME				
Total Income	Sponsorship, Delegate		\$195,000.00	
Total Expenses	Tutors, Misc Expenses		\$176,715.00	
PROFIT				\$18,285.00

A designated Charity to receive proceeds from Tutors Challenge Auction and difference in Race Day luncheon costs.  
 Sales from Calendars , over and above cost, to re-imburse the non-paid committee members as discussed at our meeting  
 with MAA (Christine Martin, Margaret Watson, Michelle Cameron) in November 2015



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## Project Proposal

**Project Title:** Membership Drive - ACT

**Head of Sub-committee:** Rachael Henson

**Members of Sub-committee:**

**Aim and benefit of project:** To provide existing MAA members with a forum for communicating with the MAA committees and to gather and potentially recruit additional members in the ACT region. This event will not provide any income to the MAA.

I propose that I would provide a casual social evening where I will

- speak to each existing member regarding their expectations for the year and
- speak to non-members regarding the benefits of joining the MAA

This event is contingent on decisions regarding membership made in the committee.

**Key Dates:** Approximately May 2016

**Member involvement:**

**Predicted Budget - attached quotes**



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Incomings				Outgoings					
Descriptor	Cost		Quantity	Total	Descriptor	Cost		Quantity	Total
Members Participation Fee	Nil	4			Venue Hire (to use own home)	nil			
					Food and Drink approximate cost only	\$100			\$100
<b>Total Income</b>				Nil. Note any recruited members would provide MAA future income	<b>Total Outgoing</b>				