

Lauren Ritchie The Secretary Website: www.millineryaustralia.org E-mail: secretary@millineryaustralia.org

Instagram: @millineryaustralia

Member Meeting 1 2017

1. Introduction

- 1.1. Welcomed to the 1st Millinery Association of Australia Members Meeting hosted on February 7th at St Kilda Library and via Zoom
- 1.2. Meeting Begins at 7:00pm
- 1.3. Attendees
 - 1.3.1. Present: Rose Hudson, Felicity Northeast, Lauren Ritchie, Georgia Skelton, Catherine Ellen, Leighanne Crocker, Wendy Scully, Louise Macdonald, Irene Moore, Shara Gillahan, Robin Rivett, Dianne Kilduff, Jo Peterson, Katherine Cherry, Leteisha Knecht, Lys Stevens, Michele Cameron, Christine Martin, Margaret Watson, Karin Goodman, Rebecca Carswell, Susan McArthur (Zoom), Sandy Forrester (Zoom), Alison Clark (Zoom), Debbie Kelly (Zoom), Kylie Williams (Zoom), Julia Watson (Zoom), Delphine Nicholason (Zoom), Ginetta Rositano (Zoom), Lisa Bell (Zoom), Linda Ford (Zoom), Jane Stoddart (Zoom), Rachel Henson (Zoom), Bronwyn Shooks (Zoom), Lorraine Gill (Zoom), Lynette Lim (Zoom), Rebecca Hanley (Zoom), Elain Mergard (Zoom)

Total 38 (Zoom 17)

- 1.3.2. Apologies: Jennifer Wood, Margaret Keeble, Rebecca Share, Sue Dreup, Laura Dunnington, Sue Younis, Phillip Rhodes, Gillian Andrews, Lindsay Whitehead, Serena Lindeman, Victoria Henderson, Cessiah Althorn (12)
- 1.4. Minutes
 - 1.4.1. Pass Minutes

1.4.1.1. Motion: Lauren 1.4.1.2. Second: Debbie

2. Reports

- 2.1. President's Report-See Attached
 - 2.1.1. Please let us know what date you would prefer for the Victorian Cup Week Drinks to occur through the poll within the e-mail.
- 2.2. Treasurer's Report See Attached
 - 2.2.1. Reduce the number of accounts to have one base transaction account and one saving account
 - 2.2.2. Signatories to be moved to be just executives
 - 2.2.3. Summary of account software Xero program of choice (see attached summary)

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- 2.2.4. Review to be completed for last financial year in line with recommendation within Rules
- 2.2.5. Statement from Accountant regarding acceptance of November 2016 Report please see attached
- 3. Agenda Items
 - 3.1. Hats Off Millinery Convention Adelaide presented by Lorraine Gill
 - 3.1.1. See Flyer attached and make you booking at http://millineryaustralia.org/events/upcoming-events/hats-off-to-adelaide/
 - 3.1.2. Trade show on Sunday followed by Cocktail party
 - 3.1.3. Week of Classes
 - 3.1.4. Wednesday afternoon will be a shared lunch then an open forum in the afternoon with a presentation from The Millinery Association
 - 3.1.5. No planned evening events throughout the week
 - 3.1.6. Saturday is a Race Day which will include Fashion On the Field, Millinery Award, Presentation of the Hall of Fame and Parade
 - 3.1.7. Following Monday and Tuesday will be Master Classes presented by the International Tutors
 - 3.1.8. Booking progress
 - 3.1.8.1. Four classes have booked out
 - 3.1.8.2. Bookings have been open 4 weeks and there are 70 delegates
 - 3.1.8.3. Early bird discount expires February 15th
 - 3.1.8.4. Use MAA discount code when making booking enter before making selection
 - 3.2. Millinery Association Rules presented by Rose Hudson
 - 3.2.1. See attached statement from Rose
 - 3.3. Tiered Membership presented by Rose Hudson
 - 3.3.1. Please review the attached table and send any queries or comments to a committee member
 - 3.4. Theatre outings presented by Rose Hudson
 - 3.4.1. Cover in President's report
 - 3.4.2. Addition of statement regarding Melbourne-centric activities from Rose please see attached
 - 3.5. Dates for swap meets presented by Rose Hudson
 - 3.5.1. Covered in President's report
 - 3.5.2. Victoria date to be May 21st at Sandringham Club with other states exploring venue opportunities to host on the same day
 - 3.6. Notes from Secretary presented by Lauren Ritchie
 - 3.6.1. See attached for Media Overview

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- 3.7. Questions from the floor
 - 3.7.1. Michele Cameron Will the accounting system be mobile friendly
 - 3.7.1.1. Felicity response there is a Xero app for mobiles and tables. Those on subcommittees can be granted viewing access to aspects of accounts relevant to their projects
 - 3.7.2. Sandy Aslett Is a EFTPOS machine available for membership use interstate?
 - 3.7.2.1. Felicity to explore option of hiring extra for short periods. Alternative of mobile device functions
- 3.8. Social media
 - 3.8.1. Post on Instagram using following tags
 - 3.8.1.1. Tag the Millinery Association of Australia on Instagram by using @millineryaustralia
 - 3.8.1.1.1. Suggested hashtags #millineryaustralia #couturemillinery #handmade #millinery #hats #madhatter #creativelife
 - 3.8.1.2. Tag the Hats Off to Adelaide Convention on Instagram by using @hatsoffmillineryconvention
 - 3.8.1.2.1. Use for Hats Off to Adelaide related posts #hatsoffmillineryconvention #hatsofftoadelaide
- 4. Date of Next Meeting
 - 4.1.1. Members Meeting: Held on Tuesday March 7th at 7:00pm http://millineryaustralia.org/event/member-meeting-march/
 - 4.1.1.1. Agenda Items under development e-mail secretary@millineryaustralia.org if you have a particular item you wish to present
 - 4.1.1.2. Join via Zoom at https://zoom.us/j/5616947981

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Welcome to a new year and new committee. Together we can look forward to great things this year.

Last week on the 30/31 January the Committee met at the Dock Library at Docklands for two full days of talks planning the year ahead.

We have some wonderful things in store for you.

The biggest of these is Hats Off to Adelaide, running in the city of churches from 8th July through to the 13th and concluding with a race meeting at Morphettville, Adelaide's premier racetrack and a Fashions on the Field event and then for two more days, master classes with our international tutors will be held. I'll let Lorraine tell you more about all that soon.

This year we intend to capitalise on the skills of one of our new committee members, Leighanne. Leighanne Crocker comes to us via the corporate world. She has fab business and marketing ideas in store, including creating a bigger MAA presence on social media like Instagram and Facebook but also creating MAA pages on Pinterest, because this is the world in which the stylists live, I'm told, and if we have a strong brand there, we'll get noticed, so this is what we intend to beef up this year. So at the end of each meeting each month, we decided we're going to encourage you to have ready on your phones or laptops, a current image of your latest work and we'll do a mob post hash tagging ourselves, hash tagging MAA and our work or the next event we're pushing. No one leaves the room until they've posted something! It doesn't have to be a finished hat, it could be a thimble or a reel of thread or a hatblock. So long as it's millinery related.

We'll be applying for some state and Federal grants to get some money to fund projects all around Australia, this is an initiative of our Queensland member Sandy Aslett. I have been in touch already with someone from RMIT who has lots of grant application writing experience. There are all kinds of reasons why we'd like to get some funds. Basically the more money we have, the more we can do for you, the members. If any of our members has grant application writing experience, please email me and we'll talk further.

MAA member Catherine Ellen's Melbourne International Millinery Competition has been held. Entries came from all around the world, I was fortunate to see things up close, along with the other judges, MAA members, Serena Lindeman and Sue Drerup. The standard was very high and MAA member's entries held their own. Well done. Catherine might have more to say about this soon.

We are going to the theatre to see The Ladies in Black in March. The response was great with 22 milliners buying tickets to see two shows on the 5th and 18th of March. Thank you, Margaret, for your help in organising the payments to Ticketmaster. I couldn't have done it without you. We're seeing matinee shows, so I hope everyone can stay around for a drink after the show. Maybe at the Westin? Next door to the Regent. See you there. My Fair Lady in May? Email expressions of interest to me please.

Also in the month of March there is Hatwalk, organised by Waltraud Reiner and Hats for Happiness. More details about that later, but I'm sure Waltraud would like as many people as possible to participate wearing a hat to support a very good cause.

We thought we might focus on some winter events this year when it's cold and quiet and there's not a lot on. We've decided to have a Swap Meet, Trash and Treasure, call it what you will, an afternoon where we meet in different states, simultaneously, and pull out our bits and pieces to sell, swap, buy. Everyone has a bit of tat they don't want, here's your chance to make some dough. We're

President's MAA Report

looking at the 21st of May for that. I would like it if the other states can coordinate a Swap Meet for their members on or around the same day, so it's a national event. We were thinking it only need go for 3 or 4 hours, not all day. Furthermore, for regional and country members we should have an online swap meet too, organised through our MAA Facebook page, so everyone can take part. The Melbourne venue is the Sandringham club. My husband is the manager. He's offered us a beautiful big room, with trestle tables, a view and a bar to have a little champers at the end. Free parking on the street and walking distance from Sandringham Station. People will be asked to pay a fee for the tablespace and amenities, and the MAA might a little profit for the coffers. This is an event predominantly for MAA milliners, but outsiders welcome too.

The other winter event involves the MAA design competition. Louise will tell you more about this, but just to give you a hint, we thought a winter evening cocktail theme. In the meeting, Sandy Aslett tried to shout me down- we don't have winter in Queensland! Well, everyone else has a kind of winter and we thought it gives you an opportunity to make a cocktail hat in velvet, or fur, or felt, or ruched silk, with jewelling and feathers and loads of glamour. Winning hats may go to Adelaide to be part of a Hats off to Adelaide parade or exhibition, to be decided. Which brings us to Adelaide and an action-packed program.

At the Hats Off to Adelaide Convention there will be a trade day for the suppliers to sell materials to the delegates. For the first time, the MAA will have a stall there with merchandise to sell. Staffed by volunteers, every cent goes to the MAA. Please email me with suggestions for items to sell on the stall, we already have some great stock lined up. The more money we make there, the more money we have to spend on our members. All our items are things that cannot be purchased at our millinery suppliers. On this subject, I'd like to make mention of our Not For Profit status. The AFL is also Not For Profit, but they make plenty of dough selling branded merchandise and ploughing the profits back into their league. Wouldn't it be great to have excess money for awards and scholarships? That's the plan.

By now we're rolling pretty quickly into the Spring Racing months of manufacture and your own events, so people are busy. But I have written to the NGV requesting a group guided tour of the Dior exhibition for our members in early September, I'm waiting to hear their response, so details later. Also in September, we have been asked to take part again in the Royal Melbourne Show hat competition there, one category is invitational and the others are open, so everyone should enter.

More info and guidelines later in the year.

Due to the racing season, we have traditionally not held meetings in October, making it a rather large gap until the AGM at the end of November. This year, so we can all keep in touch, we will have an October meeting but it will be zoom only. So no excuses, all of us can attend in our jarmies with a glass of wine in hand.

The Oaks Day award is the biggest millinery/ social event for most of us for the year. Congratulations to the 2016 winner Ian Bennet the international interloper who stole it from our clutches! Well done Ian and of course, Justine Gillingham for second place with her beautiful stained glass halo headpiece. Third place went to Lisa Leverington, for her golden geometric headpiece. This year we intend on building better relationships with key VRC people. Catherine Kelly is forming ties with ATC, the premier Sydney racing club, I urge members in other states to work towards forming links

President's MAA Report

Post Oaks we traditionally have our Friday night cocktail party. This has been well attended in the past, but could be better. I had a notion that more interstate milliners would attend if it was on an earlier night in the week when everyone's in town. We talked about two options, which we will think about, have a vote on and deicide later. Pre Oaks Wednesday night drinks party 6-8pm? Or Friday morning brunch, check out of your hotel and come straight to brunch? Which sounds better?

As for us, we have other hat events and ideas and philanthropic ideas to share with you but as Phillip advised- don't release anything until its fully cooked!

Thanks

Pop Up Shop

Pop Up Shop talk surfaced last week. I have emailed the participating milliners to give them my response to an email sent on the 31st of January. I don't want to rake over old coals, but I would like to put this to bed. This is what I'd like to reiterate...

All member's info is totally confidential. Last year was different to previous years. In other years, participating milliners didn't mind handing over their sales, but in 2016 this changed. Milliners became very protective of this information, and I have respected their rights to privacy but only to a point beyond my control.

This year we're having a review. Because we have a new Treasurer, Felicity Northeast. Nothing sinister, but a regulation an organisation such as ours must follow. So information was needed.

Felicity required information for the accountant overseeing the review and people seemed to have a problem with this. Bernie the accountant will see that your payments from the Pop Up Shop are correct by cross checking them with your name.

Further documents like Orna's pay, cash floats from the day to day dealings, other sundry outgoings and rosters for paid and unpaid staff where requested. These are now being processed, although Felicity first asked for them in early December.

The fear of the shared drive is unfounded. We use it to update and add to documents, it is a standard form of office communication. It cannot be viewed by anyone outside of the executive committee, and even then, we are invited to view only the documents the Secretary allows us to see. Certainly, no Treasury documents are viewable to ordinary committee members.

There was a question about the Secretary directly asking the Pop Up Shop Manager for information. People had a problem with this. Why? Why shouldn't a paid employee of the MAA do as she is asked by an elected committee member? I don't understand the confusion around this. The MAA is the boss of The Pop Up Shop, we paid the rent, we paid insurance and liabilities, we paid Orna's wage we bought the fixtures.

I have nothing further to add on this topic, it's been talked around and around for a week. It was a 2016 event. We must now move on.

Thanks

Bank account Summary;

- At handover 5 accounts;
- historically accounts were open in various states when large events were held
- only Melb trading account has been reconciled however it is recommended all accounts to be reconciled
- Saving account set up to give higher interest,
- Closed 2nd Adelaide account as not required (dec 16)

MAA ACCOUNT AUTHORITIES

Melb trading acct

033549110275

Signatory authorities

online authorities (proposed)

Felicity Northeast

Melb saving acct 033397 399478

2.

same as above

Rose Hudson

Lauren Ritchie

Felicity Northeast

Sandy Aslett Rose Hudson

Felicity Northeast

ω.

Brisbane account 033397379637

Di Roberton Lorraine Gill

4, Adelaide trading acct

033107495956

Felicity Northeast

same as above

Rose Hudson Lauren Ritchie

Sandy Aslett Rose Hudson Felicity Northeast Lauren Ritchie (wiew)

Felicity Northeast Lauren Ritchie (Wew) Rose Hudson Di Roberton Lorraine Gill

Adelaide savings acct 033107495964

CLOSED Dec 16 (need final statements)

to those involved in subcommittees and various events.) This is a simpler process then adding signatories and online authorities to different accounts. With accounts easily accessible online, separate state accounts are not required. Accounts and book keeping can be made accessible (at different levels,

Recommandations;

- Have 2 accounts; 1 for everyday trading account
- 1 higher interest account

This will make bookkeeping simpler, reporting simpler, and reduce bank fees

Therefore close Brisbane account asap
Close Adelaide account after HOTA completed

Review higher interest account as presently interest poor.

Jan 17 prepared by Felicity Northeast (treasurer)

Review of accounts

It is recommended in our rules that 32(1) (C)

 Books and accounts are to be presented to an accountant to be audited/or for accountant review at the discretion of the committee (eg where there is a new incoming treasurer)

A review is sufficient for a non-profit organisation of the MAA size.

Reviews can be done by an accountant; CPA (certified public accountant) or a MIPA (member of institute of public accountants). CPA will generally have higher charges.

Last review Oct 13 (when treasurer changed) by Accru charted accountants cost \$1650

- Unable to get a reliable cost at this stage due to accountant unable to view state of
 accounts (awaiting further information from past treasurer, requested in Dec16). Have
 discussed our setup etc with a MIPA (B & S) and he believes it will be a few hundred but
 may increase a little if more work is required.
- Recommend: to use B&S bookkeeping (MIPA)

lower charges,
Work with non-profit organisations regularly
Aware of our setup as we have discussed what is required etc
Easy to access.
Will work with past and present treasurer as required

25.1.2017 prepared by Felicity Northeast (treasurer)

Online accounting software

Prices:

Reckon: \$11 /mth

Quickbooks: \$20/mth allows 3 users at the same time

MYOB: \$35/mth

Xero: \$37.50/mth for non profit organisations (25%discount)

Maa requirements

- Easy to use for all. (ie accountancy skills not necessary)
- Create invoices and receipts
- Can easily transfer accounts (Westpac) to system
- Multiple uses (ie 3) and others can have limited use when needed (ie subcommittees)
- Access can be levelled
- · Easy to transfer users ie when treasurer changes
- · Auditor/accountant can have viewing access when required
- · Generates a variety of reports
- · Attaches invoices ie emailed invoices can be used (reduces paper work)
- · Allows notes to be written with transactions
- Easy categorising
- · Can transfer members list and members details
- Can archive old members
- · Can group members ie lifetime, tired memberships
- Notes between users can be generated

Benefits

Time saving

Transparent

Easy to transfer

Reduces room for errors

Reduces auditor costs

Handover simplified

Reduces stationery with

System comparisons

Reckon and myob fulfil less of our requirements

Quickbooks fulfils most of these requirements however does not deal with grouping of members and is set up for people with an accounting background or knowledge

Xero fulfils all requirements and is very user friendly

Recommend to use Xero

Before we can apply the Not for Profit discount to your organisation, we need to verify its not for profit status. Need to provide one of the following:

- the organisation's charity or trust registration number
- a copy of a certificate or government issued letter, that confirms the organisation's not for profit status.

25.1.2017 prepared by Felicity Northeast (treasurer)



Secretary Millinery Australia <secretary.millineryaus@gmail.com>

FW: MAA review

To: Secretary Millinery Australia <secretary@millineryaustralia.org>

Fri, Feb 10, 2017 at 5:27 PM

From: Bernie Cooper [mailto:bernie.cooper1@bigpond.com]

Sent: Friday, 3 February 2017 4:25 PM

To: Felicity Northeast <fn@felicitynortheast.com>

Subject: MAA review

Hi Felicity

Further to my earlier discussions, without the financial accounts at 31 Oct16 being fully reviewed I do not believe the current Income & Expense spreadsheet for Nov16 should be tabled to the committee as complete & correct. It can be used as a discussion point to review the contents or specific activities, but should not be accepted as the "Treasurer's Report"

regards

Bernie

Bernie Cooper Mob 0439 878 400 Tel/Fax 03 9787 8400 4 Granya Grove, Mount Eliza VIC 3930











No virus found in this message. Checked by AVG - www.avg.com

Version: 2015.0.5315 / Virus Database: 4189/8458 - Release Date: 10/26/14





Hats Off to Adelaide

Millinery Convention

9th - 15th July, 2017

PROGRAM

Sunday - July 9th: Trade Day 10am - 4.30pm

Welcome Cocktail Party - evening

Monday - July 10 through to Friday - July 14th: Workshops

Wednesday Afternoon - July 12th: Shared lunch and Interactive Porum

Saturday - July 15th: Grand Finale Luncheon at the Races

TUTORS

Vladimir Straticiuc (Spain)
Maor Zabar (Israel)
Fiona Dixon (Western Aust)
Patty Carter (Qld, Aust)
Bonnie Evelyn (Vic, Aust)
Christine Waring (ACT, Aust)
Brenda Wilson (Qld, Aust)
Louise Macdonald (Vic, Aust)
Alison Clark (Qld, Aust)
Jo Honan (South Aust)

Edwina Ibbotson (London)
Eugenie van Oirschot (Netherlands)
Sheri McCoy (South Aust)
Neil Grigg (NSW, Aust)
Oksana Caretti (South Aust)
Suzie May Wiiliams (South Aust)
Carole Maher (NSW, Aust)
Sophie Armstrong (South Aust)
Cynthia Jones-Bryson (NSW, Aust)

Not only are we being presented with a diverse and innovative program of worshops by these talented Tutors during the Convention, our International Tutors have agreed to include a two-day Master Class during the days following the Convention. For more details visit our website:

millineryaustralia.org/events/upcoming-events/hats-off-to-Adelaide or Facebook: @HatsOffMillineryConvention

Location: TAFE SA Adelaide City Campus Contact: convention@millineryaustralia.org







The Rules revisited 2017

Lauren presented a summary of the Rules comparison at out committee meeting last week.

- The MAA has its own set of Rules
- Amendments were made to align with the release of the 2012 Act
- In comparison, the template rules from Consumer Affairs were handwritten beside the MAA model rules to compare.
- Additions of missing gaps in both sets of Rules such as ownership of documents, timelines
 for handover of committee positions, renewal and late fees for renewal and reinstatements
 of past members need attention
- The current committee will look over comparisons that have been placed on the shared drive and are to be tabled at next meeting

TIERED MEMBERSHIP STRUCTURE FOR THE MAA

	STUDENT	ASSOCIATE	FELLOW	LIFE-LONG MEMBER
0.11				
Criteria	Currently studying	A supplier, a friend of the	Qualified Milliners running	Milliner inducted into Hall of
		association, a past milliner or	their own label part-time or	Fame
		someone who just loves	full time	
		millinery and be up to date with		
		the latest news of the		
		association		
Membership	Bi-Monthly Newsletter	Bi-monthly Newsletter	Bi-monthly Newsletter	Bi-monthly Newsletter
Inclusions	Access to Friends of the MAA	Access to Friends of the MAA	Access to Members Closed	Access to Members Closed
	Facebook page	Facebook Page	group on Facebook	group on Facebook
	10% discount from millinery	Invitations to social events	Full voting rights at the AGM	First priority access to
	suppliers		First priority access to	Educational workshops
	Invitations to social events		Educational workshops	Full Voting rights at the AGM
	Discounted entry to the MAA		Invitations to social events	Complimentary access to all
	Millinery Competition		Opportunity to participate in	social functions
			MAA showcases and pop-up	Opportunity to participate in
			shop	MAA showcases and pop-up
			P	shop
Annual Fee	\$50	\$80	\$100	\$0
(incl. GST)	, , ,		,	, -
Selection Process	Studying at an institution	No formal qualification needed	Certificate IV in Millinery –	Nominated and voted on by
	Below Cert IV in Millinery or	1	supply certificate	members?
	equivalent		or	
	1		Certificate in Millinery from	
			MFI - supply certificate	
			or	
			And any other formal or	
			informal teaching up to so	
			many hours, as reviewed by	
			the committee with 3 referees	
			to verify skill level. As per the	
			MAA website.	
Right to Vote	No	?	Yes	Yes

Membership and distance

I've told you about the things we have planned for the Members this year and as I read them out I was acutely aware of members in other states thinking, 'what's in it for me?'

This is how I see it. I'm in Melbourne and I'm very familiar with what's on offer in Melbourne and what events we can take part in.

I'm not familiar with race meetings in WA, or what the Art Gallery of Rockhampton has on its calendar this year. I don't know what's on in the State Theatre of South Australia to organise a group booking for you.

But you do, Zoom members watching now.

I have heard the claim more than once in the last month that the MAA is Melbourne centric. Is it any surprise? We are a national association, but I may not know about your corner of the world. You have to tell me.

Sandy has 31 milliners in Queensland she has been in touch with. Queensland is a massive state, I'd like to see MAA members from further north, in places like Rockhampton help me to see what needs to be done. I'm happy to write to organisations on your behalf to see if we can't get a higher profile for millinery events where you live.

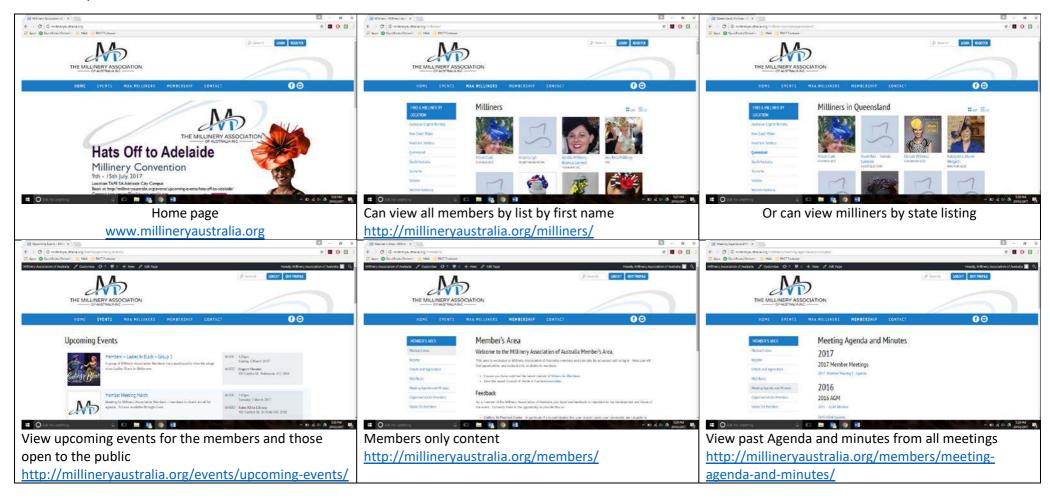
Volunteer to form a satellite subcommittee and help them organise events for you. Do a bit of research and contact the MAA committee member in your state, they can pass info onto me and I'll do my best to make it happen. Museum visits, social events, hat parades and competitions, theatre outings, fundraisers for activities wherever you are.

I can do something about it if I know about it.

As for Melbourne centric – help change that perception by pushing your town your city wherever you are.

Send ideas to the president's email address on the MAA website.

The Millinery Association of Australia Inc Website



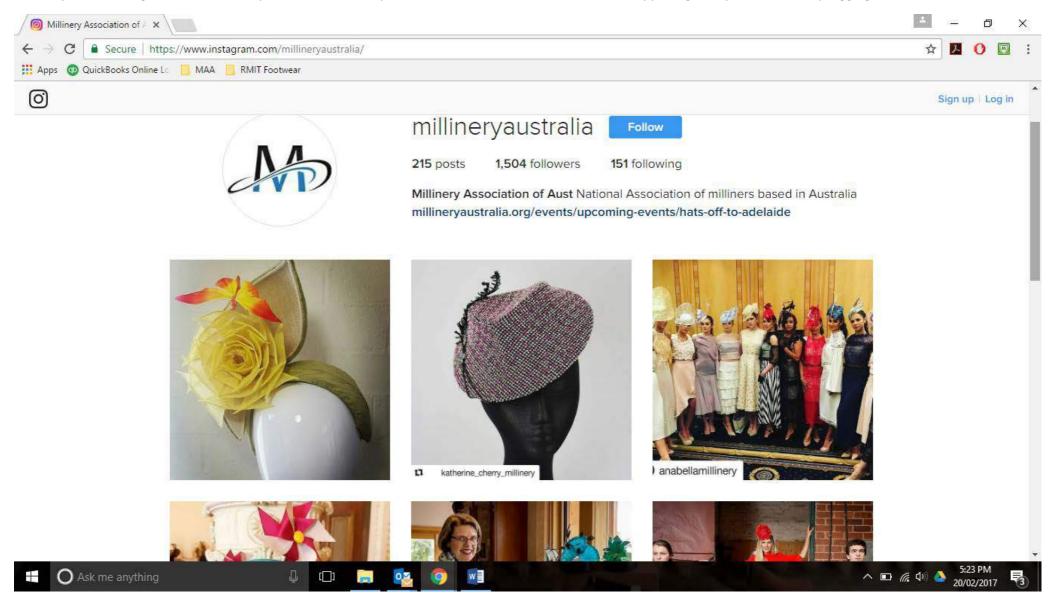
The Millinery Association of Australia – public Facebook Page – Like the page and encourage anyone else to, it is a platform for the MAA to communicate to the public.

https://www.facebook.com/TheMillineryAssociationOfAustralia



The Millinery Association of Australia Instagram Profile – follow and tag @millineryaustralia

Best way for MAA to gain content is to repost member activity and achievements. Let us know what is happening with your business by tagging us.



Facebook – Closed Members Group – only MAA members have access and can view the content.

https://www.facebook.com/groups/105349996177022/



Hats Off to Adelaide Facebook Page – for promotion of Adelaide Event with approval from MAA.

https://www.facebook.com/HatsOffMillineryConvention



Hats off to Adelaide Instagram Profile – follow and tag @hatsoffmillineryconvention

