

Minutes of Executive Meeting June 20 2002

Present: Jenny Thomas, Allan Webb, Bruce Smith, Leslie Jamieson

Apologies: Phil Keenan, Lynley Smith, Carol Craymer, Julia Scott

Meeting Times

Need to have meeting twice a year. Next meeting 2-3 weeks into term 3.

Office Holders

- Decided to defer discussion on this until next term.
- Jenny discussed the difficulty she feels in trying to be proactive with lack of deputy chair and secretary. Agreement that Jenny to find a support person as indicated in President's report at AGM. This person would understand demands of deputy and assistant. Possible payment up to \$2,000.
- Bruce using clerical support and paying extra for this and at present that is fine.

Communication System

- Need to have definite meeting schedule - best in Term II and Term IV. Set up meeting date from meeting until meeting.
- Allan to initiate email contact. This will be sent on first of month. People to respond to comments so that feedback is regular.

Seeding money/subsidy

- NASDAP funds of up to \$1,000 for a regional conference that meets criteria set will be a subsidy. This should be used to reduce price of conference.
- For national biennial conferences the \$5,000 will be seeding money to make initial bookings. The Association requesting money will need to ensure that accepting the money means naming rights for NASDAP for conference which needs acknowledging in conference title.
- A letter needs to be sent to Christchurch about this. If the association organising the conference makes more than \$10,000 from the conference it is expected that the \$5,000 seeding money will be returned.
- Accounts for the conference will need to be shown to NASDAP Executive.

Elections

- Office holders' appointments to be made after elections at the end of 2002.

Newsletter content and style

- Need to contact Professor of Education at each university, get Woolf Fisher papers and get College of Education people to contribute appropriate articles for newsletter or ideas for conferences or meetings. Also organisations like ERO, NZQA about articles and professional development ideas.
- Get support person for President to do this.

Incorporation

- If any changes are needed they can be ratified at next AGM.

General Business

- Conferences discussion on 2005 conference what general information is available.
- Need maybe to get organised a National Conference manual and include things like what needs to be done where to get funding, etc.

Meeting closed at 4.30 p.m.