1. **Welcome:** C. Dowd, President, declared meeting open at 11.00am when quorum was present.
2. **Attendance**: Christine Dowd, Julie-Anne Angell, Natalie Berndt, Majda Benzenati, Debra da Silva. Other QETA members in attendance are listed as Appendix A

***Apologies*:** Justin Virly, Jodie Schafer, Chase Osland, Hein Kamffer

***Proxy*:** Hein Kamffer, Ian Dietrich

1. **Minutes of Annual General Meeting (AGM)** 18 November 23(circulated with Agenda and notice of meeting)

***Resolution***: Moved C. Dowd (Sec. M Benzenati) that minutes from AGM held 23 November be declared a true and correct record of proceedings. Carried.

1. **Business arising from minutes**

Nil

1. **President’s report 2024** (circulated with Agenda and notice of meeting)

 This was accepted as read.

***Resolution***: That the President’s report be accepted as read and accepted. Moved C.Salmon (sec N. Berndt). Carried.

1. **Treasurer’s report 2024** (circulated with Agenda and notice of meeting)

 This was spoken to by J. Angell. Audited accounts for the period 12 months 1 July 2023 to 30 June 2024. Noted we remain financially sound.

***Resolution***: That the Treasurer’s report be accepted. Moved N.Berndt (sec. M MacDermott). Carried.

1. **Auditor’s report 2024** (circulated with Agenda and notice of meeting)

The Audit report was presented. Thanks to J. Angell who assisted with preparation of these reports.

 ***Resolution***: That the Auditor’s report be accepted. Moved J. Angell (sec. C. Salmon). Carried.
Resolution: That the Auditor’s be reinstated. Moved D da Silva (sec. N. Berndt). Carried.

8. **Election of Office Bearers 2024-25**

Note: Existing committee members stepped down:

* Jodie Schafer (resigning as committee member)
* Larry Huynh (resigning as committee member)
* Chase Osland (resigning as committee member)

The President thanked these management committee members for their time and support of QETA.

The President passed the chairperson role to N. Berndt for the nomination and election of the President’s position.

* ***President***: Nomination received from C. Dowd (nom N. Berndt sec. J. Angell). There were no other nominations. C. Dowd was elected and was chairperson for the remainder of the AGM.
* ***Treasurer***: Nomination received from J. Angell (nominated by H. Kamffer sec. C. Dowd ). There were no other nominations. J. Angell was elected.
* ***Secretary***: Nomination received from N. Berndt (nominated by C Dowd sec. J. Angell). N.Berndt was elected

 ***Committee***: Nominations received from

* Hein Kamffer (nom by J. Angell sec. C. Dowd)
* Majda Benzenati (nom by C. Dowd sec. J. Angell)
* J Virly (nom by C. Dowd sec. N. Berndt)
* Debra DaSilva (nom by N. Berndt sec. C. Dowd)
* Allen Wang (nom by A. Florido sec. C. Dowd)
* Corinne Salmon (nom by J. Angell sec. C. Dowd)

***Other:***

* Karen Hooper offered her continued support to the Committee as an industry advisor/liaison

9. **Auditor 2025**

 ***Resolution:*** That Independent Audit Services be appointed auditors for 2024/25 for the 12-month period to 30 June 2025. Moved N.Berndt (sec. C. Salmon).

10. **ANY OTHER BUSINESS**

Constitutional Changes were discussed and carried as follows:

1. Membership structure moved to schools, with provision for individual memberships based on school employment tenure. Moved E. Quadrio (sec C. Dowd). Carried.
2. Amended structure for approving members at management committee meetings. Moved M MacDermott (sec N. Berndt). Carried.
3. Grievance procedures added (statutory requirement in 2024). Moved M. Bezenati (sec F. Murphy). Carried.
4. Ability to appoint a Vice-President if desired, to support the Executive. Moved A. Dixon (sec C. Salmon). Carried.
5. Minutes able to be kept electronically. Moved J. Angell (Sec E. Quadrio). Carried.
6. Removal of cheques from allowable payment forms (Executive no longer require checks for payments – electronic transfers with two approvals). Moved N. Berndt (Sec C. Dowd). Carried.

***Final Resolution***:

There being no further business attendees were thanked and the meeting was declared closed at 11.20 am.

**APPENDIX A**

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| --- | --- |
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| Samantha | Hood |
| Kim | McFadden |
| Natalie | Buzaglo |
| Ella | Quadrio |
| Annabelle | Giles |
| Michael | MacDermott |
| Fiona | Murphy |
| Cecelia | Oehlerich |
| Zsuzsa | Schmidt |
| Mary | Roberts |
| Abby | Dixon |
| Corinne | Salmon  |
|  |  |