



# Annual General Meeting

Landcare Centre 15 February 2018

# Agenda

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1. Welcome by GTAQ President
2. Apologies
  
3. Confirmation of minutes of the previous AGM
4. Business arising from the minutes
5. President's Report
6. Treasurer's Report and presentation of audited financial statement
7. Membership Report
8. Election of Office Bearers
  - a. President
  - b. Vice-President
  - c. Secretary
  - d. Treasurer
  - e. Membership Secretary
  - f. Council Members
9. Election of 2018 President – *elected 2018 President to act as Chair*
10. Appointment of an Auditor for 2018 – *see Treasurer's Report*
11. General business
12. Close

# Minutes from 2017 AGM



Minutes for GTAQ AGM  
6:00pm 23/02/17 at RGSQ

#	Item	Actions
1.0	<p>Council Attendance:</p> <ul style="list-style-type: none"> <li>Russell Smerdon, Jackie Dunk, Kaye Schwede, Julie Davis, Jenny Knight, Wendy Harte, Anne-Marie Gerlach</li> </ul> <p>Member Attendance:</p> <ul style="list-style-type: none"> <li>Erich Morgenbesser, Lucie Sorensen, David Lergessner, Laurel Johnson</li> <li>See Appendix A</li> </ul> <p>1.1 Welcome by President (Russell Smerdon)</p>	
2.0	<p>Apologies:</p> <ul style="list-style-type: none"> <li>Lerece Roberts, Shane Albertson, Marg McIvor, Jamie Clothier, Sam Cowley, Wendy Bolton,</li> </ul>	
3.0	<p>Confirmation of minutes from the previous AGM</p> <ul style="list-style-type: none"> <li>Date: 25/02/16</li> <li>Amendments: Adding the date to 27/02/15</li> <li>Motion: <i>"That the minutes of the 2016 AGM as amended be accepted as a true and accurate record."</i></li> </ul>	3.0 – Jackie D/ Anne-Marie G
4.0	<p>Business arising from the previous minutes:</p> <ul style="list-style-type: none"> <li>There was no business arising</li> </ul>	
5.0	<p>President's Report</p> <ul style="list-style-type: none"> <li>See Appendix B</li> <li>Motion: <i>"That the President's Report be Accepted"</i></li> </ul>	5.0 – Russell S/ Julie D
6.0	<p>Treasurer's Report</p> <ul style="list-style-type: none"> <li>See Appendix C</li> <li>Motion: <i>"That the Treasurer's Report be Accepted"</i></li> <li>Action: Look into other financial institutions which might offer more interest on GTAQ's investments</li> <li>Action: Investigate – <ul style="list-style-type: none"> <li>Advertising on the Website</li> <li>Advertising in the Journal</li> <li></li> </ul> </li> </ul>	6.0 – Kaye S/ Jackie d
7.0	<p>Membership Report</p> <ul style="list-style-type: none"> <li>See Appendix D</li> <li>Amendment: Include 2016 membership data</li> </ul>	7.0 – Russell S/ David L

	<ul style="list-style-type: none"> <li>• Motion: <i>"That the Membership Secretary's Report with Amendments be Accepted"</i></li> </ul>	
8.0	<p>Election of Office Bearers and Council Members for 2017 – See Appendix E</p> <p>8.1 President</p> <ul style="list-style-type: none"> <li>• One nomination was received</li> <li>• Jamie Clothier was duly elected</li> </ul> <p>8.2 Vice-President</p> <ul style="list-style-type: none"> <li>• One nomination was received</li> <li>• Sam Cowley was duly elected</li> </ul> <p>8.3 Secretary</p> <ul style="list-style-type: none"> <li>• One nomination was received</li> <li>• Jenny Knight was duly elected</li> </ul> <p>8.4 Treasurer</p> <ul style="list-style-type: none"> <li>• One nomination was received</li> <li>• Kaye Schewde was duly elected</li> </ul> <p>8.5 Membership Secretary</p> <ul style="list-style-type: none"> <li>• One nomination was received</li> <li>• Lerece Roberts was duly elected</li> </ul> <p>8.6 Council Members</p> <ul style="list-style-type: none"> <li>• Seven nominations were received</li> <li>• The following were duly elected <ul style="list-style-type: none"> <li>○ Shane Albertson</li> <li>○ Alice Constantine</li> <li>○ Laurel Johnson</li> <li>○ Julie Davis</li> <li>○ Anne-Marie</li> <li>○ David Lergessner</li> <li>○ Erich Morgenbesser (Honourary)</li> </ul> </li> </ul> <p>8.7 Co-Opted Members</p> <ul style="list-style-type: none"> <li>• On becoming President, Jamie Clothier listed the Co-opted members for 2017 as: <ul style="list-style-type: none"> <li>○ Wendy Bolton</li> <li>○ Jackie Dunk</li> <li>○ Wendy Harte</li> <li>○ Margaret McIvor</li> <li>○ Russell Smerdon</li> </ul> </li> </ul>	
9.0	<p>Appointment of an Auditor</p> <ul style="list-style-type: none"> <li>• Motion: <i>"That Martin Harth (Accounting Now) be appointed as Auditor for the 2016-2017 GTAQ Financial year."</i></li> <li>•</li> </ul>	7.0 – Kaye S/ Julie D
10.0	<p>General Business</p> <ul style="list-style-type: none"> <li>• There was no general business to report</li> </ul>	
11.0	<p>Close</p> <ul style="list-style-type: none"> <li>• Next meeting: 16 March – Full Council Meeting</li> <li>• Close of Meeting: 7:15pm</li> </ul>	

Signed by President:



# President's Report

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## President's Report to Annual General Meeting

Thursday 15 February 2018

Before presenting this, the 57<sup>th</sup> Annual Report of the Geography Teachers' Association of Queensland, I would like to begin by acknowledging the Indigenous peoples on whose land we meet. Also, I would like to acknowledge the previous President, Russell Smerdon, for the leadership and professional direction that he provided during his time as President. Russell was president during the early changes to the senior system and he managed this time of challenge effectively. Thank you, Russell. It of course continues to be a very busy time for the subject – I am wondering if we ever won't be saying something along these lines – nevertheless, the current changes we are dealing with are of great magnitude. Certainly, at GTAQ we are eagerly awaiting the upcoming changes to our syllabus. Of course, this will continue to be an increasingly challenging time for teachers as we move closer to 2019. There is much for all of us to be involved in and for GTAQ to support you, our members, with.

Excitingly, in 2019, it is Queensland's turn to host the Australian Geography Teachers' Association Conference! Rebecca Nicholas has been appointed as Conference Convenor and she has already begun the extensive task of planning the event. Bec is working closely with a dedicated group of Council members to ensure that we will deliver a successful Conference. Please keep an eye on your inboxes for further information throughout the year.

### 1.0 The GTAQ Council

The Council members must be thanked for their participation in this voluntary organisation. All of us are very busy, yet this group of dedicated Geography educators have worked together on many projects throughout the year.

Thank you to:

Sam Cowley- Vice President  
Shane Albertson and Jenny Knight – Secretary  
Kaye Schwede – Treasurer  
Lerece Roberts – Membership  
Julie Davis – Conference convenor and Journal Editor  
Margaret McIvor – Archivist  
Anne-Marie Gerlach [AGTA Board member]  
Alice Constantine  
Laurel Johnson  
Co-opted members:  
Jackie Dunk [QCAA]  
Wendy Bolton  
Wendy Harte [Griffith University]  
Erich Morgenbesser  
Russell Smerdon

In 2017 we said farewell, hopefully temporarily, to Jenny and Wendy Harte, who are currently on maternity leave. Thank you, Jenny for your time as Secretary and Wendy for your time as a co-opted Council member. We also said farewell to our first administration assistant, Erich, who has secured full time employment at UQ. We thank him for his efforts and wish him all the best. We are currently in the process of hiring a new administration assistant.

This year we also look forward to welcoming some new faces to Council.

### 2.0 Professional Development

### **Mackay Professional Learning for Secondary Teachers – 6<sup>th</sup> May 2017**

- 30 participants
- Wendy Bolton and Sam Cowley presented sessions centred around teaching resources and effective assessment techniques, thank you, Wendy and Sam
- Thank you to St Patrick's College Mackay for hosting the event

### **Annual Conference #geographyitseverywhere – 28<sup>th</sup> and 29<sup>th</sup> July 2017 – QUT**

- 86 participants
- Thank you must go to Julie Davis for her excellent work in organising and delivering such a successful conference. Of particular note was Dr Elin Charles-Edwards' fantastic keynote presentation about using data in the classroom. In addition, each workshop I attended was highly relevant and engaging; a great success! Thank you, Julie.

### **The Digital Future of Geography – 22 August 2017 – Canterbury College**

- 34 participants
- We have developed a very productive relationship with ESRI to deliver professional development to members. The feedback from members has been very positive. For example, we have been approached by members to host similar events at their schools. Crucially, these workshops have a focus on applicability in the classroom, rather than just showing the tool itself.
- Thank you to Tash from ESRI, Elin from UQ, Anne-Marie and Canterbury College for providing such valuable PD and hosting the event so effectively.

### **GIS in the Field – 2<sup>nd</sup> November 2017 – UQ**

- 28 participants
- This PD was a follow up from the 'Digital Future' and focused on data collection in the field, followed by the use of the data in the classroom.
- Thank you again to Tash from ESRI and the team from UQ for their dedication to making this event so effective.

## **3.0 Queensland Geographer**

GTAQ continues to publish the Queensland Geographer. This year we are publishing three journals and we are hoping that these journals will include greater participation from our members. We invite members to share their expertise via articles in the journal. Our journal is published online in the members section of our website. We hope members are enjoying the new interactive interface.

## **4.0 GTAQ website and Communication**

The GTAQ website is a vital part of the organisation and we use it to manage membership, professional development events and email blasts to members. Hopefully, our members notice an increase in the quantity of emails from the GTAQ as we endeavour to provide more resources and content for members.

## **5.0 Relationships with other organisations**

GTAQ works cooperatively with a number of organisations throughout the year.

- AGTA - Australian Geography Teachers Association (AGTA) meets for a weekend twice a year to discuss national issues related to Geography. The President of GTAQ attends these meetings along with our other nominated board member. In 2018 Anne-Marie Gerlach will continue in this role. We also send a non-voting

representative to observe AGTA meetings. This observer can rotate for each meeting. In 2017, Sam Cowley attended AGTA meetings in this role.

- RGSQ provides a venue for our meetings and we work collaboratively on projects such as the Australian Geography Competition [AGC].
- We attempt to work closely with the Universities where Geography or Geography Education features:
  - o The University of Queensland
  - o Queensland University of Technology
  - o Griffith University
- QCAA – Jackie Dunk and Julie Davis currently work at the QCAA and are able to provide up to date information for Council.

## 6.0 Conclusion

2017 was an interesting and challenging year for GTAQ, as all times of change are. As a Council we have attempted to 'amp up' our professional development provision, both locally and rurally, and this has of course been a challenge. Further, considering the changes to our senior system, we are grappling with how to best assist teachers. In order to refocus and direct our thinking, we are intending to do a more significant Strategic Planning exercise this year with an external facilitator. We are considering the following questions moving forward:

- How do we continue to connect with and support teachers in rural and remote areas?
- How do we continue to assist teachers in managing the current changes in the senior system?

Hopefully during 2018 we will make progress in all areas. We of course welcome ideas from all members as we look towards the remainder of 2018. Feel free to contribute whenever and however you can.

Finally, a thank you to the members of Council for supporting me in my first year as president, I am looking forward to the year ahead.

**Jamie Clothier**

**February 2018**

## Treasurer's Report to Annual General Meeting

# Treasurer's Report

Thursday 15th February, 2018

For Period 1 October, 2016 to 30 September, 2017

This report is based on our financial statements and the Auditor's report.

Our four Westpac accounts include the following: Cash Reserve, Business One, Working Account and Short Term Investment.

Leah Cotterell continues to organise/prepare our financial statements and prepare materials for the Annual audit. She has access to website information and uses the Treasurer's reports and monthly Westpac Bank statements to produce her statements on a quarterly basis.

The GTAQ website allows access to a vast range of data, membership and financial information. We invoice, receive and record payments on-line. On-line registration for membership, GTAQ Conference and Professional Development workshops allows immediate access to our financial information. GTAQ appointed Erich Morgenbesser as our Administrative Assistant on in April 2016. In September 2017 Erich resigned to take up permanent employment at UQ. GTAQ has appointed recently Jeremy Fitzpatrick to continue in this role.

Our current financial position is as follows:

Assets	2016	2017
Westpac Short Term Investment/Working Account/ Cash Reserve/Inventory/Plant & Equipment	\$104,252.64	\$111,144.22
Total Income	\$48,756.85	\$57,535.31
Total Expenses	\$44,403.25	\$50,643.73
Net Income	\$4,353.60	\$6,891.58

The figures above show a significant increase from 2015-16 of \$2,537.98. The previous financial year, net income was \$768.75.

Our Membership is our major source of income - income from membership subscriptions this year was \$20,599.95, compared to \$17,652.00 in the previous year.

The Annual Geography Teachers Conference, held in July at the Queensland University of Technology organised by Conference convenor Julie Davis, was again very successful and our main event.

Combined Income from this Conference/Professional Development Workshops has increased over the last four years from \$26,601.00 (2013-14); \$27,330.00 (2014-15); \$29,915.00 (2015-16) to \$32,814.00.

Expenses for the Conference have dropped from \$19,161.84 to \$16,004.58; likewise, expenses for our PD workshops dropped significantly to \$2,523.90 from \$4148.60

Conference expenditure this year was \$16,004.58 compared to \$19,161.84 (2015-16).



(An itemised breakdown of the 2017 Conference expenses/income has been presented by the Convenor to the GTAQ with her report.)

Total interest derived from Term Deposits reflect a continuing downward trend - \$1517.89 (2014) to \$1,318.10 (2015) to \$1,101.90 (2016) to \$751.71 this year.

The cost of insurance increased to \$671.49. (Public liability – \$20 million)

AGTA Capitation fees – \$7,869.00 (Annual Membership fee.)

GTAQ's website is managed internally by GTAQ. Expenses include a monthly fee for Wild Apricot and domain parking fees. From 2013 - 2016, costs decreased from \$2,215.98 to \$871.49. Costs have now increased to \$2,495.09 – tripled from last year.

Queensland Geographer's Journal - the design, editing and printing/production of the eJournal has been undertaken by Julie Davis.

This has resulted in a significant decrease in costs to \$4719. Costs for the Queensland Geographer's Journal have decreased significantly since 2015 (\$11,846.49). Journals are no longer printed and posted which has resulted in considerable savings.

Postage costs decreased to \$584.15 from \$1,551.26

Bookkeeping expenses - Leah Cotterell (\$1,394.00)

Office space at RGSQ - \$3960 (\$330/month)

Administration Assistant - \$5438.00

AGTA expenses increased to \$2615.60 from \$537 the previous year. Such expenses include accommodation and travelling to and from Board meetings.

It is recommended that GTAQ continues to seek out ways of increasing income and economising where possible. The appointment of an Administration assistant has proven to be financially viable.

Martin Harth,(Accounting Now) has conducted the Audit this year for us and it is recommended he be retained for 2017-2018.

On behalf of GTAQ, I would like to thank Leah Cotterell who has supported us in administrating GTAQ's financial affairs. Processes put in place are refined when needed and are working well.

Many, many thanks to all members of the GTAQ Committee who have contributed in so many ways – in particular, Julie Davis who has a pivotal role as Journal editor and Conference Convenor, and Shane Albertson, who has stepped up to fill in the role of Acting Secretary.

Erich Morgenbesser performed many duties as our Administrative Assistant and was an invaluable support during his time with us.

Finally, I would like to thank Jamie Clothier, our President. She has successfully taken on a very demanding role as president and steered us through the past year with confidence.

This report shows GTAQ has a very sound financial basis for the future.

**Kaye Schwede**

**Treasurer.**

# Membership Report

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*As of 13 February 2018*

Category	ACTIVE	RENEWAL
Associate/ Full-time Student	4	29
Gratis	10	
Individual	35	75
Life	16	
School or Organisation	70	83

Memberships are due 15 March 2018