



Minutes

Institute of On-Site Environmental Management (IOSEM)

DATE	2 March 2011	VENUE	Absorb Environmental, 20 Prospect Terrace, Fortitude Valley
MEETING TYPE	Annual General Meeting	COPIES	
Chair	Malcolm Burgin		
Recorder	Danielle Bolton		
PRESENT	Malcolm Burgin, Lynn Neven, Phil Abernethy, Noel Cuthbert, Gavin Matthews, Rob Nicholson, Craig Sleep, Danielle Bolton		
APOLOGIES	Darren Cowan, Bryan Marshall		

Item	Issue	Endorsements required
1. Minutes of last meeting	<ul style="list-style-type: none"> Minutes from the 24 February 2010 Annual General Meeting 	<ul style="list-style-type: none"> The minutes from 2010 were endorsed. Moved by Phil, seconded by Noel.
2. Financial Report	<ul style="list-style-type: none"> The financial report was tabled. 	<ul style="list-style-type: none"> It was noted that some invoices had been given to Absorb for membership however they need to be reduced from \$250 to \$200. A correction need to be made for with the dates on the 2009/10 financials and recirculated with the minutes. The final balance sheet is currently sitting at -\$13809 due to the loan to Absorb Environmental for \$20 000. It was reiterated that a donation of \$200 per person that attends the Cert IV and Diploma Course (for those that aren't already members) will be given to IOSEM to cover the first year's membership, ensuring all attendees gain membership. This will give the Institute funds to allow the development of benefits to ensure they rejoin at the end of the year.
3. Election of the 2011 IOSEM Committee	<ul style="list-style-type: none"> Call for 2011 Committee Patron (Honorary) Member 	<ul style="list-style-type: none"> The following members were elected to the 2011 committee <p>President - Malcolm Burgin Vice President - Darren Cowan (nominated and invited to accept as not at the meeting) Treasurer - Angela Bradby (nominated and invited to accept as not at the meeting) Secretary - Danielle Bolton</p> <p>Members: Gavin Matthews - Committee Member Craig Sleep - Committee Member Bryan Marshall - Committee Member Greg Beard - Committee Member Phil Abernethy – Committee Member Rob Nicholson - Committee Member Noel Cuthbert - Committee Member Lynn Neven - Committee Member</p>

		<p>Bryan and Greg were not at the meeting and an invitation will be extended them to attend.</p> <ul style="list-style-type: none"> • The 2010 committee were thanked for their work. • The committee agreed to extend a further twelve month membership to Phil Abernethy as an honorary member • Lynn was asked to advise when members gain their full certificate so that IOSEM can upgrade their membership from Associate to Full members. • It was agreed to draft a welcome letter from Malcolm to be given at the course. • Rob suggested that IOSEM might like to consider inviting PhD students as Honorary members to write their thesis on a topic given by IOSEM or inviting influential people (such as select staff of University of Western Sydney) that may be a win/win situation.
<p>4. Other Business</p>	<ul style="list-style-type: none"> • Advertising Jobs for Environmental Managers • Invitation to the Minister for Environment. • Toolbox workshops • Other organisations • Merchandising • Product Accreditation 	<ul style="list-style-type: none"> • Discussion was held over allowing organisations to advertise jobs on the website which should increase the amounts of hits we receive. We could try to get a recruitment agency to advertise on the site and this could be emailed out in our newsletter. • Phil will be extending an invitation to Kate Jones, Minister for Climate Change and Sustainability to attend the next meeting. We need to move it to another night as Wednesday is not suitable for Ms Jones. • Lynn suggested we could run events on toolbox workshops. • Blogs were discussed as a way for members etc to communicate with each other such as course attendees needing help. This could also allow members to keep discussions going. Phil suggested that each committee member must add one topic per year to the blog to help generate activity. Danielle to get a price from IVT to add the Blog system to our website. • Phil will contact Bill Haylock at EIANZ to discuss how we could possibly work together. Malcolm is working with SIA and getting information out through this system. Malcolm to give Danielle information on the upcoming SIA conference.

		<ul style="list-style-type: none"> • Malcolm has 15 hard hats with IOSEM that were donated by Laurence and Hanson. These are available to members for a donation. Malcolm to send Danielle contact details so that we can put their logo on our website as a thank you. Malcolm will get prices on some pens or possibly post it notes. They will need to be environmentally sustainable. • Malcolm has advised that the University of Western Sydney will look at a proposal to test equipment (ie the absorbency of pads) for an IOSEM type rating system. This issue was discussed at the November meeting. The rating icon could easily be the IOSEM logo (1 star = half a yellow hardhat, 2 stars = yellow hardhat plus green leaf etc) . Once this system is able to progress, IOSEM would look to write an Australian Standard. • Members were asked to submit articles to Danielle for the Newsletter.
<p>5. Next meeting</p>	<p>The first meeting will be held at Absorb Environmental however they will be moving in the near future and an address will be forthcoming prior to the next meeting. Meetings will be held on the first Tuesday of every second month with the first meeting being 3 May 2011 at 5.30pm.</p>	