

AGENDA

Details	<p>Date: Wednesday, 10 October 2018</p> <p>Time: 3:45 – 4:00pm Registration 4:00 – 4:30pm Meeting 4:30 – 6.00pm Networking & Refreshments</p> <p>Venue: Technology Park Function Centre Seminar Room 1 2 Brodie Hall Drive, Bentley</p>
Agenda Item 1	Chair's Welcome
Agenda Item 2	Attendance As noted on attendance register
Agenda Item 3	Apologies To be noted
Agenda Item 4	Minutes of Previous Meeting Confirmation and acceptance of minutes
Agenda Item 5	Business Arising Any business arising from the previous minutes
Agenda Item 6	Reports 6.1 Financial Report & Audit 6.2 Chair's Report 6.3 Chief Executive Officer's Report
Agenda Item 7	Notices of Motion 7.1 Constitution – Updated in line with the Associations Incorporations Act 2015 [to be tabled]
Agenda Item 8	General Business
Agenda Item 9	Confirmation of Board Acceptance of Nominations to the Board of Management/Election if required
Agenda Item 10	Guest Speaker To be confirmed
Agenda Item 11	Meeting Closed

We welcome you to stay for refreshments & networking.

MINUTES																																													
Details	<p>Date: Wednesday, 25 October 2017</p> <p>Time: 2:00pm – 2:30pm</p> <p>Venue: Perth Flying Squadron Yacht Club Mele Bilo Ballroom Esplanade, Dalkeith 6008</p>																																												
Item 1	<p>Chair’s Welcome</p> <p>The meeting commenced at 2:05pm and Carlo Gosatti welcomed everyone. He offered his appreciation to everyone for taking the time to attend.</p>																																												
Item 2	<p>Attendance</p> <table border="0"> <tr><td>Joel Douglas</td><td>The Maker Group</td></tr> <tr><td>Gordon Duffy</td><td>Department of Training and Workforce Development</td></tr> <tr><td>John Forrest</td><td>South Metropolitan TAFE</td></tr> <tr><td>Kay Gerard</td><td>FFTI Training Council</td></tr> <tr><td>Alan Gibson</td><td>Planit Cutting Edge</td></tr> <tr><td>Steven Gill</td><td>Maxima Pearling Company</td></tr> <tr><td>Carlo Gosatti</td><td>Inglewood Products Group</td></tr> <tr><td>Karl Green</td><td>South Metropolitan TAFE</td></tr> <tr><td>John Henchy</td><td>Farm Machinery & Industry Association of WA (Inc)</td></tr> <tr><td>Trevor Hislop</td><td>FFTI Training Council</td></tr> <tr><td>Prue Jenkins</td><td>Muresk Institute</td></tr> <tr><td>Libby Kinna</td><td>Apprenticeship Support Australia</td></tr> <tr><td>Robyn Moog</td><td>South Regional TAFE</td></tr> <tr><td>Ric Newman</td><td>EE & JM Newman</td></tr> <tr><td>Geoff Richards</td><td>Richgro Garden Products</td></tr> <tr><td>Alex Rupe</td><td>Cabinet Makers Association WA</td></tr> <tr><td>John Smoker</td><td>Muresk Institute</td></tr> <tr><td>Cheryl Stinson</td><td>Individual</td></tr> <tr><td>Leigh Swalling</td><td>Planit Cutting Edge</td></tr> <tr><td>Marian Taylor</td><td>FFTI Training Council</td></tr> <tr><td>Jodie Wallace</td><td>Department of Training and Workforce Development</td></tr> </table> <p>Minutes:</p> <table border="0"> <tr><td>Glazelle van Wyngaard</td><td>FFTI Training Council</td></tr> </table>	Joel Douglas	The Maker Group	Gordon Duffy	Department of Training and Workforce Development	John Forrest	South Metropolitan TAFE	Kay Gerard	FFTI Training Council	Alan Gibson	Planit Cutting Edge	Steven Gill	Maxima Pearling Company	Carlo Gosatti	Inglewood Products Group	Karl Green	South Metropolitan TAFE	John Henchy	Farm Machinery & Industry Association of WA (Inc)	Trevor Hislop	FFTI Training Council	Prue Jenkins	Muresk Institute	Libby Kinna	Apprenticeship Support Australia	Robyn Moog	South Regional TAFE	Ric Newman	EE & JM Newman	Geoff Richards	Richgro Garden Products	Alex Rupe	Cabinet Makers Association WA	John Smoker	Muresk Institute	Cheryl Stinson	Individual	Leigh Swalling	Planit Cutting Edge	Marian Taylor	FFTI Training Council	Jodie Wallace	Department of Training and Workforce Development	Glazelle van Wyngaard	FFTI Training Council
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Item 4	<p>Minutes of Previous Meeting</p> <p>The minutes from 26 October 2016 and the reconvened meeting on 07 November 2016, have been presented. No amendments were requested.</p> <p>It was asked that the minutes be accepted as an acceptable records of those meetings.</p> <p>Minutes for 26 October 2016 Moved: Geoff Richards Seconded: John Smoker Carried</p> <p>Minutes for 07 November 2016 Moved: Geoff Richards Seconded: Cheryl Stinson Carried</p>																								
Item 5	<p>Business Arising</p> <p>There were no business arising from the previous minutes.</p>																								
Item 6	<p>Reports</p> <p>6.1 Financial Report & Audit</p> <p>There were no issues with the financial audit. Our auditor is Lyons Waddell based at 231 Adelaide Terrace, Perth. Kay provided background on the funding cuts in 2016. She advised members of the Board's concerted effort to meet the new budget. The Training Council underspent in wages, travel expenses, meetings and ad-hoc purchasing. As a result of decreased activity due to funding cuts, there has been a noticeable decrease in stakeholder engagement.</p> <p>In preparation for 2018 there will be increased efforts and the Board will use retained funds to accomplish goals. Funds will be pushed into regional & interstate travel (to meet with key industry stakeholders).</p> <p>Kay asked that the financial audit be accepted as an acceptable record of the Training Council's financial standing.</p> <p>Moved: Alex Rupe Seconded: Cheryl Stinson Carried</p>																								

	<p>6.2 Chair's Report</p> <p>Carlo Gosatti referred to his report and highlighted the impact the WA Labour Plan for Jobs already made. He said it's a useful document and he encouraged members to read it.</p> <p>He also highlighted that the Board attended the Dowerin Field Day in August which included a stay over at Muresk Institute. It was a useful exercise in which the Board had the opportunity to meet people from various organisations and backgrounds.</p> <p>He then referred to the meeting with Minister Sue Ellery to outline how the jobs plan will relate to training. In his opinion he said it will be useful for them to evaluate tangible cases.</p> <p>Lastly he thanked the staff of the Training Council, he's looking forward to working with the team for the next 12 months.</p> <p>A copy of the Chair's report is included with the minutes. [Attachment 1]</p> <p>6.3 Chief Executive Officer's Report</p> <p>Kay referred to the Food, Fibre & Timber Industries Training Council's key performance deliverables as set out by the DTWD. The Training Council provided advice to STB & DTWD 30 times in the last 12 months. She referred to the work on the SPOL as an example. She gave special thanks to all of the Training Council's Stakeholders.</p> <p>A copy of the CEO's report is included with the minutes. [Attachment 2]</p>			
Item 7	<p>Notices of Motion</p> <p>There were no notices of motion.</p>			
Item 8	<p>General Business</p> <p>8.1 Transitioning to the Associations Incorporation Act 2015</p> <p>On 1 July 2016 the Associations Incorporation Act 2015 came into effect and replaced the Associations Incorporation Act 1987.</p> <p>Key points to note</p> <ul style="list-style-type: none"> • All associations that were incorporated under the Associations Incorporation Act 1987 are now incorporated under the Associations Incorporation Act 2015. • Each association must review and update its rules by 1 July 2019 to ensure the rules comply with the requirements of the new Act. • Associations are now required to submit an information statement to Consumer Protection within 6 months after the end of every financial year. • New financial reporting requirements apply to accounts prepared for all association financial years commencing on or after 1 July 2016. 			
Item 9	<p>Confirmation of Board</p> <p>Nominations for the Board of Management were received and the Executive Committee for 2017/2018 are as follows:</p> <p>Food & Beverage Division</p> <table data-bbox="341 1806 1218 1848"> <tr> <td>Cheryl Stinson</td> <td>Self Employed</td> <td>Consultant</td> </tr> </table>	Cheryl Stinson	Self Employed	Consultant
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	<p>Furnishing & Textiles Division</p> <p>Carlo Gosatti Transitional Storage and Logistics Employer Alex Rupe Cabinet Makers Association Industry Association Margaret Sylvester Silver Star Design Wear Employer</p> <p>Primary Division</p> <p>Geoff Richards Richgro Garden Products Employer Ann Maree O'Callaghan Strategy Matrix Employer Ric Newman EE & JM Newman Employer</p> <p>Non elected</p> <p>John Da Silva Aus. Meat Industry Employees' Union Employee Assn Brad Gandy Australian Workers Union Employee Assn</p> <p>Observers</p> <p>Jodie Wallace Dep. Training & Workforce Development Government Agency Prof. Cobie Rudd State Training Board Government Agency</p> <p>Ex-Officio</p> <p>Kay Gerard Chief Executive Officer FFTI Training Council</p> <p>The Chair and Vice Chair's position will be endorsed at the December Board meeting.</p>
Item 10	<p>Meeting Closed</p> <p>In closing Carlo thanked the staff for their hard work during the year. As there were no further business, the meeting was closed at 2:30pm.</p>

NOMINATION FOR EXECUTIVE COMMITTEE

Details	Nominations to the Executive Committee are now being sought. Please note that both the nominator and the nominee must be current members of Food, Fibre & Timber Industries Training Council (WA) Inc.
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I hereby nominate _____ (please print full name)
for election to the Board of Management of the Food, Fibre & Timber Industries Training Council (WA) Inc.

Nominator: _____

Name

Signature

Date

Industry Sector:

Primary

Food & Beverage

Furnishing & Textiles

(Please circle)

I hereby accept the nomination for the Board of Management of the Food, Fibre & Timber Industries Training Council (WA) Inc. 2018/2019.

Nominee: _____

Name

Signature

Date

Industry Sector:

Primary

Food & Beverage

Furnishing & Textiles

(Please circle)

**Please complete and fax to (08) 9361 2900,
or scan and email to
admin@ffitc.com.au
by close of business Wednesday 03 October 2018.**

NOTICE OF MOTION

Details	Notices of Motion for discussion at the Annual General Meeting are now being sought.
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I, _____ (please print full name)
wish the following motion to be moved at the Annual General Meeting on Wednesday 10 October 2018.

Moved:

Name Signature Date

Seconded:

Name Signature Date

**Please complete and fax to (08) 9361 2900,
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by close of business Wednesday 03 October 2018.**

PROXY FORM

Details

If you are unable to attend the Annual General Meeting, and would like to appoint a proxy, please complete this form and return as indicated.

I, _____ (please print full name), as the registered

and authorised representative of _____,

being a member of the Food, Fibre & Timber Industries Training Council (WA) Inc,

hereby appoint, _____ (please print full name), as

my proxy at the Annual General Meeting to be held Wednesday 10 October 2018.

My proxy is authorised to vote for _____,

to the Board of Management should a vote be required, and also to vote in regard to the following MOTIONS or RESOLUTIONS as indicated:

UNLESS OTHERWISE INSTRUCTED, THE PROXY MAY VOTE AS HE/SHE THINKS FIT.

SIGNED:

Name Signature Date

**Please complete and fax to (08) 9361 2900,
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admin@ffitc.com.au
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