

**Australian Aviation Psychology Association – Annual General Meeting 2015 Minutes**

**ATSB Offices– Northbourne Avenue, Canberra, ACT**

**Thursday 5 November 2015 0930am – 1035am**

**Present:**

|  |  |
| --- | --- |
| Melanie Todd | (President/ Chair) |
| Mal Christie | (Treasurer) |
| Michelle Grech | (Co Vice President) |
| Matthew Thomas | (Co Vice President) |
|  |  |
| Stephen Tomkins  Sue Burdekin  Max Martin  Tony Bannister-Tyrell |  |

**Apologies:**

|  |  |
| --- | --- |
| Nicole Gray  Mike Lenne  Jan Davies  Jo DeLandre  Maurice Jennings  Andrew Sturrock  Mike Nendick  Patrick Murray  Kirstie Carrick  Rob Lee | ATSB |

**1. Opening of the AGM**

The meeting was declared opened by the Chair, Melanie Todd, at 0930am. Melanie thanked those present for their attendance and announced the apologies.

**2. Review of previous minutes of the AGM**

The Chair provided an overview of the minutes of the last AGM and the minutes were accepted.

*Action item: Acceptance of the 2014 AGM minutes*

*Proposed: Melanie Todd*

*Seconded: Mal Christie*

*Outcome: Carried*

**3. The Chair provided her President’s report:**

The president indicated that a lot of work was being done behind the scenes. Organisation of the 2016 AAvPA conference is now underway and collaboration with PACDAFF has been established. This will ensure better and closer collaboration with industry. Some of the keynotes have already been sorted. The conference theme is still being discussed. The following keynotes have already accepted:

Martha Grabowski (keynote)

Andrew Neal (keynote)

Margareta Lutzhoft (Invited speaker)

Still awaiting feedback from Carl Macrae - Imperial College London

The venue is now locked in with the Stamford Glenelg, Adelaide booked. The conference will be a joint PACDAFF and AAvPA over 4 days in November. There will be shared keynote sessions in the morning and split workshops. The president thanked the rest of the executive for their support and engagement. In particular, Mal, Michelle, Matt and Wayne Martin.

*Action item: Acceptance of the President’s report*

*Proposed: Melanie Todd*

*Seconded: Matthew Thomas*

*Outcome: Carried*

**4. Treasurer’s report**

Financial Statement 2014/15

Mal Christie gave an overview of the financial position of AAvPA at the AGM (Attached).

The association has pretty much broken even with very little difference between the income and expenses. The financial situation is pretty much equal to the same time last year. It was noted that the journal publication has become very expensive (A$7,900) with the weak exchange rate contributing to this high expense. With membership fees income amounting to A$9530 the ongoing hardcopy publication of the journal is becoming unfeasible. The association has decided to explore the option of an online publication with a view of:

* Investigating the current contractual obligation first, and once that has been clarified
* Seek membership feedback on providing a choice whether they would opt to use soft or hard copy

The aspect of updating the website was discussed, however at this stage due to the expense involved it was decided to delay this.

Matt pointed out that an auditor should have been engaged to review the financial statement. This was acknowledged and will be pursued.

The question of the AAvPA sponsorship was discussed with potential funding being sought through CASA, ATSB and AMSA. An idea was put forward to also seek sponsorship from research institutes and academia. Members to seek other avenues for sponsorship

*Action item: Acceptance of the Treasurer’s report providing audit is completed*

*Proposed: Mal Christie*

*Seconded: Melanie Todd*

*Outcome: Carried*

**5. Secretary’s report**

Michelle provided an update on the change of association name. The response from members was poor with some members expressing concern about this name change. It was decided that at this stage a name change is not warranted. However as the association is being active in bringing in other domains, other than aviation, this aspect can be revisited in a few years’ time. Possibly when there is more of a mix of membership.

*Action item: Acceptance of the Secretary’s report*

*Proposed: Melanie Todd*

*Seconded: Mal Christie*

*Outcome: Carried*

**6. Nominations for AAvPA Non-Executive Committee Positions**

There was one change to the non-executive committee, with Mike Nendick requesting to be removed. Stephen Tomkins volunteered to be part of the non-executive.

Current Non-executive Committee

Ann Williamson (University of New South Wales)

Patricia McDonell (ATSB)

Wayne Martin (Virgin Australia)

Kirstie Carrick (Newcastle University)

Patrick Murray (Griffith University)

**Stephen Tomkins (Qantas airways, ltd.)**

Mike Lenne (Monash Univeristy Accident Research Centre)

Moira Schlossberger (Tiger Airways)

Zana Moss (Qantas Airways)

Louise Raggett (Qantas Airways)

Matt Harris (CAANZ)

Rachael Curry (Ergonomie)

Robert Foster-Lee (RAN-FAA)

Mark Wiggins (University of Macquarie)

*Action Item: Acceptance of nominations for AAvPA Non-Executive Committee*

*Proposed: Melanie Todd*

*Seconded: Mal Christie*

*Outcome: Carried*

**7. Nominations for AAvPA Executive Committee Positions**

No new nominations were received for the positions in the Executive Committee, the current committee expressed interest in continuing.

The AAvPA Committee remains comprised of:

Executive Committee Members:

President: Melanie Todd

Co-Vice Presidents: Matthew Thomas and Michelle Grech

Treasurer: Mal Christie

Secretary: Kitty Cheng

*Action Item: Acceptance of nominations for AAvPA Executive Committee*

*Proposed: Melanie Todd*

*Seconded: Michelle Grech*

*Outcome: Carried*

**8. Other business**

Matthew suggested that we should organise a one day forum for members. Most present agreed. It was agreed that the topic of mental health would be of interest.

* Mental health (Michelle will suss out maritime)
* CASA ran a workshop in June (will discuss with CASA) – Ian Banks
* Sydney rail have launched a mental health programme – this will be checked
* ATSB – CISM for investigators

It was proposed that this should be held in May.

Location: Melbourne or Canberra (ADFA); Sydney airport – Qantas,

100 people attended the last forum so similar numbers anticipated

Charge (50 dollars)

Matt offered to take the lead

Tony indicated it may be too much workload for the exec

*Action Item: to organise a 1 day AAvPA workshop on mental health*

*Proposed: Matthew Thomas*

*Seconded: Michelle Grech*

*Outcome: Carried*

**9. Close of AGM**

There being no other business, the President closed the 2015 AGM at 1035am.

Michelle Grech

A/Secretary

Australian Aviation Psychology Association

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