

### ASSISTANT SECRETARY CONFERENCE REPORT – June 2022

It has been yet another busy year within my role. There is always plenty of information to get out to our Branch Members inclusive from scholarships to conference updates.

With the new website cruising along quite well, we are still struggling to get branch executive photos so that we can put a face to a name. Branches are being very proactive in sending through AGM reports and Branch Executive changes to me on a regular basis now. It is very humbling to see that all these emails that have been sent out are being read. My theory is that if someone is good enough to send it then a couple of minutes to read it can have a positive outcome. There is always information in those emails that could help somebody.

Dropbox is still live for all our branch executives. At this point in time this should remain our main line of communication of documents for branches. Not all are setup with Teams so therefore it can prove quite an issue for accessing what they need.

#### **Queensland Compass**

Mail Chimp is definitely a great way to get our information out to everyone when needed. I am constantly making slight changes to make it more interesting and appealing. I am now receiving the membership updates directly from Jane O'Brien, Louise Winten and Amanda Clark, and with this I should be able to make sure that all members are receiving the e-newsletter. Emails requiring action are still being sent via the branch executive mailing list in the hope it will elicit some sort of branch discussion and feedback. Please continue to pass on any information you would like to see included in the Queensland Compass which is being delivered quarterly.

#### **Conference Minutes**

The transition for the Conference Minutes to a completely digital version is complete with the recent Cunnamulla Conference Minutes now on the ICPA Qld website for everyone to access. Once again, a big thank you must go out to Di Selby for her continued work on collating the minutes. There should also be thanks to Tammie Irons and Noela Wilson for the numerous hours proofreading before finalisation.

#### **Branch Life Membership**

There have been a few Branch Life Memberships awarded this year, Susan McDonald (Springsure/Rolleston), Patricia McKenzie (Cunnamulla), Elizabeth Shoecraft (Dawson Valley), Anne Chater (Dawson Valley) and Emma Brodie (Winton). Wonderful to see such recognition for the dedication that these members give to ICPA. I am also sure there are others in the wind.

#### **Council Support**

I have also been extremely busy assisting council when needed which can consist of reformatting a document to googling some IT issues or just lending a jovial ear. Updating documents are also a continual task making sure they are current which is my time spent well. Leading up to conference, during and after is as any other year takes a lot of my time to ensure we are ready to present a smooth flowing conference and wrapping all things up when conference is over.

#### **Sonia Spurdle**

##### **Assistant Secretary**

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**Correspondence List attached**