

**THE ANNUAL GENERAL MEETING**  
of the  
**ISOLATED CHILDREN'S PARENTS' ASSOCIATION OF  
NEW SOUTH WALES INCORPORATED**

8.30 am on Thursday 7th March 2024

RSL Club  
Brisbane Street  
Dubbo

**Minutes**

Good morning everyone, my name is Libby McPhee, and I am the Secretary of ICPA-NSW. Welcome to the AGM of the Isolated Children's Parents Association NSW held on 7th March 2024.

**Apologies:** There have been apologies received and these have been posted in the conference room as well as emailed apologies received.

**Motion 01.03.24**     *“That the apologies received be accepted.”*

**Moved:** Libby McPhee, State Council     **Seconded:** Laura Stalley, State Council.     Carried

**Adoption of the Minutes of the 2023 Annual General Meeting:**

**Motion 02.03.24**     *“That the minutes of the 2023 Annual General Meeting as circulated electronically be accepted as a true and accurate record.”*

**Moved:** Libby McPhee, State Council     **Seconded:** Laura Stalley, State Council.     Carried

**Business arising from the Minutes:** Nil

**Correspondence:** Nil

**Secretary's Report:** Libby McPhee

**Motion 03.03.24**     *“That the Secretary's Report be accepted.”*

**Moved:** Libby McPhee, State Council     **Seconded:** Laura Stalley, State Council.     Carried

**Treasurer's Report:** Nathan Kitto

**Motion 04.03.24**     *“That the 2023 year audited financial statement of ICPA-NSW Inc. and the accompanying Treasurer's Report be accepted.”*

**Moved:** Nathan Kitto, State Council     **Seconded:** Libby McPhee, State Council     Carried

**Motion 05.03.24**     *“That Colin Harris from Audit and Risk Solutions be retained as auditor for ICPA-NSW Inc. for the 2024 year.”*

**Moved:** Nathan Kitto, State Council     **Seconded:** Libby McPhee, State Council     Carried

**Motion 06.03.24**     *“That family membership of ICPA-NSW Inc. remain at \$18.00 for the 2025 Membership year.”*

**Moved:** Nathan Kitto, State Council     **Seconded:** Libby McPhee, State Council     Carried

**Changes to Constitution.**

These were sent out to members in the required time.

**Motion 07.03.24**     *“That the following amendments be made to the Isolated Children’s Parents’ Association of New South Wales Inc. Constitution Rule 17, Fees and Subscriptions.*

*The following clauses are to be removed:-*

- (c) The annual subscription shall be payable in advance on the first day of January  
and*
- (e) The ICPA-NSW Constitution be aligned with ICPA (Aust) Constitution to allow for membership with ICPA(Aust) and ICPA-NSW and Branches to be a rolling membership.  
and*
- (1) The annual subscription shall be payable in advance by the 18<sup>th</sup> day of January.*

*The following clauses are to be added:-*

- (e) The annual subscription shall be payable in advance.  
and*
- (2) Subscriptions paid online are due 12 months from the previous payment  
and*
- (3) Subscriptions paid manually are due on the 1<sup>st</sup> day of January.”*

**Moved:** Libby McPhee, State Council:     **Seconded:** Nathan Kitto, State Council

**Comments:**

**Judy Sinclair-Newton.** What you have there to be removed is, I think, not what is in the Constitution. There was a bit of back-and-forward and we clarified and then that bottom part is not correct. If we take these minutes to the Corporation Act they may not approve these changes. What we want is that what was circulated to members needed to be amended.

**Tanya Mitchell, President, ICPA-NSW.**

Judy, could you please clarify otherwise this will not be dealt with until the AGM next year.

**Judy Sinclair-Newton.**

The information that went out to members about the changes picked up that things like the “18<sup>th</sup>” and the “rolling membership” isn’t current so that is not in the Constitution at the moment so my concern is that in the Incorporation Act what is being removed isn’t in the Constitution at the moment. I think that whole section of “The following clauses be removed: -” take all that out and it is in the motion that the changes are requested and then the motion notes the changes to be made to Rule 17.

**Tanya Mitchell, President, ICPA-NSW**

Do we have conference’s permission for a word change?

Granted.

**The motion will now read:-**

**Motion 07.03.24** *“That the following amendments that were circulated be made to the Isolated Children’s Parents’ Association of NSW Inc. Constitution Rule 17, Fees and Subscriptions.*

*(c) The annual subscription shall be payable in advance on the first day of January be removed.*

*and the following clauses to be added: -*

*(f) The annual subscription shall be payable in advance.*

*(1) Subscriptions paid online are due 12 months from the previous payment.*

*(2) Subscriptions paid manually are due on the 1<sup>st</sup> day of January.”*

**Moved:** Libby McPhee, State Council

**Seconded:** Nathan Kitto, State Council

Carried

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## **Election of Office Bearers**

All positions were declared vacant, and Sue Kingwill, CEO, Contact Inc., took the Chair for the elections. Appointment of Scrutineers will be appointed if necessary.

***Sue Kingwill, CEO, Contact Inc.***

Thank you once again for the honour of being the Returning Officer and chairing the election of the office bearers for the AGM. Before I go into those formal processes, I just wanted to make a quick comment and acknowledge the work of those council members who have served ICPA-NSW in the last 12 months. Consistently yesterday I heard, and I’m sure that everyone else heard, that the Members of Parliament who play statutory roles and are representatives and were here yesterday consistently talked about ICPA-NSW, and I would reflect that on Federal Council as well, is a force of energy and commitment to be reckoned with. So, I would simply like to say to everybody who have served on the 2023 State Council, thank you for being the voice of equity and access for education for isolated rural and remote children and families throughout the state. I also want to acknowledge the Central West Branch for a magnificent conference. All your efforts have not gone unnoticed.

As the returning Officer I can report that there are sufficient nominations and all nominations have been received by the due time and have all been moved and seconded. As there is no contesting for any of the roles so there is no need for any scrutineers or election processes.

In the first instance you would be aware of a second layer to the council which is the Trustees and there are three people on that who are the Trustees of ICPA-NSW. The Trustees within their three-year tenure at present are Joan Treweeke and Lindy Kitto. Anne Milliken is retiring from that role this year. With that in mind, I have a welcome nomination from Ellen Walker from Rankins Springs and Ellen has been nominated by Kerrie Johnston and seconded by Sally Argent-Smith. We need to have the 2024 Trustee nomination for Ellen formally ratified so could we have a show of hands as an acceptance of that nomination? Thank you and welcome aboard Ellen. That is a great role for you to be taking on.

**Trustees within their three-year Tenure:** Joan Treweeke  
Linda Kitto

***Trustee: Ellen Walker.***

Nominated by: Kerrie Johnston

Seconded by: Sally Argent-Smith

I'll go through all the positions of State Council and at the conclusion I would like to seek the members endorsement and acknowledgement at the end of that process. I also note that if there are any positions that haven't been nominated against, that will be deemed a casual vacancy and state council has the capacity to co-opt to that role in due time. So, it is with great pleasure I share with you the following election results.

**President: Tanya Mitchell**

Nominated by Annabel Strachan. Seconded by Laura Stalley.

**Vice Presidents: (two)**

**Robin Beckwith**

Nominated by David Butler. Seconded by Annabel Strachan.

There isn't a nomination for the second Vice President at this stage so that will be declared as a casual vacancy.

**Secretary: Libby McPhee**

Nominated by Gabie LeLievre. Seconded by Kirsty Wilson.

**Treasurer: Georgina Luckraft**

Nominated by Libby McPhee. Seconded by David Butler.

**Assistant Secretary: Gabie LeLievre**

Nominated by Britt Anderson. Seconded by Annabel Strachan.

**Lone Members Officer: Myfi Kellahan**

Nominated by Libby McPhee. Seconded by Britt Anderson.

**Publicity Officer and Webmaster: Britt Anderson**

Nominated by Gabie LeLievre. Seconded by David Butler.

**Committee (six)**

<b>Tegan Barton</b>	Nominated by Tanya Mitchell.	Seconded by Libby McPhee.
<b>Claire Butler</b>	Nominated by Georgina Luckraft.	Seconded by Libby McPhee.
<b>David Butler</b>	Nominated by Gabie LeLievre.	Seconded by Annabel Strachan.
<b>Laura Stalley</b>	Nominated by Annabel Strachan.	Seconded by David Butler.
<b>Annabel Strachan</b>	Nominated by David Butler.	Seconded by Gabbie LeLievre.
<b>Kirsty Wilson</b>	Nominated by Libby McPhee.	Seconded by Annabel Strachan.

With that in mind I can attest that all positions have been duly executed and I hope by acclamation we can say welcome aboard to all and new State Councillors for the 2024 year. On that note it is with my greatest of pleasure to welcome Tanya back to the chair as the incoming President for 2024. Thank you.

**Tanya Mitchell, President. ICPA-NSW**

I'd like to welcome a new member onto Council and thank our 2023 Council for all the work and time you put in. You are absolutely amazing, and I know that I quite often get mentioned and thanked but I am only as good as my Council, and I couldn't do without each and every one of you. So, thank you very much.

The 52<sup>nd</sup> Annual General Meeting of the Isolated Children's Parents' Association of NSW Inc. was officially declared closed at 9.21 am.

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Tanya Mitchell  
Honorary President  
ICPA-NSW Inc.

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Libby McPhee  
Honorary Secretary  
ICPA-NSW Inc.

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## Secretary's Report

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**Madam President, Distinguished Guests, Fellow Councillors, Delegates, Life Members and Members, it does give me great pleasure to present the Secretary's report for the 2023 year.**

It has been another busy year attending to the secretarial work for the organisation. State Council had a very successful week in Sydney in June for our main deputation week. Forty meetings were attended to take the organisation's policies, and the issues that have come to make these policies from you, the members. These meetings were with the State Government, Departments, and other stakeholders. In October the Executive spent a day in Sydney following up on the issues with some of the Government representatives and stakeholders that we had seen in June.

Letters for all the motions passed at last year's conference were written. We are trying to keep you abreast of the responses to these letters by our motions update in each Top Wire. I do hope you are reading this piece and finding it helpful, especially when it comes to thinking about branch motions for the next conference.

Throughout the year many submissions have been sent to relevant inquiries.

The handbook for State Councilors, and especially for anyone new joining State Council is still a work in progress, unfortunately. All branches that asked for promotional banners should have received them in the mail.

It was truly an honour back in November to be able to celebrate the Walgett Branch's 50 plus years of service to their members. There is so much to celebrate when you think of the volunteer capacity throughout the branches and what has collectively been achieved. Well done, Walgett.

The ICPA flyer in your folders explaining the organisation's structure hopefully will be a useful tool to assist with fully understanding the structure of the organisation. We have plenty of ICPA-NSW flyers that branches are encouraged to take back to their branches to assist with gaining new members. We are only as strong as our membership, and we want to represent you all.

ICPA-NSW members are very lucky to have the current team on State Council. They are a dedicated team with a passion to improve equity of access to education for all rural and remote students from Early Childhood to Tertiary.

We have been working on developing and organising Governance, Management and Microsoft training for the State Council and I am pleased to report that we are all staying back on Friday to do this training whilst we are all in Dubbo. We did receive a small amount of funding from Connellan Airways to assist with this training. Many branches have assisted the organisation by donating funds to assist with our activities.

Throughout the year we have attended many virtual meetings. Apart from our monthly meeting with the RRREP, we meet with CWA of NSW and NSW Farmers; Telstra; NBN and ACCAN; Parents Experience; Disabilities Strategy Group; Bursary and Scholarship panels; just to name a few.

The year ahead looks very busy, and I look forward to assisting you all. Thank you very much to you all for all that you do either on State Council or at a branch level. A special thank you to the Dubbo Conference convening committee who have delighted us and looked after us magnificently for the past few days in Dubbo.

All the best

**Libby McPhee**  
**Secretary**

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## Treasurer's Report

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**Madam President, distinguished guests, fellow members of ICPA, ladies and gentlemen. It is with great pleasure that I present the Treasurer's Report for the 2023 Financial Year.**

These audited financial statements, with accompanying auditor's report, have been prepared by Audit & Risk Solutions Pty Ltd.

### Statement of Income and Expenditure:

#### Income:

Total Income for the 2023 financial year was \$158,000. This is on par with last year.

This amount consists of:

- \* Sponsors & Grants \$74,000
- \* Telstra \$5,000
- \* NBN Co \$4,500
- \* Connellan Airways \$4,500
- \* Department of Education \$60,000

#### **Conference income \$33,000**

As noted last year, while income from the state conference is recognised as income in the financial reports the net result to State Council is minimal to nothing and this is because, at the conclusion of a state conference, the balance of the conference account (less \$1,000), which is now included under the umbrella of ICPA-NSW, is expensed to the convening branch. This means that of the \$33,000 received by State Council for the 2023FY, State Council recognised total conference expense of \$31,000. Noting a portion of the conference revenue recognised in 2023FY (\$8,000) relates to this current conference due to the timing of when sponsorships are received.

#### **Memberships \$9,000**

At the end of the 2023FY, ICPA-NSW had 25 financial branches (not including Lone Members). Membership numbers for 2023 are included in the Membership Officer Report.

The 2024 memberships are currently still coming in, with a large portion of the 2024 memberships not coming in until after the end of the 2023FY (Jan & Feb 2024). Considerable improvements to the renewal process have been achieved and a sincere thanks to Judy Newton for her tireless efforts in this regard. We continue to strongly encourage all members renew online as the utilisation of technology is an important step in enhancing the efficiency of the organisation. It's also a timely reminder that Branch AGM's need to be held in October or early November as this really helps with ensuring that all members are financial at the close of the financial year (December). It also ensures that branch fees are set prior to the opening of the next membership year.

#### **Merchandise sales \$2,700**

Merchandise sales have remained stable. We thank David Shrimpton for his diligence in managing the merchandise.

#### **Other sales \$40,000**

This category in the financial statements includes all other income received by ICPA-NSW during the 2023 FY including:

#### **Interest \$1,700**

#### **Donations \$5,370**

This amount reflects donations to State Council. Individual members or local branches can donate. We've had some very generous donations to State in 2023 and thank you all for your support big or small.

#### **Advertising \$16,500**

This amount has increased significantly compared to last year which as reported last year, was due to a delay in the issuing of the 2022 advertising invoices. Of the amount received (\$16,500) \$8,700 (approx. 50%) pertains to the 2022FY.

#### **Affiliation fees \$16,000**

This is the portion of memberships that relates to Federal ICPA and the relevant Branches. What this means is that, although ICPA-NSW recognises these fees as income, we do not hold any of these funds as they are all expensed out to the relevant Branches and Federal ICPA. Total affiliation fees paid out for the 2023FY was \$17,600. The difference between affiliation fees received and paid out (\$1,600) is due to a timing difference between when the fees are received & when they are paid out.

#### **Expenditure:**

Total expenditure for the 2023 year was \$141,500. This is down on last year (\$25,500). Of note are following:

#### **State councillor expenses \$66,700**

This represents the cost associated with councillors attending meetings such as deputation as well as the costs associated with attending meetings, delegations, and State & Federal conference, including state conference expenses incurred by State Council. State councillor expenses have increased by 11%. Like all of us, State Council has not been immune from inflationary pressures. The costs associated with moving bodies and humans around the country has not reduced.

#### **State conference \$31,000**

This expense has been addressed previously in this report (see conference income).

#### **Newsletter \$9,800**

Top Wire costs have reduced by 33%. This is a pleasing result, and we acknowledge Kerri Johnston for her ongoing efforts as Top Wire editor.

#### **Subscriptions \$3,300**

Subscriptions to Zoom, Dropbox, Mailchimp, QuickBooks, Microsoft and Survey Monkey have continued this year. These are vital services that enable State Council, which is geographically diverse, to meet and function administratively. State Council continues to monitor the services we have subscriptions to ensure they continue to meet our ongoing and evolving needs.

#### **Net Profit/Loss:**

The net result for the 2023FY is a profit of \$16,500.

#### **Assets and Liabilities Statement:**

As at the 31st of December 2023 ICPA NSW has:

#### **Assets**

Total assets for the 2023 year \$251,500

This amount consists of:

\* Cash and Cash equivalents \$243,400

Included in this amount is

\* Lone members account \$15,500

\* Unexpended Donations \$14,700

The Unexpended Donations Account received no deposits this year apart from \$183 in interest.

\* Plant and Equipment \$871 (after depreciation)

There were no new items of equipment purchased during the 2023FY.

**Accounts receivable \$2,800**

\* **Merchandise on hand \$4,400**

**Liabilities**

Total liabilities for the 2023 year \$59,500

This amount consists of:

**Accounts and other payables \$32,400**

Included in the amount is:

\* Lone Members Trust \$22,800

\* Unexpended Donations \$9,500

Both these accounts have not been utilised this year. As such the balance remains the same.

\* Net GST payable \$7,100

All ATO obligations have been met and paid.

**Grants received in trust \$20,000**

This is an amount was a FRRR grant received on behalf of the Walgett Branch. These monies have been dispersed to the Walgett Branch for utilisation per the grant agreement. As the responsible body for this grant ICPA-NSW does have reporting obligations under the grant agreement which will be reported upon next year upon the conclusion of this grant by Walgett Branch.

**NSW/Vic Lone Members:**

As outlined in last year's report Lone Members are now amalgamated with ICPA-NSW. Whilst Lone Members can make independent decisions, from a financial standpoint, their activities form part of and are included in ICPA-NSW overall financial performance.

Having the Lone Members under the ICPA-NSW umbrella ensures that all Lone Member funds are accounted for correctly, including any GST obligations. All income to the Lone Members is recognised as income to ICPA-NSW. All expenses incurred by Lone Members to external parties will be recognised as expenditure to ICPA-NSW. The distribution of Lone Members Branch affiliation fees are transfers and no expense is recognised.

I thank Claire Butler, our Lone Member officer for her diligence and Irene Lund for her offers of support as need be, it is greatly appreciated.

**Sponsorship:**

ICPA-NSW acknowledges the continued and valued support of Telstra, NBN Co, Connellan Airways & The Department of Education. We also acknowledge the generous donations made by families, branches, and organisations, whether it be financial, in kind or time. Our organisation does not exist without your continued support and so we offer our deepest thanks for all that you do to ensure we can continue to support you in the things that matter most to you, your families, and the communities within which you live.

**Summary:**

In summary the 23FY has been a pleasing financial result. With a \$25,000 reduction in total costs ensuring a positive outcome. What this does highlights is that, for organisations such as ours, where revenue generating opportunities are relatively limited, the continual monitoring and management of expenses is key to our ongoing success and viability.

We can confirm the ICPA-NSW has sufficient funds to cover immediate obligations and operations for the current (24FY) financial year. ICPA-NSW notes the need to secure additional revenue. This is the case for all community-based not-for-profit organisations. Funding security is an ever-increasing challenge for both ICPA-NSW and the broader community. This is certainly something that, when we have a fairly heavy reliance on Government funding, we are at the mercy of receiving that funding and if we don't receive that then we get an awkward little game of musical chairs where the music stops, and no one brought the chairs. So, it is one of those things. It is not unique to ICPA-NSW. It is across the board in the industry that we operate in as far as not-for-profit and community-based organisations are concerned. It is an ongoing and continual risk, and I



would certainly suggest that, from a financial perspective, securing funding for the future, certainly for the next twelve months and beyond that, that risk at the moment is probably high. That is not to be alarming because it is probably high for most organisations such as ours. So, it is really important to focus on securing funding.

I would also like to float the idea, and this is not putting set numbers on anything but more to start a conversation around the utility in setting a membership for across the board regardless of which branch you belong to so that every member pays the same amount. Currently the way a membership functions is that you pay according to whichever branch you belong to. For instance just say that it is \$60 then \$25 of that goes to Federal Council, ICPA-NSW keep \$18 of that, and the balance goes to the branch. So, the membership that you pay, whatever that number is, does not all go to the branch. It is split up so that when that fee is distributed it is different for each branch which results in different amounts of membership coming through and while that is not particularly a big deal, at the end of the day it does place an administrative burden on those who must deal with the distribution of funds.

What that would look like depends on the number that was chosen and set and this is why this is a conversation and not a decision that has been made, is that there would certainly be some branches which would receive more than what they currently receive now and then there would be some branches which would, potentially and depending of the number that was agreed upon, may receive a little bit less. This is more about sowing the seed for the idea and to see if we can try to streamline the membership process and do our part to make the membership, the renewal, and the management of it a little bit more efficient. So, I just wanted to raise that. It is not a decision. It is a conversation starter.

For the 2025 financial year the family membership remains at \$18. This is also a conversation that needs to happen because that amount hasn't changed for quite a while. With regards to membership, when you change bits of it there is a flow-on effect so if we can harmonise it and make sure that it is equitable across the board then that would be an awesome outcome.

**Acknowledgements:**

I would like to offer my sincerest thanks to membership those on State Council whom I have had the privilege of serving alongside. Your commitment and diligence, both individually and collectively, is to be commended. I would personally like to thank our President Tanya Mitchell and Secretary Libby McPhee for your ongoing support and confidence.

To Judy Newton our Federal Membership officer. Thank you for your diligence, attention to detail and long hours you commit to ensuring the effective operation of our membership program. I have deeply valued your support. To the many Branch Treasurers, thank you for the vital role you play within each of your Branches. The role of Treasurer is often a difficult one to fill, so your continued commitment and hard work is greatly appreciated.

**Nathan Kitto.**  
**Treasurer.**

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## The Top Wire Report

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**Madam President, distinguished guests, fellow members of ICPA, ladies and gentlemen. It is with great pleasure that I present The Top Wire Report.**

Firstly, congratulations to ICPA-NSW State Council for another year of writing reports and providing portfolio and motion updates for The Top Wire! Members love reading about where things are up to after motions are passed at State Conferences and what transpires throughout the year on the advocating front. Thank you for taking the time to help me with the proof-reading process of each edition which ensures we keep The Top Wire at the premium level we strive for and for never complaining about the sometimes-ridiculous turnaround time frames that I keep you to, in order to get The Top Wire publications out to members in a timely manner.

I'd like to acknowledge the organisations that have regularly supported The Top Wire throughout last year with useful information for parents. These include the Gidget Foundation with perinatal/postnatal-and-coming articles, Royal Far West and their focus on early intervention services such as speech pathology/occupational therapy, Tresillian who offer several 'first stop' options for parents with general concerns over their baby or toddler, NSW Centre for Effective Reading with their helpful phonological awareness/ phonics/vocabulary and reading fluency articles and the Dept of Education with their tips on accessing the NSW Education Parent App, Distance Education for preschoolers, the National Student Wellbeing program, Telstra & NBN have also been consistent with contributing articles regarding the up and coming 3G closure, new satellite plans and communication updates for which we thank you.

During last year's conference the wonderful Jess Donoghue of The Empowered Muse (aka the Conference Photographer!) collared several Conference attendees to be models for an updated ICPA Merchandise section of The Top Wire. The May edition was the first edition to include this spruced up Merchandise section and we will continue to use these models throughout future editions.

Throughout 2023 the following branches have contributed to The Top Wire: Hay, Boomi, Monaro, Rankins Springs, Wenworth, NSW/VIC Lone Members, Broken Hill, Central West Plains, Louth, Walgett, Lord Howe Island and Nyngan branches. I thank these branches who have contributed, and I note that it is a 70% increase on last year's branch contributions so now we just need to have the remaining 17 branches jump on board for 2024 and share with our members something that is happening in your branch. It mightn't be anything especially significant but whatever it is doesn't matter, nor does the size of the article matter, but ICPA-NSW members are always interested to learn about what goes on in the lives of rural and remote families.

Thank you to the schools who have supported The Top Wire with advertising during 2023 and a special thank you to Claire Butler who efficiently collates information from the schools in readiness for the bumper November edition of The Top Wire.

Finally, many thanks to the Rankins Springs Branch who consistently come together every three months to package and post each edition of Top Wire to all our members.

**Kerrie Johnston**  
**Top Wire Editor**

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## Merchandise Report

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**Madam President, distinguished guests, fellow members of ICPA, ladies and gentlemen. I have the pleasure in presenting the Merchandise Report to you.**

Since my last report at the State Conference in Bourke 2023, there have been good sales of merchandise at both the State Conference in Bourke and the Federal Conference in Darwin. I thank Mrs. Georgina Luckraft who took on oversight of the merchandise at Federal Conference as I was unable to attend Darwin and I thank her for stepping into this role.

The two new lines of merchandise. Sock-savers. They have many uses. For those who are into horse events and gymkhanas, they keep your horses' hooves clean. Two pairs and you keep four hooves clean. Or if you are doing bookwork? Now some of you who are a bit older will remember they used to use them to keep their sleeves clean when doing bookwork and save the ink from damaging their clothing. Also we have a newly designed cap so if your significant other is not here come and see me up the back and grab something for them as you leave. Both have sold well. The introduction of EFTPOS card facilities via 'Square' has facilitated direct online payments and assisted in managing stock levels. There are a couple of lines that have been reduced in price to clear stock. This reduction in stock has enabled merchandise to be contained in one large suitcase, which makes it easier for traveling to and from conferences.

A reminder to all, that ICPA merchandise is available for branches to display at their events and functions, please contact the Merchandise Convener to arrange.

Please note the following breakdown of merchandise on hand:

| ITEM                     | February 2024 |
|--------------------------|---------------|
| <b>Polo Shirts</b>       |               |
| Men's                    | 3             |
| Women's                  | 5             |
| <b>RB Sellars Shirts</b> |               |
| Women's                  | 20            |
| Men's                    | 9             |
| <b>Sock Savers</b>       | 50            |
| <b>Stubbie Holders</b>   | 8             |
| <b>Men's Neck Ties</b>   | 3             |
| <b>Caps</b>              | 72            |
| <b>Scarves</b>           | 4             |
| <b>Keyrings</b>          | unknown       |

**David Shrimpton**  
**MERCHANDISE MANAGER**

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## Webmaster Report

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**Madame President, distinguished guests, fellow State Councillors, ICPA members, ladies, and gentlemen, it is with great pleasure that I present to you the Publicity Officer and Webmaster Report.**

The 2023 – 2024 period saw opportunities for me within the Publicity Officer role that has been invaluable. The 2023 conference held in Moree was my first conference in this role and my first hands on experience managing the technology for the conference to run smoothly. Although a daunting and stressful task, with a room of people watching, I also found this experience to be very enjoyable and humbling. Like all conferences, it was an incredible experience to meet new people, learn new things, understand positions and policy, and be inspired with a newfound enthusiasm to take home to my branch. But attending conference as a state councillor and in the publicity officers' role also brought a sense of accomplishment.

In June, state council attended deputation in Sydney and the learning continued. I have been navigating how our members would like to see these updates and progress via social media and by attending deputation, it allowed me to have a deeper understanding of processes and insights on how I can distribute information to our members. The contacts gained and meetings held during deputation allowed me to create a bigger 'watch and report' circle through social media. The names of departments, businesses, and organisations that 'come up' in conversations in these meetings provided great resources, research, and connections, and I am then able to pass this information along via the ever-evolving world of socials.

Federal Conference was held in July of 2023 in Darwin and again, I had the privilege of attending in my Publicity Officer role for NSW State Council. It was particularly wonderful to meet Publicity Officers and Webmasters from other states and form friendships to negate future development on a national level. Federal Conference in Darwin also saw NSW State Council pass a motion to host the 2024 Federal Conference and a highlight for me, was creating the logo and promotional video for conference. Nervously, I watched the room view the video and I was thrilled to have that opportunity as creating videos is a very new skill.

Other highlights from this past year have been working with Kerrie Johnston and Hannah Calcino the editors of Top Wire and Pedals magazines respectively and I look forward to work with them in the future. The creation of the Publicity Officer's meetings has been fabulous also. Our Zoom meetings have been well attended by all states and the experience between all the ladies has formed a sounding board and unity with our social media posts.

Facebook and Instagram continue to be the main sources used for social media. However, through the Publicity Officers nationally, LinkedIn is being explored as a possible addition, especially in terms of key stakeholders as this program is proving to have very up to date information and in real-time. It was around this time, that the role of Webmaster began to intertwine with the role of publicity. There has been an enormous amount of work going on in the background at a federal level as the ICPA website and databases continue to develop. This in turn with provide our members with a more user-friendly and up to date website. The gallant effort by Federal Council is to ensure that the glitches and problems we have seen in the last year or two are eliminated.

As I wrap my head around the website and the webmaster role, I ask that people are patient with me and please do not hesitate to contact me if you notice something that isn't quite right. I have been blessed by having both Gabie Le Lievre and Nikki Macqueen on speed dial as there is much to learn! I hope our members have enjoyed looking at the 2024 calendar photo collages, I have tried to represent all branches through the months and to demonstrate how diverse NSW really is.

**Britt Anderson**  
**Publicity Officer and Webmaster**

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## Membership Officer's Report

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**Madam President, distinguished guests, fellow members of ICPA, ladies and gentlemen. It is with great pleasure that I present the Membership report on behalf of Claire Butler.**

There is no doubt that 2023 will be known as the year of change in the memberships space. ICPA (Aust), under the steady guidance of Federal Memberships Officer Judy Newton, has created a more secure online system for both the payment of memberships and storage of personal information. This new platform has protections in place to ensure that members' information is safely stored separate to the main ICPA website and only trained and authorised ICPA officers can access this information for the purposes of membership business.

Each membership now runs for a 12-month term from the date of payment, to enable members to have a full twelve-month membership regardless of what time of year they join or renew. The new database sends auto reminders to members when their renewal date comes around. There is also a rolling memberships option being built into the platform for members who simply want to set and forget their annual membership by authorising an auto payment.

Membership fees are made up of a portion for the branch, a portion for the State and a portion for Federal ICPA. Branch, State and Federal ICPA decide their fee portion at their individual AGMs. ICPA (Aust) has increased the 2024 Federal component from \$22 to \$25. The NSW state fee remains at \$18, whilst branches set their own portion at their AGMs each year.

We therefore have a legacy issue whereby members pay different fees depending on which branch they belong to. We need to think about how we navigate through our branch fee structures to bring consistency. I recommend branches think about how we can move forward with a consistent branch fee to reduce confusion and harmonise the fee structure. This will take some consideration from individual branches because some may need to reduce their fee and others may need to raise it to get that consistency, State Council is very open to ideas or ways that we can help. I urge all of you to consider the benefits of having the same fee across all branches.

Historically, the membership fee was received at branch level and the branch kept their component and forwarded the State and Federal components on to ICPA-NSW and ICPA (Aust) respectively. With the new online payment system, it is now the reverse. Federal receives the fee and then distributes to the State and Branch their portions. Whilst this process has significantly increased the workload on the Federal Memberships Officer, it has reduced the workload on branches. An unintended consequence is that branches must adjust to new ways of connecting with their members - whilst joining online is now quick and easy, we need to find ways where we can still connect on a personal level with our members and that is a focus we can prioritise for 2024. I look forward to working with all branches to ensure we are still connecting on a personal level with our members because without personal connection, we don't get the important face-to-face and social interactions that are the fabric of our organisation. Membership renewals have really started to roll in since the new platform was set up in January and we have not removed anyone from the database to give members time to adjust to the new system. With this in mind, there are currently 711 NSW members. I would ask that members refrain from posting me cheques in the mail and instead join online. We all live remotely, so to get to a bank is difficult and impacts your membership because it is just not an efficient process.

Change in any organisation involves consistent team effort to get things done, it requires flexibility to adapt to unforeseen issues and a vision that the desired outcomes will make all our roles easier and more efficient. It also requires a momentum that can sometimes be hard to keep when we consider all the things we have to do in our days and this momentum is certainly something I have struggled with. I would like to acknowledge the supportive networks within ICPA who have helped work through unintended consequences of our changes and maintained the momentum required to 'get there'. The intent has always been to reduce the workload on our

branches, to make it easier to join ICPA and easier to keep members and I would like to personally thank all branch executives for putting up with my random text messages or phone calls during this time. I will say, it has been nice to speak to so many of you though.

On behalf of ICPA-NSW I would especially like to thank Judy Newton, Federal Memberships Officer for the absolute power of work that has been undertaken in this space and we look forward to enjoying this streamlined system – a bit like when you leave the corrugated gravel road and hit the bitumen, the journey is a lot smoother and I think we have finally hit the bitumen!

I would also like to thank Top Wire Editor Kerrie Johnston for her patience and understanding – you might wonder what the Top Wire Editor has to do with memberships, but we have labels to print and other things that happen in the background like the schools advertising and Kerrie is always so understanding every quarter when it is time for me to download our membership list and print the labels! Kerrie then rallies the troops at Rankins Springs, and then they package up the Top Wire, it all comes together nicely but I am always in awe of the work that goes on in the background.

To Tanya and the team on State Council, you all do a remarkable job for our member families, often at the sacrifice of your own family time. To Nathan, thank you for your trusted stewardship as treasurer and Georgina for bouncing ideas and pragmatic solutions – you make the membership’s role much easier at the expense of your own roles growing larger. I cannot thank you enough. I am sorry that I cannot attend conference in person, however I look forward to continuing to work with you from afar as we think of unique ways to encourage memberships of ICPA!

**Remember – to improve is to change; to be perfect is to change often!**

**Claire Butler  
Membership Officer**

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