

QEST Inc. ANNUAL GENERAL MEETING to be held via teleconference, Wednesday 21st July 2021

Meeting Opened: 3.44PM

Chair: Nikki Bradford

Minutes taken by: S O'Keeffe

- 1. Attendance:** L Adamson, N Aird, G Benger, N Bradford, J Burton, C Clements, V Cunningham, A De Silva, F Elia, P Evans, C Forrestal, A Gregory, S Hunter, V Jordan, S Lewis, J McIntyre, S McLauchlan, C Newton, S O'Keeffe, A Parkes, J Peebles, N Radke, J Robertson, M Seymour, W Shearer, B Stumer, K Tatzenko, J Walters, C Weller, K Small, D O'Neill, S Aylott, B Jones, P McNaught, K Millers, D Batham, (L Benecke – Guest)
- 2. Apologies:** K. Connolly, B Cooper, D Crewe, D Darby, C Futch, J Harris, S McMillan, R Neucom, J Norman, M Nortje, J Nucifora, A Rowe, M Sheldrick, L Smith, S Whyte, S Wolens, A Hoschke, C Tsan Tsan
- 3. Minutes from the previous AGM**

MOTION: That the minutes from the previous AGM, held Wednesday 29th July 2020, are true and correct.

Moved: Sharon O'Keeffe;

Seconded: S Hunter

Carried

Business arising from the previous AGM.

Due to 2 SLAA recipients being unable to use their awards (Michelle Field and Helen Greenslade) these have now been passed onto Annette Hendrix and Jaime McIntyre.

4. President's Report – Nikki Bradford

QEST President Report, 2021 AGM

This past year we continue to be challenged by the experience of constant change and adaptation to deliver effective science education, as well as support our peers across the state and country. I am very proud of the manner QEST members are operating under pandemic circumstances – supporting each other and maintaining professionalism in the workplace. Never take for granted your ability to be flexible, helpful, professional and polite towards others.

In the absence of opportunity for face-to-face training, the QEST team sought alternative professional development, networking opportunities and support for members across Queensland. ConQEST partners offered exclusive online training opportunities and special product offers to assist our members in their roles. We are particularly grateful for the support from Doug Bail, Stuart Lewis, Dr Gurion Ang, Steve Garrett and Mark Bourke. Our hope was to provide opportunity for members and corporate partners to network and further professional relationships, sharing product information in a manner that would assist both parties long term – and I feel we achieved this.

Despite the external challenges, our QEST representatives have successfully led the way for change in the recognition of our role and how we deliver support for members in the absence of face to face training. Thank you to everyone who has jumped on board to assist representatives in their roles by providing job role information, sharing technical knowledge, offering to host events, giving feedback and sending notes of gratitude.

Our membership continues to grow, and the QEST team continue to stretch themselves professionally, learning new ways to administrate, communicate and operate. Although we hoped to continue virtual workshops in 2021, the start to the school year had members and volunteers alike stretched in the demands in their roles. All going well with the world, ConQEST21 will be held during the second week of September school holidays, at the Sunshine Coast University. The ConQEST Organising team has lined up some exciting workshops and keynote speakers for this year's theme "Sustainable Science".

Contingency plans will be put in place for virtual training should there be mandatory lockdowns that prohibit the event from being held.

Next year, ConQEST22 will return to the University of Queensland Gatton Campus during the June-July holidays, where I look forward to a face-to-face AGM. The support that we receive from the staff at UQ is nothing short of exceptional. QEST members enjoy the ease of on campus accommodation away from the distractions of the city, and we have many topics to explore that did not eventuate in 2020. QEST continues to be supported by Doug Bail and his team of programmers at Ciderhouse Tech through Website hosting and tailored programming of the QEST membership portal, which includes reporting features to assist volunteers in their roles. This support equates to a Platinum Sponsorship to our organisation, valued at over \$10,000. We are very grateful for this generous support.

In 2021-2022, our aim is to broaden our reach to Science Technicians throughout Queensland, empower member confidence in sharing their knowledge with their peers using different technologies, and to continue our professional partnerships in the technical and practical delivery of Science Education.

I personally wish to thank those who have assisted in QEST's management, maintaining professional relationships with science education organisations, creating resources, sharing information with peers, facilitated networking and hosting regional training events. It is a pleasure to represent and work with such a cohesive and dedicated team of volunteers.

Nikki Bradford, QEST President 2014-2021

MOTION: That the President's Report be accepted.

Moved: Nikki Bradford;

Seconded: S O'Keeffe

Carried

5. Presentation of the Financial / Auditor's Report – Jenny Walters

Profit and loss

Qld Education Science Technicians Inc

For 1 May 2020 to 30 April 2021 vs 1 May 2019 to 30 April 2020,
accrual basis

CODE	ACCOUNT	AMOUNT	COMPARISON AMOUNT	VARIANCE (%)
INCOME				
24	ConQEST Income- ConQEST accommodation	-	\$9,642.33	-100.0 % ▼
-	ConQEST Income	-	\$17,306.30	-100.0 % ▼
4010	Sales	-	\$7,765.00	-100.0 % ▼
-	Merchandise Sales	-\$266.00	\$755.88	-135.2 % ▼
-	Membership Fees	\$16,084.00	\$7,600.00	111.6 % ▲
	Total Sales	\$15,818.00	\$16,120.88	-1.9 % ▼
4015	Other Income	-	\$2.00	-100.0 % ▼
-	Interest Income	\$104.72	\$278.46	-62.4 % ▼
-	Advertising	\$40.00	\$280.00	-85.7 % ▼
4-0000	Income	\$157.05	-	-
	TOTAL INCOME	\$16,119.77	\$43,629.97	-63.1 % ▼
	GROSS PROFIT	\$16,119.77	\$43,629.97	-63.1 % ▼
EXPENSES				
-	Securepay Processing fee	\$260.68	\$122.98	112.0 % ▲
-	WorkShop Expenses	-	\$1,245.93	-100.0 % ▼
6340	Teleconferencing	\$179.88	\$194.87	-7.7 % ▼
-	Suncorp Bank Account	\$128.00	\$1,838.79	-93.0 % ▼
6334	Subscriptions	\$295.36	\$407.00	-27.4 % ▼
-	Professional Development Confer	\$1,907.50	\$1,550.00	23.1 % ▲
6250	Postage and Delivery	-	\$81.25	-100.0 % ▼
6240	Miscellaneous	-	\$192.52	-100.0 % ▼
6140	Gifts and Donations	\$233.95	-	-
6265	Freight and Delivery	\$35.00	\$108.64	-67.8 % ▼
6160	Dues and Subscriptions	\$57.60	\$56.60	1.8 % ▲
-	ConQEST accommodation	-	\$8,157.00	-100.0 % ▼
-	ConQEST Presentation	-	\$188.50	-100.0 % ▼
-	ConQEST Dinner	-	\$367.00	-100.0 % ▼
-	ConQEST Catering	-	\$14,007.50	-100.0 % ▼
-	ConQEST Bags	\$194.25	\$402.15	-51.7 % ▼
6125	Books and Publications	\$50.00	\$50.00	0.0 %

Profit and loss

Qld Education Science Technicians Inc

For 1 May 2020 to 30 April 2021 vs 1 May 2019 to 30 April 2020,
accrual basis

CODE	ACCOUNT	AMOUNT	COMPARISON AMOUNT	VARIANCE (%)
6120	Bank Service Charges	-	\$50.00	-100.0 % ▼
-	RTGS processing fee	-	\$2.50	-100.0 % ▼
-	RTGS inward fee	-	\$5.00	-100.0 % ▼
	Total RTGS processing fee	\$0.00	\$7.50	-100.0 % ▼
	Total Bank Service Charges	\$0.00	\$57.50	-100.0 % ▼
-	Accounting Fees	\$3,490.00	\$1,408.00	147.9 % ▲
6-0270	Depreciation - Plant & Equipment	\$1,282.86	-	-
6-0400	Insurance - General	\$978.00	-	-
6-1000	Discretionary Expenses	-	-	0.0 %
6-1080	General expenses	-	\$2,550.48	-100.0 % ▼
6-2030	Other education expenses	-	\$2,896.51	-100.0 % ▼
6-2110	Subscriptions & Memberships	-\$18.00	-\$18.00	0.0 %
	Total Discretionary Expenses	-\$18.00	\$5,428.99	-100.3 % ▼
6-3000	Fixed Expenses	-	-	0.0 %
6-3004	Clothing & Accessories	-	\$712.26	-100.0 % ▼
	Total Fixed Expenses	\$0.00	\$712.26	-100.0 % ▼
	TOTAL EXPENSES	\$9,075.08	\$36,577.48	-75.2 % ▼
NET POSITION				
	Income	\$16,119.77	\$43,629.97	-63.1 % ▼
	Cost of goods sold	\$0.00	\$0.00	0.0 %
	Gross profit	\$16,119.77	\$43,629.97	-63.1 % ▼
	Expenses	\$9,075.08	\$36,577.48	-75.2 % ▼
	Other income	\$0.00	\$0.00	0.0 %
	Other expenses	\$0.00	\$0.00	0.0 %
	NET POSITION	\$7,044.69	\$7,052.49	-0.1 % ▼

MOTION: That the QEST Audit report for year ended 30th April 2020 being prepared by Gold Group Consulting be ratified via email

Moved: Jenny Walters

Seconded: S Lewis

Carried

MOTION sent via email(date): That the QEST financial report for year ended 30th April 2021, as prepared by Gold Group Consulting, be accepted

Moved: Jenny Walters; **Seconded:** (RESULT)

6. Appointment of an Auditor – Jenny Walters

MOTION: That the appointment of an Auditor for the 2021 – 2022 financial year be ratified via email

Moved: Jenny Walters;

Seconded: S Hunter

Carried

MOTION sent via email (date): That x company of x address, be appointed as Auditor for the 2021 – 2022 financial year

Moved: Jenny Walters; **Seconded:** (RESULT)

7. Membership Coordinator's Report – Jacqui Burton

QEST Membership Report for 2021 AGM

There are 154 member schools for this 2021 – 2022 financial year. It is good to see that even with restriction due to COVID-19 we have maintained membership to our professional organisation and have clearly been able to assist our members (all be it, digitally).

Our membership is currently made up of 273 Corporate memberships and 48 Individual Memberships. (Note: Corporate memberships can have up to 4 people at the same school)

Please let us know if there are any workshops or assistance we can provide. Or ideas you may have to benefit our school based Technical members.

Jacqui Burton,
QEST Membership Coordinator
Prepared 7th July 2021

MOTION: That the Membership Coordinator's Report be accepted

Moved: Jacqui Burton;

Seconded: N Bradford

Carried

8. Election of Office Bearers – Louanne Benecke

*Nikki Bradford invited Louanne Benecke to the chair for the election of office bearers.
All positions were declared vacant.*

President:

- Nikki Bradford of Pittsworth SHS; Nominated by Linda Adamson, Toowoomba Grammar School;
Seconded by Veronica Cunningham, Toowoomba Grammar School. Elected unopposed

Nikki returned to the chair for the remainder of the meeting.

Vice President:

- Sharon Hunter of Victoria Point SHS; Nominated by Jake Peebles, Victoria Point SHS; Seconded by Nikki Bradford, Pittsworth SHS. Elected unopposed

Secretary:

- Sharon O'Keeffe of Lockyer District High School, Gatton; Nominated by Nikki Bradford, Pittsworth SHS;
Seconded by Sharon Hunter, Victoria Point SHS. Elected unopposed

Treasurer:

- Jennifer Walters of Bowen SHS; Self-nominated; Seconded by Nikki Bradford, Pittsworth SHS. Elected unopposed

Membership Coordinator:

- Jacqui Burton of Cavendish Road SHS; Self nominated; Seconded by Sharon O'Keeffe Lockyer District SHS. Elected unopposed

Webmaster:

- Annette Gregory, Ignatius Park College, Townsville: Self Nominated; Seconded by Nikki Bradford, Pittsworth SHS, Pittsworth Elected unopposed

You Tube Administrator:

- Christine Forrestal, Springfield Central SHS: Self Nominated; Seconded by Nikki Bradford, Pittsworth SHS. Elected unopposed

Social Media Coordinator: *NIL RECEIVED, Nominations shall be called from the floor of the AGM*

- Nikki Bradford of Pittsworth SHS; Self- Nominated; Seconded by Sharon O’Keeffe, Lockyer District SHS. Elected unopposed

Social Media team: Nikki Bradford, Annette Gregory, Christine Forrestal, Jenny Walters and Sharon Hunter

LabLINK Editor:

- Sharon O’Keeffe of Lockyer District High School, Gatton; Nominated by Nikki Bradford, Pittsworth SHS; Seconded by Sharon Hunter, Victoria Point SHS. Elected unopposed

LabLINK Subcommittee Members:

(positions are not limited) NIL RECEIVED, Nominations called from the floor of the AGM

- Sandra Lewis
- Megan Seymour
- Katherine Tatzenko

ConQUEST22 Coordinator:

- Nikki Bradford of Pittsworth SHS; Nominated by Linda Adamson, Toowoomba Grammar School; Seconded by Veronica Cunningham, Toowoomba Grammar School. Elected unopposed

ConQUEST22 Subcommittee Members: *(positions are not limited)*

NIL RECEIVED, Nominations called from the floor of the AGM; Further nominations to be called at ConQUEST21

Regional Coordinator:

- Megan Seymour, Bremer SHS, Ipswich; Self-Nominated; Seconded by Sandra Lewis, Bremer SHS, Ipswich. Elected unopposed

Region Representatives:

- **DD** – Linda Adamson, Toowoomba Grammar School; Nominated by Nikki Bradford; Seconded by Veronica Cunningham Elected unopposed
- **NQ** - Annette Gregory, Ignatius Park College, Townsville; Self Nominated; Seconded by Nikki Bradford, Pittsworth SHS Elected unopposed
- **WM** - Megan Seymour, Bremer SHS, Ipswich; Self-Nominated; Seconded by Sandra Lewis, Bremer SHS, Ipswich; Elected unopposed

Further Nominations may be called from the floor of the AGM and appointed by new committee

General Committee Members: *(positions are not limited)*

- Sandra Lewis, Bremer SHS, Ipswich; Self Nominated; Seconded by Megan Seymour, Bremer SHS, Ipswich Elected unopposed

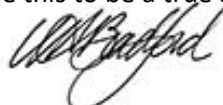
Further Nominations may be called from the floor of the AGM

SETA Representatives:

- Wendy Shearer, Mango Hill SSC: Self Nominated; Seconded by Vicki Jordan, Varsity College. Elected unopposed
- Vicky Jordan, Varsity College: Nominated by Georgia Schleeauf, Varsity College; Seconded by Jody Dawn, Varsity College. Elected unopposed

AGM Closed: 4.10pm

I declare this to be a true and accurate recording of the meeting

Signed  Nikki Bradford, QEST President (date)

GENERAL MEETING

Opened at 4:10pm

1. Mike Bowles Book Award

Awarded to Christine Forrestal as nominated by Megan Seymour.

2. General Business

2.1. Membership Fee increase for next QEST financial year

MOTION: That fees for the 2022-2023 QEST year be as follows

New Individuals 6 month \$19; Individual renewal \$38; Corporate new and renewing (up to 4 members) \$76; extra Corporate members (for schools with 4 or more members) \$12 each.

Moved: Nikki Bradford; **Seconded:** Jenny Walters

Carried unanimously
(3 proxy votes received – in favour)

2.2. Rule Change

SPECIAL RESOLUTION: That QEST adopt changes to Section 4. Membership 1. a) MEMBERSHIP as attached.

Moved: Nikki Bradford; **Seconded:** Sharon O’Keeffe

Carried unanimously
(3 proxy votes received – in favour)

4. MEMBERSHIP

1. The membership of the association shall consist of:

a) Ordinary Members - a member with full membership benefits:

Defined as persons currently employed in a science laboratory **support** role in a Queensland education facility. This includes, but is not limited to, the following roles: Science Technicians, ~~Science Operations Officers~~, Scientific Officers, Laboratory Technicians, Laboratory Managers, Laboratory Supervisors, Laboratory Coordinators, Laboratory Assistants, Teacher aides employed to perform the duties of a laboratory technician, Teachers performing the duties of a laboratory technician as a formal part of their role (ie. For example in regional or small schools where there is no science laboratory support staff allocation), in either a state or private institution.

Ordinary members shall have the right to vote and eligibility to nominate for and hold a position on the Management Committee or subcommittee.

Please note the following:

Items in red indicate changes to current rules.

This rule change is to reflect changes to DETE employee role name and the professional status of the role. Changes are: the additional role name “Science Technician”, removal of Science Operations Officer and reference to the role as a “support” role.

Meeting Closed: 4:15pm

I declare this to be a true and accurate recording of the meeting

Signed  Nikki Bradford, QEST President (date)