**ANZACPE EXECUTIVE MEETING**

**Minutes**

**Saturday September 13th 2014**

 **2p.m.**

**Present:** Eric Cave, Cathy Brown, Gillian Henderson, Judith Peterkin, Jenni Wegener, Noela Fanshawe, Margie Virgin, Les Underwood, John McAlpine (late arrival)

**Apologies:** Val Henderson, Kath Maclean, Allison Whitby (Level III Consultant)

**Absent:** Peter Powell

**Welcome:** Eric welcomed all present

Confirmation of Minutes from Teleconference Monday 7th July, 2014 (7pm AEST) Yet to be completed. Apologies for this oversight.

**Business Arising From previous minutes**

1. **Reviews** held in February ACPEWA took place successfully. ACPEWA’s appreciation to Eric Cave and Allison Whitby is noted in ACPEWA’s Report for the AGM compiled by Judith Peterkin.

2. **Professional Standards**

Margie presented a report from the Professional Standards Committee and items were discussed by the Executive and will be addressed in Margie’s report on Wednesday.

Margie welcomed Eric as a new member to Professional Standards representing TASPE.

Some suggested changes to the Standards have been made and will be covered in the Professional Standards Report.

1. Delete from the appendix the requirement of the presenters report being available to the candidate. (it is a working document and not representative of the committee as a whole.)
2. To change from ‘organisation’ to ‘association’ throughout the standards document.
3. To add to the written requirements ‘Member Association’s Standards’ and ‘Code of Ethics’.

Language re Levels of Supervision used in each Member Association was discussed. A good discussion re the individuality and creativity of each MA resulted in recognising the differences and the appropriateness of each MA continuing to use their own language.

Judith addressed the need for a Level II Supervisor to be present at Mid Term and Final Evaluations. She proposed a forum where information can be provided for discussion.

It was agreed to allow individual interpretation of the 400 hours requirement in the Standards for a CPE unit. Individual MA’s can interpret this requirement creatively.

The work of creating a Code of Ethics for ANZACPE is progressing.

Insurance Review

ANZACPE Standards for Level III

Standards for Level III.

Notice of proposal:

That ANZACPE extend the Review committee processes through the Professional Standards committee to include ANZACPE Level III Standards.

That a sub committee of the professional standards be formed.

That the chair of the professional standards invite 3 members and convene a 2 day review of the Level III Standards of each Member Association with the purpose of formulating Level III Standards for ANZACPE Reviews.

Travel and accommodation expenses for the 2 day Review to be financed by ANZACPE – to the cost of 3 airfares and 3 nights accommodation.

That a draft of the ANZACPE Levell III Standards be presented to each of the Member Associations.

That the Professional Standards then report back to the 2015 ANZACPE Conference AGM.

Moved Cathy Brown

Seconded Les Underwood

3. **Insurance Review**

The following was discussed and will be addressed elsewhere in the AGM.

 \* SCA relationships

 \* Registrar’s Report

 \* Diana Goss Award

 \* ANZACPE Website

 \* Office Bearers – Nomination Forms

 \* Update of Constitution in process

 \* Update on Insurance Review

Professional Standards response to Eleanor Roderick from Jenni Wegener & Margie Virgin/update.

1. Convening of Working Party re changes in language used to describe the various levels of supervision.

**4. Archives:**

Cathy to look into cost of archival storage and the digitalised recording of ANZACPE records

Cathy made enquiries into data storage of hard copies and electronically. If digital copy they need to be kept up to date. They will become unreadable unless they are renewed regularly.

Can they be digitalised in such a way that they can be searched/so they can be accessed?

Some classified material is less able to be searched e.g. presenters and chairpersons report – these are kept by the Chair of Professional Standards.

The Member Association gets a report. This is not the presenters or chairpersons report.

**5. SCA Relationships**

**6. Registrar’s report**

Awaiting Val’s report.

**Correspondence:**

Roy Alexander re the untimely death of Don Prince

**7. Diana Goss Award:**

4 entries were received. The Committee are pleased to have been able to award an entry this year.

Report to be presented at the AGM

ANZACPE encouraging the growth of writing ability. MA’s to take it up if they wish at their conferences.

Close of Meeting 4.45pm

Meeting reconvened on Sunday 14th at 2.45pm

Cathy’s proposal finalised

Other Business

Nomination of office bearers for

Vice President

Professional Standards Chair

Registrar

**8. ANZACPE Website** Clarity around how to drive the ANZACPE website Cheryl Bird. John recommends that names be available to those on the website.

Demonstration of website

Info from each website

NSW will present power point advertising next ANZACPE Conference

Meeting closed at 3.50pm