

# Outdoor Education Tasmania



## OET Meeting

When 29-01-2016 at 09:00

Minute taker Ramon Jacobs

Present Todd Blackhall , Craig Christian , Sam Cramer (President, Treasurer, Vice President and Media Communications, Secretary), Kylie Garratt , Brad Hall , Luke Hamilton , Mark Munnings , Ali Savage

Apologies Laura Barrow , Laura Caldwell , Simon Dray , Mark Hassell , Callum Hollingsworth , Andrew Jarman , Mark Oates , Ian Riley , Simon Shaw , Patrick Stam , Jodi Straveley , David Witcomb

## Minutes

### 1. Meeting Opening

Meeting Open at 9:18am Minutes from special general meeting were accepted – these minutes reflected the vote on the constitution. Ramon discussed the outcome of the special general meeting and the constitutional vote. The special general meeting was not practical, therefore we had a special meeting via email to convey information about the constitution. A vote was held on the 11th of January at this special general meeting where all respondents agreed to vote in the new OET constitution.

### 2. Constitution Acceptance

Constitution sent out to members in early January. 15 people replied yes. Nobody replied no. Constitution was accepted. Minutes from the constitution meeting Mark proposed, Luke seconded. Carried.

### **3. Membership Structure and Invoicing**

Randall from Max Peck and Associates is happy to complete the auditing requirements. Ensure that the fact that we are not registered for GST is indicated on the invoice and they will not be a tax invoice. ABN number from TOETA has been transferred across to the OET. Stripe membership payments system is a way of allowing online payments to be made by members. Alternatively we can send an electronic payment form out to members. Luke stated we now have a bank account with Bendigo Bank. Stripe requires ABN to be registered before this facility can be used. Checking of the books will be about \$100 – Randall ABN has been sorted by Mark Munnings and the government will get back to us. Luke will set up the stripe payment for Outdoor Education Tasmania. Paypal we would have to register as a business, we would have to re-register a lot of people. Stripe is much easier to organise and will require much less organisation. Third option is straight electronic transfers. Tidy club will generate invoices and make sure that everything – both stripe and EFT are to be offered on the invoices. Bendigo Bank BSB: 633 000 Account: 156 318 610

### **4. AusKey registration**

Mark has registered for the Auskey registration. ABN details have been updated and the old TOETA number has been moved across to Outdoor education Tasmania. Our ABN numbers is

 [abn\\_registration\\_update.pdf](#)

### **5. Banking Details Bendigo Bank**

Bank Account is now setup. Acc Name: Outdoor Education Tasmania. Bendigo Bank BSB 633 000. Acc Number 156318610. Bendigo Bank explained if we are having a gathering where we are selling things we might be able to use a mobile eftpos device. This bank was chosen as our bank due to their social policies.

### **6. Letter to Stakeholders - Todd Blackhall**

Todd has created a letter to send out to different stakeholders within Tasmania to announce OET. Todd read out the letter and we made minor variations and supported the document that will be posted out to different organisations. A copy of this letter has been attached to the minutes from this meeting

 [Announcing\\_OET\\_letter.docx](#)

## **7. OEA Conference**

Discussion surrounding whether we will have the capacity to run the next OEA conference. It does have the ability to galvanise the association and get members on board. We will need to look at where/how- we need information on how to run a conference, what things are generally available, length of time, locations etc. This will need to be decided before the next OEA conference is held. Discussion between the executive and membership about whether the next conference in 2018 should be our goal, or the following conference in 2020. Should we choose to move forward with running the next OEA conference, we believe that an event manager will be required, plus 4 -5 people to really drive the idea and move things in the right direction. We will need to explore whether certain members would be willing to be part of a working group to drive the conference.

## **8. OEA meeting Feb 12th discuss current and future direction.**

Ali Savage will be attending the next OEA meeting in Feb. Ali will pay for the flights to this meeting and will be reimbursed by OET once funds are available in the OET account.

## **9. What are our established goals and plans for the year?**

Our goals for the year were discussed in regards to ensuring we provide a platform for Teachers of Outdoor Education to

## **10. A.O.B**

Discussion on membership costs/fees - \$75 for an individual and \$200 for an organisational membership. there will also be a student membership offered – Membership should contribute to most of the activities we complete in the first year. Further expenditure will be balanced after the 12 months. The idea of creating a business plan was floated by Craig. It was agreed that in the future this should be a goal; however, until we have addressed membership and finances - discussion will have to be moved to a later meeting. Sam Cramer talked about science in school and the concept of setting up a relationship between scientists at UTAS and schools. This could be an option for helping teachers deliver information. Sam Cramer is the contact for this and please email him directly for further information Mark Munnings talked about training days that others may be interested in. Where schools could possibly open up different training opportunities to other schools to join in. Pedagogy in the pub – This is a concept that has been discussed previously, where we can get teachers together and discuss different issues regarding the Outdoor Education industry. The view is that we will send out a reading or discussion point with a location and time for the informal meeting. People available to attend simply come along and discuss whichever issue is raised. Craig Christian put forward to concept of RISK possibly being the first topic that could be discussed. BEST PRACTICE IN OUTDOOR LEARNING – institute of outdoor learning. Mark will send a link to email around to members about this resource. Craig talked about a tree man (Andrew) who was great to talk to about different flora, in specific eucalypts. If you need further information please refer to craig directly. Quick topical discussion on Pack rafting being brought into schools? There is a person in Devonport who has pack rafting gear that he hires to different groups. More information on this topic will follow.

## **11. Letter from OEA regarding how the association will continue**

Representative across the states of Australia have put out a letter which investigated what OEA wants to be, how they will operate and how states will be involved in the organisation. Mark Munnings explained what OEA is. Teachers in different states did not believe the Outdoor Council of Australia (OCA) was meeting the real goals/objectives of teachers within the outdoor industry. OCA was a national body for all outdoor organisations to become a member and get funding/grants, VET, national training packages, NOLS etc. OCA was focussed more on bigger things, rather than looking at teachers and practitioners within outdoor education. Victoria ran a practitioner focused conference in 2008 – wasn't a formal body, kept more informal and state bodies more organise themselves. VIC, WA, QLD, SA, ACT have all run the conference in the past. OEA had some role in the national curriculum with consultation between ACARA and OEA. As a result of the work done by OEA, outdoor education has been included in different areas of the national curriculum. A range of options were presented in the OEA letter. From the different options presented – QLD have supported a Memorandum of Understanding (MOU). The members present at the meeting discussed the different options presented by OEA and how we believe OET would like the national body to run. Many considerations around the finances and the voice that Tasmania will have within the different options. An MOU will provide the body some of the formality that has been missing with the current body. The one peak body model was also interesting, with a positive of taking away the hassle of money, corporation status etc. However there was the concern that how much voice we will have towards the association, are their goals aligned directly with the needs of Tasmania, provide the networking opportunities we wish to create and where does the money go and how are the finances divided. Sam Cramer questioned the idea of adding financial support to the body in-line with assistance to running the conferences. This would possibly assist each state in running a conference for OEA, as the teachers involved in the state bodies are not necessarily interested in event management nor trained in this area. Craig, Todd, Luke all agreed on this point A 3 vote system was recommended by Mark Munnings and each member present at the meeting voted on the 3 different options they would support in order of preference. From this vote 1. A Memorandum of Understanding is our preferred option. We would still need some clarification on different points within the MOU. 2. One Peak Body was our second option – with some merit on the option seen, but more information required before we would be comfortable to endorse this. 3. Remain as we are This response was forwarded to OEA

## **12. Next Meeting**

Next meeting will be held at the Scotch Oakburn Valley Campus (Fingal Valley), on the 26th of April 2016 Meeting closed at 11:55am

## **13. To Do List**

### **Tasks**

- ☒ Send out the minutes of this meeting  
Due date: 29-02-2016

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*End of minutes.*  
*Summary of matters arising are tabled on the following page.*

# Minutes of OET Meeting on 29-01-2016

## Summary of Matters Arising

### Tasks

Item	Task	Assigned to	Due date
13.	Send out the minutes of this meeting		29-02-2016

## Summary of Attachments

### Attachments

Item	File Name
4.	<a href="#">abn_registration_update.pdf</a>
6.	<a href="#">Announcing_OET_letter.docx</a>

Attachments can be found under your TidyHQ admin account at:  
Storage > Meetings > [OET Meeting](#)