

## Draft Minutes - Coalition of Celebrant Associations (CoCA) General Meeting

<b>Date</b>	27 May 2015		
<b>Subject</b>	CoCA General Meeting		
<b>Venue</b>	Robert Garran Offices, Canberra		
<b>Start time</b>	10.00am	<b>End Time</b>	4.50pm
<b>Chair Person</b>	Dorothy Harrison	<b>Minute Taker</b>	Sonia Collins
<b>Attendees</b>			
<b>Present</b>		<b>Apologies</b>	
Dorothy Harrison (MCA) Liz Pforr (ACQ) Toni Hopkins (ACMC NSW/ACT) Rona Goold (CCN and proxy for ICCA) Judy Brooks (CA Inc) Maarit Kasurinen (PCA) Sonia Collins (CCN and Minute taker) Gail Nagel (AMC) Chris Hale (AMC) Julie Allen (CCGA) Marion Way (Riverina MCA) Robyn Meikle (ACMCMV) Beverley Shaw (Riverina MCA)		Peter Champion – MCA SA <i>(has advised association will be attending only 1 meeting per year)</i> Susan Winters – ACOM NSW/ACT	
<b>Minutes</b>			
<b>No.</b>	<b>Item</b>		
1.	The Meeting commenced at 10.00am with an Acknowledgement of the traditional owners of the land. The Chairperson welcomed all delegates		
2.	<p><b><u>Minutes of last meeting</u></b> The minutes of the meeting of 1 December 2014 were reviewed.</p> <p><b>Motion:</b> That the minutes of the meeting of 1 December 2014 should be accepted without amendment. Moved: ACMCMV Seconded: AMC <b>Carried</b></p>		
3.	<p><b><u>Actions arising from the minutes.</u></b></p> <ol style="list-style-type: none"> <li><u>Future of CoCA.</u> Delegates noted that this item had been deferred at the last meeting and should be the subject of ongoing discussion. A skype presentation from the ACA – the peak body for counsellors – had been placed on the agenda for this meeting.</li> <li><u>Insurance Policies.</u> Rona reported on discussions she had held with the insurers (Arthur Gallagher) regarding a group insurance policy and the resulting reduction of \$30 given by Arthur Gallagher for individual policies</li> </ol>		

	<p>for CoCA members.</p> <p>3. Chris advised on the “occurrence based” policy that AMC has put into place for its members as part of their membership package. This is a superior product to the group policy offered by, for example, AFCC whose policy only covers claims made during the year of the incident. The AMC policy covers celebrants for PI and PL plus Goods in Custody. Celebrants can choose to take individual insurance at the same \$99 rate offered to CoCA if they want additional insurance. Chris advised that the Association is not involved with any claim – this is managed between the member and the insurer. Rona also advised the group that ACA (the peak body for counsellors) had tendered for a “best deal” for their members’ insurance which is included in membership and the association receives \$20 referral fee for each member from the insurer.</p> <p><b>Action:</b> Rona and Chris to discuss insurance further with regard to CoCA associations offering the best deal to association members.</p>
4.	<p><b><u>Treasurer’s report.</u></b> Rona advised that the CoCA accounts had a balance of \$3400.20.</p> <p>For associations that wish to ‘onsell’ CAL Copyright licences to members - Rona advised that lists of names and monies for the payment of CAL are required to her by the end of June – the cost per CoCA association member is \$45. If the CoCA associations wish to charge an additional fee that will be at their discretion</p> <p><b>Motion:</b> That the Treasurer’s report be accepted without amendment. Moved: CCGA. Seconded Riverina MCA. <b>Carried.</b></p> <p>Chris and Gail advised that AMC had noted the limited CoCA budget and AMC wished to make a donation of \$2,000 to CoCA funds. The Chairperson thanked AMC for their generous donation.</p> <p><b>Motion:</b> That the meeting record its thanks to AMC for their donation. Moved. CCGA. Seconded. MCA. <b>Carried</b></p>
5.	<p><b><u>Review of the conduct of the 2015 AGM Online.</u></b> There was general discussion about the success of the online AGM. Delegates considered it had been an efficient exercise and all had been able to vote successfully. Rona suggested numbering motions to assist with voting. Robyn considered a paper on which to record votes may be easier to manage. The Secretary asked that any suggestions for improvements be forwarded to her.</p>

	<p><b>Action.</b> Delegates to email Judy with any suggestions for improving the process for future online AGMs</p>
6.	<p><b><u>Update on the VET Training Project.</u></b> Rona updated the meeting on the work done by the CoCA and FCAA members of the Subject Matter Expert Group (SMEG). The Skills Council has now gone out for public consultation but the level of training has not been determined. The SMEG has recommended a Diploma. The AGD does not support raising the qualification beyond the Certificate IV. The AFCC has also rejected the need for a Diploma. The SMEG has suggested that the qualification for appointment as a marriage celebrant could be a part diploma – ie some core and marriage units. Rona advised that all associations and individual members should respond on the Skills Council survey and support the SMEG recommendation. Rona identified a number of action items related to the VET project to be progressed.</p> <p><b>Action:</b> Office bearers and SMEG members to address issues in relation to VET Training Project as per following list.</p> <ol style="list-style-type: none"> <li>1. Identify a replacement for Rona as CoCA rep on the SMEG</li> <li>2. Identify the avenues for complaint about the process</li> <li>3. Consider a survey of association members about their training</li> <li>4. Find out how to trigger complaints to the skills council</li> <li>5. Work with the AGD to suggest that they use mandated assessments based on the Marriage Units rather than the current assessment questions</li> <li>6. Explore further the options for a CoCA competency trademark</li> <li>7. Identify which RTOs currently deliver the Certificate IV</li> </ol> <p>Liz questioned whether it would be appropriate to use the Celebrant News to collect information on complaints about training bodies. There was no decision on the way to progress this issue.</p>
7.	<p><b><u>Monthly Newsletter to Parliamentarians</u></b> Liz advised that the newsletters have been going out regularly around the 15<sup>th</sup> of each month. Statistics and feedback indicate that the newsletter is being opened and that the newsletter is raising awareness. There is a planned program of topics and all delegates are welcome to suggest topics or prepare short articles to send to Liz. There is a link in the Members Section where members can catch up with any newsletters they have missed.</p>
8.	<p><b><u>Skype presentation by Philip Armstrong, CEO of the Australian Counselling Association (ACA).</u></b> Philip was invited to talk about strategies CoCA could consider in its development as a peak body. Philip gave a presentation by Skype</p>

	<p>on the ways in which the ACA had structured and evolved from its foundation when there were 72 counselling associations in 1994 to the current position of the ACA being the nationally and internationally recognised peak body with 3500 members. Most members are in private practice and they work in many different markets. The ACA is Incorporated and has a Board.</p> <p>Key points during the presentation:</p> <ol style="list-style-type: none"> <li>1. The ACA was independent, not aligned to any training organisation (which had been the historical basis of the many associations) and worked on a business model.</li> <li>2. They started by identifying members needs such as insurance where they successfully reduced members' premiums for seven consecutive years. The insurance means that ACA members can get Medicare provider numbers.</li> <li>3. They were able to influence the Skills Council regarding training because of the membership numbers</li> <li>4. They encouraged members to develop new niche markets by referring to themselves as "pain counsellors" "sleep counsellors" etc rather than the generic counsellor.</li> <li>5. They have developed corporate partnerships with providers of professional development. The ACA gets royalties and markets the approved courses to members.</li> <li>6. They work with a staffing level of 4. Two new staff are about to start – one is an Industry liaison officer who will seek roles in industry for members.</li> <li>7. They produce a regular, glossy and profitable journal.</li> <li>8. They make their money through "things" rather than from members.</li> </ol> <p>In response to questions, Philip advised that while they are impacted by State legislation there is no overall legislation covering them. The ACA is a registration body – they set standards and receive complaints. He also advised that some 3000 counsellors are not registered and that some 1000 belong to another umbrella body. Philip spoke of the advantages to employers of using ACA members because of their registration, credential checking, their standards and complaints mechanisms etc.</p>
9.	<p><b><u>Preparation for the meeting with the AGD</u></b> Delegates reviewed the agenda and the pre-meeting briefing material for the meeting with the AGD and nominated speakers for the various items. Delegates identified questions that they would need to ask if items were not adequately covered during the discussions on the agenda topics.</p>

	<p><b>Action:</b> Delegates discussed the statistics provided in the pre-meeting briefing material and identified some anomalies and further information needed. Some anomalies were explained in a brief meeting with Rohan Verco however Delegates to advise Julie of any additional explanation needed or requests for future statistics. Julie to draft request to AGD for Judy to send from CoCA.</p>
10.	<p><b><u>CoCA e-news</u></b> Maarit reported that the e-news has been going out on a monthly basis to all registered celebrants. Delegates were invited to let Maarit know of any local meetings so that these could be advertised. Maarit suggested that associations offer members of other CoCA associations members rates for meetings and conferences. Maarit would welcome ideas for the e-news. They should be short, snappy and focus on the benefits to readers.</p> <p><b>Action:</b> The need to keep the e-news mailing list updated was identified but not resolved. Needs further discussion.</p>
11.	<p><b><u>Forced Marriages and Reality TV programs</u></b> There was some discussion on issues of forced marriages in preparation for the AGD meeting and also the impending broadcast of “Married at First Sight”.</p> <p>Delegates identified a number of concerns about this program for further discussion with AGD staff.</p>
12.	<p><b><u>Meeting closed at 4.50pm</u></b></p>

### Action List

**Action 1:** Rona and Chris to discuss insurance further with regard to CoCA associations offering the best deal to association members.

**Action 2.** Delegates to email Judy with any suggestions for improving the process for future online AGMs

**Action 3:** Office bearers and SMEG members to address issues in relation to VET Training Project as per following list.

**Action 4:** Delegates discussed the statistics provided in the pre-meeting briefing material and identified some anomalies and further information needed. Some anomalies were explained in a brief meeting with Rohan Verco however Delegates to advise Julie of any additional explanation needed or requests for future statistics. Julie to draft request to AGD for Judy to send from CoCA.

**Action 5:** The need to keep the e-news mailing list updated was identified but not resolved. Needs further discussion.

