



MEETING MINUTES

CSMF Wednesday 6 March 2013

Pilgrim House

Introduction

John Smith, CSMF Treasurer, opened the meeting in the absence of the Chairman and welcomed all those in attendance. Kerry Byers, Committee member, acted as Secretary in the absence of Karen Baldwin.

Attendees

There were 34 members in attendance.

Apologies

Apologies received from: Greg Seberry, Karen Baldwin, Jason Epps, Vicki Gouvoussis, John Schofield, Peter Clancy, Jenny Marshall, Penny Stevenson, Liz Dawes, Kelly Hardigan, Glenn Woodward, Jenny Kerr.

Confirmation of previous minutes:

John Smith noted that previous minutes have not been made available. They will be placed on the CSMF website as soon as possible.

Finance Report

John Smith tabled the current financials with the balance at bank being \$37,536.46. John noted the cost of the annual conference held in November was \$10,465.69 and reported that with sponsorships, a profit was recorded for that event. John advised that a report of expenses by suppliers to the CSMF will be made available to members through the website.

Correspondence

None

Conference Review:

The committee has received a collation of responses from attendees at the annual conference held in November 2012. There were 110 attendees and responses were received from 44 people. The report summarising the responses will be placed on the CSMF website.

There was a brief discussion about the presentations done by sponsors. The importance of our sponsors was noted as critical to being able to continue to convene these conferences. It was further acknowledged that agreements with sponsors often allow them access to members through presenting time at conferences and these presentations may at times appear to some members to have more focus on selling a product than providing information to members. John Smith advised that John Schofield is reviewing the management of sponsor agreements to better utilise their

knowledge and experience providing interesting information to members, while also allowing a short amount of time to promote their services.

There was consensus that conference presentations need to be practical, relevant and applicable at the workplace level.

There was discussion as to the benefits or otherwise of providing streams of content for both rehabilitation case managers and workplace health and safety officers to ensure that there is relevant information for both groups of members.

It was noted that some people are required to cover both areas in their roles, however it was also noted that with the low cost of the conference, workplaces may consider that it is affordable sending more than one person. A further suggestion was made to consider a third stream for small agencies where there is information covering both streams.

There was also some brief discussion on the possibility of a shift of venue for future conferences due to the increasing number of attendees, and need for more rooms if we embark on streaming of topics, noting that this would also mean an increase in the cost of running the conference.

Members were invited to become involved in the planning for the 2013 conference and form a committee. At the end of the meeting Nathan Lester of FaHCSIA and Neil Norman of The Safety Guru indicated their interest in working on the 2013 conference committee.

Some discussion was had regarding the possibility of increasing membership fees, as these had not increased for some years and the CSMF is facing increasing costs associated with growth, including an aim to increase services for members through a members only portal on the website. There was general support for a moderate increase across the board. The committee will consider options and bring a firm proposal to a future meeting.

It was noted that a member's only portal could be utilised to share information and answers to CSMF questions currently circulated by email by Karen Baldwin. It was noted that such a facility will need active management to ensure that information is kept up to date.

Guest Speaker: Les Gehrig and Rachel Graf, CRS Australia Work trials, Opportunities and More

Rachel and Les provided information on CRS Australia's disability employment services and how easy it is for employers to tap into a resource for recruitment services. With no placement fees and on the job support during work trials Rachel and Les provided examples of successful employment outcomes for people with disabilities in a range of work environments.

Guest Speaker: Margaret Head, Director at Powdersafe Pty Ltd– Safety issues and hazardous mail

Margaret led the forum through a range of scenarios in the mail room where hazardous substances and devices may be encountered in incoming mail and asked members to think about how well these risks are managed in their workplaces.

Guest speaker Mr Michael Haby, Comcare was unable to be in attendance.

Meeting closed at 11.30am.

Next meeting: Wednesday 15 May 2013 at Pilgrim House, Civic ACT