



**CSMF Meeting Minutes
11 September 2013
Riley Room Pilgrim House**

Introduction

Meeting opened by Peter Clancy, Chair CSMF.

Attendees

Taina Catling, Rae Harrison-Brown, Stephen Gardner, Niki Skiadopoulos, Katerina Zafiris, Meredith Pettett, Roxanne Hunter, Shan Williams, Jill Murphy, Maureen Miller, Jason Epps, Tim Reddan, Nathan J Lester, Neil Norman, Penny Stevenson, Shannon Parker, Casey Bruning, Satish Rajah, Bev Jende, Jane Miles, Patricia Donoghue, Susan Allen, Kerry Byers, John Smith, Peter Clancy, Karen Baldwin

Apologies

Anna Finnegan, Jess Reynolds, Jennifer Bodel, Carolyn Trute, Ros Daw, Greg Seberry, John Schofield, Vickie Gouvoussis, Liz Dawes, Glenn Woodward.

Confirmation of Previous Minutes

Minutes of the previous meeting in May 2014 was confirmed.

Finance Report

John Smith, Treasurer provided an update on the current financial situation for CSMF. John advised that in relation to expenses the CSMF has paid for a consultant to create a membership database, rental of a physical office address site, and recharge of mobile internet. In relation to income this is from sponsorship, memberships and the conference. (See Finance Reports accompanying minutes)

Correspondence

Nil

Other Business

Change to the Constitution – John Smith tabled a proposal to amend the Constitution to extend the application of “Additional” Memberships.

The proposed changes to the CSMF Constitution relate to Section 3 Membership, in particular existing Section 3.1.3 (to become new Section 3.1.4) relating to Additional members.

Currently, Additional memberships can only be held by staff of Full member agencies. The Additional membership category was implemented to enable whole teams of people in a Full member agency to participate in the activities of the Forum without having to pay the Full member price.

Associate members such as professional bodies and industry associations, and private sector organisations often also have a number of people in their teams who have an interest in involvement in the Forum and it would be prohibitive for those organisations if they had to pay full Associate member fees for all those staff, especially those that are small businesses.

The proposed amendment to the Constitution allows the Forum to extend the Additional member category to include those additional staff of Associate members who wish to be involved in the Forum's activities.

While it might be thought that such a move could lead to a reduction in Forum income, the converse is true, as at the present time no Associate member holds more than one membership, whereas it is highly likely that Associate members would sign up other staff as members if they could access the Additional member category, thus leading to a small increase in Forum income.

This proposed change is supported by the Executive and 5 Full member agencies as required by Section 8.2 of the Constitution.

It was recommended that members support the amendment.

In accordance with Part 8 of the Constitution, the proposed amendment is tabled at this meeting and then the members have time to consider it prior to voting on the proposal at the next general meeting.

Database – there has been an issue with the excel spreadsheet for maintaining memberships. John has investigated commercial options but they don't meet our structure so he has requested quotes to develop a web based database. Anticipate that this will be available in the near future.

A View From the Middle – Sue Allen (BOM) provided information on a research project that she is working on to look at the role of middle and front line managers and how health and safety is managed. It is about looking at messages from the top and what happens on the ground and what happens in between. Sue has a number of hypotheses to prove. At the meeting Sue circulated information on this topic. Anyone interested should contact Sue.

Conference – Registrations are now available on line for conference on 22 November

Sit Stand Workstations - there was discussion on the usage of sit stand workstations across departments. Balanced Ergonomics are doing some work in this space and will feedback at a later date. Discussion included medical evidence for the purchase, requirements for workstation assessments, evidence based research, alternatives as they don't suit everyone or they are not liked by everyone, electronic v windup, ratio of sit to sit/stand, psychological impact, hot desking and posture.

Guest Presenter - Weight Watchers at Work - This session covered information on what weight watchers can do, impact of obesity on health, benefits of losing 5% baseline weight, impact of behavioural change, not about diet but how to eating better,

making long term change, moving more and developing helpful habits. Details are available from <https://www.weightwatchers.com.au/help/index.aspx?pageid=2002201>

Comcare Conference – Canberra 18-19 September 2013

Next Meeting: Annual Conference 22 November 2013 followed by March 2014 meeting

Meeting Closed: 12noon

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