



## Minutes of ACT Annual General Meeting

Date: 10 Sep 22

Commenced at: 11:00

Concluded at: 11:30

Held at: NAATI Boardroom, Deakin

In-person: Henry Chen, Lanfeng Davis, Dave Deck, Gabrielle Edmonds, Mécia Freire, Daniel Freire, Jialiang Huang, Jen Plaistowe

Online: Forosh Farzaneh, Sameer Gurung, Tamara Hocking, Daniela Peressini, Inès Pouliquin, Anne Roppola, Kristina Wolf, Victor Xu

Proxy: Vesna Cvjeticanin

1	<b>Apologies</b>	Meri Dragicevic, Vesna Cvjeticanin (Jen Plaistowe a proxy for Vesna)
2	<b>Minutes of 2021 AGM</b>	Dave Deck proposed that the 2021 AGM minutes be accepted. Kristina Wolf seconded the motion.
3	<b>2021 – 2022 Report (Jen Plaistowe – Chair)</b>	<p>In February 2022, AUSIT ACT developed a Branch Action Plan to outline obstacles and priority objectives until August 2022.</p> <p>The three main objectives were:</p> <ol style="list-style-type: none"><li>1. To bring ACT members together in-person and provide professional development opportunities</li><li>2. To outline and communicate goals and planned activities for 2022 and 2023</li><li>3. To establish and maintain core committee functions</li></ol> <p>The branch committee sent out messages directly to ACT translators and interpreters via NAATI email and indirectly through the AUSIT National Facebook page. These messages aimed to remind translators and interpreters about the benefits of joining AUSIT and to advertise vacant committee roles. We recruited a PD Coordinator through these initiatives.</p> <p>In a more recent initiative, the committee began holding monthly coffee catch-ups to initiate casual contact with ACT members and promote the benefits of joining the committee. The committee believes that these coffee mornings should continue, as they contribute to the committee's first objective and allow for flexibility during the ACT's response to COVID-19.</p> <p>During the year ahead, we plan to develop induction materials and guidelines to assist committee members and establish core committee functions.</p> <p><b>PD events:</b></p> <ul style="list-style-type: none"><li>+ Catch-up and talk ethics with your ACT colleagues (13 Nov 21)</li><li>+ Ethics for Translators - translation of official documents (12 May 22)</li><li>+ ACT branch AGM + Linguistic Ecology (10 September 2022)</li></ul> <p><b>Social activities:</b></p> <ul style="list-style-type: none"><li>+ Picnic (5 Mar 22)</li><li>+ Coffee catch-ups in June, July and August.</li></ul>

<p><b>4</b></p>	<p><b>Voting in the 2022-2023 Committee</b>  <b>(Lanfeng Davis – non-committee member temporarily presided)</b></p> <table border="1" data-bbox="255 268 1469 523"> <tr> <td>Dave Deck</td> <td>Chair</td> </tr> <tr> <td>Mécia Freire</td> <td>Secretary</td> </tr> <tr> <td>Henry Chen</td> <td>Treasurer</td> </tr> <tr> <td>Jialiang Huang</td> <td>Professional Development Coordinator</td> </tr> <tr> <td>Vesna Cvjeticanin</td> <td>Committee member</td> </tr> <tr> <td>Gabrielle Edmonds</td> <td>Committee member</td> </tr> </table> <p>Jen Plaistowe wished the new committee well and Dave Deck thanked Jen Plaistowe for her service.</p>	Dave Deck	Chair	Mécia Freire	Secretary	Henry Chen	Treasurer	Jialiang Huang	Professional Development Coordinator	Vesna Cvjeticanin	Committee member	Gabrielle Edmonds	Committee member
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<p><b>5</b></p>	<p><b>Other business</b>          Nil</p>												