

**ACT Annual General Meeting  
21 August 2021 9:30am**

**Via ZOOM**

**1. Acknowledgment of country and Welcome (Chair)**

Jen Plaistowe, AUSIT ACT Branch Chair, welcomed the members present and Acknowledged the Country on which the meeting was taking place, the Ngunnawal Country.

**2. Overview of AGM and housekeeping (Secretary)**

Vesna Cvjeticanin, Secretary, outlined the agenda and invited the Office Bearers to report on their activities over the past 12 months.

**3. 4. And 5. Reports from the President, Treasurer and the Secretary**

were read out from the Reports previously submitted to the members (attached). There were no issues raised and no questions posed by the members.

MOVED: MERI DRAGICEVIC

SECONDED: DAVID DECK

**6. Nominations and voting for new committee (Kristina WOLF) –**

Kristina wolf, AUSIT ACT member, was the receiving officer at the AGM.

She declared that all positions – president, secretary, treasurer and professional development officer – were open for nominations.

PRESIDENT: Only one nomination was received for this position, Jen Plaistowe. Jen accepted the nomination. As there were no other nominations and no objections from the members present, Jen was voted in as the new President.

SECRETARY: No nominations were received or put forward for this position. Discussion was held around the need to fill this position and how could this be done. The President suggested that two or more people could be nominated at Committee meetings to fill this

position on a two-monthly rotational basis. This suggestion was supported by the members present. Kristina Wolf accepted to fill this role for the first two meetings.

TREASURER: Only one nomination was received for this position, Henry Chen. Henry accepted the nomination. As there were no other nominations and no objections from the members present, Henry was voted in as the Treasurer.

PROFESSIONAL DEVELOPMENT COORDINATOR – there were no nominations for this position. Jen Plaistowe accepted to fill this position to start with, until another person was appointed.

GENERAL COMMITTEE MEMBERS: two nominations were received for the general committee members: Meri Dragicevic and Gabrielle Edmonds. Both were voted in unopposed.

#### 7. OTHER BUSINESS

Vesna raised the issue of needing to approve the minutes from the last year's AGM.

MOVED: Vesna Cvjeticanin

SECONDED: Anne Roppola

8. Close of meeting (Chair) – the Chair thanked the members present and invited them to connect to the QLD-Branch-organised PD event.

Closed at 10:15am.

## Annual Report 2021 – AUSIT ACT Branch

### Committee for 2020–2021

Chair: Aurelie Sheehan (interim since April 2021 – Jen Plaistowe)

Secretary: Jen Plaistowe (interim since April 2021 – Vesna Cvjeticanin)

Treasurer: Henry Chen

Branch delegate: Vesna Cvjeticanin

PD coordinator: Jen Plaistowe

Membership officer: na

Other members: Gabrielle Edmonds

### CHANGE IN COMMITTEE membership during 2020-21

Mark Bassett, stepped down April 2021

## COMMITTEE OFFICERS' REPORT

### CHAIR REPORT

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This operating year saw two people taking this important role in the ACT Branch.

In the first seven months, the role of the Chair was held by Aurelie Sheehan:

#### Past immediate chair summary for AGM report

- The year 2020/21 has been challenging for the committee who started with a reduced numbers of members (3 previous members had decided to withdraw) – this slowed down initiatives although the committee kept on building from its experience during COVID-19 and kept adapting. Unfortunately, this was followed by another committee member and previous chair leaving the committee in March 2021.

#### Events & committee meetings

- Following the challenges posed by COVID-19 in early 2020 in addition to a limited capacity, the ACT branch has maintained its efforts to provide events and engage with its members.
- On the practical level, committee meetings initially continued online before moving back to a face-to-face format later in 2020. The committee has built up resilience and was able to keep its activities and a schedule of events while adapting to the circumstances (some events were organised in a face-to-face setting like our end-of-year picnic).

#### Interim Chair Report

- The role of chair passed from Aurélie Sheehan to Jennifer Plaistowe in late March 2021.

- A focus of the committee has been to improve communications with members living in the ACT. It is important that local members know who is on the committee, and where to turn to with questions and concerns. The committee works best when receiving updates and feedback from the members whom it serves.
- We have seen growth in membership of 33% over the past year but the difficulties posed by COVID-19 restrictions have prevented face-to-face meetings with many of them. A warm welcome to our new members, and we hope to see you at online events in the near future.
- In 2022, we hope to hold more events for members, and to see more people join the committee. If you have suggestions or ideas, please do not hesitate to contact the AUSIT committee: [act@ausit.org](mailto:act@ausit.org)
- We would love to hear from you
- Please note that we are currently recruiting for a Branch Committee Secretary and Professional Development Coordinator: get in touch with questions or to express interest

## **SECRETARY REPORT**

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The role of the Branch Secretary was also held by two people in the past operating year: Jen Plaistowe and Vesna Cvjeticanin.

### **Past immediate Secretary's report**

- The 2020 AGM was held online on 29 August 2020, and was the first of its kind for AUSIT ACT. There was a good turnout, and members showed their support for the committee, which was much appreciated.
- AUSIT ACT has continued to hold online committee meetings, due to the threat posed by COVID-19.
- The role was handed over from Jen Plaistowe from Vesna Cvjeticanin, the interim secretary, in early April 2021.
- At the 2020 Annual General Meeting, there were 50 members in total in the ACT. There are now 66 members, which indicates a growth rate of 33%.
- The administrative system, Wild Apricot, has been a valuable resource in ensuring that anyone who joins AUSIT and who resides in the ACT is included in communications. In addition, the data tells us a bit about who our members are.

### **Interim Secretary's report**

- The role of the secretary was handed over to Vesna Cvjeticanin from April 2021
- There have been four monthly meetings held in the interim secretary period
- The notes from the meetings are available on request by any member
- The secretary is responsible for scheduling meetings – securing a physical venue or book a ZOOM meeting, prepare an agenda and distribute minutes between the meetings.

*The interim secretary has also been the AUSIT ACT Branch representative on the AUSIT National Council and provided reports from the National Council meetings to the ACT Branch.*

## **TREASURER REPORT**

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We only have a small number of members in the ACT; the standard annual budget for ACT branch is \$300, and this amount looks small, but it has been working well for ACT branch.

The ACT Branch conducted three PD events during the financial year of 2020—2021.

## **ACT: Pre AGM Presentation: The Challenge of Providing Language Services in the Era of COVID-19 - 29 August 2020,**

When facing the challenge of COVID 19, our Branch Committee was able to quickly adapt to the online platform and hosted Zoom workshops. We held an online PD event, The Challenge of Providing Language Services in the Era of Covid19. We had 48 registrations. This was a free event. It did not generate any income for ACT Branch, and it did not consume us any budget either.

### **End-of-Year AUSIT picnic - 5 December 2020**

On 5 December 2020, we had an end-of-year networking event at Latin American Cultural Centre  
28 Astrolabe Street, Red Hill ACT 2603

That was a free event which did not generate any income, and it cost us \$108 to hire the venue.

### **ACT & NSW: Translating Poetry – 28 March 2021**

Translating Poetry was a paid event. The poetry event was registered by 14 (10 full members, 2 student members, and 2 non-members) and was held at The Polish White Eagle Club  
38 David Street, Turner ACT 2612

We paid \$100 for the venue. Besides, we also paid \$200 to the event speaker, Mr Subhash Jaireth.

Full AUSIT members 10 X \$25 = 250  
Student members 2 X \$10 = 20  
Non-members 2 X \$75 = 150

The event was a success. The income generated from the registration fees (\$420) was able to cover the expenses (\$300) with a surplus.

## **PROFESSIONAL DEVELOPMENT COORDINATOR'S REPORT**

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- During 2020 – 2021, it was difficult to organise in-person events in the ACT.
- Two in-person events that we held had modest turnouts, but it was lovely to check in with members while keeping everyone safe.
- Please get in touch if you have requests or suggestions for PD events in 2021 – 2022:  
[act@ausit.org](mailto:act@ausit.org)

<b>Event</b>	<b>Format</b>	<b>Date</b>	<b>Presenter</b>	<b>No Attended</b>
Pre AGM Presentation	Online	29 August 2020	Joanne Ogilvie and Amelia Taylor	30
End-of-Year Event	In-person	5 December 2020	AUSIT ACT	13
Translating Poetry	In-person	28 March 2021	Subhash Jaireth	11
Ethics of personal documents translation	Online	31 July 2021	David Deck	[TBC]

### **Thanks**

- To Vesna Cvjeticanin, who stepped up to fill in as secretary. This enabled the committee to continue activities and was much appreciated.

- Donna and Michelle from Office Logistics, who have been quick and professional in their services to AUSIT ACT.
- The three NSW Professional Development Coordinators, Rebeca Paredes-Nieto, Amy Wang, and Cintia Lee. They have provided a great deal of support and help to the ACT committee.

Jennifer Plaistowe  
Branch Chair

Event title	Last Name	Preferred Name	Email
ACT - AUSIT ACT Branch	Edmonds	Gabrielle	<a href="mailto:gabime@internode.on.net">gabime@internode.on.net</a>
ACT - AUSIT ACT Branch	Deck	David	<a href="mailto:cbr.deck@gmail.com">cbr.deck@gmail.com</a>
ACT - AUSIT ACT Branch	Lu	Tina	<a href="mailto:qiyulu66@gmail.com">qiyulu66@gmail.com</a>
ACT - AUSIT ACT Branch	Gurung	sameer	<a href="mailto:ersameer150@gmail.com">ersameer150@gmail.com</a>
ACT - AUSIT ACT Branch	Tan	BC	<a href="mailto:tbcmrcs@gmail.com">tbcmrcs@gmail.com</a>
ACT - AUSIT ACT Branch	Omari	Mustapha	<a href="mailto:momari008@gmail.com">momari008@gmail.com</a>
ACT - AUSIT ACT Branch	Dragicevic	Meri	<a href="mailto:meri_d@webone.com.au">meri_d@webone.com.au</a>
ACT - AUSIT ACT Branch	Roppola	Anne Roppola	<a href="mailto:tellervo1@bigpond.com">tellervo1@bigpond.com</a>
ACT - AUSIT ACT Branch	Peressini	Daniela	<a href="mailto:danienzo@live.com.au">danienzo@live.com.au</a>
ACT - AUSIT ACT Branch	Hocking	Tamara	<a href="mailto:tamaratosamja@bigpond.com">tamaratosamja@bigpond.com</a>
ACT - AUSIT ACT Branch	Abualsisan	Hala	<a href="mailto:u7063112@anu.edu.au">u7063112@anu.edu.au</a>
ACT - AUSIT ACT Branch	Freire	Daniel	<a href="mailto:daniel.freire@portuguesetranslations.net.au">daniel.freire@portuguesetranslations.net.au</a>
ACT - AUSIT ACT Branch	Wolf	Kristina	<a href="mailto:kw@lingua-direct.com">kw@lingua-direct.com</a>
ACT - AUSIT ACT Branch	Chen	Henry	<a href="mailto:dr.henry.chen@gmail.com">dr.henry.chen@gmail.com</a>
ACT - AUSIT ACT Branch	Cvjeticanin	Vesna	<a href="mailto:vesnaflower@gmail.com">vesnaflower@gmail.com</a>
ACT - AUSIT ACT Branch	Plaiستowe	Jen	<a href="mailto:jenplaiستowe1@gmail.com">jenplaiستowe1@gmail.com</a>

