

Society of Architectural Historians of Australia & New Zealand

SAHANZ INCORPORATED IN SOUTH AUSTRALIA

President: Harriet Edquist
Treasurer: Kevin Green
Secretary: Igea Troiani

Minutes for meeting of SAHANZ 2003-2004 Executive committee

in Staff Common Room [Rm 304, Level 3], Zelman Cowen building at the University of Queensland, St. Lucia on Thursday 8 April, 2004 at 4-6.30pm.

Present

Harriet Edquist, Kevin Green, Maryam Gusheh, John Macarthur, Christine McCarthy, Naomi Stead, Igea Troiani

Meeting opened at 4pm.

- 1. Apologies** None
- 2. Previous minutes** The minutes of previous meeting on Monday 8 December, 2003 were accepted unanimously.
- 3. Matters arising from the previous minutes**

SAHANZ Bank accounts and Treasurer's budget [Presented by KG]

KG delivered the preliminary "Financial report to SAHANZ Executive Committee 8/04/04" for discussion. After the meeting, he amended the budget, "SAHANZ budget 2004 dated 13/04/04" which is included at the end of these minutes.

KG's preliminary report outlines the current three SAHANZ bank accounts:

- Fabrications account: Held at the Commonwealth bank; Signatory is Hannah Lewis
- David Saunders Grant account: Held at the ANZ bank 'V2' account; Signatories are Desiree Luskins and Steven Smith.
- SAHANZ operating account: Signatories are Kevin Green and Harriet Edquist.

The committee debated the need for having three bank accounts and discussed the possibility of restructuring the accounts and changing signatories. HE felt that the SAHANZ Executive Committee should have controlling authority over all outgoing expenditure. It was agreed that the Treasurer as representative of the Executive Committee should have control and monitor all accounts.

In regards to the Fabrications account, the committee felt that this account should only be for outgoings not incoming revenue. KG to action how the Fabrications account runs to make the necessary changes. In regards to the David Saunders Grant account, the committee agreed to keep the account separate but to change the signatories to the current SAHANZ President and Treasurer at that time. KG to organise HE and KG new signatories for this account. The SAHANZ operating account to remain as is.

The following change, which affects signatories for forthcoming SAHANZ Executive committees, was agreed unanimously by the 2003/2004 Executive committee and needs to be announced by IT at the AGM in 2004:

Change to “The Rules of the operation of the Committee. Date issued: 22 April 2004” [Attached] Under “5.0 Officers and Committee” the following has been added: “5.8 The new incoming Executive committee will ensure that all bank accounts and signatory authorities be signed over to the new committee’s President and Treasurer within 2 months of being appointed.”

Editorial Board [Presented by JM]

JM presented a report from the *Editorial board of Fabrications* titled “Report to SAHANZ Executive from current Fabrications editors Hannah Lewi and Julie Willis (outgoing) and Deirdre Brown (incoming)” received on 8.04.04.

JM advised that while he had made several requests for a report from the chair of the *SAHANZ Editorial Board*, Philip Goad, he had not received a report prior to this meeting. JM advised that the members of the SAHANZ Editorial board were not yet finalised, even though a selection of people had been invited to participate in the SAHANZ Editorial Board.

The committee felt it was vital that a resolved SAHANZ Editorial Board be finalised within a month of these minutes being issued and asked that a report from that board be presented to JM by 1 July 2004. [JM to cc. copy of these minutes to PG.]

The following change was agreed unanimously by the 2003/2004 Executive committee and needs to be announced by IT at the AGM in 2004:

Change to “Rule of the operation of the Editorial board. Date issued: 22 April 2004” [Attached] Under “Role of the Editorial Board” the following has been deleted: “5. The Editorial Board will keep financial records of all expenditure and income and, when required report to the Treasurer.”

The Editors of the SAHANZ 2004 Conference proceedings are HE and Helene Frichot.

Redesign of Fabrications cover [HE]

The committee agreed to advise the Editors of Fabrications of our decision to change the cover of *Fabrications* but asked that the Fabrications editors present the design that suited to the committee at their earliest convenience.

SAHANZ website [Presented by MG]

MG advised that the SAHANZ website had been updated by Mitra. The final cost was \$195.00 excluding GST. The domain name SAHANZ.03 is now SAHANZ.net.

MG was presently looking into transferring the ownership of this name from Sheona Thompson to HE. The committee discussed redesigning the website in a more major way. One change was agreed upon i.e. CMc putting up an Excel spreadsheet for publications, *Fabrications* issues and Conference proceedings a.s.a.p. It was also suggested an archive of David Saunders Grant recipients be listed on the website.

Directors and Officers Insurance [Presented by IT]

IT explained that she had been in contact with three insurance brokers – Jardine Lloyd Thompson; Morris Cox Marsh Pty Ltd; and PLANNED Professional Risk Services– to obtain quotations for obtaining D&O Insurance. She advised the committee there was considerable paperwork to do in order to obtain these quotations, some of which required advice from our solicitors. The committee gave IT consent to contact Board Matters to obtain this advice. IT agreed to email questions to committee members in order to complete the forms, and once completed would post them to HE to sign.

CMc offered to explore the implications of if SAHANZ was incorporated in NZ rather than SA as she thought that D&O Insurance was not required under NZ law. CMc to follow up.

3. Other business

SAHANZ 2004 conference update [Presented by HE]

HE presented minutes from the “Limits/SAHANZ 21/ Melbourne 2004 Conference Committee meeting dated 4 April 2004”. The minutes outline the Conference committee and members; Draft timeline; Budget template; Keynotes; Tours; Abstract refereeing; and other business.

HE advised the website was being redesigned to update information and that the Editors of the SAHANZ 2004 Conference committee were working towards finishing the proceedings to hand out at the conference.

The committee expressed their strong reservation in having delegates travel to Deakin University for one of the three days of the conference and asked that the SAHANZ 2004 conference committee reconsider this.

New Publications officer

JM pointed out the phrase, “Publications Officer” did not exist in the SAHANZ Constitution. HE suggested appointing a commercial/institutional distributor to take on this task and offered to research options, discussing this with the Editors of *Fabrications*. In the absence of an Editorial Board, the Executive committee elected to take on the responsibility of appointing a distributor. HE to send the committee her suggestion for email discussion. Once approved by committee, the distributor details need to be put up on the SAHANZ website.

The following change was agreed unanimously by the 2003/2004 Executive committee and needs to be announced by IT at the AGM in 2004:

Change to “Rule of the operation of the Editorial board. Date issued: 22 April 2004” [Attached] Under “Role of the Editorial Board” the following has been deleted:
“4. The Editorial Board will take charge of the distribution of the publications.”

Julia Gatley JGatley has written the history of SAHANZ and will be presenting it at the SAHANZ 2004 conference in Melbourne.

Membership

The committee discussed increasing membership fees but elected not to do so. IT to begin SAHANZ membership drive in May 2004.

Quorum for Executive committee meetings

The following change was agreed unanimously by the 2003/2004 Executive committee and needs to be announced by IT at the AGM in 2004:

Change to “The Rules of the operation of the Committee. Date issued: 22 April 2004” [Attached] Under “Committee Meetings” the following has been changed:
“2. Of the seven members, the quorum of the meeting is four including two office bearers.”

Next meeting

Next meeting is teleconference at 1pm [Brisbane time] on Friday 16 July, 2004.

Meeting closed at 6.30pm.

Minutes prepared by Igea Troiani
SAHANZ 2003/2004 Secretary

Fabrications accountOperating account: current Commonwealth Bank balance approx. **\$3,175.00****David Saunders Grant**

Current balance ANZ 'V2' account \$24,485.05

less Igea Troiani, 2003 David Sanders Grant \$2000.00

less Ellen Anderson 2003 David Sanders Grant \$2000.00

Total **\$20,485.05****SAHANZ operating account**

Current balance as at 13/4/2004 \$29,197.44

plus membership subscriptions (received from 23 Dec- 13 April) \$ 455.00

Current liabilities

Web central domain rental (invoice dated 25/02/04) \$ 423.50

Web design (estimate). Say 50hrs @\$30 per hour= approx \$1500 .00

Postage UQ Arch School reimbursement (TBC) say, \$200.00

Julia Gately for SAHANZ History \$2,500.00

Reimburse Igea Troiani for teleconference and misc postage \$107.20

Airfare reimbursement Christine Mc Carthy NZ\$687= AUS \$591.00

Airfare reimbursement Naomi stead \$451.15

Airfare reimbursement Harriett Edquist (funded by institution) \$ nil

Airfare reimbursement Maryam Gusheh \$361.86

Projected expenditure 2004

Cover design for Fabrications \$1760.00

Fabrications grant 2004-2005 (due October) \$4500.00

Miscellaneous Postage (based on previous 2yrs average) \$ 350.00

Audit (due Sept 2004) \$1100.00

Bookkeeper (due Sept 2004) \$700.00

Legal advice (averaged from expenditure for past 2 yrs) \$800.00

Projected income 2004

membership subs (will not be finalised until Dec Jan 2005) \$4,500

Publications sales (past proceedings and back issues Fabrications) \$ TBC

Projected balance at end March 2005: **\$18,807.73**

Budget prepared by Kevin Green

SAHANZ 2003/2004 Treasurer