

ATEM Financial Management Advisory Committee (FMAC)

MINUTES

Minutes of a meeting of FMAC held on 27 September 2005 at 10.00 am, in the Executive Board Room, Perth Convention and Exhibition Centre.

PRESENT

VP Richard Easther
Neil Voyce
Lucy Schulz
Peter Scardoni
Giles Pickford

1. Apologies

Apologies were received from Jeff Long.

2. Minutes

The Minutes of the Teleconference held on 2 September 2005 were conformed.

3. Business Arising from the Minutes

3.1 Compliance Spreadsheet

FMAC noted that the Compliance Spreadsheet is now nearly complete and agreed that it should be kept up to date. The addresses of some auditors are still missing and Peter Scardoni was asked to chase them.

FMAC discussed ways in which the various compliance issue could be resolved. It agreed that all contractors must now execute a contract agreement with ATEM or its Branches along the lines of the contract provided by Moore Stephens.

It also agreed that ATEM should take out cover with CGU for fidelity guarantee, professional indemnity, and other risks. FMAC noted that at present ATEM is only covered for public liability.

3.2 Finance Manual

FMAC noted that the revised Finance Manual is now posted on the web.

4. Report to Council

FMAC discussed all the issues on the Council Agenda.

5. Next Meeting

FMAC agreed to meet by teleconference early in 2006 to be up-dated on progress.

Distribution:

Richard Easter

Neil Voyce

Lucy Schulz

Jeff Long

Peter Scardoni

Tom Gregg

GP 28/9/05