

MINUTES OF MEETING OF JOINT COUNCIL OF TEACHER ASSOCIATIONS HELD AT QUEENSLAND COLLEGE OF TEACHERS AT 4.00PM ON 17th MAY 2006

Present: Caroline Brooks (ACHPER); Lyn Allsop (QSITE); Debbie Kember (QSITE); Jim Buckley (ETAQ); Janet Cochrane (QSITE); Beryl Exley (ALEA); Robyn Henderson (ALEA); Joy Schultz (SOSEAQ); Gerard Healy (RSTAQ); Ann Manion (STAQ); Jackie Mergard (Secretary); Ros Korkatzis (QHTA); Kelly Smith (AENQ); Karen Bonanno (SLAQ); Janet Bannah (BETA)

Apologies: Toni Michael (ECTA); Peter Roberts (BETA); Kaye Schwede (GTAQ); Michelle Williams (Project Officer); Susan Kennedy Smith (STAQ); Gayleen Jackson (QSITE); Doug Cave (QETA); Lissie Patterson (OEAQ); Leigh Hobart (BETA); Susan Hearfield (MYSA); Jo Andrews (HEIA); James Watters (QAGTC)

1. Welcome and apologies

2. Confirmation of minutes of last meeting held on Wednesday 16th April 2006

Amendment: Susan Hearfield (MYSA) to be added as an apology for the meeting.

Moved Debbie Kember **Seconded** Ann Manion **Carried**

3. Business arising -

Action Items

Lyn Allsop	Contact Office of Fair Trading re Public Liability and other insurance required
All Associations	Associations would report on any interest from their brokers in All providing a “joint buy” covering the policies of multiple associations - Lyn has 8 responses but more are needed.
All Associations (KLA's)	Names for attendees for the Values workshop will be required by 27 th April. Completed
Jackie Mergard	Email associations to send in conference and workshop dates to be placed in an electronic calendar. Some responses received but more needed.
ALEA	Showcase their association's activity/idea at next meeting
Toni Michael	Send JCQTA members ECTA's letter and EOI. Completed.
Debbie Kember	Invite Kathryn Moyle to August Forum. To Do
Trish Gibson	Invite Chair and/or Director of QTC to a JCQTA meeting in June/July with view to presenting at August Forum. To Do
Toni Michael	Follow -up costs of inviting speaker to present issues on Public Liability and Professional Indemnity - await result of Lyn's investigations
Debbie Kember	Follow-up on obtaining speaker for workshop on QSA Essential Learnings. To Do
Ann Manion	Follow -up costs of inviting speaker to present a workshop on Project Management. Completed.
All Associations	Discuss BETA proposal with management committee and give feedback at next meeting. To Do.
BETA	Give number of BETA members and details of regional groups. Completed
Debbie Kember	Send out more details on costs etc. to participate in the BETA EXPO. Completed.
All Associations	Feedback on Constitution. To Do.

All Associations

Discuss Leigh Hobart's research proposal at next meeting.
Request Leigh to supply a budget.

4. Correspondence Inward -

1. HEIA Annual Report
2. Parents and Schools Magazine
3. AShareNet re podcasting
4. QCT Numeracy in Teacher Education booklet
5. ACHPER Qld Conference information

Emails -

From	Received	Subject
Peter Roberts	Wed 17/05/2006 4:31 PM	Re: [jcqta] Meeting reminder and Agenda
Lyn	Wed 17/05/2006 2:27 PM	Re: [jcqta] Rules review
Murray Michael	Wed 17/05/2006 2:14 PM	JCQTA Meeting
KEMBER, Debbie	Wed 17/05/2006 1:50 PM	RE: [jcqta] Rules review
Jackie Mergard	Wed 17/05/2006 1:25 PM	[jcqta] HEIA National Conference Sydney january 2007
KEMBER, Debbie	Wed 17/05/2006 1:17 PM	RE: [jcqta] Rules review
Stephen Collis	Wed 17/05/2006 7:42 AM	online conference
OEAQ Executive Officer	Wed 17/05/2006 6:35 AM	RE: [jcqta] Meeting reminder and Agenda
KEMBER, Debbie	Tue 16/05/2006 2:40 PM	[jcqta] Rules review
Penny Cook	Tue 16/05/2006 9:50 AM	FW: [jcqta] Meeting reminder and Agenda
G E Rienstra	Tue 16/05/2006 8:51 AM	RE: message to JCQTA list
Doug Cave	Tue 16/05/2006 7:21 AM	RE: [jcqta] Meeting reminder and Agenda
Janet Reynolds	Mon 15/05/2006 10:16 PM	HEIA National Conference Sydney january 2007
Susan Kennedy Smith	Mon 15/05/2006 10:10 PM	JCQTA
James J Watters	Mon 15/05/2006 9:26 PM	Re: [jcqta] Meeting reminder and Agenda
Leigh Hobart	Mon 15/05/2006 8:40 PM	Re: [jcqta] Meeting reminder and Agenda
Lyn	Mon 15/05/2006 4:54 PM	Re: [jcqta] Meeting reminder and Agenda
Lyn	Mon 15/05/2006 4:54 PM	Re: [jcqta] Meeting reminder and Agenda
Jo Andrews	Mon 15/05/2006 4:34 PM	Re: Meeting reminder and Agenda
Ros Korkatzis	Mon 15/05/2006 3:57 PM	Re: [jcqta] Meeting reminder and Agenda
Susan Kennedy Smith	Mon 15/05/2006 3:56 PM	Re: [jcqta] Meeting reminder and Agenda
Jackie Mergard	Mon 15/05/2006 3:44 PM	[jcqta] ACE National Conference
Jackie Mergard	Mon 15/05/2006 3:10 PM	[jcqta] Meeting reminder and Agenda
KEMBER, Debbie	Mon 15/05/2006 2:25 PM	RE: Am I a member?
KEMBER, Debbie	Mon 15/05/2006 1:01 PM	RE: Am I a member?
ve.nixon@student.qut.edu.au	Mon 15/05/2006 12:32 PM	Am I a member?
G E Rienstra	Mon 15/05/2006 12:22 PM	FW: ACE National Conference Update
KEMBER, Debbie	Mon 15/05/2006 12:04 PM	RE: agenda items
KEMBER, Debbie	Mon 15/05/2006 11:56 AM	RE: agenda items
KEMBER, Debbie	Mon 15/05/2006 11:46 AM	RE: agenda items
KEMBER, Debbie	Mon 15/05/2006 10:44 AM	RE: agenda items
Jackie Mergard	Mon 15/05/2006 8:30 AM	[jcqta] FW: Invitation to write for innovative education journal
Lyris ListManager	Mon 15/05/2006 1:25 AM	jcqta subscription report
Debra Brydon	Sun 14/05/2006 1:40 PM	Invitation to write for innovative education journal
Janet Reynolds	Sat 13/05/2006 4:08 PM	HEIA Contact person
Ann Manion	Fri 12/05/2006 3:52 PM	[Fwd: Re: Project Management Briefing]
KEMBER, Debbie	Fri 12/05/2006 1:24 PM	[jcqta] FW: Group Owners workshop Brisbane, May 17
Lester Ford	Wed 10/05/2006 12:32 PM	Out of Office AutoReply: [jcqta] Values Education Good Practice Schools projecr Stage 2
Jackie Mergard	Wed 10/05/2006 12:31 PM	[jcqta] Values Education Good Practice projecr Stage 2
KEMBER, Debbie	Wed 10/05/2006 11:12 AM	RE:
Lyn	Tue 9/05/2006 3:01 PM	Member emails
Lyn	9/05/2006 2:24 PM	Public Liability Insurance for Associations
Michael Dezuanni	Tue 9/05/2006 1:49 PM	[jcqta] Register now for the Australian Education Conference
National Media		[jcqta] QSA Connect: Issue 5: 8 May 2006
KEMBER, Debbie	Mon 8/05/2006 4:30 PM	RE: [jcqta] Minutes from last meeting
MYSA	Mon 8/05/2006 9:56 AM	[jcqta] FW: INSIGHT INTO THE FUTURE OF TEACHING - TEACHING AUSTRALIA MEDIA RELEASE
COCHRANE, Janet	Mon 8/05/2006 9:17 AM	[jcqta] FW: Values Education News
COCHRANE, Janet	Mon 8/05/2006 9:16 AM	jcqta subscription report
Lyris ListManager	Mon 8/05/2006 1:25 AM	Your Registration with EdNA Online
askedna@edna.edu.au	Sun 7/05/2006 10:48 AM	

Jan Cavanagh	Fri 5/05/2006 3:22 PM	FW: [jcqta] FW: CENSUSATSCHOOL NEWSLETTER -11TH EDITION, May 2006
Lyn	Fri 5/05/2006 3:03 PM	JCQTA records
Gaye Geldard	Thu 4/05/2006 5:36 PM	Re: [jcqta] Minutes from last meeting
Debra Brydon	Wed 3/05/2006 7:45 PM	Outstanding professional opportunity for teachers
kbonanno@bigpond.net.au	Wed 3/05/2006 9:51 AM	RE: AJCPTA brochure
KEMBER, Debbie	Wed 3/05/2006 9:27 AM	RE: AJCPTA brochure
Murray Michael	Wed 3/05/2006 9:25 AM	Fw: AJCPTA brochure
Kerrie Smith	Wed 3/05/2006 7:46 AM	RE: [askedna] help please
KEMBER, Debbie	Tue 2/05/2006 3:51 PM	RE: Change of Contact Details
KEMBER, Debbie	Tue 2/05/2006 3:47 PM	[jcqta] FW: ACE ON THE ROAD - RE-IMAGINNING EDUCATIONAL LEADERSHIP
G E Rienstra	Tue 2/05/2006 12:37 PM	ACE on teh Road re-sent in a friendly format I hope!!
KEMBER, Debbie	Tue 2/05/2006 9:56 AM	[jcqta] FW: ACSO URGENT NEWSFLASH
National		Review of Visual Education
COCHRANE, Janet	Tue 2/05/2006 9:36 AM	[jcqta] FW: DEST National Safe Schools Week
KEMBER, Debbie	Tue 2/05/2006 9:28 AM	[jcqta] FW: Values education - Values for Australian Schooling Kit distributed soon
kbonanno@bigpond.net.au	Mon 1/05/2006 11:14 AM	AJCPTA brochure
Lyris ListManager	Mon 1/05/2006 1:26 AM	jcqta subscription report
Murray Michael	Thu 27/04/2006 11:10 AM	[jcqta] Fw: Under Eight's Videolinq Workshop
Jackie Mergard	Thu 27/04/2006 9:41 AM	[jcqta] QAGTC Children's Conference
Jackie Mergard	Thu 27/04/2006 9:14 AM	[jcqta] FW: Scholarship closing date has been extended until 16th May 2006
Jackie Mergard	Wed 26/04/2006 11:15 PM	[jcqta] Reminder - Nominations for Values Workshops required by April 28th
Alicia Russo	Wed 26/04/2006 5:17 PM	Scholarship closing date has been extended May 2006
until 16th		
Bob and Joy Schultz	Wed 26/04/2006 11:44 AM	RE: values workshop
Bob and Joy Schultz	Wed 26/04/2006 10:25 AM	values workshop
Pat Edgar	Mon 24/04/2006 9:07 AM	Pat's email address
Pat Edgar	Mon 24/04/2006 8:33 AM	RE: [jcqta] Nominations for Values Workshops required by April 27th
Lyris ListManager	Mon 24/04/2006 1:25 AM	jcqta subscription report
Pat Edgar	Sat 22/04/2006 1:02 PM	RE: [jcqta] Nominations for Values Workshops required by April 27th
Murray Michael	Fri 21/04/2006 2:50 PM	[jcqta] ECTA Conference & Workshop dates
Ros Korkatzis	Thu 20/04/2006 5:16 PM	[jcqta] QHTA 2006 Activities
Ros Korkatzis	Thu 20/04/2006 4:45 PM	QHTA 2006 Activities
kbonanno@bigpond.net.au	Thu 20/04/2006 12:34 PM	JCQTA follow up re constitution
Lyn Thu	20/04/2006 9:18 AM	Treasurer's report
GIBSON, Trish	Thu 20/04/2006 9:18 AM	RE: [jcqta] National Science Week 2006 update

5. Correspondence Outwards -
Nil

6. Treasurer's Report -

The Public Liability Insurance is due and Lyn reiterated that only members of this Council are covered. The Forum needs to be noted on the policy. Event insurance may be a possibility for conferences.

Associations are to supply Lyn with information on their brokers and policy. To date only 8 of the 30 Associations have done this. After discussion it was agreed that Lyn would contact AON in respect to a joint policy possibly covering some issues as : Public Liability; products; members attending meetings and profits from conferences.

Lyn is also to check if the contract for the Values Project stipulates that the state body is to hold Public Liability and participant insurance.

Lyn is also to distribute the values funding to SOSEAQ less the agreed 10 per cent management fee.

Lyn is to obtain a copy of the Certificate of Incorporation from the Office of Fair Trading.

Moved Debbie Kember Seconded K. Bonnano Carried

Joint Council of Qld Teachers' Associations Inc
TREASURER'S REPORT TO COMMITTEE MEETING 17 MAY 2006

Bank Statement balance 1/4/06	\$105 368.92
Deposits April -	\$462.00
Deposits May - Values money + 1 sub \$77 -	\$4752.00
Balance	\$110 582.92
Less presented cheques in April + to May 17	-\$60 575.21
Less outstanding cheques (in bold below)	-\$9 809.84
Available balance 17 May 2006	\$40 197.87

EXPENDITURE

<i>(O/s from April report) 472</i>	Coral Swan	\$742.00
<i>(O/s from April report) 477</i>	BETA	\$4400.00
Cheques since last report		
<i>(O/s chq) 492</i>	ALEA	\$4400.00
493	ETAQ	\$4400.00
<i>(O/s chq) 494</i>	AJCPTA (2006 affil fees)	\$267.84
495	Riverglenn (Mentoring dep)	\$200.00
496	L Allsop (reimb of postage & stationery exp from Oct 05 to 30 April 06)	\$102.20

Request ratification of the above payments.

Outstanding memberships:

Qld Art Teachers
 Qld Guidance & Counselling

Directions for
 Invoice to EQ for remaining mentoring funding
 Management of Values money

Move that this Treasurer's report be accepted.

Lyn Allsop
 JCQTA Treasurer

Moved Lyn Allsop Seconded C. Brookes Carried

7. Invited Guest, John Ryan from the Queensland College of Teachers spoke to a number of issues raised by members. (See Appendix 1)

8. Reports from Representations
 8.1 AJCPTA (See Appendix 2)

8.2 QMYS - No report

8.3 AGQTP - Meeting on 2nd June. Janet Cochrane and Debbie Kember to attend.

8.4 Teaching Australia - No Report. Report required by 9th June.

8.5 Other - No Report

9. Mentoring Project - No Report but next workshop is on August 18th.

10. Values Project

Joy Schultz reported that a Values workshop with two focus groups was held on May 10 at Education House with 15 representatives from KLA areas. Evaluations from the workshop were good. (See Appendix 3).

Actions

Report to DEST by Friday 20th May and second report due 18th November.

11. ASSOCIATION UPDATE

11.1 Leigh Hobart - Primary Teachers and Professional Associations - research project

Leigh will be approached to provide a firm budget with milestones for presentation to the next meeting. It might be possible to tie this project to Teaching Australia funding.

It was moved that JCQTA support Leigh with inkind and financial support up to the value of \$5000 upon the receipt of a budget and milestones.

Moved Debbie Kember Seconded K. Bonnano Carried

Actions

Leigh will be approached to provide a firm budget with milestones for presentation to the next meeting

11.2 Reciprocal membership with Beginning and Establishing Teachers Association

Discuss BETA proposal with management committee and give feedback at next meeting.

Actions

All Associations Discuss BETA proposal with management committee and give feedback at next meeting.

11.3 Idea from ALEA

ALEA presented information on Running a National Conference. This is attached as Appendix 4.

The next association to present ideas will be BEAQ in June.

11.4 CONSTITUTION

Feedback is invited from Associations on the proposed changes which are available on the JCQTA website.

11.5 August Forum 26th August Bernard O'Shea Centre

Ann Manion and Ros Korkatsis will assist Toni Michaels with the organisation of this.

11.6 Future Agenda Item

JCQTA's relationship with Education Queensland and future strategies for contact eg new president to meet with Minister.

Guest at next meeting: Peter O'Beirne - Dare to Lead program

Meeting closed at 5.50pm

Next Meeting -Wednesday 21st June 2006 - 4.00 - 6.00pm. Venue: Queensland College of Teachers 9th Floor, Sherwood House

Actions Arising

Jackie Mergard	Email associations to send in conference and workshop dates to be placed in an electronic calender.
BETA	Showcase their association's activity/idea at next meeting
Debbie Kember	Invite Kathryn Moyle to August Forum.
Trish Gibson	Invite Chair and/or Director of QTC to a JCQTA meeting in June/July with view to presenting at August Forum.
Debbie Kember	Follow-up on obtaining speaker for workshop on QSA Essential Learnings.
All Associations	Discuss BETA proposal with management committee and give feedback at next meeting..
All Associations	Feedback on Constitution.
All Associations	Discuss Leigh Hobart's research proposal at next meeting. Request Leigh to supply a budget and milestones.
Joy Schultz	Report to DEST by Friday 20 th May and second report due 18 th November.

Appendix 1 - John Ryan, Queensland College of Teachers

John began by asking “how QCT can help Associations?”

ACHPER: Encourage professional development and support the work of Associations.

JR: Sees the role of QCT as “walking with teachers” and making it relevant. There will be an impact through standards and learning

QHTA: Reinstate the Consortium Committee as it provided valuable forum and focus for research projects

JR : QCT will examine this

STAQ : What is the focus of the new College?

JR: Professional standards and raise the status of teaching in the community. Ensure continuous professional development of the profession but not increase the workload of teachers - all learning must be real not bureaucratic. 94,000 teachers on the register with 53,000 practising.

SOSEAQ: Examine the issues from “A Way Forward” report with reference to a central location for associations and sharing an executive officer.

ALEA: How will QCT communicate with Teacher education students?

JR: QCT will develop standards for beginning teachers and new legislation allows College to monitor quality of training. There will be a survey and audit of 2nd and 3rd year teachers and an induction program for new teachers. Qld has a good retention rate in comparison with other states.

ALEA: There should be more direct QCT contact with students to promote a “beginning professional” model of practice.

JR: QCT can learn from the Union re good communication processes.

ALEA: Can QCT work with the Recognition of Prior Learning Committee to identify what professional development is important to EQ so professional associations can structure their activities ?

JR: There is no development of a professional learning log as yet but would like to see it as broad as possible.

ALEA: Is there any activity on literacy standards for teachers as yet?

JR: Not yet.

ETAQ: Associations provide voluntary professional development for their members - can QCT promote associations and the role they play eg in newsletters ?

JR: Yes and also links from the QCT website.

Debbie Kember: There are a number of models which are working well for JCQTA and associations and we would like QCT to advocate for us.

JR: If there are any suggestions or questions please contact john.ryan@qct.edu.au ; 3377 4730 or 0433 124512

Appendix 2 AJCPTA Report
Teleconference 11 May, 7.30 p.m.

National Values Education Forum - Curriculum Mapping documents to be sent in. There are 2 already on the site (in the secure area).
Report and pictures / photos are due by May 20. Next Values report is due on November 18
Cheques have been mailed.

Work is continuing on the development of the **strategic plan** for AJC - to continue online

Teaching Australia report due on June 9. Request for this to include specific examples of how we have achieved the outcomes.

Values project update - news about the Values project info will come through our association to be passed on to member associations.
Some positions are still available.
Information available on the website

AGQTP

All state and territory documents and activity information is available on the DEST website

Teaching Australia Working Party Reports

Leading Australian Schools

- First cohort of principals has been selected.
- Positive reports about the program for the project

Standards

3 distinct stages for this project - each about 6 months in length - to conclude at the beginning of 2008

Draft generic standards for teacher and school leader are under development

Will go to consultation possibly using a process similar to the one used in the "Charter for the Teaching Profession" consultation process.

AJC members will continue to develop the consultation process further

Quality Schooling Awards

- New awards are coming
 - o Minister's Medal
 - o Excellent Beginning Teacher (3-5 yrs)
 - o Community partnerships
- Judging process is currently under review
- Awards will be launched in the next few months
- AJC needs to promote this throughout all associations
- Discussion about a Master Class for all winners to share their projects

Australian Certificate of Education Queensland

- Questions about how we should respond to this as a representative body - creating a position statement to ensure a presence in the media
- Consider developing a set of critical questions for each state forum to address - this is to occur on the listserv

Appendix 3 - Values Education Report

Values Education workshop in Brisbane

Fifteen people attended the Values Education workshop held in Brisbane on Wednesday May 10. They were members of relevant teacher associations which covered all eight national Key Learning Areas. The SOSE Association of Queensland (SOSEAQ) conducted the workshop on behalf of the Queensland joint council (JCQTA).

The Queensland manager of the Values Education Project opened proceedings and explained that the project has four arms, one of which is Partnerships with other bodies, such as AJCPTA.

The all-day workshop made it possible to conduct two of the focus group meetings required by AJCPTA. The morning session was devoted to the exercise of mapping the nine values of the Values Education Framework against current Queensland curriculum documents, and in the afternoon session a beginning was made on the production of some “good practice examples’ from each KLA.

All participants worked diligently all morning on the mapping exercise, and discovered that all nine values were represented in most parts of each of the syllabus documents. Sections covered were: nature of the key learning area, attributes of the lifelong learner, cross-curricula priorities, student-centred learning and the KLA overall outcomes.

With this broad picture in mind, they then undertook some activities with various strategies that might be useful in developing the good practice examples to highlight each value. The afternoon session was based on the values education framework in the book edited by Lemin M, Potts H and Welsford P 1994, *Values Strategies for Classroom Teachers*. (ACER). This framework encompasses six processes:

1. Identifying and clarifying values (personal values and values in others)
2. Comparing and contrasting values
3. Exploring and understanding feelings
4. Exploring convicting values
5. Considering alternatives and their implications
6. Making a plan of action.

In the book, each process is examined in detail and a number of teaching strategies are suggested for promoting each processes. For example, teachers could use a rating scale or a values dilemma to get students to identify and clarify their own values. Some other strategies were also suggested during the workshop, such as diamond ranking, a values continuum and a development-consequences matrix.

In addition, there was discussion about values themselves, as being the basis for choices and being represented in our actions, and therefore evident in how we solve problems and make decisions. The relationship to attitudes (and therefore feelings) was also highlighted.

Participants were also introduced to the idea that values are part of our substantive and procedural knowledge base. They can therefore be studied as objects in themselves (identified, clarified, compared, contrasted), as well as enacted within the classroom and used to consider implications of decisions. This enactment is not only on the students’ behalf, but teachers need also to examine the values behind their own actions in choosing topics and resources, types of pedagogy used and interactions with students.

This understanding was clarified by talking about “teaching about, through and for values”. The latter becomes evident when there is behavioural change or when a teacher reads or notices voluntary enactment of particular values by students.

Finally, participants chose one of the nine values to promote in a good practice example relevant to their own KLA. This was lined up with one of the processes from the framework above, and a strategy to implement that process. The activities that resulted were not meant to be detailed or an imposition on teachers’ time. It was hoped that participants would recognise the ease with which activities could be produced if they were firstly familiar with the processes and strategies.

The examples produced need to be reproduced in a common format and hopefully associations will ensure that further examples are produced. All association representatives were asked to pass on this information through their own professional development initiatives.



Participants working on the mapping exercise.



Participants taking part in a values continuum.

Future activities:

JCQTA will conduct a Focus Group consisting of two representatives from each KLA - one primary and one secondary - to meet for half a day in **September/October 2006** to:

- Showcase the new resources available to support the national Values education Framework in Australian schools
- train the representatives in the facilitation of a workshop around these resources to be delivered at relevant association conferences and professional learning activities. This will be supported by SOSEAQ.

Additionally, JCQTA will conduct a cross-sectorial conference in **May 2007** to showcase examples of good practice in implementing values education across the KLAs - as collected during 2006/7. These examples will be placed on the JCQTA website.



**AUSTRALIAN LITERACY
EDUCATORS' ASSOCIATION
Brisbane Meanjin Local Council**

ABN 28 637 317 066

RUNNING A NATIONAL CONFERENCE?

Each year a different state director hosts the ALEA national conference. In 2005 it was ALEA Qld's turn. It had been 7 years since the National Conference was hosted by Qld and many of the people who served on that committee were no longer involved at the state level...

1. Employ a conference coordinator. While seemingly expensive, our conference coordinators saved us in excess of their fee because of their ability to negotiate contracts with the venue, food providers etc and demand bulk buy fees from suppliers (eg shirts, printing, couriers etc).
2. In our association, sponsorship cannot be sought until the previous year's conference has finished, BUT don't wait until then to start the ball rolling. At least two years out, prepare your blurb, draw up a list of contacts (specific names of contact people), prepare applications (ie. downloading applications from companies) etc. Some companies work on a 12 month-out cycle, others only work within a financial year.
3. Seek out co-convening associations. We have an arrangement with AATE.
4. Invest time in talking with the co-convening associations re association philosophy, educational program similarities & differences AND THEN AGREE THAT IT WILL BE TWO ASSOCIATIONS CO-HOSTING THE ONE CONFERENCE.
5. Appoint an executive that is big enough to cover the big picture, but small enough to make quick & efficient executive decisions. We had 2 co-convenors (one from each association), a treasurer & secretary. Appoint proxies if someone is out of town or not contactable for more than a day.
6. We set up the following sub-committees, whose chairs worked with the executive to form the 'event' committee: educational program (had two chairs); trade & sponsorship; finance; publicity & media; social & hospitality.
7. When getting a quote to hire an exhibition hall, ask how much extra to hire the carpet. Don't be surprised when the quote looks like you've offered to buy the carpet!
8. Read the contract fine print very carefully. We hired the GCCC on a sole user arrangement even though we were only leasing 80% of the rooms. The GCCC hired out the rooms we weren't using for another function and we felt that that function had the potential to disrupt our flow of events and our sense of sole use. Our conference managers were instrumental in assisting our application for financial recompense. We had a positive outcome.
9. Meet once a month, even if it appears that there is nothing on the agenda. Something will always come up.
10. Get an efficient & personable secretary (especially one who is on 6 months maternity leave) who is contactable can deal with issues almost immediately.