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REPORTS FOR COMMITTEE MEETING – 15 APRIL 2016

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Chair's Report

Committee Matters:

1. David Gilchrest has resigned his committee membership due to work commitments.
2. Alexandra Williamson has been invited to join the committee to fill the casual vacancy following the resignation of Craig Furneaux. Alexandra will join the meeting this Friday and decide after that whether to join.

Phil Saj
Chair

11 April 2016

Finance Report

To come

Journal Editors' Report – *Third Sector Review*

We are working on the next issue which is likely to come out in June rather than May. Currently have 3 papers accepted and being copy edited by Julian. We plan for another paper and a book review to be included in this issue. Since the last meeting we have rejected one paper and six papers are in the review process.

The Australian National Volunteering Conference was held last week and Megan Paull promoted the special issue (planned for May 2017). The 14 authors who submitted expressions of interest have all been invited to submit a full paper by 30 June. Megan and her co-editors are managing the Special Issue review process and will be provide support where required.

We are anticipating that a second special issue in 2017 (November) will come from the 2016 ANZTSR Conference and we can discuss this further with the Conference Organising Committee regarding, for example, who will edit the special issue.

We have an administrator updating our reviewer spreadsheet so that we can improve the reviewing process.

Karen Smith and Carolyn Cordery
Joint Editors

9 October 2016

Secretariat Report

DUTIES UNDERTAKEN:

- Check new postage rates (as from 4 January 2016) for mailing of *Third Sector Review* and prepare report for Committee Members information – appended to this Secretariat Report.
- Mailing out of Third Sector Review Vol 21 No 2 to members; email authors and seek details of mail-outs of complimentary electronic and/or paper copies of Vol 21 No 2 to authors (see attached for complete details)
- Preparation of email invoice letter to current members inviting them to renew memberships
- Preparation of Renewal Invoices for current members – personalised invoices and emails
- Regular general duties as listed in the “ANZTSR Secretariat Tasks – March 2013” document, have been undertaken, including monitoring, processing of incoming emails / handling email enquiries; membership enquiries; new and renewal memberships, deleting SPAM; forwarding emails to Chair, Treasurer and Journal Editors for attention; checking Post Office box; mail-outs of journals
- Handle renewal of Post Office Box for coming year; set up electronic mail box and pay yearly fee
- Update database as new and renewal memberships and payments received; banking, reconciliation
- Preparation of Agenda for Committee Meeting s; collate and combine Committee Meeting Reports, save to one pdf document and distribute

MEMBERSHIP DATABASE

One new member since the last meeting, and one rejoining member.

I have prepared an email (approved by Phil) and invoices for all current Individual and Students members and these are being sent out this week.

Summary of Membership as of 13th April 2016:

Current Members 2015/16 subscription year = 56 comprising:

40 Individual Members
 7 Organisation members
 5 Student Members
 4 Institutional Library members

New Members for 2015/16:

Australian College of Applied Psychology – Organisation Membership – Contact: Professor Carolyn Noble
 Urbis Pty Ltd – Organisation Membership (\$225) – Contact: Claire Grealy
 Mex, Ms Christel – Student Member
 Keenan, Mr Thomas – Individual Member
 Keevers, Dr Lynne – Individual Member
 Dr Cris ABBU – Individual Member
 Dr Margaret Spencer – Individual Member

Resignations / Non-renewal notification:

University of Technology Sydney – Institutional Library Membership (\$75.00)

Grace Period Members (2014/15 Members who have not yet renewed)

10 Individual Members - 4 of whom joined in 2014/15

4 Student Members – 3 of whom joined in 2014/15

1 Organisation Member

1 Institutional Library Member – 1 Institutional Library Member advised they would not be renewing.

Note: 7 members who joined in 2014/15 did not renew their membership for 2015/16.

Dawn Darwent

13 April 2016