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| C:\Users\margaret.boyle\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\OY88CGG9\LMSA logo NEW.jpg | THE LABORATORY MANAGERS ASSOCIATION OF SOUTH AUSTRALIA INC.  ABN: 45891413257 | | |
| **PRESIDENT:**  Jacki Victory  Gawler & District College B-12  Barnet Rd  EVANSTON SA 5116  Phone: (08) 8521 2400  Email: [jacki.victory678@schools.sa.edu.au](mailto:jacki.victory678@schools.sa.edu.au) | **SECRETARY:**  Sheryl Hoffmann  Concordia College  24 Winchester St  HIGHGATE SA 5063  Phone: 8272 0444  Email: [shoffmann@concordia.sa.edu.au](mailto:shoffmann@concordia.sa.edu.au) | **TREASURER:**  Rianne Wright  Immanuel College  32 Morphett Rd  NOVAR GARDENS SA 5040  Phone: 8375 1700  Email: [rwright@immanuel.sa.edu.au](mailto:rwright@immanuel.sa.edu.au) |

**ANNUAL GENERAL MEETING 2022**

**MINUTES**

Wednesday October 5th, 2022 at 9.00 am

Gawler and District College B-12

Meeting opened at 9.00 am

1. **Present** – Thisari Aluthgama Guruge, Kathryn Jenner, Jacki Victory, Sheryl Hoffmann, Skye Woodcock, Debra Richards, Cathy Kanazawa, Nilmini Lakmuni, Rosalie Noll, Sharyn Jacobs, Anna De Conno, Melissa Pudney, Kerry Higginson, Mary Bryker, Margaret Gordon, Krishna Panchal, Sarah Boyle, Sam Munn, Sheree McPeak, Rianne Wright, Sheena Newman, Margaret Boyle, Carolyn & Kevin Woods.
2. **Apologies and Proxies**

Pranay Sharma, Desi Karlovassitis, Yien Jiun (TJ) Tiong, Debbie Zimmermann, Shawna Denman, Fiona Brown, Di Bohmer

1. **Minutes of the Annual General Meeting 2021**

Motion: “That the minutes of the AGM on 5th October 2021, be accepted.”

Moved: Margaret Gordon

Seconded: Rianne Wright

Carried

There was no business arising.

1. **President’s Report**

Motion: “That the President’s Report be accepted.”

Moved: Sharyn Jacobs

Seconded: Rianne Wright

Carried

1. **Treasurer’s & Auditor’s Reports**

The Treasurer’s and Auditor’s reports were presented.

Motion: “That the Treasurer’s and Auditor’s reports be accepted.”

Moved: Kerry Higgins

Seconded: Krishna Panchal

Carried

1. **Appointment of Auditor for next financial year**

Motion: “That Haydon Edwards continue as external auditor.”

Moved: Kerry Higgins

Seconded: Rianne Wright

Carried

1. **Award Presentations**

**LIFE MEMBERSHIP TO MARGARET BOYLE**

**Citation:** We recognise Margaret Boyle this year for her commitment to the Laboratory Managers Association of SA, as both a long-standing member of the committee, and Secretary, as well as for her role as hub group leader for the Eastern/Hills hub group. Margaret’s school role as Laboratory Manager at Eynesbury College, working in its unique school environment, gave her skills which she used in her role on the committee as Secretary. She was also one of our SETA representatives and maintained the Relief list. Margaret hosted not only hub group meetings, but also our annual conference and was always organised and efficient in her calm and methodical ways. Even since her retirement Margaret has continued to work with the committee on the latest edition of the laboratory manual, using her skills in editing and proofreading. We believe that Margaret is an extremely worthy recipient of Life Membership to the Laboratory Managers Association of SA.

**INDUSTRIOUS ASSOCIATION SERVICE AWARD TO CAROLYN WOODS**

**Citation:** Carolyn Woods has provided an invaluable service to the Association during her 19 years at the University Senior College and thoroughly deserves this Industrious Association Service Award.

Carolyn was a member of the LMASA Committee for several years and was an active participant in Hub Group activities and always willing to assist others.

In 2006, Carolyn was instrumental in the changeover from EdNA Communities to EdNA Groups. The initial administrator for EdNA Communities, was on Long Service Leave when this major change occurred. Carolyn offered to manage the changeover and liaised with the EdNA staff here in Adelaide, to get the new system up and running for members. (EdNA was a predecessor to our Google Groups email list.)

Carolyn also contributed to the 3rd edition of LMASA, A Comprehensive Guide to Laboratory Practice in Schools for Laboratory Technician, 2007.

**EXCEPTIONAL SCIENCE SERVICE AWARD TO SHERYL HOFFMANN**

**Citation:** Sheryl Hoffmann receives an Exceptional Science Service Award for efficiently running the laboratories at Concordia College for 29 years and going above and beyond to assist and support the Science Faculty by:

* Willingly sharing her wealth of knowledge with others
* Sourcing unusual resources and demonstrating new technologies and equipment for the faculty
* Working with students to design individual investigations and assisting in the classroom so teachers can support those with learning needs
* Working with teachers to design practical lessons that students will enjoy and offering suggestions for new and inexperienced teachers, including going through safety and appropriate procedures
* Collaborating with teachers to develop safe and age appropriate activities for visiting Primary students
* Supporting field trips with equipment and expertise
* Standardising practicals and cataloguing their risk assessment and preparation notes into electronic storage in appropriate folders for year levels and curriculum subjects

Sheryl strives to prepare the best experiences in the laboratories for all students and teachers alike.

**EXCEPTIONAL SCIENCE SERVICE AWARD TO LAURENA GRIEGER**

**Citation:** Laurena Grieger receives an Exceptional Science Service Award for going above and beyond her role as Laboratory Technician at Waikerie High School by running many programs including:

* Adelaide Show Team organising accommodation, food and preparing students for the show
* Inception Programs for students of traumatic background or intellectual disabilities
* Enterprise Groups for students to make arts and crafts to sell at markets to raise money for charities
* Scaffolding Numeracy in the Middle Years program & the Teach Moneyprogram to engage students in Maths
* Lunch time quizzes in the library

All this she does while maintaining the laboratories, archiving risk assessments, assisting new teachers and helping in the classroom.

Simply put Laurena is Exceptional and Irreplaceable.

**HIGHLY COMMENDED CERTIFICATES TO:**

Melissa Pudney, Debra Richards and Katy Goodwin

1. **Election of Committee and Office Bearers**

The following Office Bearers and Committee Members were nominated and accepted their positions:

President: Jacki Victory

Vice-President: Sheryl Hoffmann

Secretary

Treasurer: Rianne Wright

Committee Member: Sarah Boyle

Pranay Sharma

Alex Cowling

The Committee will appoint additional Committee members, according to the LMASA By-Laws.

Meeting closed at 9.55 am

Signed as a true and correct record:

Name (Print)………………………………………………………………

Signature……………………………………………………………………

Position……………………………………………………………………..

Date………………………………………………..