



Japanese Teachers' Association of NSW (JTAN) Inc.

ABN 94 045 344 808

PO Box 6453, North Sydney 2060

<http://www.jtan.org.au>

2016 - 2017 AGM MINUTES

Date: Saturday 21st October 2017

Venue: Japan Foundation Sydney, Level 4 Central Park, Chippendale

Time Commenced: 12:15

Present:

Total forty-four (44) JTAN members including the following committee members.

Teruko Sharif (*President*), Larissa Mitchell (*Vice President*), Naoko Konishi (*Treasurer*), Megumi Mamone (*Workshop Coordinator*), Kentaro Otani (*Workshop Coordinator*), Yumiko Takayama (*Communications Officer*), Julia Zhu (*Secretary*)

Handouts in digital/hard copies:

- A. JTAN Annual General Meeting Report PDF

AGENDA Item (lead by ...)	MINUTES <i>Discussions and notes</i>
<p>1. Opening & Acceptance of Minutes of 2016 AGM (Teruko Sharif - President)</p>	<ul style="list-style-type: none"> • Teruko Sharif opened the AGM – mentioned from last AGM that more workshops were desired by members • Previous meeting minutes have been accepted
<p>2. President's Report (Teruko Sharif - President)</p>	<p>Pages 3-7, JTAN Annual General Meeting Report</p> <ul style="list-style-type: none"> • Highlights of the Association's 2017 activities, including: <ul style="list-style-type: none"> ○ New workshops (Primary Workshop) and refining workshops (Year 12 Student Holiday workshop) ○ Registering professional development with NESAs – JTAN has provided and continues to seek professional development opportunities that provide accreditation hours to our members ○ Expansion of the HSC Student Holiday Workshop ○ JTAN is currently working to offer online Professional Development using LMS Adobe Connect ○ Updating of the JTAN Constitution – the reason why we amend the constitution ○ Future event plans
<p>3. Treasurer's Report (Naoko Konishi - Treasurer)</p>	<p>Page 13-14, , JTAN Annual General Meeting Report</p> <ul style="list-style-type: none"> • Total Loss Oct 2016 - Oct 2017 – \$5,040.12 • Majority of income came from JTAN memberships and examination sales, as well as generous funding from the Japan Foundation • Majority of expenditure on workshops for both teachers and students (honorariums, venue hire) • This year, expenditure on legal fees for updating the JTAN Constitution and subscription fees for the



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	<p>new LMS Adobe Connect system as well</p>
<p>4. Special Resolutions (Amendment of JTAN Constitution) (Teruko Sharif-President)</p>	<ul style="list-style-type: none"> • Updating of the JTAN Constitution – outlined layout of new constitution, amendments from the constitution (2011) and defined some new terminology, including Ordinary committee member, record-keeping changes • Agreed with 100% vote for the new JTAN Constitution. We also have received approval from one member in the Vote tab on www.jtan.org.au
<p>5. Nomination and/or election of new committee members (Larissa Mitchell – Returning Officer)</p>	<ul style="list-style-type: none"> • President: Teruko Sharif → Teruko Sharif will continue for one more year • Vice President: Larissa Mitchell → Katherine Brownlee – seconder Julia Zhu • Treasurer: Naoko Konishi → Kyoko Rodgers – seconder Monica Wei • Ordinary Committee Members – accepted Sue Palmer, Anthony Polverino, Amy Robinson as the new Ordinary Committee Members
<p>6. Members' requests, concerns and comments</p>	<ul style="list-style-type: none"> • From Sally Mizoshiri – when new Extension syllabus and text is released, would like JTAN to prepare a workshop for the 2019 course. Second request to provide workshop on the changes to Stage 6 NESA syllabus – request called for members interested in helping create materials for these new courses to contact JTAN via email. • All requests, concerns and comments to be directed to enquire@jtan.org.au.
<p>7. Door Prize (Workshop Coordinators; Sponsors)</p>	<ul style="list-style-type: none"> • Thanked Sally Mizoshiri for organizing door prizes • JTB Manager Mr. Toshiya Yamada introduced staff (Steven, Kyoko, Yoko) and presented JTB prizes • Door Prizes: <i>Abbeys Bookshop voucher</i> – Louise Morgan & Sally Mizoshiri, <i>Azuma Japanese restaurant voucher</i> – Katherine Brownlee, <i>Black Star Patisserie voucher</i> – Mariko Mizukami, <i>Choya Australia</i> – Megumi Mamone, <i>Dekura Culinary Studio voucher</i> – Cathy Winston, <i>Gojuan Japanese Inn voucher</i> – Naoko Konishi, <i>Japan National Travel Office: Lanterns</i> – Kana Nishimuta, Esther Eun, <i>Windchimes</i> – Chiemi Keniry, Kentaro Otani, Dale Hastings, <i>Sugoroku</i> – Kirsty Marquis, Monica Wei, <i>Mousepad</i> – Jinjin Wang, <i>Japan Travel Bureau: 'Minions' shirt</i> – Kyoko Rodgers, <i>Hokusai art book</i> - Kelvin Tran, <i>\$300 travel voucher</i> - Tony Nicklin. • Other miscellaneous prizes: Various prize winners - <i>JTAN Resources CD and Pentel Australia stationery</i>



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8. Closing
(Larissa Mitchell – Vice President)

- Meeting closed at 13:00