

ANNUAL MEETING OF THE VICTORIA CHAPTER OF LEARNING ENVIRONMENTS AUSTRALASIA

MEETING MINUTES

THURSDAY, 5TH NOVEMBER 2020

Name	
Lisel Thomas (LT), Chair	Ben Cleveland (BC)
Scott Alterator (SA), Chair-Elect	Georgi Fairley (GF)
Wayne Stephens (WS), Past-Chair	Emily Flint (EF)
Euway Gan (EG), Treasurer	Mark Freeman (MF)
Wayne Hay (WH), Secretary	Nerissa Kamat (NK)
Jane Briese (JB)	Kathleen Kelly (KK)
Peter Brown (PB)	Anna Vlahos (AV)

NO	ITEM
1.0	PRESENT & APOLOGIES
1.1	See above.
2.0	CONFIRMATION OF THE MINUTES OF THE 2019 ANNUAL MEETING
2.1	Minutes were confirmed from the 2019 Annual Meeting.
3.0	ANNUAL REPORT FROM CHAIR
3.1	Lisel Thomas delivered the Chair's Annual Report.
3.2	Sponsors for 2019/2020 included: <ul style="list-style-type: none"> • Major Sponsor 2020: Woods Furniture • Minor Sponsor 2020: Interface Flooring • Edge Architectural Glazing • Décor Systems • Marshall Day • Nora Nivel • Autex
3.3	The Victorian Chapter advocated the vision of LEA through the following initiatives: <ol style="list-style-type: none"> a. The 2020 events calendar included: <ul style="list-style-type: none"> • South Melbourne Primary School (live tour) • "Ask the Students: Learning from Home" Webinar • Post "Ask the Students: Learning from Home" Webinar Chat • 2020 Victorian / Tasmanian Chapter Learning Environments Awards (online) • Annual Meeting / Post-Awards Virtual Pub Chat (online) • Designing Schools For Blended Learning Webinar (Post-Annual Meeting) b. Awards Publication. c. The Victorian Chapter of LEA submitted to a Victorian Government public consultation process on the experience of remote and flexible learning during the COVID pandemic.

NO	ITEM
3.4	<p>d. The Victorian Chapter wrote to the Victorian Minister for Education requesting the opportunity to send a delegate to participate in and contribute to a 'Lessons from Remote and Flexible Learning Summit' that was to be held in mid-July 2020.</p> <p>A response from the State Government thanked the Chapter for its interest and commitment to supporting the learning of Victoria's children and young people. They indicated that it has been necessary to postpone the summit.</p> <p>Professional Development</p> <p>One 'in person' site visit was held in early 2020, with a tour of South Melbourne Park Primary School in February 2020, giving participants a chance to learn about the opportunities and challenges around adaptive re-use of existing facilities. After the tour, a panel discussion with the principal, architect, and heritage specialist was followed by networking drinks at a local pub. Woods Furniture and Decor Systems sponsored the event.</p>
3.5	<p>The Victorian Chapter hosted no further 'in-person' events in 2020 due to the COVID-19 pandemic. Members were encouraged to attend virtual events run by the Victorian and other Chapters. The Victorian Chapter hosted five webinar events in 2020.</p> <p>Research</p> <p>The Chapter began exploring the concept of 'fringe' or 'pop up' events not part of the regular site visits program. The intention was to tap into the latent potential of members and provide an opportunity for them to run events and activities where they could share their expertise and engage others on issues of interest.</p> <p>The aim of the 'fringe'/'pop up' event program was to:</p> <ul style="list-style-type: none"> • Respond to issues most concerning the industry in an agile manner; • Engage members of LEA in a range of activities covering a broad set of ideas; • Engage members and non-members in unique and engaging events not currently offered; • Achieve a greater degree of cross-disciplinary engagement; and • Give people who want to share their passion for something in the learning environment space an audience. <p>More work to develop this idea will be undertaken in 2021.</p>
3.6	<p>Opportunities</p> <p>The replacement of 'in person' school tours and events with online events across the Region allowed Victorian members to participate in online events run by other Chapters and see projects in other locations. These events were a pleasant distraction to what was otherwise a bleak time for many people. We are keen to continue increased levels of collaboration across the Region in the future.</p>
3.7	<p>Changes/Challenges</p> <p>The COVID-19 pandemic and prolonged lockdown was a significant challenge for Victorian members. Educators and students transitioned to remote learning. Designers and architect members transitioned to work-from-home arrangements. Everyone did their best to maintain productivity levels under different and challenging working conditions. At the same time, they looked out for and supported each other.</p> <p>The Victorian Committee chose to not hibernate during the pandemic. It remained committed to delivering value for members and ensuring that our organisation remained the peak body in improving learning environments for all. The Committee explored a range of ideas for new initiatives and opportunities to maintain activities and communications with members and contacts that were not face-to-face. More regular email communications were sent, and activity on Instagram was increased, including archive projects and some blasts from the past with members and contacts.</p>

NO	ITEM
4.0	<p data-bbox="320 208 815 237">ANNUAL REPORT FROM TREASURER</p> <p data-bbox="320 253 1366 282">Euway Gan provided a report on the Chapter's finances for the year ending 30 June 2020:</p> <ol data-bbox="320 297 1390 768" style="list-style-type: none"> <li data-bbox="320 297 975 327">a. The Chapter account had a balance of \$78,604.96. <li data-bbox="320 342 1062 371">b. The Chapter had a loss of \$3,394.00 for the financial year. <li data-bbox="320 387 1374 607">c. The primary sources of income for the Chapter for the 2019/2020 financial year were sponsorship (\$16,500), events registration (\$9,180), Victorian Chapter Awards (\$9,450), and publications sales (\$2,890). The Chapter's income was reduced by approximately \$26,000 compared to the last financial year. This reduction of income was mainly from lower sponsorship due to only having one physical event in the first half of 2020. The income was also affected by the pandemic's effect on event registrations and decreased book sales. <li data-bbox="320 622 1382 768">d. The Chapter's expenses for the 2019/2020 financial year decreased compared to previous years by approximately \$21,000. The main expenditures were administration assistance (\$14,808.30), Victorian Chapter Awards cost (\$12,192.17), and event expenses (\$7,058.04). The reduction in expenses was mainly due to fewer physical events in the first half of 2020 and a lower venue cost for the Awards Event in 2019.
5.0	<p data-bbox="320 790 643 819">COMMITTEE ELECTIONS</p> <ol data-bbox="320 835 1390 1043" style="list-style-type: none"> <li data-bbox="320 835 1390 902">a. The following individuals were nominated and elected to fill vacancies on the Victorian Chapter Committee: <ul data-bbox="368 918 592 1043" style="list-style-type: none"> <li data-bbox="368 918 592 947">• Georgi Fairley <li data-bbox="368 954 544 983">• Emily Flint <li data-bbox="368 990 560 1019">• Euway Gan <li data-bbox="368 1025 560 1055">• Wayne Hay
6.0	<p data-bbox="320 1066 799 1095">CONCLUSION OF ANNUAL MEETING</p> <ol data-bbox="320 1111 807 1140" style="list-style-type: none"> <li data-bbox="320 1111 807 1140">a. Lisel Thomas concluded the meeting.