INSTITUTE OF MANAGEMENT SPECIAL MEETING

MINUTES

E-BUSINESS CONVENTION

Minutes of Special Meeting held in the Boardroom of the National Office of the Institute of Management, 368 St Kilda Road, Melbourne on 9 October 200_ at 10 am.

Present

Rosco Camilleri
Jo Henderson
Harold Jones, President (Chair)
Karen Lee
Eve Parker
Sam Rosenthal (Secretary)
Anka Takamera

Apologies

Toby Freeman
Amanda Holmes

Inaugural e-business convention

The National Committee of the Institute of Management decided that the inaugural e-business convention will be held next year on a date to be finalised. The President, Harold Jones, moved that a steering committee be established to organise the convention as follows:

Harold Jones
Sam Rosenthal
Amanda Holmes
Rosco Camilleri
Anka Takamera
Jo Henderson.

The Executive Assistant to the President of the Institute of Management will be released to undertake the role of Executive Assistant to the steering committee. Seconded by Eve Parker. Carried.

Appointment of Chairperson

Sam Rosenthal was nominated by Jo Henderson and seconded by Rosco Camilleri. Carried.

Appointment of Treasurer

Anka Takamera was nominated by Eve Parker and seconded by Sam Rosenthal. Carried.

It was agreed that the Treasurer would issue all cheques and that any expense above $2000 must be approved by the steering committee.
Budget

The Institute has allocated $100,000 for the convention. It is expected that this sum together with the delegates' fees will adequately cover all outgoings.

Convention theme

Considerable discussion took place around the convention theme. Jo Henderson proposed that as this was the first of this type of convention and as e-business is probably going to be the way of the future for many of our members, the theme should be *Moving Forward*. This would provide a large number of areas to explore for participants’ kits, room and table decorations, menus, programs and speeches. Sam Rosenthal seconded the motion. *Carried.*

The Executive Assistant will be asked to incorporate this theme on all convention items, such as brochures and invitations.

Delegates’ cost

It was unanimously decided that delegates would be charged $1000 per person to attend the convention.

Venue

The meeting discussed whether the convention should be held in Sydney or Melbourne. It was decided to hold the inaugural convention in Melbourne so that extra backup could be obtained from the national office if required. The Melbourne Convention Centre was selected as the ideal venue to accommodate the 450 delegates expected to attend.

The Executive Assistant will research the most appropriate rooms within the Centre for the convention and report back to the next steering committee meeting on the facilities and costs.

Guest list

A list of 20 names will be prepared for the Executive Assistant to start a database. As there is plenty of time before the convention date, these 20 people from different industries and parts of Australia will be contacted as a trial group whose feedback will help shape the convention.

The Executive Assistant will use the names on this list to prepare sample name tags to be presented at the next steering committee meeting.

Speakers

It was decided to invite Zygmunt Switkowski (Director and CEO of Telstra) to be the keynote speaker. It was also decided to invite Lachlan Murdoch (Managing Director of News Limited) to open the afternoon session. It was felt that as these people are leaders in the field of e-commerce, they would attract a large number of delegates to the convention.

It was decided that the Executive Assistant would issue invitations to Messrs Switkowski and Murdoch.
**Promotion**

A brochure explaining the purpose of the convention, giving details of the speakers and a short blurb on the Institute, will be prepared by the Executive Assistant. This will be mailed out with the Institute’s monthly magazine and distributed by various other organisations.

**Next meeting**

The next meeting will be held on the last Friday of next month at the same time and place.

**Close**

The meeting closed at 1 pm.

Chairperson: .............................................................   Date:  .................................