Minutes of Special Meeting

Institute of Management

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 to organise the Convention be established. The following members will form a Steering Committee:

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

Further, that the Executive Assistant to the President of the Institute of Management will be released to undertake the role of Executive Assistant to this Steering Committee for the planning period.

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. Any expense above $2,000 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 will 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 $1,000 per person to attend the Convention.

**Venue**
Discussion centred around 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 room/s within the Centre for this Convention and report back to the next steering committee meeting on the facilities and costs.

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

The Executive Assistant could 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 these people were leaders in the field of e-commerce and would draw 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 day, 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 ________________