



Quarterly Governance Report January to March 2019

Meetings

The DTAA Executive and Board met very regularly this quarter. The Executive met via Zoom on 23 January and 20 February and communicated regularly through emails. The Executive is comprised of:

- President Kim Dunphy,
- Vice President Connor Kelly,
- Secretary Sandra Lauffenburger,
- Treasurer Robyn Price.

The DTAA Board met on January 29, February 26, and March 26 by Zoom. Members of the DTAA Board includes the Executive and Committee Conveners of currently active committees. Committee Conveners currently acting on the Board are:

- Governance – Sandra Lauffenburger
- Finance – Robyn Price
- Professional Membership – Sandra Lauffenburger
- Training and Education – Sue Mullane
- Ethics – Connor Kelly
- Marketing and Promotion – Maeve Larkin
- Continuing Professional Development – Jane Guthrie and Robyn Price
- Publications – Jane Guthrie
- PACFA Liaison – Juliette Kirkwood

This quarter the DTAA Executive and Board has focussed on implementing our new constitution and fleshing out the association's structure. This focus has strengthened as well as provided guidance for a number of initiatives which will provide increased benefits for members.

Board Business

1. Finance

- The production of regular monthly financial reports has occurred which has provided a clearer picture of DTAA's financial position. At this time, our financial status is stable, although somewhat challenging with expenditure currently consistently more than income.
- Budget development for 2019-2020 is underway which will provide a map for improved management and planning.
- Banking processes and procedures have been established and protocols developed which clarify and streamline management of

financial matters. This will allow for simplified handovers to future Treasurers.

- Increasing DTAA revenue stream has been prioritized and member input is sought.

2. Governance

- Governance functions are being implemented in accordance with the newly approved constitution. The intention is that these functions will assist transparent operation of DTAA, and aid future members elected to Executive and Board position in transitioning into their role. Newly developed and Board approved procedures include:
 1. An Expression of Interest process to fill vacancies on the Executive that occur between elections. This procedure was used to fill the position of Vice President.
 2. An Expression of Interest process to fill Committee Convenership positions for newly activated committees. This has been implemented to identify the PACFA Liaison and Training and Education Committee Convener.
 3. A Code of Conduct for Executive, Board and Committee members has been approved to ensure high standards of representation for DTAA members.
 4. A Communication Strategy for Executive, Board, and Committee members has been developed to ensure a clear and reliable flow of information.
- The Board approved DTAA to change corporate structure from an “Incorporated Association operating in Victoria” to a “Registrable Body operating nationally in Australia”. Recommended by DTAA’s advising lawyer from NPFLaw, this process will allow DTAA to have national recognition and should be completed in the upcoming quarter.
- Constitutionally required indemnity insurance is currently being quoted and will be obtained within the upcoming quarter.

3. Professional Membership

- After a very considerable increase in membership during 2017 and 2018, Provisional and Professional Membership continues to steadily increase. This quarter DTAA welcomes a number of new members from NZ.
- Membership renewal procedures have been streamlined with online invoicing and payment. Online logging of CPD activities is to be implemented at the of this financial year. Using the online forms, all Professional Members will be asked to complete a tally of their yearly CPD as part of membership renewal in order to receive a Certificate of Currency. An audit of supporting documents will occur for one third of the Professional Membership every three years.

4. Professional Development

- An application process for CPD points eligibility for events not run by the DTAA has been instigated. The application form is now available on the DTAA website for presenters and organisers of activities who wish to have their events accredited by the DTAA for members' CPD

5. Regional Representation and Branches

- The NSW/ACT Branch has been officially established. Currently it offers regular dyad events for DTAA members in this area.
- A NZ branch is in the early stages of development

6. Competencies

- The newly approved Competency Standards for Dance Movement Therapy have been formatted into an elegant document available to members.
- Information about the Competencies will be disseminated to members in coming months.

7. NDIS

- Steady progress continues with internal processes of the DTAA and other documents requested by the NDIA for considering DMT as a fundable modality.

8. HEMF

- The legal requirements of our new constitution has offered the HEMF Committee the opportunity to examine the structure of HEMF as well as its working relationship with DTAA. A collaborative process between HEMF and the DTAA Executive is underway to clarify these issues.
- The HEMF Committee is also exploring new initiatives for fund raising in order to support their objective of effectively furthering DMT research.

9. Marketing and Promotion

- This committee was activated during this quarter. Work has begun work on creating a brochure on DMT for the Older Adult
- Other initiatives are under consideration, and member suggests are solicited.

Board and Committee changes

Committee activation and Board changes are as follows:

- Connor Kelly was elected as Vice President after placing an Expression of Interest.
- The Training and Education Committee was activated. Sue Mullane was chosen as Convener after receipt by the Board of a number of Expressions of Interest.

- PACFA Liaison was activated. Juliette Kirkwood placed an expression of interest for this position and was accepted.
- The Constitution and ByLaws committee changed its name to Governance Committee to better reflect its fuller terms of reference. The DTAA Secretary is its convener as per the constitution.
- A Finance Committee was activated to attend to the wide-ranging activities. The DTAA Treasurer is its convener as per the constitution.
- The Supervision subcommittee changed Conveners. Eileen McDonald is now at its helm.

Importantly, all DTAA committees would welcome additional members. Interested members should contact the President.

Endorsed by the DTAA Board:

DTAA President Dr. Kim Dunphy
DTAA Secretary Sandra Kay Lauffenburger