

ANNUAL GENERAL MEETING

Minutes

Date: Thursday 25th of October 2018

Time: 4:30pm

Venue: Albert Facey House - Ground Floor, Meeting Room 2

1. Attendees

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|-----------|------------|-----------|---------------|-----------|-----------------|
| Courtney | Allen | Steven | Grewal | Jim | Rhoads |
| Michelle | Andrews | Clare | Grosser | Amanda | Rickman |
| Chris | Avent | Yvonne | Haigh | Karenza | Robbins |
| Rachel | Beard | Colleen | Harmer | Emily | Roper |
| Amanda | Branley | Elizabeth | Harrison | Grahame | Searle |
| Andrew | Brien | Cassie | Harrison | Debra | Shahar |
| Andrei | Buters | Jo | Harrison-Ward | Margaret | Stronge Smith |
| Peter | Byrne | Danielle | Hay | Heather | Waite |
| Joe | Calleja | Karl | Heiden | Sarah | White |
| Cathrin | Cassarchis | Jessica | Hodder | Gavin | Lewis* |
| Jean Wei | Choo | Brooke | Jones | Amy | Bouckley* |
| Ian | Cowie | Samantha | Kennedy | Andrew | Dunkin* |
| Sarah | Cowie | Talar | Koushian | Ines | Elloy* |
| Wally | Cox | Andrew | Lee | Yohan | Fernando* |
| Laura | Depczynski | Lorraine | McGann | Nadia | Khalaf* |
| Catherine | Fetcher | Colin | Murphy | Jenni | Ogilvy* |
| Cassandra | Flanigan | Leanda | Poole | Ekatarina | Tenerova* |
| Emma | Forrest | Shadi | Pyke | | |
| Stephen | Gray | Joshua | Reichert | | * IPAA WA Staff |

Apologies:

| | | | | | |
|---------|------------|---------|---------|--------|------------|
| Brian | Dodds | Bronwyn | Gunn | Stuart | Smith |
| Samuel | Edge | Sarah | Lau | Denise | Sullivan |
| Pascal | Felix | Mike | Rowe | Toni | Walkington |
| Jenness | Gardner | Marion | Seboa | Shaun | Walsh |
| Lucy | Gericevich | Ruth | Shean | Mike | Wood |
| Cathryn | Greville | Alan | Skinner | | |

The IPAA WA President, Colin Murphy, opened the meeting at 4.44pm. The Chair welcomed all members and acknowledged Life Members, National Fellows, WA Fellows and WA Council Members. The Chair thanked all of IPAA WA's Corporate Members for their support and recognised the Premier Corporate Members.

The Chair confirmed that all AGM obligations under the Constitution had been met including a quorum as per the Institute's Constitution. In addition, the President noted that a number of

proxy votes had been received for the AGM.

2. Confirmation of the Minutes of the Previous AGM

Motion:

That the Minutes of the Annual General Meeting held on the 26th of October 2017 are accepted.

Moved: Cathrin Cassarchis

Seconded: Yvonne Haigh

All in favour, none opposed. Motion Carried.

There were no questions regarding the minutes.

3. Annual Report

Colin Murphy informed the meeting that the Annual Report had been previously emailed to all members and that there were hard copies available at the meeting. The Chair highlighted the key points of the President's Report.

IPAA WA Treasurer, Jean-Wei Choo provided an overview of the key points in the Treasurer's Report. He noted that equity had now reached \$1.18 million. He acknowledged the work that the IPAA WA CEO, Gavin Lewis, and all the IPAA WA staff had done in relation to the very strong financial position which IPAA WA is currently in and particularly the positive results of the last five years.

The President informed the meeting that the CEO's Report and the audited financial reports can also be found in the Annual Report and he then opened the floor to any questions.

Question 1

Jessica Hodder asked the Chair what the increase in individual memberships were for the last financial year. The Chair asked Gavin Lewis to reply who responded that the individual membership number for the 2016/2017 year was 310 and this number had increased to 338 for the 2017/2018 financial year.

There were no further questions regarding the Annual Report.

The Chair tabled the Annual Report.

4. Election of Officer Bearers and new Council Members

Colin Murphy informed the meeting that notice was previously sent to all members and the following nominations were received for the Council of IPAA WA.

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|----------------|---|
| Vice President | Andrew Brien Yvonne Haigh Jeness Gardner |
| General Member | Andrew Lee Michelle Andrews Ian Cowie Stuart Smith |

Stephen Teo
Samantha Kennedy
Clare Grosser
Yvonne Haigh
Peter Byrne
Andrew Brien
Jeness Gardner
Brooke Jones
Cassandra Flanigan

The number of persons nominated in accordance with the constitution rule 10(4) for election to the positions of Vice President (1 position) and General Member (8 positions) exceeds the number of vacancies in those roles to be filled, and therefore there will need to be an election.

The Chair explained that to aid in the member's decision, IPAA WA asked members who had nominated for the vacant positions to write a short 150 word statement to support their nomination. These statements were circulated to all members on the 23rd of October. Colin Murphy informed the meeting that members will be given a few minutes to peruse the document to reacquaint themselves with the information. He explained the voting process.

At the 2018 AGM, any Council member elections will be conducted via the following method.

- Each voting member (at the AGM or proxy) will receive a voting slip.
- Each voting member will be requested to preference each candidate from most preferred to least preferred for the nominated position.
- For a vote to be valid, the member must number each candidate based on their preference and all candidates must have a preference assigned.
- Each vote will then be tallied and the candidate will be assigned a score, 1 point for every 1st preference, 2 points for every 2nd preference, 3 points for every 3rd preference etc.
- The candidate(s) (depending on the number of positions available for that particular position) with the lowest score or scores will be declared the winner(s).

As three people nominated for both the Vice President's position and the positions of General Member, the voting process will need to be conducted in two stages. Firstly, the position of Vice President and then the positions of General Member.

The Chair asked the IPAA staff to hand out the voting slips for the position of Vice President.

The voting slips were filled out by the voting members and collected. The Chair (IPAA WA President), IPAA WA Secretary and three IPAA WA staff members left the room to tally the vote.

The tallying was completed and Colin Murphy announced that the successful nominee for the position of Vice President was;

Yvonne Haigh

The vote for the eight positions for General Members was then conducted in the same manner as that for the vote for the Vice President's position.

The tallying was completed and Colin Murphy announced that the successful nominees were;

Andrew Lee
Michelle Andrews
Ian Cowie
Stuart Smith
Peter Byrne
Andrew Brien
Jenness Gardner
Brooke Jones

Colin Murphy congratulated and welcomed the newly elected members to the IPAA WA Council and thanked all the nominees for nominating.

The Chair acknowledged the work of the outgoing Council Members of IPAA WA and thanked them.

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| General Member | Amanda Branley Kayla Brooke Calladine Cathrin Cassarchis Pascal Felix Cathryn Greville Sarah Lau Toni Walkington |
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5. Motions Received

Colin Murphy tabled that a motion had been put forward by the IPAA WA Council to adopt a new Constitution. This motion had been previously sent to all IPAA WA members. As this motion requires a change to the constitution, a special resolution is needed for the motion to be passed, ie 75% of the vote.

Motion:

To adopt the new IPAA WA Constitution as tabled at the AGM (available at the meeting and as emailed to all members).

Moved: Jo Harrison-Ward
Seconded: Emma Forrest

Jo Harrison-Ward discussed the motion, including the reasoning behind adopting a new Constitution and the key changes in the new Constitution and asked if there were any questions. There were no questions.

The Chair then asked for a vote to adopt the motion.

All in favour, none opposed. Motion carried.

Colin Murphy thanked the IPAA WA Secretary, Josephine Harrison-Ward, for the work she had done reviewing and amending the Constitution.

6. General Business

There was no General Business received.

Colin Murphy thanked the IPAA WA CEO, Gavin Lewis, and all the IPAA WA staff for their hard work and dedication to the organisation and for the great results achieved.

The Chair then went through a few up-coming IPAA WA events and other general announcements.

Colin Murphy invited all members to have a drink and some nibbles at the conclusion of the meeting.

The meeting was closed at 5.43pm.