

ANNUAL GENERAL MEETING

Minutes

Date: Thursday 24th of September 2020

Time: 4:30pm

Venue: Adina Hotel Perth - Mounts Bay Road, Perth WA 6000

1. Attendees

Danielle Asarpota
Lauren Atkinson
Chris Avent
Madeleine Bartlett
Natasha Bouzidis
Andrew Brien
Bradley Buckland
Peter Byrne
Joe Calleja
Paulash Chatterjee
John Clifton
Sarah Cowie
Ian Cowie

Wally Cox
Jacinta Ellis
Cassandra Flanigan
Catherine Fletcher
Emma Forrest
Jenness Gardner
Cameron Gibbs
Yvonne Haigh
Brooke Jones
Andrew Lee
Janette McGinty
Amanda Melia
Mike Rowe

Stuart Smith
Lauren Tait
Gavin Lewis*
Andrew Dunkin*
Ines Elloy*
Yohan Fernando*
Nadia Khalaf*
Susannah Nichols*
Ioana Okley*
Charlien van Wyk*
* IPAA WA Staff

Apologies:

Jodi Cant
Janis Carren
Anthony Cribb
Elizabeth Harrison
Josephine Harrison-Ward

Karl Heiden
Clare Mullen
Colin Murphy
Allan Skinner
Jamie-Lee Read

Amy Bouckley*
Jhovana Kelly*
* IPAA WA Staff

The IPAA WA President and AGM Chair, Mike Rowe, opened the meeting at 4.40pm. The Chair acknowledged the traditional owners of the land and paid respects to all elders past, present and emerging. The Chair then 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 and that a quorum was present. 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 24th of October 2019 are accepted. There were no questions regarding the minutes.

Moved: Andrew Brien
Seconded: Yvonne Haigh
All in favour, none opposed. Motion carried.

3. Annual Report

Mike Rowe 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.

In addition, Mike Rowe provided an overview of the key points in the Financial Report. He noted that equity had now reached \$1.8 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. In particular, he acknowledged the positive results of the last six years, especially the last twelve months, during the COVID-19 pandemic. Mike Rowe informed the meeting that the Treasurer, Colin Murphy, was an apology for the AGM and had recently resigned from the position of Treasurer. Mike thanked Colin for the many years of wonderful service he had given to IPAA WA as President and then as the Treasurer.

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

Question 1

John Clifton asked the Chair if IPAA WA had seen an increase in regional engagement during the COVID-19 pandemic, given the increase in online delivery of the IPAA WA products and services, and what were the plans for maintaining or increasing this regional engagement.

The Chair asked Gavin Lewis (CEO) to respond. Gavin Lewis informed the meeting that there had been a slight increase in regional participation during the COVID-19 pandemic, and that it is a strategic objective to increase this engagement in the future as the online delivery model of the IPAA WA products and services is ideally suited to people in the regions as well as other people who might have accessibility issues. Danielle Asarpota (Young Professional Committee (YPC) Chair) added that the YPC were looking at increasing regional engagement by including a regional representative on the YPC.

There were no further questions regarding the Annual Report.

The Chair tabled the Annual Report.

4. Election of Officer Bearers and new Council Members

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

Vice-President (1 position)

Andrew Brien
Yvonne Haigh

Secretary (1 position)

Emma Forrest
Danielle Asarpota

General Member (7 positions)

Stuart Smith
Danielle Asarpota
Catherine Fletcher
Ian Cowie
Lauren Atkinson
Yvonne Haigh
Andrew Lee
Joe Calleja
Andrew Brien
Jenness Gardner
Cameron Gibbs

Mike Rowe explained that the number of persons nominated in accordance with the Constitution rules 28 to 35 for election to membership of the Council for the positions of Vice-President (1) and Secretary (1) exceeds the number of vacancies for these positions. As such, there will be an election process at the Annual General Meeting for these positions.

Similarly, the number of persons nominated in accordance with the Constitution rules 28 to 35 for election to membership of the Council for the positions of Council General Members (7) also exceeds the number of vacancies for these positions. As such, there will be an election process at the Annual General Meeting for these positions.

The Chair explained that to aid in the member's decision, IPAA WA asked those members who had nominated for the vacant positions to write a short 150 word statement to support their nomination. These statements were previously circulated to all members attending the AGM. Mike Rowe provided a few minutes for members to peruse the document to reacquaint themselves with the information. He then explained the voting process.

The election of Office Bearers and Council General Members will be conducted online via two separate elections.

- **Election 1 - Office Bearers:** this election will be for the positions of Vice-President (1 position vacant) and Secretary (1 position vacant)
- **Election 2 - General Members:** The second election will take place to vote for the positions of General Member (7 positions vacant) after Election 1 is finalised.
- Each voting member (present at the AGM or proxy) has received a voting card. Inside this card are the two separate URLs for the two elections, as well as two corresponding unique voting codes.
- Members can access the two elections by firstly entering the URL into an internet browser on their smart device or from one of the IPAA WA laptops around the room, and then entering their unique voting code. All votes are strictly confidential and anonymous.
- Members that are carrying a proxy vote(s) will be given multiple unique codes (depending on the number of proxies assigned to them) and are required to vote multiple times. After submitting their vote, the member will be returned to the original screen where they can enter their next unique code.

- Each voting member is 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. I.E. ALL boxes must be completed.
- The elections are counted based on the Borda Count method, whereby candidates are awarded points based on the ranking they receive (1pt for 1st preference, 2pts for 2nd preference etc.). The candidates with the lowest score or scores will be declared the winners.
- Members will be given warning when the election is closing by the Chair. Once the election has closed, it cannot be re-opened.
- WI-FI has been made available if members need to connect.
- All members had been informed that the voting would be online and they were encouraged to bring their own personal devices. They were informed that computers would also be available during the AGM.

The Chair opened Election 1. After allowing sufficient time, the Chair asked if anyone required more time. The election was then closed and Mike Rowe and Gavin Lewis left the meeting to confirm the election results.

After conferring with the election staff and checking the online results, Mike Rowe announced that the successful nominees were;

Vice-President
Yvonne Haigh

Secretary
Emma Forrest

Mike Rowe congratulated Yvonne and Emma on their selection to their respective positions.

The Chair opened Election 2. After allowing sufficient time, the Chair asked if anyone required more time. The election was then closed and Mike Rowe and Gavin Lewis left the meeting to confirm the election results.

After conferring with the election staff and checking the online results, Mike Rowe announced that the successful nominees were;

General Members
Stuart Smith
Danielle Asarpota
Catherine Fletcher
Ian Cowie
Joe Calleja
Andrew Brien
Jenness Gardner

Mike Rowe congratulated the successful candidates and thanked all the nominees for nominating.

The Chair acknowledged the work of the outgoing Council Members of IPAA WA and thanked them all. Mike Rowe mentioned the outgoing IPAA WA Secretary Josephine Harrison-Ward for her many years of service on the IPAA WA Council and for all the

work she had done specifically regarding the governance of IPAA WA.

5. Motions Received

There were no motions received.

6. General Business

There was no General Business received.

Mike Rowe once again 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 highlighted a few up-coming IPAA WA events and other general announcements.

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

The meeting was closed at 5.21pm.