

**ANNUAL GENERAL MEETING
Minutes****Date: Thursday 21st of October 2021****Time: 4:30pm****Venue: Albert Facey House - 469 Wellington Street, Perth WA 6000****1. Attendees**

Danielle Asarpota	Catherine Fletcher	Frank Walsh
Chris Avent	Emma Forrest	Rachel Weir
Andrew Brien	Jenness Gardner	Gavin Lewis*
Melanie Bruckberger	Inderbir Grewal	Amy Bouckley*
Michelle Bye	Kaylene Gulich	Ines Elloy*
Peter Byrne	Cassie Harrison	Yohan Fernando*
Joe Calleja	Brad Hyde	Nadia Khalaf*
Janis Carren	Tami Maitre	Jhovana Kelly*
Paulash Chatterjee	Amanda Melia	Jerome Ofori*
Raewyn Courtney	Daniel Redmond	Ioana Okley*
Sarah Cowie	Mike Rowe	Charlien van Wyk*
Ian Cowie	Stuart Smith	* IPAA WA Staff

Apologies:

Jodi Cant	Allan Skinner
Yvonne Haigh	Andrew Dunkin*
Cassandra Flanigan	* IPAA WA Staff
Kirsty Moore	

The IPAA WA President and AGM Chair, Mike Rowe, opened the meeting at 4.42pm. 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 September 2020 are accepted. There were no questions regarding the minutes.

Moved: Jenness Gardner
Seconded: Andrew Brien
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 Annual Report noting the President's Report, CEO's Report (including executive summary) and the Audited Financial Report.

The Chair then opened the floor to any questions. There were no 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.

President (1 position)

Mike Rowe

Vice President (1 position)

No nominations received

Treasurer (1 position)

Kaylene Gulich

General Member (3 positions)

Inderbir Singh Grewal

Janis Carren

Kirsty Moore

Tami Maitre

Mike Rowe explained that the number of persons nominated in accordance with the Constitution rule 34 for election to membership of the Council for the positions of President and Treasurer does not exceed the number of vacancies for those positions to be filled, and therefore there will not be a need for an election process at the Annual General Meeting. As such, Mike Rowe declared that the nominations for the President and Treasurer positions had been duly elected and appointed to the IPAA WA Council.

The one position of Vice President remains vacant. Noting that IPAA WA has two Vice President positions on Council.

Mike Rowe explained that the number of persons nominated in accordance with the Constitution rule 35 for election to membership of the Council for the positions of Council General Members exceeds the number of vacancies (3) 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 an election.

- **Election - General Members:** The election will take place to vote for the positions of General Member (3 positions vacant).
- Each voting member (present at the AGM or proxy) has received a voting card. Inside this card is the URL for the election, as well as a unique voting code.
- Members can access the election 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.
- Candidates are awarded points based on the ranking they receive (3pts for 1st preference, 2pts for 2nd preference, 1pt for 3rd preference and 0pts for 4th preference). The candidates with the three highest 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.
- 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 the election. 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

Janis Carren
Kirsty Moore
Tami Maitre

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 Vice President Chris Avent for his many years of service on the IPAA WA Council.

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 and Council 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 5.08pm.