

ANNUAL GENERAL MEETING**Minutes****Date: Thursday 20th of October 2022****Time: 4:30pm****Venue: Adina Hotel Perth****1. Attendees**

Danielle Asarpota	Jenness Gardner	Scott Ryan
Geoffrey Batt	Jo Gibbs	Marion Seboa
Patience O. Coleman Beyan	Tegan Gibson	Damian Shepherd
Melanie Bruckberger	Louise Giolitto	Stuart Smith
Peter Byrne	Kaylene Gulich	Debra Zanella
Joe Calleja	Yvonne Haigh	Gavin Lewis*
Janis Carren	Sarah Howard	Ines Elloy*
Nicole Ceric	Mohammed Huque	Yohan Fernando*
Karthik Chandrakumar Preyeswary	Victoria Keeping	Jhovana Kelly*
Paulash Chatterjee	Kim Lazenby	Nadia Khalaf*
Sarah Cowie	Tami Maitre	Kate Kiatkumjorn*
Ian Cowie FIPAAWA	Jennifer Marston	Ioana Okley*
Sam Curulli	Amanda Melia	Charlien van Wyk*
Cassandra Flanigan	Kirsty Moore	* IPAA WA Staff
Emma Forrest	Cassandra Murphy	
Darren Foster	Krishna Rowcroft	

Apologies:

Kylie Armstrong	Justine Colyer	Jennifer McGrath
Sue Ash AO FIPAA	Anthony Cribb	Mataele Nuku
Debra Barnes	Catherine Fletcher	Mikaela Scuderi
Andrew Brien FIPAAWA	Cameron Gibbs	Richard Sellers FIPAA
Michelle Bye	Luke Johnson	Allan Skinner PSM FIPAA
Jodi Cant	Locket Lee	Andrew Dunkin*
Deborah Childs	Tim Loh	* IPAA WA Staff

The IPAA WA Vice President and AGM Chair, Yvonne Haigh, opened the meeting at 4.43pm. The Chair explained that the IPAA WA President, Mike Rowe, is an apology for the AGM and in his absence the Vice President will be Chairing the meeting.

The Chair acknowledged the traditional owners of the land and paid respects to all elders past and present. The Chair then welcomed all members and acknowledged Life Members, National Fellows, WA Fellows and WA Council Members. The Chair thanked all 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 Vice President noted that a number of proxy votes had been received for the AGM and read out which members carry these proxies.

2. Confirmation of the Minutes of the Previous AGM

Motion:

That the Minutes of the Annual General Meeting held on the 20th of October 2021 are accepted. There were no questions regarding the minutes.

Moved: Emma Forrest

Seconded: Jenness Gardner

All in favour, none opposed. Motion carried.

3. Annual Report

Yvonne Haigh 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

Yvonne Haigh 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 (2 positions available)

Andrew Brien

Richard Sellers

Secretary (1 position available)

Emma Forrest

General Member (7 positions available)

Amanda Melia

Cassandra Flanigan

Danielle Asarpota

Debra Zanella

Geoffrey Batt

Ian Cowie

Jo Gibbs

Joan Lim

Justine Colyer

Kim Lazenby

Krishna Rowcroft

Kylie Armstrong

Mohammed Huque

Stuart Smith

Sue Ash

Victoria Keeping

Yvonne Haigh asked for it to be noted that after 12 years, she has decided to not renominate for the Vice President's role. Yvonne discussed how it has been an honour to be on the IPAA WA Council, and that she enjoyed her time immensely.

The Chair stated that the CEO of IPAA WA, Gavin Lewis, had asked her to Chair the rest of the meeting (post-election), for continuity's sake. The Chair formally asked the meeting if there were any objections to this. No objections were raised. And as such, Yvonne Haigh continued Chairing the meeting.

Yvonne Haigh 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 Vice President (2) and Secretary (1) 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, the Chair declared that the nominations for the Vice President and Secretary positions had been duly elected and appointed to the IPAA WA Council.

Yvonne Haigh 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 (7) 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. Yvonne Haigh provided a few minutes for members to peruse the document to reacquaint themselves with the information. She 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 (7 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 (15pts for 1st preference, 14pts for 2nd preference, 13pts for 3rd preference and so on). The candidates with the seven 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 Yvonne Haigh and Gavin Lewis left the meeting to confirm the election results.

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

General Members

Amanda Melia
 Cassandra Flanigan
 Danielle Asarpota
 Debra Zanella
 Ian Cowie
 Stuart Smith
 Sue Ash

The Chair 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.

The Chair explained that due to the change to the Constitution approved at the 2022 Special General Meeting, Council members will serve three years on Council before they are up for re-election. To avoid all Councillors leaving at the same time, the Council membership will be staggered. As such Council members are divided into three groups with one group up for re-election next year, the other group up for re-election in 2024 and the last group up for re-election in 2025. To assign groups there will now be a drawing of lots.

Gavin Lewis discussed the Constitutional requirements, clause 36, for the drawing of lots and assigning Council members to the various Constitutional groups. The drawing of lots was performed in front of all the members present at the AGM. Following the drawing of lots the following groups were finalised.

Group A	Group B	Group C
Mike Rowe (President)	Andrew Brien (Vice President)	Richard Sellers (Vice President)
Danielle Asarpota	Kaylene Gulich (Treasurer)	Emma Forrest (Secretary)
Janis Carren	Ian Cowie	Sue Ash
Tami Maitre	Cassandra Flanigan	Amanda Melia
Kirsty Moore	Debra Zanella	Stuart Smith

As per the constitution Council members in Group A will be up for re-election in 2023 (and then 2026), Group B in 2024 (and then 2027) and Group C in 2025 (and then 2028).

5. Motions Received

The Chair explained that a motion to amend the IPAA WA Rules of Association (Constitution) has been put forward by the IPAA WA Council. As this motion requires a change to the Constitution a special resolution is required, that is, 75% of the voting membership must be in support of the motion.

The special resolution is; To amend the IPAA WA Rules of Association (Constitution) to reflect the IPAA WA Council decision to adopt the new individual membership categories.

All documentation to adopt the new individual membership categories was sent by email on the 16th of September 2022. This email contained the full special resolution with a comparison of changes and background information regarding the relevant changes to the constitution.

Motion:

To amend the IPAA WA Rules of Association (Constitution) IPAA WA.

Moved: Yvonne Haigh

Seconded: Janis Carren

The Chair asked if there were any questions regarding the motion. There were no questions.

Yvonne Haigh then asked to put the motion to a vote.

All in favour and none opposed. Motion carried.

6. General Business

There was no General Business received.

Yvonne Haigh 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.

The CEO asked the Chair if he could say a few words. The CEO then paid tribute to and thanked the outgoing Vice President, Yvonne Haigh, for all her hard work and efforts for IPAA WA over a 12 year period. The CEO discussed some of the work which Yvonne had done for the organisation and her great contributions.

The Chair then invited all members to have a drink and some nibbles at the conclusion of the meeting.

The meeting was closed at 5.35pm.