

ANNUAL GENERAL MEETING

Minutes

Date: Thursday 12th of October 2023

Time: 4:30pm

Venue: Adina Hotel Perth

1. Attendees

Kylie Armstrong
Danielle Asarpota
Sue Ash AO FIPAA
Andrew Brien FIPAAWA
Pilar Caceres
Janis Carren
Karthik Chandrakumar Preyeswary
Ian Cowie FIPAAWA
Wally Cox PSM FIPAA FIPAAWA
Julian Coyne
Melissa Dor
Jackie Farmer
Emma Forrest
Cameron Gibbs

Tegan Gibson
Kaylene Gulich PSM
Yvonne Haigh
Cassandra Jaeger
Andrew Lee
Tami Maitre
Morgan Marsh
Amanda Melia
Amiia Nguyen
Kathlene Oliver
Mike Rowe
Mikaela Scuderi
Marion Seboa
Stuart Smith

Christine Thompson
Debra Zanella
Gavin Lewis*
Andrew Dunkin*
Yohan Fernando*
Grzegorz Janecki*
Kate Kiatkumjorn*
Nadia Khalaf*
Sophia Kukuladze*
Ioana Okley*
Giada Ozzola*
Charlien van Wyk*
* IPAA WA Staff

Apologies:

Joe Calleja
Allan Skinner PSM FIPAA
Charles Nganga

Debbie Childs
Sravan Tirunagari
Natalie Swift

Sarah McCabe
Jhovana Kelly*
* IPAA WA Staff

The IPAA WA President and AGM Chair, Mike Rowe, opened the meeting at 4.46pm.

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 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 2022 are accepted. There were no questions regarding the minutes.

Moved: Emma Forrest

Seconded: Tami Maitre
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.

A question was asked as to the nature of the larger than expected surplus achieved. The Treasurer explained that the larger surplus achieved can be attributed to an increase in the revenue received due to an increase in delegate numbers attending the IPAA WA program and the continued focus on expenses management.

Another question was asked regarding the decrease in "IT Expenses" reported for the 2023 financial year compared to the 2022 results. The Treasurer discussed that for the 2022 financial year, the IPAA WA Council had approved some 'one-off' IT expenses which were fully expensed in that year, including an upgrade to hardware and customisation of software which increased the expense line item for the 2022 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

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 available)
No nominations received

General Member (4 positions available)
Kirsty Moore
Cameron Gibbs
Morgan Marsh
Charles Nganga
Christine Thompson
Kylie Armstrong
Janis Carren
Kathlene Oliver

Mike Rowe asked for it to be noted that after 4 years as President, he has decided to not renominate for the President's role. Mike discussed how it has been an honour to be on the IPAA WA Council and how much he values the work of IPAA WA.

The Chair stated that the CEO of IPAA WA, Gavin Lewis, had asked him 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, Mike Rowe continued Chairing the meeting.

The Chair explained that the number of persons nominated in accordance with the Constitution rule 34 for election to membership of the Council for the position of President (1) does not exceed the number of vacancies for those positions to be filled, and therefore there will not be an election process at the Annual General Meeting. The Chair then explained that as there were no nominations received for the position of President, the newly elected Council will fill the vacant position as per division 3 of the Rules of the Association.

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 (4) 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 (4 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 (or scanning the QR code provided) 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 (7pts for 1st preference, 6pts for 2nd preference, 5pts for 3rd preference and so on). The candidates with the four 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

Kirsty Moore

Morgan Marsh

Christine Thompson

Janis Carren

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.

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.

The CEO asked the Chair if he could say a few words. The CEO then paid tribute to and thanked the outgoing President, Mike Rowe, for all his hard work and efforts for IPAA WA over a number of years. The CEO discussed some of the work which Mike had done for the organisation and his 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 5.13pm.