



Annual General Meeting Minutes 2013

Minutes of the Annual General Meeting [AGM/12] held on Wednesday 13th February 2013.

Held at the RACV City Club, 501 Bourke St, Melbourne

Opening - meeting opened at 9:05 AM

1. President's opening remarks

The President Derrick Hitchins welcomed all in attendance.

2. Attendance, apologies

Present	Apologies
Derrick Hitchins	Peter Hunkin
Nick Szwed	Don McKenzie
Andrew O'Brien	Howard McDonald
Emma Donnelly	David Wanty
Tim Absalom	Greg Smith
Ishan Gangabada	
Daniel Przychodzki	
Robert Morgan	
Andrew Somers	
Bill Saggars	
Ken Hall	
David Nash	

3. Confirmation of Minutes from last Annual General Meeting

Nick Szwed moved and David Nash seconded to accept the 2012 AGM Minutes.

Motion Carried Unanimously

4. Actions arising from the last Minutes - Nil

5. Correspondence

David Wanty from NZ sent an email on 14 January 2013 raising some matters relevant to the AGM and suggesting a closer alliance with IPENZ. Matters raised were:

- Suggesting that an audio/video be established for the AGM so members outside of Melbourne can attend.



- Requesting details about who is on the present ITEANZ Board and who is standing down.
- Suggesting that the notice of the AGM include the notices of motion.
- Requesting advance copies of the reports by the President, Treasurer, and NZ representative as well as the 2012 AGM minutes.

There has been no other correspondence relevant to the ITEANZ Annual General Meeting.

6. Business arising out of the Correspondence

The Secretary has responded to David Wanty's email.

7. Reports

7.1 New Zealand representative - Don McKenzie

New Zealand report from Don McKenzie was tabled.

The report indicates that there are 45 members in New Zealand. This has grown substantially over last few years and the membership is active.

Tim Absalom moved and Andrew O'Brien seconded that the New Zealand Report be accepted.

Motion Carried Unanimously

7.2 President - Derrick Hitchins

Derrick Hitchins tabled the President's Report and concluded that the last twelve months had been very successful for ITEANZ. The report mentions the make-up of the Board, the events held during the year and the development of the ITEANZ Strategic Plan for 2012-2015.

Derrick mentioned the developing relationship between ITEANZ and AITPM and IEAust Transportation Branch.

Andrew O'Brien moved and Daniel Przychodzki seconded that the President's Report be accepted.

Motion Carried Unanimously

7.3 Treasurer - Emma Donnelly

Emma Donnelly tabled the Treasurer's Report.

For the 2012 financial year (January to December), the final balance as of 31 December 2012 was \$28,491.95. The accounts are held at the Commonwealth Bank plus another \$10,000 with ING.

The main expenses in 2012 have been \$4,961 as part payment for the development of the new website and ongoing costs for the web hosting software, the bulk email provider and 'Go To Meeting' facility for web based meetings.

The Breakfast Meetings and President's Dinner have ended up relatively cost neutral, despite lower sponsorship for the dinner.



The bookkeeping software will probably need to be replaced in 2013.

Ishan Gangabada moved and Derrick Hitchins seconded that the Treasurer's Report be accepted.

Motion Carried Unanimously

8. Receive and consider the statement required by Section 30(3) of the Act [check the words]

Daniel Przychodzki moved and Derrick Hitchins seconded that "we have received and considered the statement as required under Section 30(3) of the Act".

Motion Carried Unanimously

9. Election of Executive Board

Election of President:

Nick Szwed nominated Andrew O'Brien to chair the election process for the President's position. This was seconded by David Nash.

Motion Carried Unanimously

The following nomination was received:

- ❖ President - Derrick Hitchins - proposed by Derrick, seconded by Nick Szwed

Andrew asked if there were any other nominations. As there were no further nominations, Derrick Hitchins was declared to be duly appointed.

Andrew O'Brien handed the chair back to the President.

The President, Derrick Hitchins, chaired the remainder of the election process.

Election of executive positions:

The following nominations were received for the executive positions:

- ❖ Vice President - Tim Absalom - nominated from the floor by Robert Morgan, seconded by Emma Donnelly. Tim accepted the nomination
- ❖ Immediate Past President - Howard McDonald [no need for nomination]
- ❖ Secretary - Nick Szwed, proposed by Nick, seconded by David Nash
- ❖ Treasurer - Andrew Somers - nominated from the floor by Emma Donnelly, seconded by Andrew O'Brien. Andrew accepted the nomination

As there were no further nominations, these people were declared duly appointed.

Election of general board members:

The following nominations were received for general board members:

- ❖ Richard Tay - proposed by Richard, seconded by Nick Szwed
- ❖ Andrew O'Brien - proposed by Andrew O'B, seconded by David Nash
- ❖ Don McKenzie - proposed by Don, seconded by Brett Harries
- ❖ Ishan Gangabada - proposed by Ishan seconded by David Nash



- ❖ David Nash - proposed by David, seconded by Nick Szwed

The following nominations were received from the floor:

- ❖ Emma Donnelly nominated by Andrew O'Brien, seconded by Andrew Somers. Emma accepted the nomination
- ❖ Daniel Przychodzki - nominated by Andrew O'Brien seconded by Nick Szwed. Daniel accepted the nomination

Derrick asked if there were any other nominations. As there were no further nominations, the above people were declared to be duly appointed.

Nominations were also received from the following people. However, their participation on the Board was not confirmed pending their formal membership of ITE.

- ❖ Ken Hall - proposed by Ken, seconded by David Nash
- ❖ Samantha Gelfand - proposed by Samantha, seconded by Nick Szwed
- ❖ Jared Tan - proposed by Jared, seconded by Nick Szwed

10. Special Business

No special business was advised.

11. Meeting close - 9:55 AM

Minutes recorded by David Nash, Assistant Secretary