



Australian Institute of International Affairs Victoria

Minutes of Annual General Meeting – Thursday 26th November, 2009

The President, the Hon. Michael MacKellar, declared the 2009 AGM open at 4.30pm. All members were welcomed, and he introduced Mr Andrew Hilton who will be the new Executive Director. The following apologies and proxies were noted:

Apologies:	Assoc. Prof. Paul Battersby	Breck Hilton
	Michael Bond	Richard Houlihan
	David Brewer	Prof. John Legge AO
	CH (Roger) Brookes	Bill Pickford
	Judy Coultas	Robyn Poynton
	Michael Coultas OAM	Margaret Rees-Jones
	Natasha Davies	Trish Ritman
	Bill Fenner	Hon. Jim Short
	William Fisher	Jan Rothwell Short
	Markus Gorondi	Catherine Sullivan

Proxies: C. H. (Roger) Brookes (Chairma)
Michael Coultas OAM (Chairman)
Allan James Myers (Chairman)
William Fisher (Tim Moy)
Natasha Davies (Zara Kimpton)
Prof. John Legge AO (Zara Kimpton)
Markus Gorondi (Jessica Pitt)

1. To Approve the Minutes of the Annual General Meeting held on 27 November 2008

The AGM Minutes of Meeting 2008 were received.

Motion: that the AGM Minutes of Meeting for 2008 be adopted.

MOVED: John Cohen OAM JP / Toni Feddersen

CARRIED

2. Business arising from the Minutes

No business arising from the Minutes.

3. To receive and consider the Annual Report of the Council.

The 2008/09 Annual Report was received.

The President, Hon. Michael MacKellar, noted some additions to the Annual Report:

- a). Director's Report –
 - i). The resignation / appointment dates for the following Directors are to be changed to 27th November, 2008: Prof. John McKay (resignation), Ian Wilcock (resignation), Markus Gorondi (resignation), Richard Green (appointment), Jessica Pitt (appointment), Dr Michael Porter (appointment), Catherine Sullivan (appointment), Greg Thompson (appointment), Alistair Urquhart (resignation), Laurence Wade (appointment).
 - ii). Hon. Michael MacKellar was eligible to attend 5 and attended 4; he was already appointed to Council therefore the appointment date is not required
 - iii). Markus Gorondi spelling to be corrected; Robyn Byrne's post nominal missing – OAM.
- b). Office Bearers and Council Members as at 30 June 2009, page 2:
 - i). Prof. John McKay to be removed from the Executive Committee, Jane Blaxland to be removed (resigned February 2009).
- c). Financial issues to be dealt with by the Treasurer in the Financial Report.

Issues stemming from the annual report:

Zara Kimpton queried the increased membership numbers as listed on page 9 of the Report in relation to the reduced dollar amount of subscriptions and the reduction in capitation fees. Michael MacKellar advised that these issues will be dealt with in the Financial Report later in the meeting.

Motion: that the Annual Report be adopted.

MOVED: Robyn Byrne / Richard Green

CARRIED

4. To receive and consider the Annual Balance Sheet, the accounts of the Treasurer and the Auditors report for the financial year ended 30 June 2009.

The Treasurer, Greg Romanes invited any questions on the Financial Report. In relation to Zara Kimpton's previous question, there was now a change in the accounting of membership fees. Previously, any membership fees/renewals received from May/June were accounted for in the current year. The auditors have advised that these should be allocated in the next year as these fees were in fact prepayments for that membership year.

Regarding capitation fees, these are based on the list of those members receiving the magazines, at a point in time. Michael MacKellar advised that there will be particular effort put into sorting out the membership numbers. Capitation fees of around \$15,000 have already been set for this year (The Diplomat and the Australian Journal of International Affairs).

Michael Porter queried the drop in rental income. Greg advised that the tenants had changed with less space rented than the previous tenant, and the first 3 months were rent free.

That the Annual Balance Sheet and Profit & Loss statements be adopted.

MOVED: Greg Romanes / Richard Green

CARRIED

5. To elect by ballot the Ordinary Members of the Council for the 2009-10 year.

The Hon. Michael MacKellar read out the following list of nominations:

Council Members

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|-----------------------------|-----------------------------|
| 1. Toni Feddersen (renewal) | 6. Michael Helman (new) |
| 2. Pat Pettit (renewal) | 7. Ian Howie (new) |
| 3. Greg Romanes (renewal) | 8. Dr Deborah Seifert (new) |
| 4. Judy Rothacker (renewal) | 9. Ishita Acharyya (ACCESS) |

Resignations received from Annette Webb and Greg Thompson. Michael MacKellar expressed his thanks for all their time and effort as Council members.

In accordance with the Constitution, Michael MacKellar declared that as there was no need for an election, that these candidates be duly elected as Council Members for the 2009/2010 year.

Motion: to accept the above nominations for Council membership.

MOVED: Michael MacKellar / Robyn Byrne **CARRIED**

6. To elect by ballot the Officer Holders of the Council for the 2009-2010 year

Office Holders

Hon. Michael MacKellar	President	Moved: John Cohen/Toni Feddersen.
Graham Barrett	Senior Vice President	Moved: Michael MacKellar/Michael Porter
Leslie Rowe	Vice President	Moved: Michael MacKellar/Robyn Byrne

Greg Romanes is standing down from the position of Treasurer:

Gordon Tippet	Treasurer	Moved: Michael MacKellar/Greg Romanes
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ALL CARRIED

Michael MacKellar expressed his sincere thanks to Greg for all his work and time as Treasurer, and that a vote of thanks be extended to Greg, which was unanimously agreed by all attendees.

With Greg's move to Council, Michael is hopeful that Greg will consider undertaking the Chair of a Building Management Committee, which will be established to review our long term building requirements in a clear and factual way. Zara Kimpton and her Building Committee have done a great job, with many renovations improving the look of the building.

7. To appoint auditors and fix their fees.

Greg Romanes reported that the partner from our auditors PKF, Mr Noel May, has retired from PKF. However he is now running his own practice and has provided a quote for \$3800 plus gst to undertake our audit. He has asked PKF to quote for their ongoing service, with their fee being \$8000 plus gst (discounted from \$10,000). Last year's fee from PKF was \$4000 plus gst. These quotes were discussed at the Executive and the Executive

recommend to members to appoint Mr May, who has a lot of experience with the Institute. PKF are happy to resign if it is decided to appoint Mr May.

Motion: the members accept the recommendation that Mr Noel May of Noel May & Associates be appointed auditor for the 2009/2010 financial year, at the fee of \$3,800 plus gst, to replace our current auditors, PKF.

MOVED: Greg Romanes / Annette Webb

CARRIED

8. To deal with any other matter which is brought before the meeting by any member present and which the meeting by a four-fifths majority decides to deal with.

John Cohen asked the President for an update on the appointment of the Executive Director. Michael MacKellar reported that at the last Council meeting, Council accepted the Executive's recommendation to appoint Mr Andrew Hilton as Executive Director. Andrew Hilton was previously Executive Director Victoria of the Australian Red Cross and is Victorian president of the Australia Britain Society. He will start on 30th November.

In response to John Cohen's question on how he would see his job, Andrew Hilton advised he is looking at adding a different dimension to how activities and venues have been organised. He has many connections with the diplomatic corp and other relevant groups. No dramatic changes are envisaged, but to bring in members and further the development of our volunteers.

Michael MacKellar added that Andrew will be pursuing sponsorships and increasing donations. He comes with terrific references, especially with his networking abilities. Michael thanked him for attending the meeting prior to his official start on Monday. There will be a clear understanding of jobs between Andrew Hilton and Peta McDermott but they will be a team. We are very grateful to Peta McDermott for her work over the year.

Robyn Byrne proposed a vote of thanks to Peta for her work over the year, which was unanimously agreed.

Dr Carlos de Lemos extended an invitation to attend the end of year dinner of the Consular Corp, at the South Yarra Tennis Club. There will be diverse entertainment on the evening. Booking details will be left with Peta McDermott.

Jessica Pitt queried whether the Proxies were read out. Although the Proxies were not required, Michael MacKellar will include these in the Minutes.

Zara Kimpton would like to hear from the President about the year's review and the way forward. Last year this was done by the President at item 3 (to receive and consider the Annual Report of the Council). Michael MacKellar provided an overview of the year's activities. He felt the year was a very good one, with many thanks to Graham Barrett for his wonderful program. Our program does distinguish the Institute from all others. The Study Tours are an important part of the Institute's activities, with one to East Timor planned for April/May, 2010, and a potential second one for this financial year. Other important areas are the International Careers Conference and the VCE seminars. Also most interesting have been the book launches in association with Readings Bookstores and our involvement with the Melbourne Writers Festival. The continued support of the Walter Mangold Trust funding is most appreciated and being followed up. We continue good relations with the Centre for Dialogue at La Trobe University, especially regarding the event with H.E. Seyed Khatami earlier in the year.

Michael MacKellar made special note of the excellent work that the ACCESS team have done, in particular their work with the International Careers Conference (ICC) in attracting new members. Zara Kimpton added that the ICC was instrumental in increasing student membership, with a membership package available for attendees. It does cost us money in subsidies and the students do move on but it is worth it for future memberships when they return. Annette Webb agreed that the student subsidies would be a useful for increasing membership. Michael MacKellar highlighted the importance of existing members recruiting new members and encouraged continued recruitment. John Cohen reiterated the need to turn the student members into full members and how to attract students members back to the Institute once they have finished their studies and moved on.

Ian Macintyre encouraged the Institute to boost our electronic activity, such as with publishing student papers, and speaker photos and synopses on the website, and event notifications via mobile phones. Michael MacKellar advised that ACCESS is updating the website to include options such as Facebook and publications, and that our weekly presentations are being digitally recorded for upload to the website. As our website develops, new facilities will come on line.

No other matters were raised.

The President thanked everybody for their attendance and declared the Annual General Meeting for 2009 closed at 5.30pm.