



Australian Institute of International Affairs Victoria

Minutes of Annual General Meeting – Thursday 17th November, 2011

The President, the Hon. Michael MacKellar AM, declared the 2011 AGM open at 5.05pm and welcomed all members and confirmed a quorum was in place. The following apologies and proxies were noted:

Apologies:

Michael Helman	Stephan Ross
Jennifer Hearn	William Fisher
Julienne Hince	Bill Fenner
Dr Inez Dussuyer	Judy Coultas
Gillian Johnston	Warren Johnston AM
Julian Reeves	Kirsty MacLeod
Andrew Farran	Pat Pettit
Pera Wells	

Proxies:

- Ishita Acharyya (Laurence Wade)
- Ghazi Ahamat (Laurence Wade)
- Elizabeth Buchanan (Laurence Wade)
- Richard Gould (Dr Tim Healey)
- Alexander Hurcombe (Laurence Wade)

The Apologies and Proxies were noted.

1. To Approve the Minutes of the Annual General Meeting held on 25th November 2010

The AGM Minutes of Meeting 2010 were received.

Motion: that the AGM Minutes of Meeting for 2010 be adopted.

MOVED: Robyn Byrne OAM / Laurence Wade **CARRIED**

2. Business arising from the Minutes

No business arising.

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

The 2010/11 Annual Report (updated) was received.

The President spoke to the report. He thanked all involved in the Institute who had worked with purpose and commitment to the achievement of its objectives.

Issues stemming from the Annual Report:

A number of members queried the Council's decision to pay expenses and consultancy costs to Graham Barrett associated with the development of the speaker's program. Arguments included that there was

no record of prior approval having been given for the expenditure or the provision of consultancy services nor had receipts been provided for the claimed expenditure; that the payments were in breach of the constitution; that they compromised the Institute's core principle of voluntarism and that they would deter donors and potential donors from contributing to the Institute. The President acknowledged that there had been a great deal of discussion on the issue and defended the decision, outlining the processes that had been followed in approving the expenditure. He also quoted from a legal opinion he had received which supported that action. It was agreed that the contents of the discussion would be forwarded to the incoming Council for its consideration and appropriate action.

Motion: that the Annual Report be adopted.

MOVED: Hon. Michael MacKellar AM / Dr Deborah Seifert 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 2011.

The President welcomed Gordon Tippett back to the Treasurer's role after a period of illness and thanked Richard Green who had deputised in his absence.

Gordon spoke to the Financial Report noting:

1. The loss of \$15,600 in the 2010-11 financial year was a considerable improvement on the previous year in which a loss of \$39,000 was incurred.
2. Under new regulations, AIIAV is classified as a small corporation, and having an income of less than \$250,000 it is now not required to undergo an audit, nor to report to ASIC or to members. However, the Council had decided to continue with the processes in the interest of transparency.
3. An encouraging aspect of the result was that income had increased by 21% - function income has almost doubled reflecting well on the quality of the program. Expenses increased by 8%, which was almost in line with the budgeted estimate.

A question was asked about the consequences for the AIIAV of the establishment of the Australian Charities and Not for Profit Commission which has been set up to regulate the not for profit sector. It was expected that the Commission would circulate a discussion paper, expected at the end of November, and further consultations in 2012 after which it would be possible to make an assessment of any possible impact on the Institute.

In response to a question about the purchase of new chairs for the Institute (for which donors had already contributed money), the President advised that the Building Committee was working on the project, and that the money donated had been quarantined for this purpose alone.

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

MOVED: Gordon Tippett / Robyn Byrne OAM CARRIED

5. To elect by ballot the Ordinary Members of the Council for the 2011-12 year.

The President read out the following list of nominations:

Council Members

1. Robyn Byrne OAM
2. Laurence Wade

Motion: to accept the above nominations for Council membership.

MOVED: Richard Green / Dr Tim Healey CARRIED

Resignations were received from Richard Green, Margaret Papst, Michael MacKellar and Judy Rothacker.

Motion: the meeting expressed its appreciation to retiring Council members for their contribution to the Institute.

MOVED: Robyn Byrne OAM / Dr Deborah Seifert

CARRIED

6. To elect by ballot the Officer Holders of the Council for the 2011-2012 year

Office Holders

Graham Barrett	President	Moved: Hon. Michael MacKellar AM / Dr Tim Healey
Leslie Rowe	Vice President	Moved: Gordon Tippett / Laurence Wade
Dr Tim Healey	Vice President	Moved: Hon Michael MacKellar AM / Leslie Rowe
Gordon Tippett	Treasurer	Moved: Laurence Wade / Graham Barrett

ALL CARRIED

The new President, Graham Barrett, thanked Michael MacKellar for his contribution as president.

7. To appoint auditors and fix their fees.

Gordon Tippett advised that under the new reporting regime as described at item 4, the auditors are now referred as Independent Assurance Practitioners.

He proposed that the Institute appoint PKF which had previously audited our accounts.

Motion: to continue to engage PKF at the rate of \$4250 and less than \$5000, subject to negotiation.

MOVED: Gordon Tippett/Greg Romanes

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.

No other matters were raised.

The President thanked those in attendance and declared the Annual General Meeting for closed.