



**(Provisional) Minutes of the Annual General Meeting held at AIIA National Conference Centre,
18 September 2024**

Attendance

Margaret Adamson
Melissa Conley-Tyler
Ian Dudgeon
Martyn Hagan
Phillip Huntley
Heath McMichael
John Quinn
Matt Watts

Christie Barrow
Will Devine
Brian Ely
Garth Hunt
Caitlin Johnstone
Matthew Neuhaus
M. Laique Rafiq
Desmond Woods

Kenneth Boutin
Phil Diak
Michael Flynn
Marianne Hunt
William Maley
Lachlan Prien
Jackson Skinner
Michael York

Apologies

Penny Wensley
Paul Lindwall

Amanda Lynch
John Tilemann

Lauren Oakey

There being a quorum, the President opened the meeting at 5:20 pm

Endorsement of the Minutes of the Previous Meeting

That the Minutes of the Annual General Meeting held on 7 September 2023 be accepted as a true and accurate record.

Moved: William Maley

Seconded: Desmond Woods

CARRIED

Matters Arising

There were no matters arising from the Minutes

President's Report (Heath McMichael)

ACT Branch delivered a solid performance during the year with a mix of quality in-house and on-line presentations. Most events were posted on the AIIA YouTube channel for a broad audience. Amongst the highlights were:

- a roundtable ACT Branch co-hosted with the UN Association of Australia and the Australian Peace and Security Forum on the 2024 UN Summit of the Future. Recommendations were subsequently conveyed to Foreign Minister, Senator Penny Wong;
- a panel ACT Branch organised for students and young professionals on careers in international affairs at the University of Canberra, and;
- the Annual Dinner on 5 September at the Royal Canberra Golf Course featuring former Prime Minister, Malcolm Turnbull, as keynote speaker.

Branch finances remained on a stable footing, due in large part to the additional income we have received since raising membership fees in 2022. But with membership numbers flat lining at around the 250 mark, we are keen to increase numbers. The President is working with a group at the national level of the Institute to explore ways to boost membership through more effective marketing and retention strategies.



In response to a request by some members at the 2023 AGM, the President had drawn up a matrix to show how the Branch was implementing its Gender and Diversity Strategy. Although the matrix was not a perfect indicator, it showed some progress towards meeting the Branch's gender and diversity commitments.

In response to expressions of concern from some members about access to events at Stephen House, in future the Branch would invite people wishing to attend events in person to identify any access concerns they may have at the time of registration. This would bring ACT Branch in line with National Office practice.

Finally, Heath thanked fellow Councillors for their support. ACT Branch Council would strive to continue to deliver a diverse and relevant program of events. Members' suggestions were always welcome.

That the President's report be accepted.

Moved: Will Devine

Seconded: Desmond Woods

CARRIED

Treasurer's Report (Phillip Huntley)

The auditor's report confirmed that ACT Branch's financial systems and record keeping are in good order, as required under the ACT Associations Incorporation Act (1991).

While a not-for-profit organisation, ACT Branch's reporting requirements continued to grow. In line with new rules issued by the ATO for 2023-2024, the Branch was now required to seek an annual exemption from filing an income tax return. This requirement was in addition to the need to lodge quarterly Activity Statements to cover PAYG wages and taxation withheld.

The Income and Expenditure Statement revealed a small net loss of \$519 for the 2023-2024 financial year. This result is a significant improvement on the 2022-2023 performance and reflected Council's decision in 2022 to raise membership fees. Although costs for insurance, wages, superannuation and events continued to rise, the Branch's financial position was now stable.

That the Treasurer's report be accepted.

Moved: Kenneth Boutin

Seconded: William Maley

CARRIED

Appointment of the Returning Officer

The President nominated Ian Dudgeon to act as Returning Officer for the election of the ACT Branch Council for the 2024-2025 period.

Election of the 2024-2025 Council

The Returning Officer announced the names of financial members who had been nominated and seconded by financial members of the ACT Branch for positions on Council. He noted that one vacancy remained on the list, and anyone interested in joining Council in future should speak first

with the President. The Returning Officer proposed members accept by acclamation the following nominees to vacant positions.

Heath McMichael	President
Amanda Lynch	Vice President
Desmond Woods	Vice President
Philip Huntley	Treasurer
Narayan Daw	Councillor
Phil Diak	Councillor
Will Devine	Councillor
Brian Ely	Councillor
Martyn Hagan	Councillor
William Maley	Councillor
Sean O'Dea	Councillor
Lauren Okey	Councillor
Jackson Skinner	Councillor
Amelia Young	Councillor

Appointment of Auditor

That John Beard be re-appointed ACT Branch Auditor for the 2024-2025 financial year.

Moved: William Maley

Seconded: Ian Dudgeon

CARRIED

Appointment of Public Officer

Heath McMichael indicated his willingness to continue in the position of Public Officer for the 2024-2025 financial year.

Lodgement of the Annual Return

The President advised the Branch would lodge an Annual Return following the AGM.

General Business

Several matters were discussed, including: a possible survey of members to determine program preferences; how ACT Branch could play a more forward-leaning role in the public discourse on international affairs, and; the desirability of having more events on historical aspects of Australian foreign policy and practice.

The President declared the meeting closed at 5:55 pm.