

## Interdepartmental Accounting Group Inc.

### Annual General Meeting Minutes

Date: 29 March 2018

Time: 4:02 pm – 5.11 pm

Location: Conference Room 12.18, Education House, Level 12 30 Mary Street Brisbane

<b>Attendees:</b>	Alan Williams (AW)	Keith Alcock (KA)
	Debbie Lynch (DL)	Kerrie Ussher (KU)
	Dina Brodetska (DB)	Liz Wells (LW)
	Dorothy Armstrong (DA)	Louise Eglinton (LE)
	Elizabeth Martin (EM)	Minnie Trieu (MT)
	Justine Callaghan (JC)	Teresa Barnier (TB)
	Kathreen O'Keefe (KO)	Todd Carroll (TC)
	Kaye Tyson (KT)	

**Apologies:** No apologies

#### 1. President's Address - LW

- President confirmed the presence of 15 members constituted a quorum for the general meeting.
- The President's address mentioned:
  - Testament to the quality of the conference was the number of delegates across approximately 40 different Queensland Government agencies and with over 35% of these delegates at manager level or above.
  - Charities were well supported with over \$12,000 being raised over the three days of conference.
  - Communications for the conference was ramped up during 2017 with the introduction of a newsletter.
  - A review of the sponsorship program was undertaken to keep up with the changing needs of the conference and our sponsors.
  - Sponsors also provided many excellent non-Government speakers.
  - 2017 Committee members were thanked for their hard work in organising the Conference. Acknowledgement and thanks were also extended to Dorothy Armstrong and Ian Wotherspoon, who were not standing for re-election, for their contribution towards past conferences.
  - 2017 was the 3<sup>rd</sup> and final year for LW as President.
- LW extended best wishes to the incoming 2018 Conference committee for another successful year.

## 2. Finances - KO

- IAG's financial statements for financial year ended 31 December 2017 have been audited by Pitcher Partners with their independent report stating that the audit evidence obtained was sufficient and appropriate to provide a basis for their audit opinion.
- Pitcher Partners' opinion was "the report presents fairly, in all material respects, the financial position of Independent Accounting Group Inc as at 31 December 2017 and of its financial performance for the year 2017 in accordance with the *Association's Incorporation Act 1981*".
- KO noted that Pitcher Partners continue to be prompt with their work and easy to deal with.
- Key points on the statements include:
  - The 2017 conference provided a surplus of \$44,679. This resulted from an increase in number of 3-day conference packages and a 6% increase in package prices.
  - Conference expenses were also reduced on the previous year with a strict adherence to the budget limits, cost savings in the Speaker Expenses, and cost associated with the website.
  - IAG Inc. has a strong financial position and currently the accumulated surplus at the end of 2017 is \$278,905.
- Current bank balance is \$212,752.32 which includes recent Business Activity Statement return.
- \$66,000 has been paid to Sheraton Grand Mirage Resort, Gold Coast, for 2018 venue deposit.

LW thanked KO for her work and noted that the Committee is in a solid financial position at the start of the new year.

Motion: That the audited financial statements for year ended 31 December 2017 be accepted:

Moved: Keith Alcock

Seconded: Minnie Trieu

Motion carried.

Motion: That Pitcher Partners be reappointed as auditors for 2018.

Moved: Kath O'Keefe

Seconded: Justine Callaghan

Motion carried.

## 3. Committee Positions – LW

- LW addressed the meeting and explained:
  - how the proxy voting worked for those appointed to vote on behalf of members who were unable to attend the meeting
- LW declared all Committee positions for 2018 vacant.

- LW advised no nominations were received for the position of President. The Constitution allows for on the spot nominations for president. LW opened this to all delegates present. Justine Callaghan offered her nomination as President.

Motion: That Justine Callaghan be appointed as President.

Moved: Liz Wells

Seconded: Louise Eglinton

Motion carried.

- LW advised only one nomination was received for the position of Vice-President. The nominee was Minnie Trieu.

Motion: That Minnie Trieu be appointed as Vice-President.

Moved: Liz Wells

Seconded: Kathreen O'Keefe

Motion carried.

- LW advised only one nomination was received for the position of Treasurer. The nominee was Kathreen O'Keefe.

Motion: That Kathreen O'Keefe be appointed as Treasurer.

Moved: Liz Wells

Seconded: Keith Alcock

Motion carried.

- LW advised there were two nominations received for the position of Secretary. The nominees were Teresa Barnier and Louise Eglinton.
- A secret ballot was undertaken with the meeting attendees asked to vote on the position of Secretary.
- Following a check of proxy votes by LW and the counting of votes by KT, LW announced that the position of Secretary will be held by Louise Eglinton.
- LW advised eight nominations were received for the other Committee positions. The nominees were Keith Alcock, Teresa Barnier, Dina Brodetska, Todd Carroll, Debbie Lynch, Elizabeth Martin, Kerri Ussher, and Alan Williams.
- Question was raised as to the number of people were required for the management committee during 2018. Discussion was undertaken on the merits of 10 committee members and two associate members.
- Agreement on the Management Committee consisting of 4 Executive Committee and 6 General Committee with 2 Associates.
- LW explained to the AGM attendees that associate members have no voting right on decisions made by the management committee or count as part of the quorum for committee meetings.
- A secret ballot was undertaken with meeting attendees asked to select up to six nominees for General Committee positions.

- Following a check of proxy votes by LW and counting of votes by KT and LW, JC announced that the six 2018 committee members were Teresa Barnier, Dina Brodetska, Todd Carroll, Debbie Lynch, Eizabeth Martin, and Alan Williams.
- Keith Alcock and Kerri Ussher were invited to join as Associated Committee members.

#### 4. Other Business

- A thankyou to both DA and LW was extended by JC on behalf of the 2017 committee.
- Contribution by Ian Wotherspoon was also acknowledged.