

Annual General Meeting Minutes

Thursday 29 October 2020, 5:30pm

Meeting ACLCA Victoria Annual General Meeting

Venue Zoom meeting

Prepared by Sheridan Chapman, Secretary (reviewed by Emily Burke)

Attendees: Emily Burke, Glenn Thiele, Jean Meaklim, Shane Giliam, Helen Taylor, Nikki Kehridakis, Steph Stone, William Rodger, Tayla Fairthorne, Lyndon Bell, Hannah Mikkonen, Adam Hayes, Bettina Zimmermann, Cassie Miller, Joanne Roolker, Kris Knight, Shin Yi Siew, Nicola Rivett, Dana Windle, Supriya Lath, Brent Davey, Bridie Kean, Clinton Smiljanic, Kevin Masterton, Steve Bos, Mathew Phillips, Garry Masur, Jackson Holland, Justin Tillig, Tim Vas, Andrew, Fouad Abo

Item

Open Meeting

Meeting commences 5:32pm, Shane chairs meeting, welcomes the group.

Minutes of Previous AGM (2020):

- Attached to meeting notice
- Motion: That the minutes of the [2020] AGM attached to the notice of the meeting of the Members of the Association are true and correct
- Garry Masur moved, Jean Meaklim seconded
- Motion passed unanimously

President's Report

- Vision, mission and values
- 2021 committee members
- Focus for 2021
 - Respond to COVID
 - Implement ACLCA Victoria Business Plan
 - Review and update the Rules and Code of Conduct
 - Launch new ACLCA website
 - Provide CPD for members
 - Provide monthly member presentations
 - Alternate learning platforms (e.g. webinars)
 - Provide funding to relevant research projects
 - Collaboration with industry associations
 - Strengthen relationship with EPA
 - Support development and implementation of new EP Act
 - Knowledge sharing and collaborating with ACLCA branches in other states
 - Improve membership application process
- List of member presentations and events
- Focus Areas
 - Thanks to the chairs and committees for continuing to meet and perform critical tasks despite restrictions
- Research
 - EnviSMART national series, Season 2 (\$4,000)
 - Emerging Contaminants Workshop (\$2,000)
 - Vapour research project (\$5,000)

-
- Committed to fund non target analysis screening for PFAS and pesticides (\$29,850)
 - Negotiating to fund CAPIM - \$5,000 subscription membership (shared with National, 3 year commitment)
-

Treasurer's Report

- Expenses paid/reimbursed by EO
 - Tallied and reconciled by bookkeeper
 - Quarterly and annual accounts and tax returns prepared by Scott Partners accounting firm
 - \$166,848 income (higher than 2019/20)
 - Expenditure ~\$133,000
 - Surplus of \$32,108
 - Bank balance of \$420,000
 - Expecting shortfall of ~\$29k for next year due to funding research
-

New Committee

- President: William Rodger (Jacobs) – elected unopposed
- Vice President: Stephanie Stone (SMEC) – elected unopposed
- Treasurer: Glenn Thiele (Monarc Environmental) – elected unopposed
- Secretary: Sheridan Chapman (DRC Environmental) – elected unopposed
- Immediate Past President: Shane Giliam (WSP)
- Ordinary Committee candidates:
 - Adam Hayes (Beveridge Williams)
 - Kris Knight (Greencap)
 - Lyndon Bell (JBS&G)
 - Supriya Lath (AECOM)
 - Tayla Fairhorne (Prensa)
- Each candidate given opportunity to briefly introduce themselves
- Voting for Ordinary Committee candidates conducted via PollUnit links emailed to member representatives or their proxy by Emily Burke
- Voting closed at 6:15 PM
- Votes tied – new poll link to be emailed to members with voting to close by COB tomorrow

Code of Practice

- Minor changes recommended by Membership and Ethics FA
 - Reasonable expectation that Members maintain appropriate levels of insurance
 - Additional clauses to address Confidential Information and Conflicts of Interest (not currently covered)
 - Reference to foundation members removed as no longer relevant
 - 2021 EC recommends that the draft Code be adopted as a by-law of the Association, replacing the current Code
 - Motion to revoke the current Code of Practice and adopt the draft Code of Practice as a by-law of the Association
 - Moved by Shane Giliam, seconded by Will Rodger
 - Motion passed unanimously
-

Outgoing President

- Reflection: COVID, new laws, healthy consulting industry, healthy Association, opportunities to grow collaboration
- Thanks to outgoing committee, Emily Burke and Jen Ingham (QLD EO who assisted during Emily's long service leave)
- Member companies

Incoming President – Will Rodger

- Special thanks: Shane, Emily, Jen, EC, FAs, broader membership
- Introduction
- Focus for 2022
 - Engaging member presentations
 - Ongoing learning/training opportunities
 - Support for members in transitioning out of COVID-affected market
 - Funding of research relevant to the industry
 - Reinstate annual Ian McKenzie University Scholarship
 - Collaboration with other industry associations to provide overall member benefit
 - Knowledge sharing and collaboration with ACLCA in other states, including exploring member benefits for NT and Tasmania
 - Delivery on objectives listed in Business Plan
 - Continue to proactively seek feedback from members to ensure ACLCA continues to meet our member's needs and expectations
- Looking forward to meeting people face to face!

Demonstration video of new website

Comments/questions

- None

Meeting closed 6:41 pm
