



# Minutes for AGM 2024

## Australasia Pacific Extension Network (APEN)

Held at Zoom

15/11/2024 @ 10:00 am – 11:00 am AEDT

zoom link- <https://us02web.zoom.us/meeting/register/tZwucuihpz0pGtVs5HCC043Wx5uh8tCRDhwZ>

### No. Minutes

#### 1. Opening Business

##### 1.1 Welcome

The Chair, Noel Ainsworth opened the meeting at 12:05pm (AEDT) and welcomed members.

Five (5) APEN members were required to confirm quorum.

It was confirmed by Katelyn Seary (APEN Secretariat) quorum was met.

##### 1.2 Attendance

Noel Ainsworth, Roy Murray-Prior, Pat Hamilton, Anthony Kachenko, Bruce Hancock, Danielle Lannin, Denise Bewsell, Jeff Coutts, John James, Muhammad Sohail Mazhar, Nicole Sallur, Olivia Weatherburn, Katelyn Seary (APEN Secretariat) and Stephanie Cruzat (APEN Secretariat).

##### 1.3 Apologies

Janelle Montgomery, Tayla Field, Sandy Gunter and Olive Hood.

##### 1.4 Proxies

Eleanor Buchanan had registered the Chair as their proxy.

##### 1.5 Minutes of the 2023 Annual General Meeting

**Motion:** That the minutes of the 2023 APEN Annual General Meeting be accepted as a true and accurate record of proceedings.

***Voted and Carried.***

#### 2. Reports [as tabled in Annual Report]

**Motion:** That the 2024 APEN Reports as tabled in the 2024 Annual Report be accepted.

##### 2.1 President's Report

The Chair, Noel Ainsworth spoke to his report:

- Recognition was given to current and past members of the Board including Nicole Sallur, Roy Murray Prior, Pat Hamilton, Peter Long, Simon Sankey, Sohail Mazhar and Olivia Weatherburn, Dr Anthony Kachenko, Heather Collins and John Ladley.
- The contribution of The Association Specialists and Alice Long were recognised.
- An overview was given of the Board focus areas and achievements from July 2023 through to June 2024.
- Special thanks was given to Pat Hamilton and Peter Long who were stepping down from the Board.
- Recognition was given to the Regional Coordinators and volunteers who organise APEN's activities.



## 2.2 Treasurer's Report

Roy Murray—Prior, APEN Treasurer spoke to the financial statements for 2023/24.

- APEN Ltd was in a similar financial position to last year with a total equity of \$266,845 as at 30th June 2024.
- Total Assets had increased from \$270,623 in 2023 to \$300,877 this financial year.
- With the APEN 2023 Conference held in November, APEN operated with a profit in the 2023/2024 financial year.
- A special thanks was given to John James of Enablers of Change and the Tasmanian conference team plus the work on sponsorship led by outgoing President Anthony Kachenko.

## 2.3 Audited 2023 – 2024 Financial Statements and Auditor's Report

The 2023 - 2024 Annual Report including the Audited Financial Statements and Auditors Report were circulated to members in advance of the meeting.

**Motion:** That the 2024 APEN Reports as tabled in the 2024 Annual Report be accepted.

***Voted and Carried.***

## 3. Vote of thanks to Peter Long, Pat Hamilton and Robin Barker-Gilbert

**Motion:** That a vote of thanks be given to Peter Long, Pat Hamilton, and Robin Barker-Gilbert for their service to APEN.

***Voted and Carried***

## 4. Special Resolution

The Chair advised that in 2024 the Governance Committee led by Roy Murray-Prior had completed a review of the APEN Constitution and made improvements accordingly.

An amended Constitution was presented to members via email on 1 October 2024. No feedback was received that altered the document. The amended Constitution was circulated again to members in the Annual General Meeting Notice.

**Motion:** That APEN members accept that for the purposes of the Corporations Act 2001 (Cth) (Corporations Act) and for all other purposes, an amended Constitution be adopted as the Constitution of the Company in the form set out in the Attachment to the Notice of the Annual General Meeting.

***Voted and Carried.***

## 5. Election of the Board

The APEN Board announced 3 vacant Director positions on the Board in the lead up to the AGM.

Two nominations were received from the APEN membership to fill Director positions and were endorsed by the APEN Board:

- Dr Salman Quddus
- Dr Olive Hood

**Motion:** That Dr Salman Quddus be elected to the APEN Board.

***Voted and Carried.***

**Motion:** That Dr Olive Hood be elected to the APEN Board.

***Voted and Carried.***

The new Board installed at this AGM are therefore made up of Noel Ainsworth (President), Dr Roy Murray—Prior, Nicole Sallur, Dr Muhammad Sohail Mazhar, Olivia Weatherburn, Dr Salman Quddus and Dr Olive Hood.

Directors leaving the Board at this AGM included Pat Hamilton, Peter Long, Simon Sankey and Anthony Kachenko.

Signatories on the APEN accounts will include Noel Ainsworth (President), Dr Muhammad Sohail Mazhar (Treasurer), Francis



Childs (TAS), while Dr Roy Murray—Prior will transition out of the Treasurer role.

The newly elected Directors Dr Salman Quddus and Dr Olive Hood were welcomed to the Board.

6. Election of Regional Coordinators (RCs) for the Regional Activities Committee

The Chair advised that prior to the AGM that a vacancy existed for a Tasmanian Based Regional Coordinator and a New Zealand based Regional Coordinator. One nomination was received for the TAS Regional Coordinator and no nominations were received for the NZ Regional Coordinator.

The nominee for the TAS Regional Coordinator was Tayla Field, VegNET.

**Motion:** That Tayla Field be elected to the APEN Tasmanian Regional Coordinator position.

***Voted and Carried.***

Pat Hamilton advised members that Ossie Lang had stepped down from the Tasmania Regional Coordinator role and thanked him for his contribution to APEN in this role.

Pat Hamilton advised that progress had been made on appointing a New Zealand Regional Coordinator and that members could expect this role to be filled post the AGM.

7. Appointment of Auditor 2025–2026

The Chair advised at the APEN September Board meeting the Board agreed to remove the current APEN Auditor Bob Travers & Associates Chartered Accountant as a measure of good governance for they had carried out the APEN Audit for more than 7 years and to nominate Tinworth & Co of North Sydney as the new Auditor for 2025 – 2026.

**Motion:** That Tinworth & Co of North Sydney be appointed as auditors for APEN for 2025 - 2026.

***Voted and Carried.***

8. Confirm the appointment of the Company Secretary and the physical address of APEN's registered office

The APEN Constitution, requires members to confirm the Company Secretary of APEN and the physical address of APEN's registered office at the Annual General Meeting.

**Motion:** That Megan Ogier from The Association Specialists continue's as APEN Ltd's Company Secretary.

***Voted and Carried.***

**Motion:** That APEN Ltd's Physical Address for 2024 - 2025 be Suite 5.02, Level 5, 655 Pacific Highway, St Leonards, NSW 2065.

***Voted and Carried.***

9. Annual Membership Fees for 2025/2026

The Chair presented the Annual Membership fees for the year 1 July 2025 to 30 June 2026. Prices were quoted Ex GST, noting NZ members did not pay Australian GST.

- Professional Membership: \$186
- Ordinary Membership: \$133
- Student Membership: \$33
- Retiree Membership: \$67
- Life Membership: Complimentary
- Overseas Affiliates Membership (outside Australia and New Zealand): \$33
- Business Supporter Membership – 30+ members: \$3,308
- Business Supporter Membership – less than 30 members: \$1,654

**Motion:** That APEN members accept the proposed 2025/2026 Annual Membership fees.

***Voted and Carried.***



#### 10. General Business

Denise Bewsell asked if there was an update regarding the 2025 APEN Conference.

The Chair responded that the theme was Tech + Extension, with the conference to be held in Brisbane from the 14th - 16th October 2025. An organising committee had been formed led by the Queensland Regional Coordinators. A venue had been selected and was the International Convention Centre in Brisbane. A conference convenor had also been selected.

Olivia Weatherburn, who was a member of the conference organising committee, advised that the committee was seeking another NZ based member.

#### 11. Meeting Close

The meeting closed at 12:35pm (AEDT).