APEN AGM 2025

Zoom - https://us02web.zoom.us/meeting/register/kXCtt0kySPqQW8SaMONNNg

Australasia Pacific Extension Network (APEN)

13/11/2025 at 12:00 PM - 13:15 PM AEDT

Minutes

1. Opening Business

The Chair, Noel opened the meeting at 12:04 pm AEDT.

1.1 Welcome

The Chair welcomed members to the APEN Annual General Meeting 2025.

1.2 Attendance

In attendance were: Noel Ainsworth (Chair), Pat Hamilton, Roy Murray-Prior, Graham Harris, Jane Wrightman, Olive Hood, Denise Bewsell, Salman Quddus, Sharna Holman, Nicole Sallur, Salman Sarwar, Jeff Coutts, John James, Felicity McIntosh, Bruce Hancock and David Gallacher.

1.3 Apologies / Proxies

No apologies nor proxies were received.

1.4 Motion to accept the Minutes of the 2024 Annual General Meeting

The chair proposed the motion that the Minutes of the AGM held on 15 November 2024 were a true and accurate record.

Moved: Roy

Seconded: Pat

Motion Carried.

2. Reports [as tabled in Annual Report]

2.1 President's Report

Noel provided an overview of the 2024/2025 year, noting it had been a productive and steady period for APEN. He acknowledged the continued contribution of the Board, Regional Coordinators and volunteers, and expressed appreciation for the strong commitment shown across the year.

He highlighted several areas of focus during 2024/2025, including refinement of the APEN Strategic Plan, work on governance and succession planning, continued improvements to financial reporting, the ongoing delivery of member services, and preparation for the 2025 conference. He also noted progress on communication activities, partnership reviews, mentoring program planning and the ongoing work to maintain strong professional development opportunities for members.

Noel recognised Roy who completed his terms or stepped down during the year and thanked them for their service.

2.2 Treasurer's Report

Roy provided a verbal overview of APEN's financial position for the 2024/2025 year. He noted that, as this was not a conference year, no audit was undertaken. APEN experienced a decline in its financial position due to conference preparation costs and the face-to-face meeting of the Board and Regional Coordinators. Total assets and equity decreased over the financial year.

Roy highlighted that membership fees and workshops continued to be the major income streams, with workshops helping diversify revenue and deliver additional value to members. He confirmed that the financial statements complied with the relevant accounting standards and legislation and stated that the Directors believed APEN remained in a position to meet its financial obligations.

Noel proposed that the President's Report and Treasurer's Report, as tabled, be accepted.
Moved: Nicole
Seconded: Felicity

The motion was carried

3. Election of the Board

3.1 Election of APEN Board

The chair noted that four Director positions became vacant at the 2025 AGM and four nominations were received. As the number of nominations equaled the vacancies, no election was required under Clause 22.1 of the Constitution. The successful nominees were:

• Mariah Maughan

• Karen Smith

• Felicity McIntosh

• Dr Salman Sarwar

The chair proposed the motion that the members vote on all four Director appointments as one resolution.

Moved: Graham

Seconded: Pat

Motion carried.

The chair then proposed the motion that members approve the appointments of Mariah Maughan, Karen Smith, Felicity McIntosh and Dr Salman Sarwar for the 2025–2028 term.

Moved: Nicole

Seconded: Denise

Motion carried.

The chair thanked outgoing Treasurer, Roy Murray-Prior, for his service and long-standing contribution to APEN.

3.2 Election of Regional Coordinators (RCs) for the regional Activities Committee

The chair noted that six Regional Coordinator positions became vacant at the 2025 AGM and six nominations were received. Under Clause 22.1, no election was required. The successful nominees were:

• Lilia Jenkins – Victoria

• Paige Cross – South Australia

• Liz Moss – Western Australia

• Ebony Faichney – North Queensland

• Angela Hammond – New South Wales

• Sharna Holman – South Queensland

The chair proposed the motion that members vote on all five Regional Coordinator appointments as one resolution.

Moved: Felicity

Seconded: Salman Q

Motion carried.

The chair proposed the motion that members approve the appointments of Lilia Jenkins, Liz Moss, Paige Cross, Sharna Holman and Angela Hammond for the 2025–2028 term.

Moved: Graham

Seconded: Pat

Motion carried.

4. Appointment of Auditor 2025 – 2026

The chair proposed the motion that Tinworth & Co. be appointed as the Auditor for the 2025/2026 financial year.

Moved: Roy

Seconded: Denise

Motioned carried.

5. Annual Membership Fee for 2026/2027

The chair presented the APEN Membership Fees for 2026/2027 (ex GST)

• Ordinary Member: $140

• Professional Member: $196

• Student Member: $35

• Retiree Member: $70

• Life Member: complimentary

• Overseas (excl. NZ & Australia): $35

• Business Supporter 30+ Members: $3,473

• Business Supporter <30 Members: $1,736

The chair proposed the motion that the 2026/2027 APEN Annual Membership Fees be adopted.

Moved: Roy

Seconded: Salman Q

Motion carried.

6. General Business

Members were invited to raise any additional items.

Jeff Coutts raised reflections on the 2025 Conference and noted that while the event was strong, APEN's external presence and visibility remain areas for development. He highlighted the absence of a dedicated representative or spokesperson who can actively promote APEN's role, priorities and contributions at industry events and within partner networks. Jeff encouraged the Board to consider investing in a formal APEN advocate to strengthen external engagement and ensure the organisation's profile is consistently represented in key sector conversations.

Noel acknowledged the point, noting that advocacy has historically been the least developed aspect of APEN's work due to resourcing constraints within the existing business model. He agreed the issue warranted consideration as part of APEN's strategic planning and long-term sustainability discussions.

Pat and Denise expressed support for the need for a spokesperson role, and Felicity agreed that the matter should be explored further at Board level.

Bruce commented on the overall success of the conference and sought clarification regarding conference profitability. Noel advised that final figures were still being compiled and he was unable to provide detail at this stage but noted that financial outcomes would be reviewed and reported in due course.

7. Meeting Close

Noel thanked members for their attendance and participation.
The meeting was declared closed at 12:36 pm AEDT.