



APEN Ltd works to support professional development in extension and related fields in Australia, New Zealand and the broader Asia Pacific region

Annual General Meeting Minutes

**Friday 21 October 2022 at 12noon AEDT / 2pm NZDT
Via Zoom**

ATTENDEES: Adrian Englefield, Anthony Kachenko, Belinda Bramley, Chrissy Stokes, Denise Bewsell, Dr Sasireka Rajendran, Graham Harris, Greg Duncan, Heather Collins, Helen Ross, Jeff Coutts, John James, John Ladley, Jordan Villaruz, Muhammad Ali, Nicole Sallur, Noel Ainsworth, Patricia Hamilton, Peter Long, Ramesh Puri, Roe Currie, Roy Murray-Prior, Sarah Thompson

APOLOGIES: Callen Thompson, Ross Nievandt, Sandy Gunter, Jane Wightman, Karen Smith, Jeanette Gellard

1. Opening Business

- **Welcome**

The Chair, Anthony Kachenko opened the meeting at 12pm AEDT and welcomed the members to the meeting.

- **Attendance**

The attendees were noted, and members thanked for taking the time to attend.

- **Apologies**

The apologies and proxies were noted.

- **Acceptance of the Minutes of the 2021 Annual General Meeting**

The minutes of the meeting had been circulated to members in advance of the meeting and were taken as read.

Motion: "That the minutes of the 2021 Annual General Meeting be accepted as a true and accurate record"

Carried unanimously

2. Reports [as tabled in Annual Report]

- **President's Report**

Anthony Kachenko spoke to his report, noting that it had once again been a challenging year, however the organisation had continued to work through and had a successful result.

The virtual APEN conference had the highest attendance event, and was well received, with planning for the 2023 conference underway.

APEN had launched its Professional membership category which recognizes experienced extension practitioners.

Roe Curry had retired and was thanked for her contributions to the organisation; The Association Specialists had been appointed and were working to further develop the organisation.

- **Treasurer's Report**

Roy Murray-Prior spoke to his report, advising the membership that APEN had achieved an improved financial position, largely because of the operating surplus from the conference run by Pr. Ruth Nettle of Melbourne University and JT Production Management. He thanked the sponsors for the conference for their support, and Anthony Kachenko for his assistance to secure these. He gave thanks to the ExtensionChat workshop coordinators and highlighted the strategies that APEN had introduced to manage risks and ensure financial viability.

- **Audited Financial Statements and Auditor's Report**

The audited financial statements were circulated to members with the Annual Report taken as read.

Motion: "That the reports be accepted"

Carried unanimously

3. Vote of thanks to Jeanette Gellard, retiring Vice President

Anthony Kachenko advised the membership that Jeanette Gellard was concluding her role at the end of the AGM and acknowledged her contribution, support and friendship during her tenure.

Motion: "That a vote of thanks be given to Jeanette Gellard for her service to APEN."

Carried unanimously

4. Election of the Board

Nominations were called from the membership for up to 4 positions vacant or falling vacant at the conclusion of the 2022 Annual General Meeting.

The following nominations were received:

- Roy Murray-Prior
- John Ladley
- Noel Ainsworth

Motion: That the Directors nominated by the due date and named as above be duly elected.

Carried unanimously

The Chair congratulated the incoming/returning directors and confirmed that the continuing Directors were Anthony Kachenko, Pat Hamilton, Heather Collins, Peter Long, and Nicole Sallur. The Company Secretary is Megan Ogier.

He advised that the office holders would be appointed at the next APEN Board meeting and announced to the membership in due course.

5. Election of Regional Coordinator

The members were advised that subsequent to the issuing of the notice of annual general meeting, a nomination had been received for Regional Coordinator for New Zealand.

The members were asked to elect the nominee, Robin Barker-Gilbert.

Motion: "That Robin Barker-Gilbert be duly elected as Regional Coordinator for New Zealand"

Carried unanimously

6. 2022 – 2023 APEN Ltd Place of Business

The APEN Constitution requires that the membership ratify the registered office for APEN at the AGM, and the Chair advised members that this had changed to the offices of The Association Specialists as part of the transition of services.

Motion: "That APEN Ltd Place of Business for 2022 – 2023 be Suite 5.02, Level 5, 655 Pacific Highway St Leonards NSW 2065"

Carried unanimously

7. 2022 – 2023 APEN Ltd Registered Office

Motion: "That APEN Ltd Registered Office for 2022 -2023 be Suite 5.02, Level 5, 655 Pacific Highway St Leonards NSW 2065"

Carried unanimously

8. Appointment of Auditor 2022 – 2023

Bob Travers and Associates of Albury had acted as auditors for the association for several years and had consented to act as auditor for the 2022/2023 fiscal year.

Motion "That Bob Travers and Associates of Albury, NSW be appointed as auditors for the 2022-2023 financial year"

Carried unanimously

9. Annual Membership Fee for 2023/2024

Anthony Kachenko confirmed for members that following the motion at the 2018 AGM which recommended increasing membership fees by 5% per annum, the 2023/2024 fees (from July 2021) are as follows:

- Professional Membership: \$165.50 + GST
- Ordinary Membership: \$120.75 + GST
- Student Membership: \$60.50 + GST
- Retiree Membership: \$60.50 + GST
- Life Membership: free

Please note: New Zealand Members do not pay Australian GST



In addition, he advised that APEN had considered and carefully modelled the Corporate Membership fees and had determined to simplify the discount structure offered to Corporate Members to two tiers:

- 3-14 members = 5% discount on member fee
- 15+ members = 10% discount on member fee

He advised that APEN also offered:

- Overseas Membership (outside Australia and New Zealand: \$30 (no GST))
- Subscription for hard copies of ExtensionNet and Rural Extension & Innovation Systems Journal - \$50 + GST

10. General Business: Nil

Members were invited to ask questions; there were no questions forthcoming.

11. Meeting Close

There being no further business, the meeting was declared closed at 12.30pm AEDT.