

**Minutes of the Annual General Meeting of the Information Technology Service
Management Forum Inc**

Held: Wednesday 20th May 2015 By: Tele-conference At: 17.30 AEST(1700 CTS & 1530 WST)

Item 1: Present:

VICTORIA: April Allen, Candice Walker, Michael Billimoria, Karen Ferris

NEW SOUTH WALES: Brad Busch, Sandra Geary, Kathryn Howard

ACT: Nil

QUEENSLAND: Shan Altman, Peter Marshall, Brian Jennings, Garry Long

TASMANIA: Jon Ettershank, John Masonguard, Brendan Charles, Elana Turner

SOUTH AUSTRALIA: Harry Powell, Frank Cord-udy, Kathryn Heaton, Gavin Hedrick

WESTERN AUSTRALIA: Simon Dorst, Rod Jarman, Cong Tran, AnnaMarie Boddy

NORTHERN TERRITORY: John Clelland

Item 2: Proxies:

The following proxies were noted:

Nick Stott in favour of Harry Powell

Rae-Maree Powell in favour of Justin Gasparre

Item 3: In Attendance: Bruce Harvey Company Secretary

Item 4: Apologies:

The following apologies were advised:

Malcolm Bloomberg (SA), Katrina McLeod(NT), Ken Conway (NT), Michelle Major-Goldsmith (WA), Glade Ericson.

Item 5: Adoption of Previous Minutes:

Moved Jon Ettershank **Seconded** Candice Walker

That the minutes of the 2014 AGM held on 28th may 2014 be adopted as a true and correct Record.

Carried.

Item 6: Chairman's Report:

Harry Powell tabled and presented the 2015 Chairman's Report.

Moved Gavin Hedrick **Seconded** Michael Billimoria that the Chairman's report be received.

Carried

Kathryn Heaton moved a motion of thanks to Harry Powell for his time as Chair and to the Board for their support in her appointment as Operation Manager to assist with the implementation of Office 365 and the Your Membership CRM.

Seconded: Brad Busch

Carried with acclamation.

Item 7: Treasurers Report

Garry Long tabled and presented the Treasurers Report and the Audited Financial Statements for the year ended 31st December 2014.

Moved: April Allen, **Seconded** Brad Busch

That the Treasurers Report and the Audited Financial Statements for the year ended 31st December 2014 be adopted.

Carried.

Item 8: Chief Executive Officers Report

Alan Hollensen tabled and presented the CEO's Report.

Moved: Gavan Hedrick, **Seconded:** Harry Powell that the CEO's Report be received.

Carried.

Item 9: Council of Member Nominations

The following members having been nominated for appointment to the Council of members have been circulated to members and no objections have been received.

- Carl Morton-NSW
- Nick Quinsey-NSW
- Aidan Daly-NT
- Benjamin Smith-NT
- Wilma Weaver-NT
- Ken Conway-NT
- Martin Thomason-NT
- Amanda Cousins-NT
- Brendan Cullen-SA
- David Chambers-VIC
- Peter Tonkin-VIC
- Dr April Weiss-VIC
- James Greene-VIC
- Trev Flynn-WA
- Rodney Jarman-WA
- Paul Jourdan-WA
- Ryan King-WA
- Sethu Palaniappan-WA
- Cara-Leigh Patterson-WA

Moved: Harry Powell **Seconded:** Kathryn Heaton

That the 19 members listed above be confirmed as and appointed as members of the Council of Members as from the date of this AGM.

Item 10: Board of Management Elections

The Company Secretary advised that nominations were called for 4 vacancies on the Board of Management.

2 of these vacancies were due to the retirement by rotation of Directors Garry Long and Harry Powell who, both being eligible, offered themselves for re-election.

In addition, 2 nominations were received for the vacancies caused by the resignations of Claire Brereton and Karen Ferris.

Therefore, eligible nominations having been received for the 4 vacancies from Harry Powell, Garry Long, April Allen and Brian Jennings, the company secretary declared that Garry Long,

Harry Powell, Aprill Allen and Brian Jennings are elected to the Board of Management for a 2 year period commencing from the date of this AGM.

Moved: Harry Powell, **Seconded:** Kathryn Heaton

That the election results be noted.

Carried

Moved: Harry Powell **Seconded:** Kathryn Heaton

That past Directors Claire Brereton and Karen Ferris be thanked for their service to the Forum over their years of service as Director and in the various portfolios that they held.

Carried with acclamation.

Item 11: Office Bearers for the Board of Management:

The Company Secretary advised that at the Board meeting of the 28th April 2015, the following were elected as Office Bearers for the 2015 financial year.

Chair: Brad Busch

Deputy Chair: Kathryn Howard

Treasurer: Garry Long

Board Secretary: Harry Powell.

Moved: Candice Walker **Seconded:** Rod Jarman

That the Office Bearers for the 2015/16 Year be noted.

Carried.

Item 12: Adoption of Subscription and Joining and other fees for 2015/16 Financial Year

Moved: Garry Long **Seconded** Karen Ferris

That the Subscription and Joining and other fees be increased by an amount of \$10 per member/notional member (approximating CPI over 2014) such increases to apply from the 1st July 2015.

Carried.

Item 13: Appointment of Auditor

The Board has met and, having obtained the consent of Mr Peter Krohn to act as Auditor for the Financial Year ending 31st December 2015, recommends:

That Mr Peter Krohn be appointed as Auditor for the Financial Year ending 31st December 2015.

Moved: Garry Long **Seconded:** Gavan Hedrick

Carried.

Item 14: Special Resolution: To amend the Constitution of the Forum to abolish the Council of members at to make some other minor amendments

The proposed resolution to amend the constitution was presented by the Company Secretary.

An amendment was proposed by Brian Jennings to more clearly provide for the election of Board of Management members in respect of State Representation as follows:

That the following clause be added to Clause 57.3(a) of the Constitution to enable the management of the limitation to a maximum of three National Board members per State Branch

The calling notice for Director Elections shall state the number of vacancies in total and by State on the Board.

In the event that there are more nominations received than vacancies available in total and/or by each state, an election shall ensue and the candidates with the highest number of votes received in descending order in the election shall be declared elected to the available positions.

The amended motion was agreed.

Moved Brian Jennings **Seconded** Simon Dorst

That the Constitution and Rules of the ITSMF Australia Inc. be amended to

1. Abolish the Council of Members,
2. to limit a Branch to a maximum of three National Board members, as circulated, and
3. to amend the Rules to detail how this limitation shall be managed.

that the motion as amended by adopted;

Carried. 24 votes for, Nil against, nil abstaining.

Item 15 General Business:

There were no items of General Business raised.

Item 16 Close of Meeting:

The chairman declared the meeting closed the meeting and thanked all for their attendance and for their interest and support of the Forum.

Signed as a True and Correct Record:

Chairman:

Dated:
