



Annual General Meeting: Minutes

Date	19 March 2018
Time	12.30pm (AEDT)
Chairperson	Stephen Goodall
Minutes	Carina de Vries
Location	CHERE Office, UTS
Subject	ISPOR Australia Chapter Inc. AGM 2018

1.	The meeting was opened at 12.35pm
2.	<p>Welcome was conducted by Stephen Goodall (SG)</p> <p>As the President position is a 2 year term it was declared that Stephen Goodall chair the AGM – approved by the members</p> <p>The committee also accepts the resignation of Bill Montgomery and Sanjeeewa Kularatna from the Executive Committee.</p> <p>As Past President ISPOR-AC Bill Montgomery was nominated for lifetime membership by Stephen Goodall. Hansoo Kim, seconded – motion passed</p> <p>Stephen Goodall continues on the committee as immediate past president and to be a general member. We thank Stephen for his leadership over the past 2 years as president.</p> <p>Executive Committee Positions</p> <ul style="list-style-type: none"> ● Hansoo Kim moves to the position of President for a 2 year period ● Stephen Goodall - Past President ● Call for nominations for the following positions <ul style="list-style-type: none"> ○ President-Elect - Joshua Byrnes (unopposed) ○ Treasurer – Colman Taylor put up his hand on the day, seconded by Josh Byrnes and the committee approved ○ Secretary – 2 nominations prior to the meeting (BM & HT) . Haitham Tuffaha (HT) was successful, as Brendan Mulhern(BM) decided to nominate for another position. ○ Education Lead – due to the nature of the role it has become more collaborative by the whole committee. Motion by Hansoo Kim to remove this position from the committee, seconded by Haitham Tuffaha – motion passed. ○ Communications & Foreign Liaison – Motion by Colman Taylor to rename the position to align the role to become outreach communications/internationalisation role. Stephen Goodall seconded – motion passed . Brendan Mulhern nomination (unopposed)

	<ul style="list-style-type: none"> ○ Student Representative – Sopany Saing (unopposed) ○ General Members – Lei Si, Anthony Newell, Adam Gordois and Peter Moore ● Motion to have a maximum of only 4 General members positions by Stephen Goodall – seconded by Hansoo Kim – <i>motion passed</i> 																				
3.	<p>Presentation and ratification of financial report</p> <p>ISPOR-AC Financial Year is 30 September 2016 – 30 Sept 2017</p> <p>The audited report is not yet available for viewing. Past Treasurer Peter Moore to have Financial report finalised and tabled before the need of March 2018. Peter Moore to follow up with the auditors to find out a date.</p> <p>Motion by Peter Moore & Hansoo Kim to look at outsourcing some of the general bookkeeping duties to the Associations' current Accountant to assist the Treasurer, seconded by Colman Taylor– <i>motion passed</i></p> <p>Motion by Josh Byrnes to suspend the AGM at the close of the meeting until the audited financial report has been tabled, seconded by Hansoo Kim – <i>motion passed</i></p>																				
4.	<p>Membership Fees Set</p> <p>Motion: Current fees structure – members proposed not to change the membership fees and leave at current prices (see table below). Keep prices the same by Hansoo Kim, seconded by Josh Byrnes – <i>motion passed</i></p> <p>Current Membership Fee Structure for 2018</p> <table border="1"> <thead> <tr> <th></th> <th>1 Year</th> <th>3 Years</th> <th>5 Years</th> </tr> </thead> <tbody> <tr> <td>General Member</td> <td>30.00</td> <td>80.00</td> <td>120.00</td> </tr> <tr> <td>International ISPOR Member</td> <td>15.00</td> <td>40.00</td> <td>60.00</td> </tr> <tr> <td>Student Member</td> <td>0.00</td> <td>0.00</td> <td>N/A</td> </tr> <tr> <td>Corporate Membership</td> <td>500.00</td> <td>1 350.00</td> <td>2 000.00</td> </tr> </tbody> </table>		1 Year	3 Years	5 Years	General Member	30.00	80.00	120.00	International ISPOR Member	15.00	40.00	60.00	Student Member	0.00	0.00	N/A	Corporate Membership	500.00	1 350.00	2 000.00
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5.	<p><i>Meeting suspended at 13.11pm on Monday 19 March 2018 to resume once the audited financial reports are available.</i></p>																				
6.	<p>Meeting continued on 29/3/2018 at 9.00am AEDST, opened by Stephen Goodall</p> <p>Members present: Josh Bynres, Peter Moore, Hansoo Kim, Haitham Tuffaha, Sopany Saing, Rachel Song, Lei Si, Brendan Mulhern, Stephen Goodall</p> <p>Financial Report</p> <p>Audited report tabled for the 1 year period ending 30 Sept 2017.</p> <p>A summary of the major point of the report are:</p> <ul style="list-style-type: none"> ● overall profit increased by \$40000 ● liability for 2016 have been paid out ● held 3 workshops/events in 2017 that were well attended and profitable ● no discrepancies in the finances <p>2 key suggestions by the Auditors:</p>																				

	<ol style="list-style-type: none"> 1. ISPOR-AC was advised to outsource a bookkeeper and then a regular reconciliation of monthly accounts could be done 2. Ratifying our expenses through the meetings. Peter Moore to clarify exactly what this means with the auditors as the committee are doing this for larger expenses and the workshops profit sharing. <p>Audit report tabled by Peter Moore, accepted by the Committee, seconded by Josh Byrnes – <i>motion passed to accept the report</i></p>
6.	<p>Concludes all business for AGM – thank you</p> <p>Stephen Goodall closed the meeting at 9.20am, 29/03/2018</p>

Signature - President	Signature - Secretary
Date:	Date: