

# Annual General Meeting minutes

## Interdepartmental Accounting Group (IAG) Inc.

**Date:** 26<sup>th</sup> March 2020

**Time:** 1530 – 1615

**Location:** Board Room, Office of Public Trustee, Level 15 444 Queen Street Brisbane

<b>Attendees:</b>	Justine Callaghan (JC)	Minnie Trieu (MT)
	Kathreen O’Keefe (KO)	Brenden Taylor (BT)
	Teresa Barnier (TB)	Dimple Gupta (DG)
	Lola Belousova (LB)	Gyatri Priyadarshini (GP)

**Apologies:** No apologies

### 1. President’s Address - JC

- JC addressed the Year in Review
- The 2019 conference was well attended with favourable feedback from both delegates and sponsors
- Thanked the committee for the amazing work they do, the amount of time and effort spent on the committee.
- Also thanked committee families for the time the committee members spend on the committee
- Special thanks to MT for her 10 years on the committee and that she will be greatly missed
- In the coming year some returning committee members to lead the new committee
- Acknowledged that currently experiencing unprecedented times (COVID-19) and that we can work through it together and deliver an amazing conference in November this year

### 2. Treasurer’s Report and Auditor Appointment

#### Treasurer’s Report - KO

- KO advised that the Financial Statements for 31<sup>st</sup> December 2019 had been completed and the year ended with a surplus of \$3,770.81 from the 2019 conference
- Due to incorrect bank details from one of the charities, these funds still remained in the committee’s bank account and were paid out in January.
- The current bank balance is \$196,554.77
- Income of \$538K was achieved in 2019.
- All expenses were in line with budget
- Pre-deposit of \$69K has been paid to Sheraton for the 2020 conference
- The current bank balance sees us in a good position to cover 2020 conference expenses
- Audit report indicated no significant audit findings for IAG Inc and the statements represent fairly all matters as at 31<sup>st</sup> December 2019.
- KO expressed thanks to all the committee for their assistance

**Motion:** That the audited financial statements for year ended 31 December 2019 be accepted:

**Moved:** JC

**Seconded:** TB

**Motion carried.**

## Auditor Appointment - KO

- KO advised Corner House Accounting and Taxation Services were the auditors for 2019
- They performed the audit with speed and efficiency
- The 2019 fee was \$500

Motion: That Corner House Accounting and Taxation Services be used for the 2020 audit accepted:

- Moved: JC
- Seconded: TB

### **Motion Carried**

The Treasurer was thanked by the President.

### 3. Committee Positions – JC

- JC addressed the meeting and declared all Committee positions for 2020 vacant
- Nominations were received for the roles of President, Vice President and Treasurer with four received for General Committee.
- JC called on each of the nominees to provide information about their background and why they were interested in joining the IAG committee
- TB advised one nomination was received for President. The nominee was Justine Callaghan

Motion: That Justine Callaghan be appointed as President.

- Moved: KO
- Seconded: LB

### **Motion carried**

- JC advised one nomination was received for the position of Vice-President. The nominee was Teresa Barnier

Motion: That Teresa Barnier be appointed as Vice-President.

- Moved: JC
- Seconded: LB

### **Motion carried**

- JC advised one nomination was received for the position of Treasurer. The nominee was Kathreen O'Keefe

Motion: That Kathreen O'Keefe be appointed as Treasurer.

- Moved: JC
- Seconded: LB

### **Motion carried**

- JC advised no nominations were received for the position of Secretary. The Constitution allows for on the spot nominations. JC opened this to all persons present. Lola Belousova offered her nomination as Secretary

Motion: That Lola Belousova be appointed Secretary

Moved: JC

Seconded: KO

**Motion carried**

- General Committee nominations were received from Brenden Taylor, Dimple Gupta, and Gyatri Priyadarshini . As the number of positions is sufficient to appoint all three, JC put forward that the three nominees be appointed

Motion: That Brenden Taylor, Dimple Gupta, and Gyatri Priyadarshini be appointed to the General Committee positions

Moved: JC

Seconded: KO

**Motion carried**

- New membership for 2020 was closed by JC.

#### 4. Other Business

- For the benefit of the new committee members, JC informed them of that that committee meets each fortnight, usually between 4 to 5 pm on Thursday. Moving the meeting places around to the different buildings of the committee members
- At about a month or so out from the conference the committee will move to weekly meetings
- Commitment to these meetings from all members is paramount. Attending as many as possible.
- JC reminded the committee that as public servants we are bound by the Code of Conduct. Any issues with IAG should be raised firstly with the committee – approach JC or TB in the first instance or approach KO and LB.
- Under the IAG Inc constitution all members are to be made aware that we are covered by Public Liability insurance (\$20M) and Volunteer Liability insurance for our work on the committee and conference.
- The next things to happen will include an announcement on the IAG website of the committee.
- New committee members will be asked for some details around shirts size to commence this process and the LB will set up meeting for the committee.
- JC declared the AGM closed at 1615