

Records Management Association of Australia

Minutes of the

24th Annual General Meeting of the Records Management Association of Australia
Convened at Darwin Exhibition Centre, Darwin, Northern Territory

Tuesday 31st August 1999

The President Ray Holswich, in the role of Chairman, declared the meeting open at 8.32am.

24.1 Attendance

As per the attendance register.

24.2 Apologies

Dennis Wheeler, Ross Thompson, Jackie Elliott and Elaine Eccleston.

24.3 Minutes of Previous Meeting

24.3.1 Receive the Minutes of Previous Meeting

#1/24/99 MOTION

That the Minutes of the previous Annual General Meeting held on 8th September 1998 at the Brisbane Convention and Exhibition Centre, Merivale Street, South Brisbane, Queensland, Australia be Received.

Moved: Chris Simpson

Seconded: Neil Granland

CARRIED

Key Discussion Points

- Nil

24.3.2 Adoption of the Minutes of Previous Meeting

#2/24/99 MOTION

That the Minutes of the previous Annual General Meeting held on 8th September 1998 at the Brisbane Convention and Exhibition Centre, Merivale Street, South Brisbane, Queensland, Australia be Adopted.

Moved: Chris Simpson

Seconded: Neil Granland

CARRIED

24.3.3 Business Arising from Previous Meeting

Key Discussion Points

- Nil

24.4 Statement of Accounts

24.4.1 Receive the Statement of Accounts

#3/24/99 MOTION

That the Statement of accounts for the year ending 30th June 1999 be received.

Moved: Clive Finter

Seconded: Kamel Hasandedic

CARRIED

The Treasurer advised that the Association for the financial year 1998/99 made a net profit of \$79,579.00 after providing for income tax. A total income of \$461,336.00 and an expenditure of \$380,695.00, with retained profits of \$270,884.00

Key Discussion Points

- J Sim raised the question of travel expenses at \$37,000.00 is still excessive and should be reduced.
- R Holswich advised that when considering Accommodation and Travel costs these don't only include the Federal Board by all Branches and the Convention.
- J Sim suggested that a reduction in the number of members for the Board also the reduction of Board Meetings.
- R Holswich advised if these matters were forwarded to the Board they would be considered.

24.4.2 Adoption of the Statement of Accounts

#4/24/99 MOTION

That the Statement of accounts for the year ending 30th June 1999 be adopted.

Moved: Clive Finter

Seconded: Kamel Hasandedic

CARRIED

24.5 Activities of the Company

24.5.1 Receive the Activities of the Company

#5/24/99 MOTION

That the Activities of the Company for the year ending 30th June 1999 be Received.

Moved: Stephanie Ciempka

Seconded: Kristen Green

CARRIED

Key Discussion Points

- The President presented the report of the Activities of the Company for the year ending 30th June 1999.

24.5.2 Adoption of the Activities of the Company

#6/24/99 MOTION

That the Activities of the Company for the year ending 30th June 1999 be Adopted.

Moved: Chris Simpson

Seconded: Neil Granland

CARRIED

24.6 Auditors Report

24.6.1 Receive the Auditors Report

#7/24/99 MOTION

The Auditors report of the Company year ended 30th June 1999 be received.

Moved: Kemal Hasandedic

Seconded: Lesley Boye

CARRIED

Key Discussion Points

- The Auditor presented his auditors report for the year ending 30th June 1999.

24.6.2 Adoption of the Auditors Report

#8/24/99 MOTION

The Auditors report of the Company year ended 30th June 1999 be adopted.

Moved: Kemal Hasandedic

Seconded: Lesley Boye

CARRIED

24.7 Appointment of Auditor

The Secretary advised that the Board wishes to nominate Trevor Little and Co as Auditor for the year 1999/2000.

#9/24/99 MOTION

The Auditor of the Company for the year 1999/00 be Trevor Little & Co.

Moved: Michael Hangan

Seconded Trish Wichmann

CARRIED

24.8 Other Business

The Secretary advised that no items of Other Business have been received in accordance with the Articles of Association.

24.9 Declaration of Board Members

The Secretary read the list of Board Members for the year 1999/00

Queensland	Michael Hangan
	Allan Kavanagh
New South Wales	Chris Fripp
	Conni Christensen
Australian Capital Territory	Julie Lenson
	Thomas Kaufhold
Victoria	Julie Apps
	Anne Cornish
Tasmania	Trish Wichmann
	Tina Howard
South Australia	Melanie Gurner
	Kristen Green
Western Australia	Laurie Varendorff
	Margaret Pember
Northern Territory	Linda Bell
	Pauline Hollier

24.10 Presentation of Status Upgrade Certificates

24.10.1 Member (MRMA)

The Secretary advised that the Status upgrade to Member certificates will be presented at the Convention dinner.

24.10.2 Associate (ARMA)

The Secretary advised that there was, no certificates for upgrade to Associate.

There being no further business, the President declared the meeting closed at 8.45am

Ray Holswich
President

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Michael Hangan
Executive Secretary

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