



Arts, Communications, Finance Industries and Property Services Ltd

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ACFIPS Annual General Meeting 12.00 pm Tuesday 24 November 2020, City Recital Hall,

Those present

Tim Cramsie, (Chair), Sasha Boe, (Vice Chair), Suzette Po-Williams, Michael Coghlan, Ian Millner, Max Wilson, Greg Cheetham.

Item 1 - Opening-welcome – Chair

Tim Cramsie, (Chair), opened the Annual General Meeting at 12.00 pm and welcomed everyone.

Item 2 Apologies

Apologies

Lee Xavier, Helen O'Moore, Derek Hennessy, Leni Ison, Dianne Dayhew, Andrew Bryson.

Proxies. Michael Coghlan, Leni Ison, Lee Xavier.

The Executive Director said that Leni Ison had been delayed at a meeting and would-be joining Directors at lunch later today. Dianne Dayhew would also be joining us for lunch

Moved that the apologies and proxies be received. Carried.

Item 3 - Minutes of the ACFIPS AGM held on Tuesday 26 November 2019

Moved Ian Millner seconded Sasha Boe that the Minutes of the previous AGM held on Tuesday 26 November 2019 be received. Carried.

Item 4 – Business Arising from the Minutes 26 November 2019

There was no Business Arising from the previous AGM Minutes.

Item 5 – Annual Report 30 June 2020 – Approval of the Annual Report and Audited Financial Reports.

The Executive Director reported that the Annual Report had been circulated.

ACFIPS had met all the Departments Milestone Report requirements.

Over the past financial year, numbers had not improved for VET across most of our industry sectors. COVID 19 had had a devastating impact on traineeships and apprenticeships numbers in 2020. Both the NSW State Government and Commonwealth Government's had initiated programs aimed at stabilising Apprenticeship and Traineeship numbers and increasing the uptake of VET training in general. ACFIPS had played a key role especially in promoting NSW State Government initiatives including Smart and Skilled. We had also undertaken many innovative programs including our

promotion of Arts and Creative Industries Traineeships with support of NSW TAFE, ICT and Cyber Security, part qualifications, mentoring, supervisor workshops, WHS. Up until COVID 19 we had also undertaken regional programs.

As reported at last year's AGM we had allocated resources to our CIT project (Cyber Security Traineeship promotion and others which had not been used in the previous financial year. The department had requested we return any unpaid funds as outlined in the funding agreement. The funds not used had been repaid to the department and are listed in the financial report. The Executive Director said that there would be no repayment of funds to the department in the next financial reporting period. There would be no surplus funds.

The Executive Director said that we were awaiting an announcement as to our funding for 2021 to 2022. The department had indicated that we may know by 4 December 2020. However, we have not been formally advised of the date, but we can expect a formal announcement sometime in December 2020.

The Executive Director said he is optimistic that we will be receiving funding for 2021 -2022.

There being no further questions as to the Annual Report and Audited Financial Report

Moved Ian Milner, seconded Suzette Po-Williams that the Annual Report and Audited Financial Statements be accepted. Carried.

Item 6 - Appointment of Directors and election of Office Bearers.

The Chair asked the Executive Director whether all the existing Directors had nominated again to serve on the Board. The Executive Director said that all Office Holders had indicated their intention to seek re-election.

The Chair, Tim Cramsie then handed control of the meeting to the Executive Director, Max Wilson for the election of the Chair.

- **Tim Cramsie nominated for Chair**

With no further nominations, all in favour, Tim Cramsie to be elected as the Chair of ACFIPS. Carried

(Tim Cramsie thanked everyone for their support and resumed the Chair).

- **Sasha Boe for Vice Chair**

With no further nominations, all in favour, Sasha Boe elected as Vice Chair. Carried

- **Max Wilson for Secretary**

With no further nominations, all in favour, Max Wilson elected as Secretary. Carried

- **Appointment of Directors**

The Chair, Tim Cramsie formally asked Directors as to their interest in serving on the Board. All those in attendance agreed:

Moved that Suzette Po-Williams Ian Milner, Michael Coghlan, be elected as Directors. Carried

The Executive Director, Max Wilson said that Leni Ison and Andrew Bryson had been unable to attend today's meeting but had indicated acceptance to serve on the Board

Moved that Leni Ison, **Lee** Xavier, and Andrew Bryson be elected to the Board. Carried

The Chair congratulated our new Directors. As past practice all Directors have roles as overseeing an area of interest or industry sector

Lee Xavier, Traineeships and Apprenticeships, special projects

Suzette Po-Williams representing Security Electronics

Leni Ison, representing Security

Andrew Bryson Maths in trades, liaison Apprenticeship Engagement Forum

Ian Milner representing Telecommunications

Michael Coghlan, representing Communications, Print & Telecommunications

The Chair, Tim Cramsie congratulated all Directors and said that he was looking forward to another successful year for ACFIPS. Potential new members will be recruited to fill vacancies on the Board. As a priority we will be looking to recruiting new Directors that may have experience in Business Services, and Finance.

Item 7 – General Business:

The Chair opened the meeting to any items of general business or comments.

He said that as we will be having our board lunch at 1.00 pm and suggested we keep any general discussion for our lunch meeting.

Tim Cramsie suggested that we confirm Tuesday 2 February as our first meeting for the year. At this stage there is nothing scheduled in the meeting room at CRH on this date. He would need to request a booking for this date. It was agreed that if the room is available that we convene the next Board Meeting at CRH.

The Executive Director suggested that we use the meeting as an opportunity to review our strategic plan and the Training Services NSW Agreement. Greg Cheetham's statistics reports would also provide a base to identify key priorities. It was agreed that the Executive Director prepare Agenda and any background papers and include copies in the ACFIPS Directors Portal.

There being no further items of General Business the Chair closed the meeting at 12.45 pm and thanked everyone for their attendance.

Signed

Dated

12.45 pm AGM Close – Directors Lunch, Medusa Greek Restaurant.