



Arts, Communications, Finance Industries and Property Services Ltd

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**ACFIPS Annual General Meeting 4.30 pm Tuesday 26 November 2019 The Royal Exchange,
1 Gresham Street, Sydney.**

Those present

Tim Cramsie, (Chair), Sasha Boe, (Vice Chair), Suzette Po-Williams, Lee Xavier, Michael Coghlan, Ian Milner, Max Wilson, Helen O'Moore, Greg Cheetham

Item 1 - Opening-welcome – Chair

Tim Cramsie, (Chair), opened the Annual General Meeting at 4.30 pm and welcomed everyone. He commented on the range of guests who will be attending the end of year gathering from Department of Education, TAFE, NESAs, and industry. This is illustrative of collaborations with key stakeholders. There were no proxies received for the AGM.

Item 2 Apologies

Leni Ison, Andrew Bryson, Alan Byrne, John Sneddon and Lesley Mitchell.
Moved that the apologies be received.

Item 3 - Minutes of the ACFIPS AGM held on Tuesday 20 November 2018

Moved Suzette Po Williams seconded Ian Milner that the Minutes of the previous AGM held on Tuesday 20 November 2018 be received. Carried.

Item 4 – Business Arising from the Minutes 20 November 2018

There was no Business Arising from the previous AGM Minutes.

Item 5 – Annual Report 30 June 2019 – Approval of the Annual Report and Audited Financial Reports.

The Executive Director reported that the Annual Report had been circulated. Attention brought to the Financial page 16, where we now have new accounting standards, which are not yet mandatory, and will be implemented next year.

ACFIPS had met all the Departments Milestone Report requirements but had several projects which had not been completed, due to delays from other organisations we were partnering.

We had allocated resources to our CIT project (Cyber Security Traineeship promotion and others which had not been used within the financial year. The lack of take-up of the new Cyber Security Traineeships was disappointing, but we may see some positive movement in 2020.

A meeting had been held with Danny White Training Services NSW, Department of Education seeking approval for project monies did not use this financial year to be rolled over into the next

financial year. Danny White is supportive of this proposal, but final approval needs to come from the Department Director. Overall, we had a good year of collaboration with partners.

A presentation was prepared for tonight's Christmas celebration which highlights some of the successful collaborations we have had over the year. The ACFIPS 2020 Strategic Plan has been drafted and Cyber Security will remain a focus together with more emphasis on School Based Apprenticeships and Traineeships and projects such as Maths in Trades and STEM. ITABs now come under the umbrella of the Department of Education, so we are expecting more involvement with Schools over the coming year.

The numbers are still not improving in VET. In the Creative Industries it's the lack of money to pay wages which is impacting on numbers of trainees being hired. There is a big push by government with the offer of free training, and the model being changed. Again, the impact of offshore, contract work, demand for soft skills, for efficiencies and multi-skilling is impacting on all our sectors. In ICT and Business, for example, there is also demand for higher education apprenticeships/cadetships models.

The Chair asked if there were any further questions relating to our Financial Report. Lee Xavier noted that we had an income of over \$300,000 in Grants which was substantially above last year's figure. The Executive Director said that this could be explained as a result of the timing of grants received. With the changeover from being part of the Department of Industry to going to the Department of Education an instalment of the grant was paid early.

There is a surplus accumulated by ACFIPS over many years of \$47,000 which is held in a term deposit. The funds were raised through projects outside our main funding and proceeds from past conferences. It was suggested that ACFIPS consider running another conference.

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 Alan Byrne, Bob Snedden and Lesley Mitchel had indicated that they were not seeking re-election to the Board of Directors. 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 office bearers.

- **Tim Cramsie nominated for Chair**

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

- **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

At the completion of the election of Office Bearers, the Executive Director, Max Wilson handed the control of the meeting back to the Chair, Tim Cramsie

▪ **Appointment of Directors**

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

Moved that **Lee** Xavier, 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 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.

Item 8 – General Business:

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

Each of the directors gave a brief overview of key areas for development in their Industries.

Tim Cramsie, along with Helen O'Moore, outlined the difficulty of establishing a traineeship culture again in the creative industries due to a lack of funds to pay the wages.

We do have the ACFIPS shared traineeship model being trialled with Sydney Symphony Orchestra, Belvoir St Theatre and City Recital Hall in 2020, which hopefully will encourage more companies to do the same.

Michael Coghlan commented on the lack of training in the roll out of the NBN. There are new training packages in Graphic Arts and Printing. Diminishing Media industry, with publishing devastated in regional areas, also advertising with the growth of media giants like Google.

Ian Milner supported the use of school-based traineeships such as Certificate III in Cabling, to give students an entry point to the industry. Greg Cheetham identified that Trade readiness and ICT Readiness Products are being expanded, to be distributed to interested schools, and agreed with the importance of Pre-Vocational courses as tasters or "boot camps".

Suzette Po-Williams, advocated for the roll out of the Security Fault Finding Course again for existing workers.

Sasha Boe re-emphasised that the hold up with Fair Trading licensing changes were adversely impacting on the development of new course materials.

Max Wilson felt that the success of the regional Security course was the good news story for 2019. The project provided training for real jobs in a regional area, catered to a diverse range of candidates, long unemployed and indigenous and brought together community groups, the local lands council and training services NSW in a collaborative project. The community had wanted a course for a long time. However, it was only with the support of ACES Group and their expertise that the project became a reality

Lee Xavier proposed that our good news stories to be identified and aligned with the Departments required KPIs. Max agreed and that we will do so with the current Strategic Plan. SP Milestone Reports will also be included in the Directors Portal, with a Strategic Plan PowerPoint to be included in board meetings in the future.

There being no further items of General Business the Chair closed the meeting at 5.00 pm and thanked everyone for their attendance. The Chair then welcomed everyone to join guests at our Christmas Party.

The date and venue for the next board meeting is still to be confirmed.

Signed

Dated

5.00 pm AGM Close - End of year celebration