



Arts, Communications, Finance Industries and Property Services Ltd

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Minutes of ACFIPS Annual General Meeting held on Tuesday 28 November 2017 at The Royal Exchange 1 Gresham Street, Sydney.

Those present

Tim Cramsie, (Chair), Sasha Boe, (Vice Chair), Suzette Po-Williams, Leni Ison, Lee Xavier, Andrew Bryson, Max Wilson, Helen O'Moore.

Item1 - Opening-welcome – Chair

Tim Cramsie, (Chair), opened the Annual General Meeting at 4.30 pm and welcomed everyone.

Item 2 – Apologies. Proxy Forms

Lesley Mitchell, Bob Snedden, Scott Spicer.

The Chair said that he had received an email from Scott Spicer, resigning from the Board effective from today. The Chair read the email and asked that it be recorded in the Minutes.

Dear Max and Tim,

It has been my pleasure to serve with you both on the board of ACFIPS.

You have both provided strong leadership, and I've enjoyed working with you over the past 12 months.

I am sure that the goals and objectives of ACFIPS that have been set will be achieved by the dedicated and talented members of this board.

That said, I feel that it is time for me to resign my position and focus on other areas of my career.

Please consider my resignation effective today (Tuesday 28 November 2017).

Thank you both for this opportunity.

Best wishes,
Scott Spicer (FCPHR)

The Executive Director said that he had spoken with Scott Spicer. Scott's decision to resign was due to new demands placed on his free time largely due to his role as a NSW Councillor on the Australian Human Resources Institute (AHRI). This coupled with growing demands of his job with Revesby Workers, and young family had required him to reassess his

professional and community commitments. Scott said he was not in the position to commit the time to serving as a Director on the ACFIPS Board. He said that he would be happy to assist ACFIPS with any Training Package reviews relating to Human Resources. The Chair moved acceptance of Scott Spicer's resignation from the Board. Carried by acclamation.

The Executive Director was asked to write to Scott Spicer thanking him for his service on the Board, and to contact ASIC to remove Scott as a Director effective from today.

Item 3 - Minutes AGM held Thursday 24 November 2016

Moved Sasha Boe seconded Suzette Po-Williams that the Minutes of the previous AGM held on Tuesday 24 November 2016 be received. Carried.

Item 4 – Business Arising from the Minutes 24 November 2016

There was no Business Arising from the previous AGM Minutes.

Item 5 – Annual Report 30 June 2017 – Approval of the Annual Report and Audited Financial Reports.

The Executive Director reported that the Annual Report had been circulated. He said the main points of interest were that we had finished the year with a small surplus. We had also completed all the tasks required by the Department of Industry, NSW Training Services and met their KPA's – Key Performance Areas under the funding agreement. There has been a strong push from Training Services NSW to engage with regions, and we had participated in joint regional activities with other ITABs.

NSW Training Matters was our main vehicle for communication to our industry sectors. The website had also been improved during the reporting period. The Executive Director thanked the Chair, Tim Cramsie and all members of the board this year for their support and assistance. Tim Cramsie said that we had achieved some positive results despite some uncertainties regarding continuation of funding for NSW ITABs

Moved Andrew Bryson, seconded Suzette Po-Williams that the Annual Report and Financial Statements be accepted. Carried.

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

The Chair said that the members of the board are usually nominated to serve on the Board by their Industry Sector Committees. He asked the Executive Director whether any of existing Directors, (apart from Scott Spicer) had not re-nominated to serve on the Board. The Executive Director said that all Directors had indicated their interest in serving on the Board of Directors for a further term.

Moved Sasha Boe, seconded Suzette Po Williams that all the existing Directors be elected to the Board of Directors for a further term. Carried

Chair

Moved Sasha Boe, seconded Suzette Po Williams that Tim Cramsie be elected as the Chair of ACFIPS. Carried

Vice Chair

Moved Tim Cramsie, seconded Leni Ison that Sasha Boe be elected as Vice Chair. Carried

Secretary

Moved Tim Cramsie, Seconded Suzette Po-Williams that Max Wilson be elected as Secretary. Carried

The Chair, Tim Cramsie congratulated all Office Bearers and said that he was looking forward to another successful year for ACFIPS.

Item 7. Appointment of Auditor

The Chair said that Stan Moriarty had resigned as our Auditor due to health reasons and will no longer be performing any audits after the 2017 financial year.

We had to appoint a new Auditor to fill this important role.

The Executive Director said that Stan Moriarty had the longest involvement with the ITAB of anyone and his services and advice would be missed.

Stan Moriarty has served in the capacity of the auditor for our ITAB since our original formation as the Property Services Industry Training Advisory Body NSW Ltd and registration as a company limited by guarantee on the 31st May 1996, a period of 21 years.

Since this time our ITAB has had a variety of registration of name changes to meet the expanding coverage of industry sectors. The main constant being the role that Stan Moriarty has performed. He has undertaken all our audits, and assisted us in meeting all financial reporting requirements.

Stan has suggested Michael Grasso as a replacement.

In support of his nomination as replacement Auditor Stan said that he has known Michael for more than 30 years and believes he would provide good service at a reasonable cost. Stan has also offered to provide Michael Grasso with a full background of ACFIPS and provide documentation for a smooth transition.

Moved Andrew Bryson, seconded Lee Xavier that we appoint Michael Grasso as our new Auditor. Carried.

Item 8 – General Business:

The Chair said that we had a successful year as outlined in the Annual Report and our newsletter 'NSW Training Matters' had been well received. We'd also established strong working relationships with NSW TAFE with the partial qualifications skills courses being popular with industry. He was also pleased to report that his industry sector, who had not had a great deal of involvement with VET had been very enthusiastic about the WHS partial qualifications programs that we had run. The Traineeship in Live Production and Services should also play an important role in demonstrating the value of VET. The ITAB had demonstrated its effectiveness.

There being no further items of General Business the Chair closed the meeting at 4.55 pm, and thanked everyone for their attendance. The Chair then welcomed everyone to the official launch of the Live Production and Services Traineeship and our Christmas Party.

Signed

Dated