

40th ANNUAL GENERAL MEETING 4pm (AEDT) TUESDAY 30TH NOVEMBER 2021

VIRTUAL AGM DUE TO COVID (using VERO VOTING Platform)

MINUTES

1. President's Welcome and Introductory Remarks

The Chair, President Ross Di Corleto, welcomed members and visitors to the virtual AGM.

2. Secretary's Introduction of the Vero Voting Platform

3. Quorum

The Secretary confirmed there was quorum for the AGM.

4. Declaration of Proxies

Sixteen proxies received prior to the AGM were reported at meeting and listed in Appendix 1. Apologies have been listed in Appendix 2.

5. Meeting Protocol

The Honorary Secretary, Sharann Johnson, read the meeting rules and protocol.

6. Confirmation of Minutes the 39th Annual General Meeting

The Chair moved the motion that the minutes of the 39th AGM held on the Friday 4TH December 2020, as circulated are confirmed.

Discussion: No comments were raised.

Motion: *"That the minutes of the 39th AGM held on the 4th December 2020 virtually, as circulated are confirmed".*

Moved: Ross Di Corleto

Seconded: Sharann Johnson

In favour: 51

Against: 3

Abstentions: 0

Result: Motion carried

7. Matters arising from the Minutes not covered elsewhere in the Agenda

There were no matters arising from the Minutes not covered elsewhere in the Agenda.

8. President's Report

The President presented the report as tabled in the 2021 Annual Report.

Discussion: No comments were raised.

Motion: *"That the President's report be adopted".*

Proposed: Honorary Secretary Sharann Johnson

Seconded: Marcus Brooks

In favour: 34

Against: 0

Abstentions: 0

Result: Motion carried

9. Secretary's Report

The Honorary Secretary presented the report as tabled in the 2021 Annual Report.

Discussion:	No comments were raised.
Motion:	<i>"That the Secretary's report be adopted".</i>
Proposed:	Ross Di Corleto
Seconded:	Kate Cole
In favour:	28
Against:	0
Abstentions:	0
Result:	Motion carried

10. Treasurer's Report/Auditor's Report

The Honorary Treasurer, Aleks Todorovic presented the report as tabled in the 2021 Annual Report.

Discussion :	No comments were raised.
Motion:	<i>"That the Treasurer's report, Balance Sheet and Annual Statements of Income and Expenditure and the Auditor's Report be adopted".</i>
Proposed:	Ross Di Corleto
Seconded:	Kate Cole
In favour:	34
Against:	0
Abstentions:	0
Result:	Motion carried

11. Appointment of Auditor(s)

Motion 1:	<i>"That for the 2021/2022 financial year, the AIOH engages an Auditor selected from the current panel of Auditors".</i>
Proposed:	Sharann Johnson
Seconded:	Melanie Windust
In favour:	62
Against:	2
Abstentions:	0
Result:	Motion carried

12. Fee Structure for 2022/23 Financial Year

The President Honorary Treasurer reported that the membership fees for 2022/23 Financial Year were exclusive of GST, and are as follows:

Membership Types:	Associate	\$175 ex GST
	Provisional	\$230 ex GST
	Full	\$255 ex GST
	Fellow	\$255 ex GST
	Honorary Fellow	\$0 (no change)
Status:	COH	\$265 ex GST
Application Fee:	New graded membership	\$105 ex GST (no increase)
	New COH	\$395 ex GST (no increase)
Late Fees:	Late Fee	\$115 ex GST (no increase)

Discussion: No comments were raised.

Motion 2: *That the membership fees for 2022/23 Financial Year exclusive of GST are as follows:*

<i>Membership Types:</i>	<i>Associate</i>	<i>\$175 ex GST</i>
	<i>Provisional</i>	<i>\$230 ex GST</i>
	<i>Full</i>	<i>\$255 ex GST</i>
	<i>Fellow</i>	<i>\$255 ex GST</i>
	<i>Honorary Fellow</i>	<i>\$0 (no change)</i>
<i>Status:</i>	<i>COH</i>	<i>\$265 ex GST</i>
<i>Application Fee:</i>	<i>New graded membership</i>	<i>\$105 ex GST</i>
	<i>New COH</i>	<i>\$395 ex GST</i>
<i>Late Fees:</i>	<i>Late Fee</i>	<i>\$115 ex GST"</i>

Proposed:	Aleks Todorovic
Seconded:	Kelly Johnstone
In favour:	55
Against:	0
Abstentions:	0
Result:	Motion carried

13. Financial Expenditure Limit for Executive Committee

The Honorary Treasurer tabled that the cumulative Executive expenditure limit for the period 1 December 2021 to 6 December 2022 remain unchanged at \$10,000".

Discussion No comments were raised.

Motion 3: *That the cumulative Executive expenditure limit for the period 1 December 2021 to 6 December 2022 AGM remain unchanged at \$10,000".*

Proposed:	Aleks Todorovic
Seconded:	Sharann Johnson
In favour:	59

Against: 0
Abstentions: 0
Result: Motion carried

14. Committee Reports

The President introduced the Committee Reports tabled in the 2021 Annual Report.

Discussion: No comments were raised.
Motion: "That the Committee Reports are accepted"
Proposed: Ross Di Corleto
Seconded: Melanie Windust
In favour: 28
Against: 0
Abstentions: 0
Result: Motion carried

15. Tabling of Member's Correspondence for Information only and not for Discussion (See Appendix 3, Attached letter)

The Chair reported that Phil Hibbs and Brian Eva had requested the letter sent to the President on the 1st November 2021, see Appendix 3, be included in the AGM documents. This was done and this closes the matter. The Council is not going to make any further comments on the matter at the AGM.

16. Special Business

The Chair noted that there was no special business on the Agenda.

17. Election of Councillors

The Chair passed to the Honorary Secretary to announce the results of council nominations.

The outgoing Officers and Councillor were:

- President – Ross Di Corleto
- Secretary – Sharann Johnson
- Councillor – Marcus Brooks

The Returning Officer advised that the following nominations have been received by the AIOH:

One nomination for President-elect was received so as per our Rules, a ballot was not required. Tracey Bence is appointed President-elect for 2022.

One nomination for Secretary was received so as per our Rules, a ballot was not required. Neil Goulding is appointed Secretary for 2022 and 2023.

One nomination for the one General Council position was received, so as per our Rules, a ballot was not required. Candice Dix is appointed General Councillors for the years 2022 and 2023.

18. Introduction of President and Council for 2022

The Chair introduced the 2022 President and Council as follows:

- President: Kate Cole
- President-elect: Tracey Bence
- Honorary Treasurer: Aleks Todorovic
- Honorary Secretary: Neil Goulding
- Councillors: Kelly Johnstone, Melanie Windust and Candice Dix

19. Investiture of 2022 AIOH President

The Chair congratulated incoming President, Kate Cole.

20. Acknowledgement and Vote of Thanks for the 2021 Council

Meeting Chair passed the meeting onto the 2022 President Kate Cole who then moved a vote of thanks by acclamation for the outgoing President Ross Di Corleto, Secretary Sharann Johnson and Councillor Marcus Brooks.

21. Next AGM location and date

The next AGM is scheduled for 29th November 2022 but with that date and location to be determined.

22. Meeting Close

The Chair thanked the members for their attendance and the meeting was closed at 4.32pm.

APPENDIX 1 – List of Proxies

Name	Proxy Name
Russell Bond	Chairperson
David Moulton	Chairperson
Gavin Irving	Chairperson
Noel Tresider	Chairperson
Fouad Rizk	Chairperson
Jason Wagstaffe	Chairperson
Chas Pagon	Chairperson
Caroline Langley	Philip Hibbs
Sue Reed	Adelle Liebenberg
Jack Farry	Chairperson
Neil Goulding	Chairperson
David Cooper	Chairperson
Julie Sullivan	Chairperson
Milankumar Patel	Ritesh Patel
Nathan Redfern	Chairperson
David Jowett	Chairperson

Appendix 2 – List of Apologies

First Name	Surname
Russell	Bond
David	Moulton
Brea	Richardson
Brendan	O'Connor
Gavin	Irving
Noel	Tresider
Justine	Bromley
Fouad	Rizk
Jason	Wagstaffe
Chas	Pagon
Sue	Reed
Jack	Farry
David	Cooper
Julie	Sullivan
Milankumar	Patel
Vijay	Vyas
Nathan	Redfern
David	Jowett
Robert	Golec

Appendix 3 – Letter dated 1st November 2021, Mr Hibbs and Mr Eva.

Attention: Dr Ross Di Corleto
President

re: Matters arising from the minutes of the 2019 AGM

Thank you for your letter of 20 May 2021 responding to our questions in relation to the 2019 AGM. After lengthy consideration, we have decided to respond as the AIOH reply raises issues that should not be left unanswered on the public record.

As you are aware, an application was made to SWA under the Freedom of Information (Fol) legislation for the documents relating to the AIOH application to SWA to fund the Breathe Freely programme. The following comments reference that documentation.

1. The response does not address the questions raised in our enquiry

At the 38th AGM, the 2019 President stated: *“Council was concerned the proposed model was not suitable for the AIOH as . . . it may not have been what the BOHS had intended for the AIOH hence may compromise permission”*. The response states *“The SWA assistance would have been discussed with the BOHS once it had been finalised and formally offered.”*

Do we infer from this that nobody from the 2019 Council made any enquiries with the BOHS regarding the SWA funding and the statement by the 2019 President is, at best, inaccurate?

The minutes from a meeting held with SWA, at which the 2019 President and Mr Brian Eva were present, shed further light on this. These minutes record: *“AIOH advised British Occupational Hygiene Society (BOHS) are (sic) happy for AIOH and SWA to use all their (sic) Breathe Freely campaign material as long as it is acknowledged as the source; a Creative Commons license is being investigated by BOHS”*. Page 32 of the Fol documents. This confirms the statement by the 2019 President at the AGM to be incorrect.

2. The response contains statements that are inconsistent with the facts

The AIOH response states that *“Whilst there were several discussions relating to this assistance from SWA, an eventual offer was never formally documented and submitted to the AIOH”*. The Fol documents clearly confirm the funding requested in the AIOH submission of \$376,000 was allocated and available and the 2019 President aware of that.

Email from the 2019 President to Jackii Shepherd dated: Thursday, 21 February 2019 10:28:07 PM: *“I appreciate that SWA are (sic) looking to invest a large amount of money and we are very appreciative of this”*. Page 33 of the Fol documents.

Email from Karissa Slavin to Kris Arnold dated Monday, 11 February 2019 3:22 PM, page 30 of the Fol documents, states:

“The project is yet to be fully scoped, however the AIOH have (sic) provided an estimate of the resources required at a cost of \$376,000 (over two years).

As Chief Financial Officer, can you please indicate if funding for this project up to the amount of \$376,000 will be available over 2019-2020.”

The response from Kris Arnold to Karissa Slavin dated Monday, 11 February 2019 3:48:07 PM, page 30 of the Fol documents, states: *“SWA has the funding to cover that project.”*

If, as implied in the 20 May 2021 letter, the 2019 Council was waiting for a formal response from SWA, why did nobody from Council contact SWA to enquire about its status? Given the size of the promised funding (\$376,000), it would seem prudent for the 2019 President to follow up with SWA rather than simply let the funding lapse.

The FoI document (pages 55 and 56) contains a letter from the AIOH dated 14 May 2019 and signed by the 2019 President, which, in essence, declines the funding support from SWA.

3. Other Matters

(i) Seed Funding

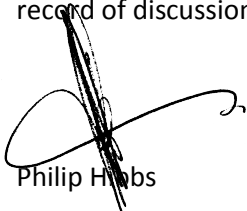
We have become aware that as an alternative to the \$376,000 offered by SWA and declined in May 2019, the 2019 President was further offered possible seed funding of approximately \$50,000 to fast track the start of the Breathe Freely programme. However, this offer was never formally accepted by the 2019 President; instead an agreement of support in kind was negotiated, with SWA providing key jurisdictional contacts and communications support for Breathe Freely launches and activities. The 2019 President was provided with the details of the Communications Director at SWA to put in place a communications plan.

On review of the SWA communications, it would appear that there is only one post of September 2019, and we question whether the 2019 President used this further offer of support from a national Government body, who once again extended an olive branch to broaden the reach of the Breathe Freely programme.


(ii) Records

If, as we have been advised, there are no Council records on matters regarding the SWA funding, this would appear to be a serious governance issue requiring further investigation.

Why did the 2019 Council decline the funding of \$376,000 available from SWA and why is there no record of discussions and processes leading to this decision?



Philip Hubs



Brian Eva

Brian Eva