



## ANNUAL GENERAL MEETING MINUTES

### THURSDAY 3<sup>RD</sup> DECEMBER 2020

#### 1. Opening

The Chair, Mr Craig McGown, declared the Annual General Meeting (AGM) open at 5.30pm and welcomed members, the board, guests and staff to the 20th Annual General Meeting.

As per the Institute's rules for an AGM, quorums of eight members were required. It was confirmed that there was a quorum consisting of more than eight individual Institute members in attendance.

##### 1.1 Attendees

The following persons were recorded as attendees:

Tracy Armson	Tyler Miles
Michelle Blackwood	Sue Morey
Fiona Byrne	Siobhain Mulrennan
John Byrne	Steve Mutsaers
Sarah Cermak	John Price
Karen Coveney	Bruce Robinson
Wendy Endebrock-Brown	Meagan Shorten
Anthony Fortina	Geoff Stewart
Peter Gunzburg	Anna Tai
Maggie Harrigan	Jessica Urquhart
Alison Harvie	Hazel Butorac
Jordan Henderson	Hui Juin Shak
Johnson Kitto	Fraser Brims
Bi Lam	Yuben Moodley
Gary Lee	Jenette Creaney
Craig McGown	Lynda Whetstone

Felicite Kelsall  
Hui Min Cheah

Tracy Hayward

## 2. Apologies

The Chair acknowledged the apologies from the following people:

Rajesh Thomas	Eliza-Jane Sharp
Jenni Ibrahim	Jane Cornelius
Sue Jenkins	Phil Thompson
Damian Meaney	Sandy Costanzo
Bob Langford	Robyn Himbeck
John Blakey	Glenda Martinick
Suzanne Sheridan	Dino Tan
Jamie Linthorne	Betty Ryan
Guy Brown	

## 3. Questions of the 2019 AGM Minutes

There were no matters arising from the 2019 meeting minutes.

## 4. Adoption of the AGM minutes held on 11<sup>th</sup> April 2019

The Chair requested a motion of confirmation that the 2019 minutes reflect a true and accurate record of the 2019 AGM.

### Motion

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The minutes of the AGM held on 11<sup>th</sup> April 2019 were adopted as true and correct:

**Moved:** Sue Morey                      **Seconded:** Michelle Blackwood

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## 5. Chair and Director's Report

The Chair welcome the Director, Emeritus Professor Geoff Stewart to present the 2019 Chair and Director's Report. Key highlights from the Report were:

- The Clinical Trials Unit relocated from Sir Charles Gairdner Hospital Out-Patients into the Harry Perkins shared clinical space.
- The Institute is now required to lease space from North Metropolitan Health Service (\$200,000 per annum) for occupying space with the Perkins.

- Associate Professor Cecile Prele moved to the Ear Institute. The group is now being lead by Professor Steve Mutsaers.
- Professor Jenette Creaney formally integrated into the Institute.
- Associate Professor Alec Redwood joined the Institute
- Prof Gary Lee won the Cancer Researcher of the Year by the Cancer Council of WA
- Researchers published 47 manuscripts and book chapters and won seven new research grants.
- The Clinical Trials Unit conducted 16 new trials.
- Our affiliation with NCARD under the Directorship of Professor Anna Nowak continues to strengthen.
- The Board thanked the Conquer CF Committee for their continued support. They are instrumental in the development of the Sir Charles Gairdner Hospital Adult CF Clinical Research Group.
- The L I F E Group held 10 meetings and four social gatherings throughout the year; produced four Breath of L I F E magazines; and continued to respond to regular phone and email enquiries from people with lung conditions.
- The Institute celebrated 20 years in research. Events included a Community Forum, lung testing for World Lung Day and Have a Go Day at Burswood and the 20<sup>th</sup> Anniversary Symposium and Cocktail function.
- The 2019 Annual Report is available on the Institute's website at: <https://www.resphealth.org.au/publications/>

The Director presented the following awards

- Ms Maggie Harrigan from Sir Charles Gairdner Hospital was awarded the Glenn Brown Memorial Grant for her project 'Developing a social connectedness toolkit for adults with cystic fibrosis: A participatory design approach'.
- Dr Anna Tai from Sir Charles Gairdner Hospital was presented with the Conquer Cystic Fibrosis Senior Research Fellowship.
- Dr Anna Tai from Sir Charles Gairdner Hospital was awarded the Conquer Cystic Fibrosis Grant for her project 'Systemic surveillance of *C. difficile* carriage and infection in hospitalized patients with cystic fibrosis and bronchiectasis'

## 6. Treasurer's Report

The Treasurer, Mr John Price, presented the 2019 financial report and highlighted the following items:

- In 2019, the Institute reported a financial surplus which, on current figures, will increase in the coming years placing the Institute in a sound position to continue its important program of respiratory health research.
- The Institute's income for the year ending 31 December 2019 was \$7,871,842, up \$3,361,318 from 2018.
- The main revenue sources were research grants, infrastructure commercial contracts from the clinical trials unit and donations. A large proportion of our expenditure is on salaries, clinical trials and other project costs related to our research.
- The Institute has a surplus of \$1,664,543 for 2019. This is made up of restricted and un-restricted funds and is up \$1,433,144 from 2018, as a result of increases in research grant, clinical trials and infrastructure income.
- Financial details are listed in our 2019 Annual Report which is online:  
<https://www.resphealth.org.au/publications/>

## 7. Acceptance of the financial Report

The Treasurer, Mr John Price, noted that the Institute had completed the financial audit and report for the period 1<sup>st</sup> January to 31<sup>st</sup> December 2019. A full copy can be obtained by contacting the Institute's Finance Manager, [bi.lam@resphealth.uwa.edu.au](mailto:bi.lam@resphealth.uwa.edu.au).

## 8. Appointment of financial auditor

The Treasurer confirmed that the auditor for the 2020 financial year will be Owen and Paistow.

## 9. Election of Board members

The following Board Members were re-elected to the Board for the 2020/21 term:

- Mr Craig McGown
- Mr Anthony Fortina

The following new appointment to the Board was made for the 2020/21 term.

- Mrs Tracy Armson

## **10. Questions to the Board**

Mrs Tracy Armson asked the Chair now the Institute must pay \$200,000 per annum in rent to the North Metropolitan Health Services, how will the Institute afford this without it impacting negatively on the research and clinical trials? The Chair advised the Institute has adequate funding and that the agreement enables long-term occupancy for the Institute. The Chair acknowledged the Institute has paid nominal fees for a long time and that the government is now viewing this as a commercial arrangement.

## **11. Notice of Special Resolution**

The Chair advised members that under Associations Incorporation Act 2015, the Institute has updated the Constitution, namely:

- Item 15 - Payment to committee member. The rule entitles a Board Member to be paid out-of-pocket expenses for expenses incurred while on Institute business.
- Item 25 - Resolving Disputes and Mediation. The rule outlines the dispute process the Institute will undertake and the mediation process to be taken between such parties.

Members showed no objection to the updates and, by show of hands (more than 75%), ratified the updated Constitution. The Constitution will now be lodged with the Department of Mines, Industry Regulation and Safety Consumer Protection.

## **12. Meeting closed**

The Chair declared the 2020 AGM closed at 6.00pm.