

THE ORDER OF AUSTRALIA ASSOCIATION LIMITED

Minutes of the 35th Annual General Meeting

Held by Zoom Teleconference

on Saturday 8 May 2021 at 1030hrs AEST

OPENING

The National Chairman, Barry Nunn opened the meeting and welcomed members to the meeting. He advised members that:

- The proceedings were not being recorded and asked members online to also not record the meeting;
- The National President Heather Ridout AO would chair the meeting;
- Explained the process of the meeting including presentations, voting and Question and Answer sessions;
- There was a quorum for the meeting, there being more than 50 members present or by proxy.

ATTENDANCE

The National Secretary advised that forty-seven members and the Auditor had registered to attend the Annual General Meeting and twenty nine members, and the Auditor were actually present. The List of Attendees is at Appendix A.

APPOLOGIES

The National Secretary advised that fifteen apologies had been received and would be annotated on the Apology Register and is at Appendix B.

PROXIES

The National Secretary advised that sixty-six proxies had been received. Proxies had been directed 29 in favour of all motions and 37 were open. The Proxies will be subject to Audit and the Returning Officer's Audited Report will be available on the National website following the meeting.

MINUTES OF THE 34th ANNUAL GENERAL MEETING

The National Chairman advised that copies of the Minutes of the 34th Annual General Meeting held by Teleconference on Saturday 9 May 2020 were on the National website. The National Chairman invited members to vote on the acceptance of the minutes. The voting results would be shown following the Confirmation of the Auditor's appointment. (Vote 1).

MINUTES OF THE EXTRAORDINARY GENERAL MEETING

The National Chairman advised that copies of the Minutes of the Extraordinary General Meeting held by Teleconference on Friday 17 December 2020 were on the National website. The National Chairman invited members to vote on the acceptance of the minutes. The voting results would be shown following the Confirmation of the Auditor's appointment. (Vote 2).

NATIONAL PRESIDENT'S ADDRESS

The National Chairman introduced Heather Ridout AO the National President and advised that they had worked closely together for two years, regretting that COVID-19 had precluded meeting many members.

The National President welcomed members to the AGM and noted that:

- COVID-19 had impacted in many ways on Australians and Association members however by use of various electronic mediums members had maintained contact with each other and the business of the Association had continued;
- The Association has had a successful financial year despite the COVID-19 issues;
- Branches have played a major role in communication with their members, and it was pleasing to see that activities were continuing;
- Whilst the travel restrictions have meant that the Annual Conference for 2020 and 2021 could not proceed it was hoped that the 2022 Conference planned for Canberra would again afford us all the opportunity to meet face-to-face;
- Discussions with the Governor General had focussed on increasing cultural diversity and female awards and the difficulty in nominations of Aboriginal people for awards as they recognise communities not necessarily individuals; and
- As President she had signed the National Condolence Book for His Royal Highness the Duke of Edinburgh on behalf of the Order of Australia Association. She also advised that she had been fortunate to be awarded a Duke of Edinburgh Scholarship.

NATIONAL CHAIRMAN'S REPORT

The National Chairman advised that his detailed Report was on the National website as part of the 2020 Annual Reports.

Additional comments were;

- The effect of COVID-19 has meant: the 2020 and 2021 Conferences could not be held, and Branch activities were significantly reduced;
- Membership has remained steady despite the impact of COVID-19;
- Despite reduced activities financial results for the year were favourable;
- We adopted a new Constitution and By-laws with substantial input from Branches;
- The level of community awareness of the Australia Awards and Honours system remains low in the community;
- There has been an increase in female nominations, to 40% of the 2020 Honours, but there remains low wider cultural diversity in nominations;
- The Association Scholarship Program was launched, whereby members can donate through their Branch and obtain a tax deduction for their donation; and
- The Board, Branches and Regional Groups work effectively as a team which ensures that the goals of the Association are working.

NATIONAL TREASURER'S REPORT

The National Treasurer indicated that a detailed Report is included in the 2020 Annual Report on the National website.

Some highlights of the presentation were:

- The underlying surplus for the year was \$94,366 after taking into account State Branches and their Regions. Net change in fair value of financial assets at fair value income was \$64,838 which resulted in a net surplus of \$159,205;
- At 31 December the Share Portfolio was \$1,560,824;
- At year end we had 8,211 members. Income per member was \$47.72 whilst expenditure on member services was \$33.38;
- Membership fees remained unchanged at \$77 per annum, three-year membership \$200 and lifetime members \$1,115 (GST inclusive rates);
- In addition to Job-keeper the Association received government stimulus payments of which the bulk were distributed to the Branches to assist with their member activities;
- Due to COVID-19 investment income was greatly reduced and measures were taken to reduce costs where appropriate. Board and general meetings were held virtually for most of the year, and this culminated in a substantial saving to the Association; and
- Her appreciation was extended to the Branch Treasurers who committed themselves to the use of Xero across the organisation. This assisted greatly with the production of monthly, quarterly, annual consolidation and the annual audit.

The President invited members to vote on the acceptance and adoption of the Annual Report which includes the National Chairman's Report, the Director's Report, the Financial Report and the Auditor's Report of The Order of Australia Association Ltd for the year ended 31 December 2020. The voting results would be shown following the Confirmation of the Auditor's appointment. (Vote 3).

THE ORDER OF AUSTRALIA ASSOCIATION FOUNDATION DIRECTOR'S FINANCIAL ANNUAL REPORT.

The National President advised the meeting that, although The Order of Australia Association Foundation Reports were not part of the formal business of the Annual General Meeting, these had been made available to members of the Association on the Association website.

The National President invited Hugh Morgan AC Chairman of Directors of The Foundation to address the members.

Hugh spoke to the Objectives of the Foundation:

- Supporting the next generation of leaders by helping promising young Australians to achieve their potential for the benefit of future generations of Australians; by
- Providing scholarships with Australian Universities for young students in their early years of tertiary study who have shown a commitment to the community. The Foundation seeks donors for funding individual Scholarships.

A scholarship of \$45,000 is provided to cover tuition fees, living allowance, textbooks and equipment and an introduction to and a personal mentoring relationship with a volunteer mentor who is a member of the Association.

Hugh also advised that the Scholarship winners for 2019 will be presented with their Awards at the Annual, Conference in Canberra in May 2022.

The President thanked Hugh Morgan and invited Paul Wheelton AM KStJ Treasurer of The Foundation to address the members.

Paul spoke on the finances of The Foundation for the year ended 30 June 2020.

Some highlights of the Report were:

- Total Annual Revenue \$324,972 (2019: \$205,209);
- Net Surplus for the year of \$203,111 (2019:\$148,279);
- Income from Investments of \$167,941 (2019: \$104,443;)
- Operating Expenses of \$31,861 (2019 \$16,930);
- Non-realised loss on the value of investments as at 30 June 2020 (mid COVID-19) of \$199,285 (2019 unrealised gain of \$124,788); and
- Total Comprehensive income for the year was \$53,826(2019:273,067).

The Order of Australia Foundation Directors Financial Annual Reports were noted.

QUESTION AND ANSWER ON THE FOUNDATION

Q-A member made the comment that as a new member he was not aware of The Foundation.

A-The Foundation Chairman advised that the Foundation Board was aware of this issue and were addressing the issue and refreshing the Foundation website.

ADVICE OF OFFICE BEARERS FOR 2021

The National President asked that the Advice of Office Bearers slide be displayed.

National President	Heather Ridout AO
National Chairman	Barry Nunn AO. RFD.ED.
National Deputy Chairman	John Archer OAM
National Secretary	Graham Hyde OAM
National Treasurer	Muriel Barasso OAM
National Membership Director	Helene Bender OAM
Director QLD	Peter Mc Murtrie AO. KStJ
Director NSW	Jim Mein AM
Director ACT	Alan Morrison AM
Director VIC	William Lye OAM.QC
Director TAS	Rosemary Callingham AM
Director SA	John McKellar AM. ED
Director WA	Robin Watts AM
Director NT	Andrew Bruyn AM

APPOINTMENT OF THE AUDITOR

The National Treasurer advised that the Board has recommended that Anthony Bandle of Bandle McAneney and Co Chartered Accountants be appointed as Auditor for the year ending 31 December 2021. Members voted on the appointment (Vote 4).

DECLARATION OF THEFOUR VOTES

The National President advised that all four votes were carried unanimously. Appendix C.

QUESTION AND ANSWER-GENERAL

Q-*The Order Magazine* could do with a refresh and is there anything in progress to address this comment.

A-During 2020 a survey of members was conducted seeking their views and ideas on *The Order Magazine*. As a result of the Survey there will be some changes with the content and the presentation.

Q-It was suggested that as a way of showing that the Association is serious about cultural adversity that all meetings conducted by the Board, and Branches should start with an 'Acknowledgement to Aboriginal Country.

A-The Board will consider the proposal.

The National President closed the Q&A session as there were no further questions or comments.

CLOSURE OF MEETING

Before closing the meeting, the National President thanked attendees for their participation and hoped we would be able to meet face-to-face in Canberra in May 2022.

There being no further business the National President declared the 35th Annual General Meeting closed at 1130hrs.

Signed

Heather Ridout

National President

Date

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