

2021 Meetings & Events Australia Annual General Meeting Minutes

Tuesday 23 November 2021

11.00am AEDT, Via Zoom

Item No.	Sub item	Item	Discussion Lead
1		Opening	Nigel Collin, Chair
	1.1	Welcome and Introduction	Nigel Collin, Chair
	1.2	Apologies <ul style="list-style-type: none"> • Kate Smith, WaldronSmith Management • Decinda-Jane Burrell, Event Society • Rob Frank, Verve Creative 	Nigel Collin, Chair
	1.3	Proxies <ul style="list-style-type: none"> • Adelaide Oval Stadium Management Authority – 3 votes • ICC Sydney – 3 votes • Both in favour of Chair 	Nigel Collin, Chair
2		Minutes of last meeting	
	2.1	Review of minutes of 2020 Annual General Meeting	Nigel Collin, Chair
	2.2	Acceptance of minutes of 2020 Annual General Meeting <ul style="list-style-type: none"> - Approved: Michael Firman - Seconded: Jessica Glass 	Nigel Collin, Chair
3		Reports	
	3.1	Chairperson's report	Nigel Collin, Chair

The Chairperson's report was delivered by the outgoing Chair – Nigel Collin.

Conversation focused on:

Recruitment and on-boarding of the new MEA CEO: Peter McDonald commenced 21 June 2021 and will lead the future strategic pathway of MEA. The Chair also advised how the Board had taken on operational roles whilst no CEO was in place to run the organisation with the number of Board Meetings doubled to take on this task.

MEA Strategy and Member Feedback: It was advised that MEA reviewed its strategy in 2020 off the back of the results of a member survey to determine its recovery framework and future focus areas. MEA's value proposition was also reviewed to guide actions and strategies for the future.

Focus Areas: It was advised that the three key focus areas will be advocacy, education and communication.

Advocacy: focuses primarily on advocacy to federal government through MEA's role on the Business Events Council of Australia (BECA) Board (Director and Councillor positions) as well as at a state level. The key advocacy message is the value of the events industry and rebuilding sector confidence post COVID-19. This has been achieved through meetings, case studies, MEA publications etc. (through case studies, MEA publications etc). It was also advised that MEA proceeded with its 2020 awards to demonstrate the activities and innovation that still occurred whilst the sector was largely closed because of COVID-19.

Education: one of MEA's main strengths and still the only industry association that is a Registered Training Organisation (RTO). During the pandemic, MEA continued to host free webinars to its members (with a nominal charge for non-members). This education was based on what the

	<p>members told us they wanted to learn about and can still be accessed via MEA TV. MEA also focused on offering bespoke training to members (including Northern Territory, Business Events Victoria).</p> <p>Communication: communicating with members continued to be a core focus for MEA during the pandemic to build confidence in the market. This was done through MEA Express, MEA Matters, social media, conversations with partners and stakeholders.</p> <p>The Chair reiterated how important MEA members, the Board, Branch Committee members and head office staff are to the organisation and thanked everyone for their support during challenging times.</p>	
<p>3.2</p>	<p>Treasurer’s Report</p> <p>The Treasurer’s report was delivered by the current Treasurer – Michael Firman.</p> <p>Conversation focused on:</p> <p>Challenges during COVID-19: it was reiterated that COVID-19 had and still was presenting challenges to the events industry. There was acknowledgement of the work BECA was undertaking in the advocacy space.</p> <p>Revenue generation: Like many businesses, MEA was limited regarding revenue generation during the pandemic. State events could not be delivered and Evolve was postponed. The business cut expenditure to survive however still focused on providing benefit back to members through the national webinars/education it delivered and communication channels. The shining light for MEA continues to be its status as a Registered Training Organisation (RTO) and delivery of its Diploma. This is a key asset and instrumental to upskilling the events industry.</p>	<p>Michael Firman, Treasurer</p>

		<p>Financial position: as per the financial overview provided in the annual report, MEA generated an operating profit of circa \$214K. JobKeeper was accessed to support staffing costs and overall, income remains stable with the RTO delivering a boost throughout the year. There was a significant reduction in expenditure during the pandemic and MEA finished the financial year with a reasonable cash position of around \$350K.</p>	
	3.3	<p>Acceptance of Annual Report and Financial Accounts</p> <p>Refer to point 3.4 below.</p>	Michael Firman, Treasurer
	3.4	<p>Appointment of Auditors</p> <p>The Treasurer asked for the financial statement to be approved alongside the re-appointment of Littlewoods as the auditors for FY 21/22.</p> <p>Moved: Jess Glass Secunder: Paul Davison</p>	Michael Firman, Treasurer
4		2021 Board Director Election	
	4.1	<p>Confirmation of vacating Directors</p> <p>The Chair confirmed that the following Directors were stepping down at this AGM:</p> <p>Paula Nolan Kirsty Forbes Nigel Collin</p> <p>It was also advised that Board Director Belinda Doery resigned her position post commencement of the voting process. As votes had already begun being received, the underway process needed to run full course without influence. With a maximum Board size of 9 allowed, this leaves MEA with a</p>	Nigel Collin, Chair

	<p>casual vacancy. The new MEA Board (post the AGM) will undertake a review of Director skill sets and assess how the casual position should be filled.</p>	
<p>4.2</p>	<p>Board Director Ballot Results</p> <p>The MEA Secretary advised the results of the nomination process as follows:</p> <p>Tina Eggers Megan Peter Tracey Edwards</p> <p>Approved: Michael Firman Seconded: Paul Davison</p> <p><u>ERROR DISCOVERY, POST MEETING CORRECTION AND ADJUSTMENT TO RECORD</u></p> <p>Post the announcement and following the conclusion of the AGM, an error regarding the announcement of new Directors was identified. The error was that Tracey Edwards was not successful and Vicky Troptsidis had been successful.</p> <p>Immediately post the AGM, the MEA Secretary telephoned Tracey Edwards advising of the error (along with many apologies) and also sent an email. Concurrently, the MEA CEO telephoned Vicky Troptsidis to inform her of her success. MEA apologises for this error and an email was circulated to the meeting attendees post the AGM to advise of the error and to correctly qualify the newly elected Board Directors.</p> <p>As there was no subsequent feedback or enquiries regarding the election announcement error, the new Director motion approvals as dictated during the AGM remain</p>	<p>Bev Williamson, Secretary</p>

	4.3	Elected Director confirmation of appointment As per above information.	Nigel Collin, Chair
5		General Business N/A	Nigel Collin, Chair
6		Next AGM Date TBC however November 2022	Nigel Collin, Chair
7		Meeting Close 11.26am	Nigel Collin, Chair

Signed as a true and accurate record of the meeting:



Nigel Collin
MEA Chair
25 November 2021

Register of meeting participants

Tori Athos*	Stryker
Tim Birley*	PARKROYAL Darling Harbour, Sydney
Suzana Bishop*	Fed Square Pty Ltd
Denise Broeren*	Think Business Events
Michelle Burgum	Business Events Sunshine Coast
Joanna Child	
Nigel Collin*	Nigel Collin Creative
Paul Davison*	SMC Conference & Function Centre
Tracey Edwards*	Event Travel Management
Tina Eggers*	The Venues Collection
Michael Firman*	Harry the hirer – VIC
Dana Fish	ICC Sydney
Meg Fisher	
Kirsty Forbes	
Jess Glass*	The University of Queensland
Tania Goodacre*	Minerals Council of Australia
Alana Hay*	Milestone Creative Australia
Robert Hossary	Lasercraft Australia
Darren Isenberg*	Darren Isenberg Presents
Anne Jamieson*	Saxton Speakers Bureau
Austin Leake*	The Event Ecosystem
Ruth Lilian OAM	L & R Contract Business Services
Regina Lysaught*	VEE Agency
Emma McDowell	Saxton Speakers Bureau
Emma Mogus*	ICMS Australasia Pty Ltd - NSW
Paula Nolan*	Commonwealth Bank of Australia
Stephanie Pascoe*	Sydney Olympic Park Authority
Megan Peters*	Lateral Event Management
John Rohanna*	The Venue Alexandria
Jackie Rouleston Stuart*	Sol RED Creative Event Services
Gina Samuels*	The Production House Events
Georgie Stayches	Fetching Events & Communications
Vicky Trop	EVENTFUL PROJECTS
Nicole Walker*	Arinex
Beverley Williamson	Melbourne Convention Bureau

* Voting eligible attendee