

2022 Meetings & Events Australia Annual General Meeting (AGM)

Tuesday 22 November 2022
11.00am AEDT, via Zoom

MINUTES

Item No.	Sub item	Item	Discussion Lead
1		Opening	
	1.1	<p>Welcome and Introduction</p> <p>Meeting called to order at 11.06am.</p> <p>Welcome to everyone joining today from the MEA Chair.</p> <p>The Chair requested that members with questions during the meeting raise their hand and state their name and organisation before speaking/providing feedback.</p>	Michael Firman, Chair
	1.2	<p>Apologies</p> <p>The Chair noted pre-meeting apologies being received from:</p> <ul style="list-style-type: none"> • Darwin Convention Centre, via Rebecca Kenyon • Department of Education Queensland, via Liz Williamson • Matthew Traynor • National Institute of Circus Arts, via Simona Jobbagy • ODE Management, via Leanne Christie • Ruth Lillian, OAM • TAFE SA, via Ashim Datt 	Michael Firman, Chair

	1.3	<p>Proxies</p> <p>The Chair disclosed pre-meeting receipt of the following proxies and favour, and apologies for meeting non-attendance:</p> <p><i>Chair appointed in entirety on any matters specified in the notice of meeting (number of entitled votes in brackets):</i></p> <ul style="list-style-type: none"> • Associated Advertising & Promotions, via Natalie Bell (1) • Crowne Plaza Adelaide, via Lucy O’Brien (1) • Holiday Inn Darling Harbour, via Thomas John (1) • JAK Creative & Events, via Jane Klose (1) • Melbourne Convention and Exhibition Centre, via Claire Bazeley (3) • Port Phillip Ferries, via Daniel Toby (1) • Richard Cornish (1) • Sarah Davies (1) • The Production House Events, via Gina Samuels (1) • TPM Events, via Janette Beedell (1) <p><i>Other appointed:</i></p> <ul style="list-style-type: none"> • Megan Peters in entirety on any matters specified in the notice of meeting, by GEMS Event Management Australia via Julie McGraw (2) 	Michael Firman, Chair
2		Minutes of last meeting	
	2.1	<p>Review of minutes of 2021 Annual General Meeting</p> <p>The Chair reviewed the minutes of the 2021 MEA Annual General Meeting and invited comment.</p>	Michael Firman, Chair

	<p>2.2</p> <p>Acceptance of minutes of 2021 Annual General Meeting</p> <p>With no dissent, the Chair sought a motion of acceptance of these be moved.</p> <p>Moved: Megan Peters Seconded: Ben Ferry</p> <p>The motion is therefore carried.</p>	<p>Michael Firman, Chair</p>
3	Reports	
	<p>3.1</p> <p>Chairperson's report</p> <p>The Chair presented a verbal recap of his Chair's Report published in the Meetings & Events Australia Annual Report 2021/22</p>	<p>Michael Firman, Chair</p>
	<p>3.2</p> <p>Treasurer's report</p> <p>The Treasurer welcomed everyone.</p> <p>At the start of the 2021/22 FY we were still in CVOID lockdowns and things started to ease up from October 21.</p> <p>JobKeeper finished March 21 so no further government assistance was available to business, including MEA. This underwrote a difficult period for the business.</p> <p>The membership has largely stood by MEA and levels have remained reasonably steady. HE noted some attrition which is normal and some new members.</p> <p>MEA's primary income sources are membership subscriptions, Evolve registrations, Awards submissions, training and education programs, and PD/networking events. MEA needs all income streams to continue.</p>	<p>Paul Davison, Treasurer</p>

	<p>Evolve 22 was a financial success with 300 pax and enormous support in kind and in cash. Thanks for all support.</p> <p>Without a successful Evolve and sponsorship support, the end of year result would have been different.</p> <p>Strict expense and cost management processes are in place. The CEO has had success in reduction in rent repayments and maintaining this discount for the renewed lease of the business office space. As a result of cost containment, the business achieved a \$34,723 profit for FY22.</p> <p>Events bouncing back strongly. People are being more selective about how and when they meet and this influences their choices.</p> <p>Competition for membership dollars is fierce. MEA needs to be flexible and have a model that meets members' needs, and it must have the right resources in place and remains viable. We need a strong community to support us through all activities that MEA conducts.</p>	
<p>3.3</p>	<p>Acceptance of Annual Report and Financial Accounts</p> <p>The Chair sought a motion of acceptance of his and the Treasurer's reports be moved.</p> <p>No objections were raised.</p> <p>Moved: Megan Peters Seconded: Jess Glass</p> <p>The motion is therefore carried.</p>	<p>Michael Firman, Chair</p>

	<p>3.4</p>	<p>Appointment of Auditors</p> <p>The Treasurer recommended that Littlewoods Chartered Accountants be reappointed as MEA’s external audit provider.</p> <p>The Chair sought a motion in this regard be moved.</p> <p>No objections were raised.</p> <p>Moved: Simon Baggs Seconded: Anne Jamieson</p> <p>The motion is therefore carried.</p>	<p>Paul Davison, Treasurer</p>
4		<p>2022 Board Director Election</p>	
	<p>4.1</p>	<p>Confirmation of vacating Directors</p> <p>The Chair confirmed that resignations had been received from Directors during the election year from:</p> <ul style="list-style-type: none"> • Belinda Doery • Suzana Bishop • Beverley Williamson • Tina Eggers • Vicky Troptsidis • Matt Traynor (casual appointment) <p>thereby creating 5 vacancies on the Board, for which a call for nomination was made in September.</p>	<p>Michael Firman, Chair</p>
	<p>4.2</p>	<p>Board Director Ballot results</p> <p>The Secretary confirmed that 7 valid candidate nominations were received to contest the 5 Board vacancies. As a result of a ballot process and with applicable membership category voting entitlements applied, the 5 candidates receiving the highest number of votes were:</p> <ul style="list-style-type: none"> • Alicia Thomas • Emma McDowell 	<p>Peter McDonald, Secretary</p>

		<ul style="list-style-type: none"> • Vanessa Green • Thomas Staunton • Mike Schrafft <p>The Secretary thanked all candidates for standing and congratulated the 5 successful people. He reminded them of the need to make themselves available for the post-AGM Board meeting at which the Board would determine its executive office bearers.</p>	
	4.3	<p>Elected Director confirmation of appointment</p> <p>The Chair offered his congratulations to the elected candidates and confirmed their appointment. He encouraged those who were unsuccessful to consider participating on a state/territory Branch Committee.</p> <p>He commented that these are the soul of the MEA community, and link it together nationally.</p>	Michael Firman, Chair
	5	<p>General Business</p> <p>The Chair sought any questions before the meeting was closed. None were received.</p> <p>The Chair thanked all attendees for joining the meeting and remarked that it has been a pleasure working on the memberships' behalf and on behalf of the industry.</p>	Michael Firman, Chair
	6	<p>Next Meeting: TBC date, November 2023</p>	Michael Firman, Chair
	7	<p>Meeting Close</p> <p>The Chair formally closed the meeting at 11.28am</p>	Michael Firman, Chair

Signed as a true and accurate record of the meeting:



Michael Firman
MEA Chair
28 November 2022

Register of meeting participants

Simon Baggs	Lateral Event Management
Sharon Bretz	Sofitel Melbourne On Collins
Joanna Child	Consultant
Paul Davison	Sydney Masonic Centre
Tina Eggers	Business Events Sydney
Emily Elkington	Tourism Australia
Benjamin Ferry	Crowne Plaza Sydney Coogee Beach
Paul Fidock	Pan Pacific Hotels Group
Michael Firman	Harry the hirer - VIC
Jess Glass	The University of Queensland
James Granter	Luna Park Sydney
Vanessa Green	Cliftons
Tanya Hall	Visit Albury Wodonga
Luke Hannan	Luke Hannan MC Pty Ltd
Anne Jamieson	Saxton Speakers Bureau
Gavin Loveday	Novotel Sydney Brighton Beach
Regina Lysaught	VEE Agency
Emma McDowell	Saxton Speakers Bureau
Stephanie Pascoe	Sydney Olympic Park Authority
Megan Peters	Lateral Event Management
Julie Pettit	Mercure Resort Hunter Valley Gardens
Yulie Preciado	ExpoNet VIC
Jackie Rouleston-Stuart	SolRED Creative Event Services
Mike Schrafft	VMS Event & Conference Logistics
Oliver Sheer	Be Challenged Team Building
Rachel Swain	Crowne Plaza Canberra
Alicia Thomas	Royal International Convention Centre
Nicole Walker	Arinex Pty Ltd
Kaila Welsford	PARKROYAL Darling Harbour, Sydney
Beverley Williamson	Melbourne Convention Bureau
Keith Wootton	AV1