

**Minutes of the Annual General Meeting of the
Institute of Hospital Engineering, Australia.
held at the Fremantle Hotel, Fremantle
Thursday 20th October, 2005**

1. Opening

The meeting was opened by the National President, M. McCambridge, at 16:20 hrs.

2. Present

54 Members of the Institute were in attendance.

3. Apologies

There were 10 apologies, and in attendance was Paul McCartney (NZ delegate)

4 Previous Minutes

Motion 4.1 That the minutes be received for the 2004 AGM at Mercure hotel, Brisbane. Moved J. Cozins, Seconded C. Pollock. *Carried*

Business arising from those Minutes, Nil

Motion 4.2 That the minutes of the 2004 AGM be adopted. Moved B. Geerlings, Seconded S. Butt *Carried*

5. National Presidents report

Mr. McCambridge thanked sponsors and particularly the major sponsors for their support for the WA national conference. The Board of mgmt has been busy with compliance issues and generally trying to market the Institute, including the website, the journal, membership grades and Assetmark.

Next steps include looking at regional membership, membership database, BoM training and document control.

The Institutes corporate plan was discussed in the previous session.

Motion 5.1 that the Presidents report be received, Moved K. Moon, Seconded C. OBrien. *Carried*

Business arising from the report. B. Geerlings expressed the appreciation from the members for Michael McCambridge hard work in the times of great change in the governance of the Institute

Motion 5.2 that the Presidents report be adopted, Moved K. Moon, Seconded M. Chatterton. *Carried*

6. National Secretary Report

Mike Ellis gave an overview of the website info currently available . Mike encouraged all members provide info for the website and to visit it regularly. IHEA is now fully compliant with ASIC requirements.

B. Nooseda gave a quick overview of the 2006 IFHE conference in Capetown, Sth Africa

Motion 6.1 that the Secretaries report be received, Moved J. Meldrum, Seconded H. Cowen. *Carried*

Business arising Nil

Motion 6.2 that the Secretaries report be adopted, Moved B. Geerlings, Seconded K. Schradder. *Carried*

7. National Treasurers Report

Kevin presented the annual report to all members and advised members that there is now a more consistent approach to state funding. He also reminded members to take advantage of the scholarship scheme.

IHEA this year received an unqualified audit from the auditor, which is a first in the Institute.

Motion 7.1 that the Treasurers report be received Moved K. Moon, Seconded M Ellis. *Carried*

Business Arising Nil

Motion 7.2 That Alkermaide & Associates be appointed auditor for the next year. Moved K. Moon, Seconded B. Gilpin. *Carried*

Motion 7.3 that the Treasurers report be adopted Moved H. DeDeugd, Seconded H. Cowen *Carried*

8. Membership Registrar Information

M.McCambridge presented Geoff's report in his absence.

The report indicated that membership applications increased by 9%, but 40% of members are unfinancial. Renewal notices are about to be sent out.

10,20 and 30 year badges were presented. Award members not present with be issued through the branches.

Motion 8.1 The Memberships report be received. Moved R. Aitken, Seconded C. Mezak. *Carried*
Business arising Nil

Motion 8.2 The Memberships report be adopted Moved M.Chatterton, Seconded R. Grubissa *Carried*

9. Rules Report

J. Dransfield indicated that 3 rules have been reworded

A2.2 has been changed to reflect unfinancial members. Moved J. Dransfield, Seconded J. Meldrum. *Carried*

D1 has been changed to comply with ASIC rules (conference date). Note, because 28 days was not given to members about this change, it will remain as a draft until next AGM

A new rule was added to comply with tax rules on scholarships. Note, because 28 days was not given to members about this change, it will remain as a draft until next AGM

Motion 9.1 that the rules report be received Moved J. Dransfield, Seconded J. Meldrum. *Carried*
Business arising. Nil

Motion 9.2 That the Rules report be adopted Moved J. Dransfield, Seconded G. Flanagan, *Carried*

10 Branch conformation to National Council

- QLD Ken Lidell
- WA L. Mumme, J. Dransfield
- Vic/Tas H. DeDeugd, M. McCambridge, K. Moon, B. Gilpen
- SA M. Ellis
- NSW C. Pollock, J. Wilson, G. Johnston

Motion 10.1 that the branch nominations to National Council be adopted Moved J. Meldrum, Seconded B. Evans. *Carried*

11 Approval of Honorariums

President	\$500	Secretary	\$1500	Treasurer	\$2000
Membership Registrar	\$1500	Journal Editor	\$3000		

Motion 11.1 That the Honorariums fees be Adopted Moved, M. McCambridge, Seconded M. Chatterton, *Carried*

12. General Business

M. Chatterton on behalf of the Vic/Tas members wished to thank Heidi Moon for her work in the Institute.

No further business. The President thanked members present for their attendance.

Meeting closed by the President at 1811 hrs. Thursday 20th October 2005

President

Secretary

Date

Date