**STORMWATER QUEENSLAND**

**2021 ANNUAL GENERAL MEETING**

**MINUTES**

The 2021 Annual General Meeting of Stormwater Queensland was held on Thursday 20 October 2021 via Zoom.

**PRESENT**

Peter Worth (*in the Chair*)

David Simpson

Charles Coathup

Brad Dalrymple

Bill Johnson

Clint Mead

Courtney Henderson

Himanthi Mendis

Paul Dubowski

Tilake Arachchige

Katie Fletcher.

(Rick Dennis joined the meeting just after the start).

The Chair opened the meeting at 12.30 pm and after a delay of 15 minutes waiting for attendees to join the meeting, noted that the necessary quorum of at least the number of members elected or appointed at the last AGM, plus one, in person or by proxy (ie 13), were present in person or by proxy, to allow the meeting to proceed.

1. **CHAIRMAN’S OPENING REMARKS**

 The Chair welcomed everyone and thanked them for attending the AGM.

2. **NOTING OF APOLOGIES AND** **PROXIES RECEIVED**

 The following apologies and valid proxies were received:

 Chris Walker in favour of Brad Dalrymple

Leon Atwood in favour of Courtney Henderson

3. **CONFIRMATION OF MINUTES OF PREVIOUS AGM**

The minutes of the Stormwater Queensland 2020 Annual General Meeting, held on 22 October 2020, having been circulated, were taken as read and confirmed.

Moved P Worth, seconded D Simpson. Carried.

4. **PRESIDENT’S REPORT**

 The President’s reflection/report on the activities of the Association for 2020, as circulated, was taken as read. The President read his report.

 Motion that the Stormwater Queensland President’s Report for 2020 be received and accepted.

Moved P Worth, seconded D Simpson. Carried.

5. **PRESENTATION OF 2020-2021 AUDITED FINANCIAL STATEMENTS**

 The Treasurer, Charles Coathup shared his screen showing the audited financial report starting with the Profit and Loss Statement. There has been a decrease in income of about $20 000 to $31 458, due to Covid and the way we have had to restructure how we deliver events and workshops. Membership revenue has decreased by up to $5000. Our standard expenses were $66 832 which is not much of a change. There was a one-off cost of $5088 for mediation with Stormwater Australia. There was a net loss of $35 374 for the year.

Going forward there will be a significant cost saving due to work being undertaken inhouse by the secretary, David Simpson with the secretariat administration duties. We are now looking at an annual budget of around $5000 for bookkeeping, secretariat, and admin costs.

Also, thanks to Brad Dalrymple for undertaking the event management with webinars online, keeping e event management costs to a reduced level.

The treasurer shared his screen showing the budget for the next year. We are hoping to achieve a $22 000 income from events and $26 000 from membership.

With our overheads now being reduced from $65 000 to around $35 000, we should be able to balance our budget.

The Balance Sheet shows a significant decrease in income for the year and we now have an equity $57 676. There are no liabilities of significant value. There are no significant debts.

Motion that Stormwater Queensland’s end of year reports to 30 June 2021 be received and accepted.

Moved C Coathup, seconded K Fletcher. Carried.

6. **MOTION TO UPDATE THE RULES OF ASSOCIATION**

The Chair read the Update to Rules of Association 2021information, as follows:

The Stormwater Queensland committee is proposing an update to the Rules of Association.

The original Rules of Association from when the association was formed in 1996 have had a few minor updates that were approved at AGMs in 2001 and 2013. The rules were revised in 2019.

The proposed Rules of Association incorporate new rules to suit the way the committee operates.

The adoption of the proposed Rules of Association will be included in a motion at the 2021 AGM.

The changes include:

* Rule 12. Addition of Clauses 7 and 8.
* Rule 27 Clause 1. Addition of new sub-clauses i, j and k, and renumbering of the old sub-clauses from i to m, to l to p.

The additions are highlighted in blue in the draft Rules.

The draft Rules show the following additions.

**RULE 12 MEMBERSHIP OF MANAGEMENT COMMITTEE**

7. Upon announcement of the annual general meeting (AGM), the committee shall publish on its website a list of key issues faced by the association (for example, 3 to 5 issues). All applicants for president, vice president and secretary positions must provide to the association secretary in writing their positions on those matters. Responses must be provided to the secretary at least two (2) weeks prior to the AGM. The responses must include clarification for how the applicant proposes to manage those issues through the association. Responses shall be no less than half a page per issue and no more than one (1) page per issue. If an applicant’s positions do not meet the requirements set out herein, the committee may deem at its discretion that the application was not properly made and not accept it. The association must publish the applicants’ positions on its website at least seven (7) days prior to the AGM and advertise them to its members via email.

1. All committee members are expected to attend a minimum of 75% of the committee meetings held every year, and to submit an apology for each meeting they are unable to attend together with a nomination of a proxy. A committee member who does not attend a minimum of 75% of the committee meetings held every year may be required to show cause why he or she should not be requested to resign from the committee. The committee will take into consideration the contribution the committee member makes to the committee other than by attendance at committee meetings, before determining whether the committee member is required to show cause.

**RULE 27 PROCEDURE AT GENERAL MEETING**

1. Unless otherwise provided by these rules, at every general meeting:

1. An individual member may hold a maximum of two (2) proxy votes; and
2. A corporate member nominee may hold up to three (3) proxy votes from the other nominees of the corporate member, plus one (1) additional proxy vote. A corporate member shall hold no more than one (1) additional proxy vote in total; and
3. A sustaining member nominee may hold up to three (3) proxy votes from the other nominees of the sustaining member, plus one (1) additional proxy vote. A sustaining member shall hold no more than one (1) additional proxy vote in total; and.

Motion that the Changes to the Rules of Association be adopted. Moved P Worth, seconded C Coathup. Carried.

7. **ELECTION OF 2021-2022 EXECUTIVE AND MANAGEMENT COMMITTEE**

Under the Rules of the Association, there is a requirement to have an election for the Management Committee positions each year. A formal nomination process was carried out. The Chair stepped down as president and handed to D Simpson for the election. Nominations for positions on the 2021-2022 Management Committee have been received as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First Name** | **Surname** | **Organisation** | **Position Nominated** | **Proposed & Seconded by** |
| David | Simpson | (Retired) | Secretary | Peter Worth & Brad Dalrymple |
| Charles | Coathup | Renew Solutions | Treasurer | David Simpson & Paul Dubowski |
| Brad | Dalrymple | Ocean Protect | Committee Member  | Peter Worth & Paul Dubowski |
| Paul | Dubowski | BMT | Committee Member  | Brad Dalrymple & Rick Dennis |
| Courtney | Henderson | AECOM | Committee Member  | Paul Dubowski & David Simpson |
| Bill  | Johnson | Strategic Environmental & Engineering Consulting | Committee Member  | Courtney Henderson & David Simpson |
| Clint | Mead | SPEL | Committee Member  | Troy Mansinger & Leon Attwood |
| Himanthi | Mendis | Mott MacDonald | Committee Member  | Courtney Henderson & Peter Worth |
| Leon | Attwood | SPEL | Committee Member  | Clint Mead & Troy Mansinger |

The nominations total nine.

The President, Peter Worth, stepped down after his four-year term of office and did not renominate.

No nominations were received for the position of President or Vice President. The Secretary advised that the new committee need to elect a President and Vice President from the new committee members, preferably at the first meeting of the new committee.

There are 14 positions available ie;

* President
* Vice President
* Secretary
* Treasurer
* Up to 10 other committee members.

Not all the positions have been filled so there is no need for a vote.

The Chair advised that all of those nominated for positions have been given those positions.

Nominations were called from the floor for the remaining committee positions, including President and Vice President. We need nominations now, as after the AGM finishes, new people can join sub-committees but cannot join the committee.

Nominations need a name and a proposer and a seconder.

Katie Fletcher nominated Hannah Murphy from ARUP in Cairns. She has agreed to be nominated as a committee member. Proposer: Katie Fletcher, seconder: Brad Dalrymple. Accepted.

Katie Fletcher nominated herself for President. Proposer: Peter Worth, Seconder: Charles Coathup. Accepted.

There are now 11 in total on the committee.

8. **APPOINTMENT OF AUDITOR FOR 2021-2022**

The Treasurer recommended E H Tan & Co, Chartered Accountants, to continue as the Association’s auditor for the coming year.at a budgeted cost of $2500.

Motion that E H Tan & Co be appointed as Stormwater Queensland’s auditor for the 2021-2022 year.

Moved C Coathup. Seconded P Worth. Carried.

9. **MEETING CLOSE**

David Simpson moved a vote of thanks to Peter Worth for all the work he has done as president. Things have run very smoothly. David is sure the committee appreciates all the work Peter has done. Peter said he has been on the committee for eleven years and is taking a break.

 There being no further business, the Chair wished everyone all the best and welcomed all the new committee members and thanked Katie Fletcher for stepping up, and for everyone for offering their time and closed the meeting at 1:10 pm.

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Confirmed – President, Stormwater Queensland Date