

ROYAL UNITED SERVICES INSTITUTE FOR DEFENCE AND SECURITY STUDIES, NEW SOUTH WALES, INC.
MINUTES OF THE 124th ANNUAL GENERAL MEETING

Held in the Anzac Memorial Auditorium
Hyde Park South on
Tuesday 27 November 2018

The meeting commenced at 1700 hours

Attendance and Apologies

In Attendance:

Paul Irving, the President, chaired the meeting. There were 28 members eligible to vote as per the attendance list (**Attachment 1**). There being more than 10 members present, the Secretary (John Rudd) declared there was a quorum.

Apologies

Apologies were received from Andrew Butler, Neil Hawkins, Tony Hunt and Graham Brown.

Minutes of previous AGM held on 26 September 2017

The Secretary advised there were no matters arising from the Minutes.

Resolved: that the Minutes of the Annual General Meeting held on 26 September 2016 be confirmed (J Hutcheson/ C Ballantine)

Board Report on Activities of the Institute for the Period 1 October 2017 to 30 October 2018

The President provided a Power Point presentation summarising the Board's Report on the Institute's activities for the period 1 October 2017 to 30 October 2018. Copies of the Board's Report (**Attachment 2**) were made available to members at the meeting. Key features of the report were:

-) Relocation of the library to the Centenary Extension of the Anzac Memorial was effected over a 3-month period. The entire library collection had to undergo a freezing process in order to eliminate any vermin. As the books had to be double wrapped in plastic for protection, it proved to be a very time-consuming process before the books could be placed in the newly purchased purpose designed compactus in the Centenary Extension.
-) The new compactus, which cost almost \$60,000, will cater for a 45% growth factor in the library collection.
-) The Institute successfully negotiated with Defence for Defence to fund the relocation of the library.
-) The Centenary Extension of the Anzac Memorial was opened by HRH Prince Harry, Duke of Sussex, on 20 October, with the public opening held on 11 November 2018.
-) We are seeking volunteers to help in the library - minimal training is required.
-) In 2017 we embarked on a fund-raising exercise to provide for the compactus acquisition and other resources. Thanks to our benefactors and many of our members who gave generously.
-) The Institute had an active Education programme, which delivered 13 lectures and visits to the new HMAS Hobart and to Georges Heights.
-) Extensive work has continued on the library collection during the year, including the selling of surplus books.
-) We received two large donations of books from the late Mick Sweeney and from the late Temple Kehoe. With these acquisitions and purchases, we have increased the library by over 1000 books.
-) Our journal *United Service*, is now in its 71st year of continuous publication.
-) Our monthly e-newsletter continues.
-) We have launched a Facebook page during the year to extend our reach - particularly to the younger generation.
-) The Board revised its governance arrangements and implemented a conflict of interest policy.
-) There was no increase in membership fees for the 2018/19 year.
-) Our next challenge is to grow our membership base.

Resolved: that the Board's Report be received for the period 1 October 2017 to 30 October 2018 (J Rudd/ P Sweeney)

Financial Report

The audited financial report for the financial year ended 30 June 2018 had been listed on the Institute's web site and was tabled at the meeting. (**Attachment 3**). Key features of the year's trading were:

-) The Institute has been well supported by members and benefactors and this is reflected in the high level of donations.
-) Increase in investment income was due to a larger amount invested.
-) Only \$2,062 received from Defence by way of grants. However, it was pointed out that Defence funded our relocation to the Anzac Memorial during the 2018/19 year.
-) We have kept a tight control over expenses during the year.
-) We achieved a surplus of \$80,419 for the 2017/18 financial year.

Resolved: that that the Financial Report for the Year ended 30 June 2018 be received (J Rudd/ M McEvoy).

Board Elections

- a) Yvonne Butler and
- b) Theodora Fox

having been appointed to the Board during the year to fill a casual vacancy, were nominated to be elected to the Board.

Resolved: To appoint these two members to the Board (P Irving/ J Rudd)

Election of Honorary Auditor

The Chairman advised that the current auditor, Mr RCG Grace JP, FCPA, FCIS, FGIS was willing to continue to serve in that role.

Resolved: that Mr Grace be appointed Honorary Auditor for 2018/19 (D Leece/J Rudd)

The meeting closed at 1745 hours.

Confirmed:

..... Chairman

Dated: 19 December 2019

Attachments:

1. List of Attendees
2. Board's Report on the Activities of the Institute for the period 1 October 2017 to 30 October 2018
3. Financial Report for the Year ended 30 June 2018