

ROYAL UNITED SERVICES INSTITUTE FOR DEFENCE AND SECURITY STUDIES, NEW SOUTH WALES, INC.
MINUTES OF THE 125th ANNUAL GENERAL MEETING

Held in the Anzac Memorial Auditorium
Hyde Park South on
Tuesday 29 October 2019

The meeting commenced at 1400 hours

Attendance and Apologies

In Attendance:

Paul Irving, the President, chaired the meeting. There were 26 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 Peter Court, Michael Hough, Yvonne Butler.

Minutes of previous AGM held on 27 November 2018

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

Resolved: that the Minutes of the Annual General Meeting held on 27 November be confirmed (J Hutcheson/ T Fox).

Board Report on Activities of the Institute for the Period 1 October 2018 to 30 September 2019

The President provided a Power Point presentation summarising the Board's Report on the Institute's activities for the period 1 October 2018 to 30 September 2019. Copies of the Board's Report (**Attachment 2**) were made available to members at the meeting. Key features of the report were:

- Negotiated the final MoU with the Anzac Memorial Trustees for the operation of the library.
- The library remains our property and we are responsible for its upkeep and preservation.
- Purchased a large compactus to house the library collection.
- Negotiated with Defence to move library and Institute to the Centenary Extension of the Anzac Memorial.
- For the first time in 131 years, we have a permanent home in a prestigious building in the CBD.
- Members of the public and our members can access the library for education and research purposes.
- Increases our interaction with the community.
- Library Gift Fund - major fund raising to purchase compactus, relocation costs, employ a librarian if possible and repair work on the collection has all been made possible by the generous response of many members and benefactors.

Governance

- The Board met monthly.
- Focussed on strategic management of the Institute and put in place a Conflict of Interest Policy.
- No increase in membership fees in 2018/19 and that continues into 2019/20.
- Next challenge is to grow the membership.

Resolved: that the Board's Report be received for the period 1 October 2018 to 30 September 2019 (P Irving/J Rudd).

Financial Report

The audited financial report for the financial year ended 30 June 2019 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.
- Total Income for the year was \$67,756, including \$24,737 in donations.
- Total Expenses for the year were \$59,318 including book purchases and book preservation of \$31,318.
- The Operating Surplus for the year was \$8,432.
- The Balance Sheet shows Net Assets as being \$483,104.

Resolved: that that the Financial Report for the Year ended 30 June 2018 be received (P Irving/K Broadhead).

Board Elections

The Secretary advised that as the number of nominations for board positions did not exceed the number available, there is no requirement to conduct an election to fill these positions (*Clause 23(5) of the Constitution*).

Therefore the following members are elected to the Board for the three-year period to October 2022.

President: Paul Irving (only for 1 year)

Immediate Past President: David Leece (only for one year)
Vice President: John Hutcheson
Secretary: Steve Bell
Treasurer: Graham Brown

Board Members:

- Yvonne Butler
- Michael Flynn
- Theodora Fox
- Michael Hough
- Kim Turner - who also is the Public Officer
- Lyall Wood

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 2019/20 (G Brown/P Irving).

The meeting closed at 1450 hours.

Confirmed:

..... Chairman Dated: 04 November 2019

Attachments:

1. List of Attendees
2. Board's Report on the Activities of the Institute for the period 1 October 2018 to 30 September 2019
3. Financial Report for the Year ended 30 June 2019