

ROYAL UNITED SERVICES INSTITUTE FOR DEFENCE AND SECURITY STUDIES, NEW SOUTH WALES, INC.
MINUTES OF THE 126th ANNUAL GENERAL MEETING

Held via Zoom Webinar on
Tuesday 24 November 2020

The meeting commenced at 1400 hours

Attendance and Apologies

In Attendance:

Paul Irving, the President, chaired the meeting. There were 31 members online and eligible to vote as per the attendance list (**Attachment 1**). There being more than 10 members present, the Secretary (Steve Bell) declared there was a quorum and the meeting was opened.

The President recognised the service of the late COL John Hutcheson, MC (Ret'd) who had passed away recently.

Apologies

Apologies were received from Warren Barnes (4th Infantry Battalions Association), Ian Crawford, Colin Kay, Andrew Murdoch, Keith Suter, Geoff Usher and John Glen.

Minutes of previous AGM held on 29 October 2019

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

Resolved: that the Minutes of the Annual General Meeting held on 29 October 2019 be accepted (P Irving/R Stockwell).

Board's Report on Activities of the Institute for the Period 1 October 2019 to 30 September 2020

The President provided a Power Point presentation summarising the Board's Report on the Institute's activities for the period 1 October 2019 to 30 September 2020. Copies of the Board's Report (**Attachment 2**) were made available to members via the RUSI NSW website. Key features of the report were:

- Management summary of the Ursula Davidson Library, including:
 - Progress of backlog reduction, cataloguing and stocktake of library collection
 - Book acquisitions, donations and sales
 - Book repairs
- Education program summary, including:
 - Visit to HMAS *Watson* warfare training facilities
 - Lecture series, including COVID-19 response
- Key research focus areas throughout the past 12 months (e.g., Strategy Special Interest Group)
- Social events summary and impact of COVID-19 on the Institute's 132nd Anniversary
- Library Gift Fund and book repair summary
- *United Service* Journal and website update, including:
 - Concurrent online and hard-copy publishing
 - Member interactions with *United Service* content
 - Criticality of ongoing professional approach to journal management
 - Utility of online newsletter content, including social media presence and member interaction (up to Feb 2020)
 - Increasing value of employment of social media channels to reach members and distribute content
- Financial summary per the Treasurer's report (**Attachment 3**)
- Membership summary (total members as at 30 September 2020 – 514, including 12 student members)
- Special acknowledgements for key contributors to the Institute's success in 2019-20.

Governance

- The Board met monthly.
- Focussed on strategic management of the Institute and updated.
- No increase in membership fees in 2019/20 and that continues into 2020/21 (for the short term).
- Next challenge is to grow the membership.

Resolved: that the Board's Report be received for the period 1 October 2019 to 30 September 2020 (P Irving/S Bell).

Financial Report

The audited financial report for the financial year ended 30 June 2020 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 continued high level of donations, despite hardships brought on by COVID-19.
- Total Income for the year was \$50,540, including \$11,905 in donations.
- Total Expenses for the year were \$39,154 including book purchases and book preservation of \$9,984.
- The Operating Surplus for the year was \$11,386.
- The Balance Sheet shows Net Assets as being \$458,375.

Resolved: that that the Financial Report for the Year ended 30 June 2020 be accepted (G Brown / P Irving).

Board Elections

The President advised that as the number of nominations for board positions did not exceed the number available, there was 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 November 2023.

- President: Michael Hough
- Immediate Past President: Paul Irving
- Vice President: Michael Flynn/Steve Bell
- Secretary: Steve Bell (maintain in position for 12 months to November 2021)
- Board Members: Ken Broadhead

The meeting closed at 1511 hours.

Confirmed:

..... Chairman Dated: 24 November 2020

Attachments:

1. List of Attendees
2. Board's Report on the Activities of the Institute for the period 1 October 2019 to 30 September 2020
3. Financial Report for the Year ended 30 June 2020