

## MINUTES OF THE ANNUAL GENERAL MEETING

Held at North Douglass Hanly Moir Pathology

22<sup>nd</sup> September 2017 at 6.00 pm

- THE MEETING:** Opened at 6.10 pm with Trevor Hinwood in the Chair
- PRESENT:** 19 people present
- APOLOGIES:** Bill Sinai, Tony Henwood, Jacky Mayfield, Linda Prasad, Cristina Antonio & Erryn Tolley
- MINUTES:** The previous meetings minutes were taken as read.  
Robyn White proposed that they be accepted  
Seconded by Fred Reader

### BUSINESS ARISING:

There was no business arising from the Minutes

**CHAIR REPORT:** Trevor Hinwood presented the Annual Report as below.

Our Joint State Conference [NSW and QLD], held in Port Macquarie in October, was a great success. 121 Conference attendees, 12 companies with trade tables, great speakers and an excellent venue. Our guest Speaker [ Dr Joe McDermott ] from New Zealand, not only presented an interesting talk on “ Team Development “, his workshop on “ Presentation Skills “ was thought provoking and interactive. Tony Henwood’s IHC Validation workshop was another success.

We had a fantastic Saturday night at Cassegrain Wineries with 131 in attendance. The Conference dinner was held in the barrel hall, great atmosphere, band, photo booth coupled with an excellent meal. Joes impersonation of Elvis coupled with his involvement with the band, made the night. A hidden talent.

Apart from our Conference we held workshops and meetings:

- Our Annual General Meeting was held at Douglas Hanley Moir Pathology and our guest speaker was Dr Fiona Maclean from DHM. The presentation traversed history, gastronomy, astronomy and autonomy. A very interesting and informative presentation.
- In March a Basic Tissue recognition workshop was held at Sydney TAFE. 21 delegates attended and each was provided with a copy of Leah’s excellent booklet. Positive feedback from attendees ranging from the inexperienced to experienced.

- Our Processing and Embedding workshop was held in May. A good attendance and feedback. Some expert tuition by Leah and Bill. Good to see our students attending our workshops.
- In July, Anne and Penny held another of their very successful staining workshops in Canberra. The focus was on Connective tissues.
- Unfortunately our H&E staining workshop has had to be transferred to 2018.

Our Website development is ongoing and will require fine tuning for the foreseeable future. Some important upgrades were recently approved by our committee.

Apart from the website and social media, the Histogram remains an important means of communication with our members. Linda Prasad, Jackie Mayfield and Tony Henwood have prepared the Histogram in the last 12 months. A big thank you to the companies who continue to support our newsletter.

Our Committee has grown over recent years and last year reached twenty two. It is great to see so many people wanting to be involved in our society. In reviewing the operation of this large committee, we found a number of members were not able to attend meetings for various reasons and we had around ten to twelve members regularly in attendance.

From this our committee has approved a structure for the incoming committee comprising: Chairman, Secretary, Assistant Secretary, Treasurer [executive group], one trade representative and seven general committee members. This gives us a committee of twelve members. A requirement is that they need to attend 80% of our committee meetings.

Our constitution allows us to form sub groups. To cover the "Histogram" and Social Media we are forming Media and advisory sub groups. A member will be appointed to coordinate its operation, call on whatever resources are required and report to the committee. The "Histogram" needs to be a team effort and has largely been carried by Tony Henwood for many years. The advisory sub group would comprise life members and people interested in contributing to our society.

There are challenges at present in holding our workshops, with further changes in the TAFE system. Our committee is looking at options and working with TAFE to ensure our successful workshops continue. We will also support TAFE in the development of their Histology courses. TAFE is an important training ground for Histology Laboratory staff.

Congratulations to Leah Simmons on her appointment as a contracting Scientist, Laboratory Operations Australia as well as the National Laboratory Operations Industry Representative for Process Manufacturing, Recreation Vehicles and Laboratory Industry Reference committee. Leah is very active in promoting Histology in Teaching and courses.

Again we need to thank Anne Prins and Penny Whippy for another year of fully booked "Surgical Cut Up" Workshops in Canberra. Also Arthur Bailey Surgico and Australian Bio Stains for their ongoing support. Sadly their last workshop will be held in September and they will be able to enjoy a well-

deserved break. A big thank you to both for their dedication and support of histotechnology and our Society.

Our committee sees “Surgical Cut Up “workshops as an important part of Histology and will increasingly involve Histotechnology laboratory staff. So it is time to review current requirements and the future. We have commenced a review and will use 2018 to prepare the future direction of these workshops.

Thank you also to the Companies who continue to support our Society in many ways. Douglas Hanley Moir Pathology for their support in making rooms available for committee meetings/ night time presentations and workshops. The TAFE’s for making their facilities available without cost for our workshops.

We also need to thank our committee who have put many hours of their time into our Society. This year in particular has been busy one with a number of workshops and a conference which involved a considerable amount of work.

For those who have not renewed their membership, this is now due. Please do this as soon as possible.

We look forward to continuing to work with you in the coming year.

Trevor Hinwood  
 Chairperson.  
 Histotechnology Society of NSW.

**TREASURER’S REPORT:**

Fred Reader presented the Treasurer’s Report as below:

<b>REPORT FOR FINANACIAL YEAR 1<sup>ST</sup> July 2016 to 30<sup>th</sup> June 2017</b>				
			2017	2016
<b><u>Bank Account opening balance</u></b> 1st July, 2016				
Sydney Credit Union				
Account 94099 - Working Account			\$18,459.01	\$3,322.25
Account 94099 - S4.1 National Conference account			\$9,081.89	\$5,892.39
Term Deposit Account			\$21,217.52	\$35,116.25
Commonwealth Bank				

Canberra Account 10111582			\$5,877.28	\$6,026.90
<b>Total Funds Held</b>			<b>\$54,635.70</b>	<b>\$50,357.79</b>
<b>Income and Expenditure Statement</b>				
<b>Income</b>				
Membership Fees			\$1,510.00	\$3,775.00
Christmas Party			\$136.37	\$531.83
Workshop			\$10,841.28	\$11,532.72
Conference			\$28,688.01	\$16,240.89
Interest			\$405.40	\$1,004.37
Other			\$956.25	\$95.36
Histogram			\$2,658.64	\$3,113.64
<b>Total Income</b>			<b>\$45,195.95</b>	<b>\$36,293.81</b>
<b>Expenditure</b>				
Bank Fees			\$0.00	\$0.00
Postage			\$213.55	\$612.82
Histogram			\$2,107.09	\$1,440.46
Website			\$1,739.14	\$2,685.00
Storage			\$1,217.73	\$1,062.27
Insurance			\$863.80	\$846.92
Christmas Party			\$136.37	\$2,311.82
Workshop			\$7,333.28	\$5,883.42
Conference			\$32,019.51	\$14,308.85
Conference expenses for 2018			\$5,961.82	\$0.00
Paypal expenses			\$428.31	\$233.32
General			\$1,689.20	\$3,282.63
<b>Total Expenditure</b>			<b>\$53,709.80</b>	<b>\$32,667.51</b>
<b>Profit/(Loss)</b>			<b>-\$8,513.85</b>	<b>\$3,626.30</b>
<b>Bank Account opening balance</b> 30th June 2017				
Sydney Credit Union				

Account 94099 - Working Account			\$3,078.06	\$18,459.01
Account 94099 - S4.1 National Conference account			\$13,896.63	\$9,081.89
Term Deposit Account			\$21,652.39	\$21,217.52
Commonwealth Bank Canberra Account 10111582			\$7,179.16	\$5,877.28
<b>Total Funds Held</b>			<b>\$45,806.24</b>	<b>\$54,635.70</b>

Fred Reader proposed that they be accepted  
 Seconded by Natalie Fennell

### The current committee stood down

The following nominations were received for Committee for the positions 2017-2018

- Chair: Trevor Hinwood
- Secretary: Bharathi Cheerale
- Assistant Secretary: Katherine Wells
- Treasurer: Fred Reader
- Trade Representative: Mark Mullin
- Committee Members: Bill Sinai  
 Grant Taggart  
 Dianne Reader  
 Richard Farquharson  
 Leah Simmons  
 Natalie Fennell  
 Ewen Sutherland

The following nominations were received for Sub-committee, Media & Newsletter for the positions 2017-2018

- Member 1: Tony Henwood
- Member 2: Linda Prasad
- Member 3: Jacky Jongkryg
- Member 4: Cristina Antonio

All nominations for the above positions were accepted and members duly elected.  
 Natalie Fennell moved and Ewen Sutherland seconded.



**GENERAL BUSINESS:**

**Merit award Presentation:** Anne & Penny have made important contributions by holding cutup workshops from 2008 to 2017. Trevor Hinwood on behalf of Histotechnology Society of NSW presented a Merit Award plaque and a \$500 cheque each to Anne and Penny show our respect and gratitude. Congratulations to Anne & Penny on receiving this prestigious honour. It is well deserved.

There was no general business.

Meeting closed at 7.00pm