



# **HISTOTECHNOLOGY GROUP of NSW**

ABN: 63 128 868 343

[www.histonsw.org.au](http://www.histonsw.org.au)

## **MINUTES OF THE ANNUAL GENERAL MEETING**

**Held at North Ryde RSL Club**

**24th August 2012 at 6.30 pm**

- THE MEETING:** Opened at 6.43 pm with Trevor Hinwood in the Chair
- PRESENT:** 47 people present including 33 members
- APOLOGIES:** Penny Whippy, Anne Prins, Natalie Fennell, Sandra Pitchfork
- MINUTES:** The previous meetings minutes were taken as read.  
Grant Taggart proposed that they be accepted  
Seconded – Margaret James

### **BUSINESS ARISING:**

There was no business arising from the Minutes

### **CONSTITUTION CHANGE:**

The committee of Histotechnology group of NSW proposed following change to the constitution. Change of name from the "Histotechnology Group of NSW" to The "Histotechnology Society

Tamara Szynda suggested we could change the name, "Histotechnology" as it no longer appears in the dictionary. Discussion followed with the consensus being that "Histotechnology" best describes what we do with other bodies still using the name. Tamar's point was noted with the vote on the constitution change then being taken. 27 members voted for society.

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

We have had a busy and successful year

During the past year we held four presentation meetings, a workshop and the 5<sup>th</sup> National Histology Meeting:

- The guest speaker at our Annual General Meeting in August 2011 was Dr Kendall Bailey, Forensic Pathologist, Division of Forensic Medicine, Glebe. Kendall was a great speaker and presented a very interesting overview of the "Body Farm" in USA. The facility researcher's the decomposition of human bodies under various conditions and associating time frames from death. Meeting held at North Ryde RSL.
- For our Christmas Function we invited one of our speakers from the National Conference to talk on the "tour de France". Dr Daniel Tolmont discussed the History, gave an overview of the world famous bicycle race and some medical aspects. The function was held at North Ryde RSL on the 25<sup>th</sup> of November.
- In February Dianne Reader presented her masters research talk on "Establishing Histological Tissue Parameters of normal skeletal muscle for a better diagnosis". The meeting was held at Douglas Hanley Moir.
- May, saw Tony Henwood hold another "Histo Hypotheticals" workshop at the Westmead Children's Hospital. The workshop was held on a Saturday morning and was well attended.

- In July members came out of the woodwork for a meeting on “Viruses and breast cancer “. Some 58 people attended this presentation given by Professors James Lawson and Noel Whitaker from the University of NSW. This was an update on two previous presentations given over recent years. Their work involves the role of viruses such as HPV in breast Cancer. The meeting was held at DHM’s facility.

We encourage members and friends to attend these meetings. We have interesting topics and speakers. It is also a great opportunity to meet and talk to fellow members. These meetings have good attendances.

In November we hosted the 5<sup>th</sup> National Histology Conference at Rosehill Gardens Event Centre. This was a very successful conference with approximately 260 people attending [delegates, trade and speakers]. The response to the workshops was overwhelming.

On the Friday at Granville TAFE we held two Surgical Dissection workshops [12 participants each], two practical Histochemistry workshops [30 participants each] and at Rosehill gardens a Histo Hypothetical workshop [60 participants]. The workshops at Granville TAFE were fully subscribed.

The exhibition area proved a popular spot with 23 exhibition stands taken by 15 companies. The companies put on a great display of equipment and products and we thank them for their support. During the conference three companies held well attended user meetings.

Our speakers covered a wide range of topics to ensure there was something of interest for everyone. They were complimentary of our organisation and members.

We also received many complimentary comments about the venue, facilities and staff. The venue has also congratulated us on the running of the conference and the way our delegates conducted themselves, they were very impressed.

In summary, a great conference and venue. There are many people to thank for their involvement in organising this event. Particularly our committee who spent many hours over 2 years ensuring the many components came together successfully. There are too many people to thank personally, other than to thank Lin and Kathy for their assistance, having stood down from their current committee positions.

Where to from here.

We have commenced an application to the NSW Department of Fair Trading for incorporation. Our other States are incorporated and it is something we need to do for insurance and Governance. You would have voted on a name change tonight, this is our first step.

Planning has also commenced for a state conference potentially in Orange in early 2014. From the success of our workshops at the National Conference we will be holding more workshops over the next 12 months. Night time presentation meetings will continue. So we are looking at another busy year ahead.

Tony Henwood and Linda Gomes continue to put in the many hours of work to produce the “Histogram “and we thank them. Also the companies that advertise which covers the cost of producing the newsletter.

The website [[www.histonsw.org.au](http://www.histonsw.org.au) ] is continuing to be developed and is an important means of communicating information to you. Please refer to it regularly.

For those who have not renewed their membership, this is now due. Please do this as soon as possible. You are an important component of our Histotechnology Group.

Special mention needs to be made of Lin Parkes and her accountant who have spent many hours preparing tax returns going back a number of years; for the taxation dept. As a small non-profit group, there was a belief that we did not need to submit Tax returns and we received a ruling that they needed to be done. As of now we are up to date with submissions.

Despite some unforeseen expenses, this year sees us finish in a strong financial position.

We again need to thank Douglas Hanley Moir Pathology for their support in making rooms available for committee meetings and some of our functions and presentations.

To close we really need to thank this year's committee for their commitment and the many hours of work they have given over the past 12 months to make this year the success it has been.

We look forward to your continued support in the coming year.

Trevor Hinwood.  
Chairperson.  
Histotechnology Group of NSW.

## TREASURER'S REPORT:

Lin Parkes presented the Treasurer's Report as below

### REPORT FOR FINANCIAL YEAR 1/07/2011 – 30/06/2012

#### 1). Sydney Credit Union # 94099 – S4 General Working A/c & T/Deposit:

<b>Opening Balance @ 1/7/2011</b>	...	<b>\$ 29,849.86</b>	<b>Cr.</b>
Chq. deposited 30/6/11 @ NAB and appeared on Credit Union Statement COB 1/7/11			75.00
Bank Interest received 1/7/2011 – 30/6/2012	...		1,189.76
<u>Receipts 1/7/2011 – 30/6/2012</u>	...		92,674.67
<u>Include:</u> Memberships; advertising revenue–Histogram; ATO refunds on BAS, Xmas lecture receipts; National Conference Registrations r'cd into S4 General A/c & subsequently trsf'd to S4.1 Conference a/c; transfers from Term Deposit as required etc.			
			<hr/>
			123,789.29 Cr.
 <u>Payments 1/7/2011 – 30/6/2012</u>	...	 -109,820.70	
<u>Include:</u> balance venue costs AGM 2011 & Xmas 2011; Insurance; storage facility; BAS; web-site; stationery; postage; costs of producing Histogram; speaker gifts; MYOB assistance; deposits on venue for AGM 2012 & Xmas lecture 2012; transfer of Conference fees r'cd into S4 General A/c & moved to S4.1 Conf. a/c; purchase of new Toshiba laptop, MYOB A/c software, new printer, ink cartridges for purposes of isolating HTG Accounts work for new treasurer; Accountants fees for Financials & Tax Returns 2004 to 2011 Years; Income Tax of \$2,893.20 for 2004 Yr etc.			
 <u>Closing Balance @ 30/06/2012</u>	...	 <b>\$ 13,968.59</b>	 <b>Cr.</b>
 <u>Held in:</u>			
<b>Sydney Credit Union</b>			
S4 Business A/c # 94099	...	\$ 2,727.45	
Term Deposit # 18511	...	\$ 11,241.14	
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		<b>\$ 13,968.59</b>	<b>Cr.</b>

**2). Sydney Credit Union # 94099 - S4.1 Conference A/c & Term Deposit:**

<b>Opening Balance @ 1/7/2011</b>	...	<b>\$ 21,413.10 Cr.</b>
(includes Chq.159177 \$50.00 (Medlab Path) written 24/6/11 but not presented until 6/7/11)		
Bank Interest received 1/7/2011 – 30/6/2012	...	294.99
<u>Receipts</u> 1/7/2011 – 30/6/2012	...	149,202.80
<u>Include:</u> Registrations for National Conference 4-6 Nov, 2011 – Trades, delegates, workshops; advertising brochures in Satchels; Sat night dinner etc.		
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Balance C/Fwd	...	\$170,910.89 Cr.

**2) Sydney Credit Union – Account # 94099 – S4.1 Conference A/c (Cont):**

Balance B/Fwd	...	\$170,910.89 Cr.
<u>Payments</u> 1/7/2011 – 30/6/2012	...	-134,431.03
<u>include:</u> Hire fees for Conference venue including Sat night dinner; Stands etc. for Trade displays; all morn. & aft teas, lunches at both Rosehill & Granville TAFE; bus hire for workshop venues; promotional material including polo shirts, satchels, pens etc; stationery; ink cartridges etc; printing of w/shop + conference booklets; speaker gifts; accommodation/breakfasts & airfares for overseas & interstate speakers; taxi fares; 3 days accommodation/ breakfasts for T.Hinwood; BAS payments; transfer of \$15,000 to Victorian branch of HTG to assist with advance expenses in presenting next National Conference; refunds where applicable, etc.		

**Closing Balance @ 30/6/2012** .. **\$ 36,479.86 Cr.**

<b><u>Held in:</u></b>	<b>Sydney Credit Union</b>	
	S4.1 Conference A/c	... \$ 479.86
	Term Deposit # 27888	... \$ 36,000.00
		<hr/>
		<b>\$36,479.86 Cr.</b>

**IN SUMMARY:**

SCU – S4 A/c	\$ 2,727.45
SCU – S4.1 A/c	\$ 479.86
SCU – T/Deposit # 18511	\$11,241.14
SCU – T/Deposit # 27888	\$36,000.00
Canberra CBA A/c 10111582	\$ 1,363.80

**Total Funds Held @ 30/6/2012** ... **\$51,812.25 Cr.**

**NB: Deposits Paid on venues in advance of events (included in above):**

\$ 200.00	Nth Ryde RSL	HTG NSW – AGM 24/8/2012
\$ 500.00	Nth Ryde RSL	HTG NSW Christmas lecture 30/11/2012

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This is my Fifth Annual Treasurer's Report covering the 12 months to 30 June 2012 and it is my pleasure to present it to you tonight. For me it was a huge year so buckle up and be ready for the detail!

Firstly, and always our thanks go to Tony Henwood and Linda Prasad for their untiring effort in producing the *Histograph* newsletter. Again, Tony has managed to offset the costs associated with its production and still make a \$560 profit from advertising revenue this year. Well done Tony and Linda considering they both were heavily involved in the Histochemistry and Hypotheticals workshops at the National Conference. Our thanks also to the Trades for their continued support in this area.

Secondly, to Grant Taggart and Douglass Hanly Moir Pathology our thanks for allowing the committee free use of a meeting room at their Giffnock Avenue premises and a conference room for scientific lectures, when required. Thanks also for those platters and refreshments that only Grant can come up with!

Why am I still here? Nicole Mackie was unable to take up the reins of treasurer following last year's AGM (& Conference) however Allison Morgan (DHM) has now stepped up and taken on this office from 1 July, 2012. We trust Allison will continue by accepting a nomination tonight.

I can report that we finished our 2012 Year with a strength of 112 paid-up Members (including Trade Memberships) and with our four Life Members – Garth Maxwell, Bruce Munro, Lenore Beckenham & Bill Sinai made it 116. Membership for the 2013 Year is now due and Allison will be happy to forward you Tax Receipts as soon as she receives payment. *Please give her time to get used to her new role and be kind to her!!* Each year we welcome new members and invite them to enjoy the benefits of membership. On saying that - to our older Members, *please, remember to complete your Renewal Membership forms when making payment.* *On-line, email or fax to Bharathi or send by post to the new Post Office box at Seven Hills.*

4-6 November 2011 – NSW host Group for the Fifth National Histology Conference! How could we not mention and thank the committee for their amazing work. A huge amount of effort was needed particularly with the inclusion of the five workshops that grew from an original three however our final bottom line and your bank account was rewarded. A few months ago I estimated to Trevor and the committee a pre-tax profit of around \$37,000 with the \$15,000 'float' (from Sth. Aust.) having been forwarded to Victoria, the next host Group. That figure was close. Profitable conferences such as these keep you financially afloat as memberships alone do not. A break-down of those figures are here for you – they do not include the GST component.

Since 2008, Anne Prins and Penny Whippy (Canberra) have been conducting a unique hands-on training opportunity for histotechnologists via a series of Surgical Cut up Wet Workshops. They manage to run their sessions at near break-even cost; partly assisted by donated consumables from Arthur Bailey Surgico; gathered sponsorships; and a small charge to those participating. Anne & Penny freely donate their time and expertise in organizing these classes. I mention here I unfortunately had overlooked their GST obligation when preparing my usual Quarterly BAS. The Tax Office has since been notified; those BAS years amended; and, the outstanding GST paid. Anne will now report her figures quarterly to Allison for inclusion. For this I say thank you to Anne in assisting me to get this anomaly rectified and for helping bring the 'Canberra' obligations in line. We also thank the companies involved for their sponsorships and generosity.

What can I say but my retiring legacy to the Histo Group NSW (for want of a better word) is the finalizing of those outstanding Income Tax Returns that have bugged me for so long, Years 2004 to 2011! **YES!!** I am pleased to say my own accountant "enthusiastically" took on the task this year enabling me to hand over a clean slate to Allison. He has come through with flying colours and HTG NSW is finally up-to-date with the Tax Office. End result was an income tax bill for the 2004 Year of \$2,893.20 and the years 2005–2011 resulted in no tax payable due to the use of losses carried forward and his exercising a Mutuality status on your behalf (meaning memberships were not treated as income as per your current status). He has now completed 2012 Year and I am amazed to report once again that although it was a good profitable year our expected income tax assessment is..... \$0! due to carried forward losses, several one-off payments and the inclusion of Canberra. I am stunned. The 2012 Return will be signed off tonight. The previous Income Tax Returns were signed off on 25/6/2012 by Trevor Hinwood with Bill Sinai countersigning the accompanying Financials for years 2004-2007 and I for the years 2008–2011. Copies of all of those Company Tax Returns are available for viewing tonight. I am also happy to report the Tax Office has waived \$2,735.67 in General Interest Charges which had accumulated due to those non-lodgments.

Numbers? Can be a bore but not at our **CHRISTMAS PARTY!** Those who attend have a great time. Each year we need at least 50 people for costs to get close to break- even so 30th **NOVEMBER** is the date for this year's event, **HERE**, at the **NTH RYDE RSL!** Bring your partner, friends, family, colleagues and make a night of it. As always good food, good company, good speakers, good venue, good fun, good price! We ask that you come along! Socialize! AND give support to your Group!

Well, after many years with Histo NSW I leave with more knowledge than when I began i.e. as a raw new member some 15 or so years ago. Not hard, it was zilch! Then, "encouraged" by Bill some 10 or so years ago I joined the committee (thinking at that time "what on earth can I contribute, I am an admin. person not a scientist?"). I bumbled along adding a few suggestions here and there, the discussions and technical talk being rather foreign to me - then history took over. There was a role for me to play or I should say cajoled into, Treasurer. I take this opportunity in particular to thank Kathy Drummond for her help and the encouragement she gave me in those early days, setting me straight as to the "who and where" making the job a little easier and also for the effort she put in as past Secretary. To Trevor, Grant, Bill, Julie, Tony and all other members of the committee, both past and present, thank you for the experience. I hope my contribution has assisted. To others out there, be brave, put up your hand, join the committee and make a difference. You will experience lots of positives and you never know where it will take you!

All financial records for the 12 months ended 30 June, 2012 have been produced in detail and are available for you tonight. Thank you and good luck.

*Lyn Parkes*

Hon.Treasurer to 30/6/2012.

### **The current committee stood down**

The following nominations were received for the positions:

- Chair: Trevor Hinwood
- Secretary: Bharathi Cheerla
- Treasurer: Allison Morgan
- Assistant Secretary: Katherine Wells
- Editor: Tony Henwood
- Assistant Editor: Linda Prasad
- Country Representatives: Anne Prins, Penny Whippy
- Student Representatives: Soofi Aziz, Lauren Khilla
- Trade Representative: TBA
- Committee: Bill Sinai  
Grant Taggart  
Margaret James  
Dianne Reader  
:  
Nicole Mackie  
Leah Simmons

All nominations for the above positions were accepted and members duly elected.

### **GENERAL BUSINESS:**

There was no general business.

There being no further business, the meeting closed at 7:15 pm.