



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

**Held at North Ryde RSL**

**25 October 2019 at 6.00 pm**

- THE MEETING:** Opened at 6.00 pm with Trevor Hinwood in the Chair
- PRESENT:** Trevor Hinwood, Bharathi Cheerala, Katherine Wells-Reed, Fredrick Reader, Mark Mullin, Bill Sinai, Leah Simmons, Richard Farquharson, Ewen Sutherland, Tamara Sztynnda, Tony Henwood, Linda Prasad, Momoko Sakaki, Adrian Ureta and Andrew Da Silva and few other members (21 people)
- APOLOGIES:** Dianne Reader & Anne Prins
- MINUTES:** The previous meetings minutes were taken as read.  
Bill Sinai 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.

Before we commencing, I need to make mention of the passing of Grant Taggart this year, life member and foundation member of our society. Grant was an active member and a committee member up till his death. He will be missed.

Workshops and meetings held since the last AGM:

- Our Annual General Meeting was held at North Ryde RSL. Our guest speaker was Bill Henderson who presented an insight into the life of an Olympian and Soccerroo. A very interesting presentation and an amazing career. It was also interesting to see the memorabilia that Bill brought with him.
- On the 30<sup>th</sup> of March we held our first free, dry workshop at the University of Technology [UTS] facilities which was mainly aimed at supporting students. A fixation workshop involving the planning, principles and preparation for Histology. Presented by Dr Tamara Sztynnda and Dianne Reader. Great attendance with over 50 people. It was encouraging to see the attendance of a number of students from Sydney Universities. Attendees were presented with a booklet prepared by Dianne.
- In May the 9<sup>th</sup> National Histology Conference was held in Adelaide at the Adelaide Convention Centre. The "Histology Group of South Australia" presented a well organised Conference with around 300 attendees. Four well attended workshops, excellent speakers and topics. An excellent dinner with the highlight being a fireworks display. It shows the importance of these National Conferences in bringing members together.
- On the 27<sup>th</sup> of July we held our first "Wet Workshop" at UTS; Microorganism Staining. Which stain works the best for which bug. 30 attendees, maximum number for the laboratory. A busy day, sponsored by POCD. A detailed booklet was presented by Tamara and Dianne.



Incorporated under the Associations Incorporation Act 2009

ABN: 63 128 868 343

P.O. Box 381

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

North Ryde BC NSW 1670

- 
- 
- 
- 

- In August we held another first, a Webinar on “Microscope Slides: The old and the New “, presented by Alex Anderson [Trajan Scientific and Medical] and myself. We covered the history, types of slides/cover glasses, chemistry of working with glass, problems, handy hints and more. We utilised UTS’s Webinar room. Some technical issues meant the webinar would need to be repeated.
- On Saturday the 14<sup>th</sup> of September another dry workshop was held at UTS. “Tissue recognition, travel through the alimentary tract from oesophagus to anus “. Presented by Dr Tamara Sztynnda and Dianne Reader. Good attendance, sponsored by Agilent.
- A repeat of the Microscope Webinar was held on Thursday the 26<sup>th</sup> of September. With the technical issues sorted this webinar ran smoothly. Question time went for 15minutes with many questions been asked and answered. We see webinars being an important tool in our presentations to members. The information will be added to our website to enable members to access at anytime from anywhere.

During the last 12 months we have commenced preparing “Regulations “to support our Constitution. Regulations are instructions for the committee to follow which can be prepared by the committee and adjusted by the committee where necessary. It means the committee has clear instructions on procedures we are involved in.

We recently changed our storage facility to “Hills Self Storage “at Kings Park. Cheaper and more convenient for committee members.

The Website continues to go through upgrades and is an important means of communicating with our members along with social media.

Our Histogram is now distributed electronically. Linda Prasad has taken over the preparation and has instigated changes to the format. A big thank you to the companies who continue to support our newsletter. Articles for the newsletter are always welcome.

UTS offered to hold workshops there this year following changes within the TAFE system. We will still work with TAFE where we can although we need to thank Dr Tamara Sztynnda for her involvement in organising the UTS facilities with management. We are looking to hold similar workshops and webinars there next year.

Student involvement continues to grow and we need to thank our student committee members, Adrian Ureta and Andrew Da Silva, for their involvement and support this year.

At a meeting of State representatives at the Adelaide National Conference, we discussed the formation of a National Group. This has been discussed for many years and for whatever reason has never progressed. At this meeting there was unanimous agreement by those present to proceed and seek approval from their committees. Mark Bromley from Queensland to oversee this.

The State bodies agreed and a Constitution was prepared. Incorporation has recently been approved by NSW Department of Fair Trading. The registered name being “Histology Group of Australia [HGA]. There are two committee representatives from each State. The chairman being the chair person from the State holding the next National Conference. As the next National Conference is being held in NSW, I will be the Chairperson, Bharathi Cheerala, Deputy Chair and Mark Bromley the Secretary/Treasurer. I will also cover the Public Officer position. Still lots of work to be done.

Bill Sinai prepared reports and information on our involvement with review of the Certification of the Med Lab Scientific Workforce. During the year changes to the proposal have been made although we still see issues. With the formation of our National Group it is an item that will now need to be dealt with by that committee.



Incorporated under the Associations Incorporation Act 2009

ABN: 63 128 868 343

P.O. Box 381

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

North Ryde BC NSW 1670

Update on the next National Conference being held at the “ International Convention Centre [ ICC ] “, Sydney, 3<sup>rd</sup> to the 6<sup>th</sup> of June 2021. We have booked two rooms on the Thursday at ICC to hold workshops. We are also looking at other options for workshops. The program is being worked on by IAP and ourselves. Input coming from our other State committees. Doltone House at Darling Harbour, has been booked for our Conference dinner on the Saturday night.

Again we thank 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. UTS for their support this year and making their facilities available at reduced costs.

We also need to thank our committee who freely give their time and put many hours into our Society.

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:**

Fredrick Reader presented the Treasurer’s Report as below:

<b>TREASURER'S REPORT</b>							
<b>ANNUAL GENERAL MEETING held at the North Ryde RSL On 25 October 2019</b>							
<b>REPORT FOR FINANCIAL YEAR 1st July 2018 to 30th June 2019</b>							
	2019	2018					
<b>Bank Account opening balance 1st July, 2018</b>							
Sydney Credit Union							
Account 94099 - Working Account	\$25,191.51	\$3,078.06					
Account 94099 - S4.1 National Conference account	\$18,968.86	\$13,896.63					
Term Deposit Account	\$22,131.37	\$21,652.39					



Incorporated under the Associations Incorporation Act 2009

ABN: 63 128 868 343

P.O. Box 381

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

North Ryde BC NSW 1670

Commonwealth Bank							
Canberra Account 10111582	\$5,136.50	\$7,179.16					
<b>Total Funds Held</b>	<b>\$71,428.24</b>	<b>\$45,806.24</b>					
<b>Income and Expenditure Statement</b>							
<b>Income</b>							
Membership Fees	\$2,375.00	\$2,492.73	Exclude GST				
Christmas Party	\$0.00	\$0.00					
Workshop	\$0.00	\$6,622.92	Conference	2017	2018	2019	Total
Conference	\$35,954.62	\$27,900.02					
Interest	\$460.72	\$444.56	Income		\$27,900.02	\$35,954.62	\$63,854.64
Other	\$0.00	\$0.00					
Histogram	\$4,353.28	\$4,768.69	Expenses	\$5,961.82	\$4,804.27	\$42,496.83	\$63,854.64
<b>Total Income</b>	<b>\$43,143.62</b>	<b>\$42,228.92</b>					
			Profit	- \$5,961.82	\$23,095.75	-\$6,542.21	\$10,591.72
<b>Expenditure</b>							
Postage	\$494.77	\$655.36					
Histogram	\$1,276.65	\$1,066.81					
Website	\$2,025.00	\$0.00					
Storage	\$1,409.45	\$1,336.91					
Insurance	\$883.09	\$866.56					
Workshop	\$743.63	\$4,474.87					
Conference expenses for 2018	\$42,496.83	\$4,804.27					
Paypal & Credit Card expenses	\$350.74	\$391.88					
General	\$4,764.20	\$5,406.43					
<b>Total Expenditure</b>	<b>\$54,444.36</b>	<b>\$19,003.09</b>					
<b>Profit/(Loss)</b>	<b>\$11,300.74</b>	<b>\$23,225.83</b>					
<b>Bank Account opening balance</b> 30th June 2017							



Incorporated under the Associations Incorporation Act 2009

ABN: 63 128 868 343

P.O. Box 381

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

North Ryde BC NSW 1670

Sydney Credit Union							
Account 94099 - Working Account	\$11,181.72	\$25,191.51					
Account 94099 - S4.1 National Conference account	\$20,466.05	\$18,968.86					
Term Deposit Account	\$22,620.94	\$22,131.37					
Commonwealth Bank							
Canberra Account 10111582	\$5,116.50	\$5,136.50					
<b>Total Funds Held</b>	<b>\$59,385.21</b>	<b>\$71,428.24</b>					

Reconciliation of figures				
Bank Account closing balance				\$59,385.21
Bank Account opening balance				\$71,428.24
Movement for financial year				(\$12,043.03)
Profit from Financial report				(\$11,300.74)
Difference				\$742.29
From accounts movement in GST				\$742.27
generated from some income and expenses having no GST				\$0.02

Fred Reader proposed that they be accepted and seconded by Rick Farquharson

**The current committee stood down**

Election process has been held by the returning officer- Tony Henwood

The following nominations were received for Committee for the positions 2019-2020

- Chair: Trevor Hinwood
- Vice Chairman: Will be elected at the next meeting
- Secretary: Bharathi Cheerla
- Assistant Secretary: Katherine Wells
- Treasurer: Fred Reader



Incorporated under the Associations Incorporation Act 2009

ABN: 63 128 868 343

P.O. Box 381

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

North Ryde BC NSW 1670

- Trade Representative: Mark Mullin (nomination from the floor accepted, proposed by Bharathi and seconded by Kathy & Ewen)
- Committee Members: Bill Sinai  
Dianne Reader  
Richard Farquharson  
Leah Simmons  
Ewen Sutherland  
Tamara Szynda
- Student Representatives: Adrian Ureta  
Andrew Da Silva

The following nominations were received for Sub-committee, Media & Newsletter for the positions 2018-2019

- Editor - Histogram: Linda Prasad
- Social Media coordinator Momoko Sakaki

All nominations for the above positions were accepted and members duly elected.  
Bill Sinai moved and Fred Reader seconded.

**GENERAL BUSINESS:**

There was no general business.

Meeting closed at 7.10pm