



MINUTES OF THE ANNUAL GENERAL MEETING

Zoom meeting

26 March 2021 at 6.00 pm

Note: AGM for October 2020 has been rescheduled for March 2021 due to COVID-19 situation (approved by NSW Fair Trading)

- 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, Dianne Reader, Tamara Sztynnda, Elena Petrovska, Adrian Ureta and Andrew Da Silva, Tony Henwood, George Youssef, Noelia Roman, Anne Prins (18 attendees)
- APOLOGIES:** Linda Prasad, Momoko Sakaki
Zulekha Bashir, Belinda Brown, Alex Anderson, Shahin Shethwala registered but did not attend
- MINUTES:** The previous meetings minutes were taken as read.
Bill Sinai proposed that they be accepted.
Seconded by Richard Farquharson
- BUSINESS ARISING:** None

There was no business arising from the Minutes

CHAIR REPORT:

Trevor Hinwood presented the Annual Report as below.

We have to acknowledge the work done by our committee since our last AGM. 2020 was a difficult year for many people and presented many challenges. Despite this our committee stepped up to the plate and went beyond what was necessary in the current climate. Some planned workshops had to be adjusted to webinars, the planned presentations still proceeded. Many operational ideas and plans were discussed and implemented. So overall a busy year despite COVID-19.

Unfortunately, we have to report the passing of another Life Member, Bruce Munro. Bruce was heavily involved in the formation of the Histotechnology Group of NSW [now Society], and chaired early committees.

Workshops and meetings held since the last AGM. Due to COVID-19 restrictions, actual workshops were converted to Webinars. Five webinars were held through UTS.

- Our Annual General Meeting was held at North Ryde RSL on the 25th of October, 2019. Our guest speaker was Leah Simmons from TAFE NSW. Leah introduced us to a world of virtual reality and its introduction into education. Apart from an interesting power point presentation, Leah had brought along equipment for us to try. This enabled us to see the future direction of teaching.
- On the 28th of March we held our first workshop for 2020 at the University of Technology [UTS] facilities.



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Tissue processing: pitfalls and solutions. Looked at processing problems and possible solutions. Presented by Dr Tamara Sztynnda [UTS] and Dianne Reader [RNSH]. Supported by POCD Scientific.

- On the 23rd of May we held a webinar on “Processing Machines “. Presented by company representatives, Mark Mullin and Ewen Sutherland, covered the development of tissue processors to today.
- On Saturday the 25th of July we held a webinar on “Stratified Squamous Epithelia “. Covered tissue recognition and discussion on this important cell.
- Our second Trade Webinar was held in August, “Trade Webinar- Digital Histology “. An important development in histology. Several companies presented the developments in this area.
- On Saturday the 3rd of October the first of two Webinars on “Skin Pathology was held. Covered skin Pathology comparing the normal skin structure with the changes these conditions show microscopically and special staining methods that assist in confirming these morphological changes. Presented by Dr Tamara Sztynnda.

The committee decided to review our constitution. With input from Bill Sinai we have proposed some additions to bring the constitution into line with current committee objectives. The committee has endorsed the proposed changes which are presented to the members at this Annual General Meeting for approval.

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.

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.

With the formation of the “ Histology Group of Australia “ we have established a bank account with the Commonwealth Bank with the signatories being Mark Bromley and myself. Money that had been left over from the Hobart National Conference was held by the Victorian group. It was agreed by the States that this be transferred to the HGA and would become our National funds. A domain name was agreed on “NationalHistology Group.org.au”. An initial website is being established.

Regarding the National Accreditation of Medical Laboratory Scientists. “Human Capital Alliance “was contracted by the Federal Government to prepare a National Accreditation process for Laboratory technicians. From this process which we became involved in when HGA was formed, “The Australian Council for Certification of Medical Laboratory Scientific Workforce” [ACCMLSW] was created. At the recent Inaugural Annual General Meeting a committee was formed and also a Board of Directors. From this Mark Bromley was voted in as a Director and Jerres Alcober [Queensland Histology Group President] and myself were appointed committee members. So Histology will have an important role with ACCMLSW. Lots still be done in this area.

The next National Conference was to be held at the International Convention Centre [ICC], Sydney, 3rd to the 6th of June 2021, in conjunction with IAP. With the impact of COVID-19, unfortunately the arrangement with IAP had to be cancelled and we postponed our Conference to a date to be confirmed. We are working with HGA on a suitable date for the Conference still to be held in Sydney. We prefer not to hold a virtual Conference. Venue to be confirmed.



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Again we thank the Companies who continue to support our Society in many ways. Douglas Hanly 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.

Adrian Ureta prepared a promotion flyer to hand out to enrolling students at UTS. Great initiative by our student representatives.

At the UTS Medical and Health/Society "UTS MedSoc Job Truth: Science Instalment" Leah Simmons presented a talk on our behalf that was well received. The organisers enjoyed our participation and session. We are continually looking at ways of promoting our Society.

We have also had communication with RCPA resulting in an agreement to exchange information on events.

Adrian Ureta had communication with the Philippine's Histology Society and also from the "National Society for Histotechnology"[NSH] in the US. We had an initial Zoom meeting where we exchanged details of our societies. We are to stay in contact, suggest via the HGA in future.

Anne Prins and Penny Whippy agreed to close the Canberra branch bank account which they had operated when holding the cut up workshops. The funds have been transferred into our account and it has been agreed that a special fund is to be established to cover a student award for Conference attendance. A committee to be formed to oversee this.

A Membership Officer position has been created to assist with communication with members. Elena Petrovska has agreed to accept this role, so we look forward to working with Elena in this new role.

For those who have not renewed their membership please renew this as soon as possible. Membership is an important component in keeping in touch with our members.

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

Trevor Hinwood

Chairperson.

Histotechnology Society of NSW.



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TREASURER'S REPORT:

Fredrick Reader presented the Treasurer's Report as below:

TREASURER'S REPORT on 26th March 2021						
REPORT FOR FINANCIAL YEAR 1st July 2019 to 30th June 2020						
					2020	2019
Bank Account opening balance 1st July, 2019						
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	\$22,131.27
Commonwealth Bank						
Canberra Account 10111582					\$5,116.50	\$5,136.50
Total Funds Held					\$59,385.21	\$71,428.14
Income and Expenditure Statement						
Income						
Membership Fees					\$2,225.91	\$2,375.00
Christmas Party					\$0.00	\$0.00
Workshop					\$2,398.59	\$0.00
Conference					\$0.00	\$35,954.62
Interest					\$408.65	\$460.72
Other					\$14,889.57	\$0.00
Histogram					\$5,206.56	\$4,353.28
Total Income					\$25,129.28	\$43,143.62
Expenditure						
Bank Fees					\$0.00	\$0.00
Postage					\$290.00	\$494.77
Histogram					\$1,095.72	\$1,276.65
Website					\$135.41	\$2,025.00
Storage					\$1,648.95	\$1,409.45
Insurance					\$936.38	\$883.09
Christmas Party					\$0.00	\$0.00
Workshop					\$1,284.29	\$743.63
Conference					\$0.00	\$42,496.83
Conference expenses for 2021					\$15,431.09	\$0.00
Paypal & Credit Card expenses					\$109.42	\$350.74
General					\$1,441.67	\$4,764.20
Total Expenditure					\$22,372.93	\$54,444.36



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Profit/(Loss)							\$2,756.35	\$11,300.74	-
Bank Account closing balance 30th June 2020									
Sydney Credit Union									
Account 94099 - Working Account							\$21,874.00	\$11,181.72	
Account 94099 - S4.1 National Conference account							\$12,973.55	\$20,466.05	
Term Deposit Account							\$23,053.91	\$22,620.94	
Commonwealth Bank									
Canberra Account 10111582							\$4,517.41	\$5,116.50	
Total Funds Held							\$62,418.87	\$59,385.21	

Fred Reader proposed that they be accepted and seconded by Tamara Sztynnda

PROPOSED AMENDMENTS TO THE CONSTITUTION OF THE HISTOTECHNOLOGY SOCIETY OF NSW:

1/ Current.

Table of Contents

Amendment

Needs correct formatting on its own page.

Reason

Formatting issue

2/ Part 1, Preliminary, Page 3.

Current

On the same page as Table of Contents

Amendment

Make a separate page

Reason

Looks more professional

3/ Part 2, Membership, Section 3, Nomination for membership, (1). Page 5

Current

- (a) Must be by a member of the association in writing in the form set out in Appendix 1 to this constitution, hard copy or electronic, and

Amendment

Modify the Appendix 1 form to include that "Membership Application is also on the Histotechnology Society of NSW's website".

Reason

Update of the "Membership Application Form" Appendix 1

4/ Part 2, Membership, Section 7, Register of members, page 6

Current

- (1) The public officer of the association must establish and maintain a register of members of the association.....



Amendment

Change to "The Membership officer of the association....."

Reason

We now have a membership officer to look after this role

5/ Part 3, The Committee, Section 14, Composition and membership of committee, page 9

Current

- (1) (b) At least 3 to 6 ordinary committee members, each of whom is to be elected at the annual general meeting of the association under clause 15

Amendment

At least 3 to 6 ordinary committee members and available life members, each committee member is to be elected at the annual general meeting of the association under clause 15.

Reason

Life Members have a lot of knowledge of the operation of the society and their input in the operation of the society would be welcome.

5/ Part 3, The Committee, Section 14, Composition and membership of the committee, page 9

Current

- (2) The total number of committee members is to be 7 and a maximum to be determined by the executive as required.

Amendment

The total number of committee members is to be determined by the executive as required

Reason

Contradicts (1), (b). Remove the maximum to be 7. Committee can decide if the maximum number needs to be increased above the stated 6.

6/ Part 3, The Committee, Section 16, page 11

Current

There is no mention of Vice Chairperson

Amendment

Add: Vice Chairperson 16 (d).

- (1) Assist the Chairperson and committee where required.
- (2) Chair committee meetings where the Chairperson is unable to do so.

Reason

The committee previously had approved the position of Vice Chairperson which has not been added to the constitution.

7/ Part 3, The Committee, Section 20, [8] page 13

Current

- (a) The chairperson or in the chairperson's absence, one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

Amendment

The Chairperson or in the Chairperson's absence the Vice Chairperson shall preside as chairperson at each committee meeting. In the absence of both one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.



Reason

With the addition of a Vice Chairperson to the committee it is logical for them to chair a meeting in the Chairpersons absence.

8/ Part 4, General Meetings, Section 27, page 16

Current (2)

Four members present (being members entitled under the constitution to vote at general meeting), constitute a quorum for the transaction of the business of a general meeting.

Amendment

Ten members present (being members entitled under the constitution to vote at general meeting) constitute a quorum for the transaction of the business of a general meeting.

Reason

Four members is not a reasonable number of members to hold an AGM. Ten members for a quorum provides a better representation of members for approvals and discussions.

9/ Part 4, General Meetings, Section 28, page 16

Current

(1) The Chairperson or in the chairperson's absence, unwilling to act, the members present must elect one of the members to preside as chairperson at the meeting.

Amendment

The Chairperson or in the Chairperson's absence the Vice Chairperson shall preside as chairperson at each committee meeting. In the absence of both one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

Reason

With the addition of a Vice Chairperson to the committee it is logical for them to chair a meeting in the Chairpersons absence.

10/ Part 5, Miscellaneous, Section 43, page 20

Current

New item

The Histotechnology Society of NSW supports the formation of the "Histology Group of Australia." Also needs to be added to the "Table of Contents "

Reason

We need to document our support for the "Histology Group of Australia ". Our committee approved our support for the formation of a National body and our involvement.

Approval:

All members at the AGM have approved above amendments to the constitution

Unanimously agreed

ELECTION PROCESS:

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



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- Secretary: Bharathi Cheerale
- Assistant Secretary: Katherine Wells
- Treasurer: Fred Reader
- Trade Representative: Mark Mullin
- Committee Members: Bill Sinai
Richard Farquharson
Noelia Roman
Ewen Sutherland
Dianne Reader
Tamara Sztynnda

- Student Representatives: Adrian Ureta
Andrew Da Silva

The following nominations were received for Sub-committee, Media & Newsletter for the positions 2019-2020

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

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

Election of Vice Chairman: Leah Simmons

Nomination from the floor accepted, proposed by Kathy Wells and seconded by Bharathi & Tony Henwood

GENERAL BUSINESS:

There was no general business.

Meeting closed at 6.45pm