



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

**Held at North Ryde RSL**

**26 October 2018 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, Dianne Reader, Ewen Sutherland, Tamara Szynda, Robyn White, Julie Bilkey, Alice Boulghourjian, Adrian Ureta and Lana (16 people)
- APOLOGIES:** Grant Taggart, Tony Henwood, Linda Prasad, Momoko Sakaki, Cristina Antonio Jacky Jongkryg & Anne Prins
- MINUTES:** The previous meetings minutes were taken as read.  
Leah Simmons proposed that they be accepted.  
Seconded by Dianne Reader.

### **BUSINESS ARISING:**

There was no business arising from the Minutes

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

Workshops and meetings held since the last AGM:

- Our Annual General Meeting was held at Douglas Hanly Moir Pathology and was sponsored by Leica. Anne Prins and Penny Whippy presented a review of their "Cut Up" workshop experiences from 2008 to 2017. These workshops were well attended. A lot of work on Anne and Penny's part. For their dedication to Histology and the NSW Society they were presented with the Societies first Merit awards.
- Heading into retirement, Anne and Penny held their last workshop in Canberra on the 27<sup>th</sup>-28<sup>th</sup> of September 2017.
- In November the "National Histology Conference" was held in Hobart. A well organised and successful Conference with 291 registrations and 6 workshops. Excellent exhibition. A great Conference which shows the need for these National meetings.
- In June we held an advanced Tissue Recognition Workshop at Sydney TAFE. Maximum registration of participants, 25. Leah and Bill presented a well- received workshop. Each participant received a copy of Leah's 40-page Tissue Recognition photo book.
- In September AACB/AIMS held their joint National Conference in Sydney at ICC. We supported this Conference by holding a Histology component on the Cancer day. In the morning registrars from DHM presented Weird and Wonderful cases "and in the afternoon



Dr Fiona Maclean and Dr Kevin Spring did presentations. Around 20 to 30 people attended these sessions.

Our Website has undergone further developments. We see upgrades and development as ongoing.

Apart from the website and social media, the Histogram remains an important means of communication with our members. Linda Prasad 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. Articles for the newsletter are always welcome.

We continue to work with and support the TAFE Histology component. Leah Simmons and I attended the NSW TAFE Excellence awards in May. One of Leah's Histology students [Adrian Ureta] was awarded Student of the year in "Innovative, Manufacturing, Robotics and Science". The first time a Histology student has won such an award. A fantastic result in a very competitive area. Leah is also part of a National body reviewing courses.

Richard Farquharson prepared a Surgical Cut-up Survey which was sent out to members and interested parties. Results from this survey are being reviewed. At our recent State Conference there was a segment to discuss the future of Surgical Cut-up. This is an ongoing review.

Two promotional banners were prepared for our State Conference. These are displayed tonight.

Our committee became aware of a National review on the Certification of the Med Lab Scientific Workforce. Recently we had a representative of the company involved in overseeing this project present information to our committee. This is something we want to be involved in to ensure the Histology laboratory staff have representation.

The Australian Immunohistochemistry Society contacted us re working together on conferences and meetings. Something we need to look into.

In October this year we held our State Conference at Rooty Hill RSL. A very successful Conference with 178 registrations, 3 strongly supported workshops and the support of 15 companies. A great venue with very supportive staff. Leah had been working on an app for our Society and set up a Conference app to enable easy access to Conference information. During the Conference Tony Henwood was presented with a well-deserved Society Merit award. The success of this Conference begs the question as to how often our State Conferences are held in the Metropolitan area.

Unfortunately, we had to move our AGM to a later date due to complications with some committee nomination forms. To overcome this in the future we plan to introduce some Regulations which are independent of our Constitution. These would give clear instructions on Society operational process.

The National Conference following Adelaide's in 2019 is planned to be held in NSW. This would be in 2021. There is a proposal to hold a joint Conference with IAP at Darling Harbour in Sydney. Our committee is currently looking into this proposal.

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Thank you also to 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 and support for our State Conference [including supplying 30 microscopes for our workshop]. The TAFE 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:**

Fredrick Reader presented the Treasurer's Report as below:

<b>TREASURER'S REPORT</b>			
<b>ANNUAL GENERAL MEETING</b>			
To be held at the North Ryde RSL			
On 26 October 29018			
<b>REPORT FOR FINANCIAL YEAR 1st July 2017 to 30th June 2018</b>			
		<b>2018</b>	<b>2017</b>
<b>Bank Account opening balance</b> 1st July, 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>
<b>Income and Expenditure Statement</b>			



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<b>Income</b>			
Membership Fees		\$2,492.73	\$1,510.00
Christmas Party		\$0.00	\$136.37
Workshop		\$6,622.92	\$10,841.28
Conference		\$27,900.02	\$28,688.01
Interest		\$444.56	\$405.40
Other		\$0.00	\$956.25
Histogram		\$4,768.69	\$2,658.64
<b>Total Income</b>		<b>\$42,228.92</b>	<b>\$45,195.95</b>
<b>Expenditure</b>			
Bank Fees		\$0.00	\$0.00
Postage		\$655.36	\$213.55
Histogram		\$1,066.81	\$2,107.09
Website		\$0.00	\$1,739.14
Storage		\$1,336.91	\$1,217.73
Insurance		\$866.58	\$863.80
Christmas Party		\$0.00	\$136.37
Workshop		\$4,474.87	\$7,333.28
Conference		\$0.00	\$32,019.51
Conference expenses for 2018		\$4,804.27	\$5,961.82
PayPal & Credit Card expenses		\$391.88	\$428.31
General		\$5,408.43	\$1,689.20
<b>Total Expenditure</b>		<b>\$19,005.11</b>	<b>\$53,709.80</b>
<b>Profit/(Loss)</b>		<b>\$23,223.81</b>	<b>-\$8,513.85</b>
<b>Bank Account opening balance</b> 30th June 2017			
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
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>



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Reconciliation of figures				
Bank Account closing balance				\$71,428.24
Bank Account opening balance				\$45,806.24
Movement for financial year				\$25,622.00
Profit from Financial report				\$23,223.81
Difference				(\$2,398.19)
From accounts movement in GST				(\$2,398.23)
				\$0.04
generated from some income and expenses having no GST				

Fred Reader proposed that they be accepted and seconded by Bill Sinai

**NOTICE OF MOTION:**

Submission by: Committee, Histotechnology Society of NSW

Address: 4 Nevis Crescent, Seven Hills, NSW 2147

Submit the following Notice of Motion:

(To be dealt with at the Annual General Meeting of Histotechnology Society of NSW to be held on 26 of October 2018)

**Motion 1:**

Proposed, that there be a new position added to the executive

Current from Constitution:

14. Composition and membership of committee

(1) The committee is to consist of:

(a) The office-bearers of the association, and

(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

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

(3) The office-bearers (Executive) of the association are as follows:

(a) The Chairperson



- (b) The Treasurer,
- (c) The Secretary,
- (d) The Assistant Secretary
- (4) A committee member may hold up to 2 offices (other than the Chairpersons office). However, the minimum number of committee members is to be 7
- (5) Each member of the committee is subject to this constitution to hold office until the conclusion of the annual general meeting following the date

**Purpose of Motion:**

To allow the committee meetings to progress smoothly in the absence of the Chairperson.

The new Section 14 (3) to read:

(3) The office-bearers (Executive) of the association are as follows:

- (a) The Chairperson,
- (b) The Vice Chairperson,
- (b) The Treasurer,
- (c) The Secretary,
- (d) The Assistant Secretary

**Motion 2:**

Proposed, that there be a minimum of 40% members of the committee constitute a quorum and in the chairperson's absence, the Vice Chairperson is to preside."

Current from Constitution.

20. Committee meetings and quorum

- (1) The committee must meet at least 6 times in each period of 12 months at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened by the chairperson or by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at Least 24hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under sub clause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 4 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed or the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the committee:



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(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.

**Purpose of Motion:**

Alter section 20 items (5) and (8) Committee Meetings and Quorum to allow the committee meetings and activities to progress on a regular basis. To allow the Vice Chairman to chair meetings in the absence of the Chairperson. Providing flexibility with the Quorum depending on the number of committee members present at a meeting.

The New Section 20 to read:

Part (5) to read: "A minimum of 40% members of the committee constitute a quorum for the transaction of the business of a meeting of the committee."

Part (8) (a) to read: "The chairperson or in the chairperson's absence, the Vice Chairperson is to preside."

**Approval:**

All members at the AGM have approved above Notices of Motion.

Also, members at the AGM approved to add the new position (Vice- Chairman) for nomination in this AGM election from the floor:

Leah nominated Bill Sinai for Vice-Chairman Position

Tamara nominated Dianne Reader for Vice-Chairman Position

Voting conducted by secret ballot and Bill Sinai was successful in becoming the Vice-Chairman

**The current committee stood down**

The following nominations were received for Committee for the positions 2018-2019

- Chair: Trevor Hinwood
- Vice Chairman: Bill Sinai
- Secretary: Bharathi Cheerla
- Assistant Secretary: Katherine Wells
- Treasurer: Fred Reader
- Trade Representative: Mark Mullin
- Committee Members: Grant Taggart  
Dianne Reader  
Richard Farquharson  
Leah Simmons  
Ewen Sutherland  
Tamara Sztynnda
- 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
- Member 2: Momoko Sakaki
- Member 3: Cristina Antonio



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

Bill Sinai moved and Mark Mullin seconded.

During the nomination process, Tamara advised that a nomination for her (nominated by Catherine Gorrie and seconded by Anne Prins) had been sent by Dianne Reader for secretary position. A quick review indicated that a nomination had not been received other than for committee member.

Tamara agreed that we accept the committee member nomination. A review to take place re Tamara's nominations at the next committee meeting.

**Proxy Votes:** A recommendation was put forward by some members that voting by proxy should be allowed. Under the current constitution as an association proxy votes are not permitted.

**GENERAL BUSINESS:**

There was no general business.

Meeting closed at 7.30pm