



MINUTES OF THE ANNUAL GENERAL MEETING

Zoom meeting

29th October 2021 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, Bill Sinai, Leah Simmons, Richard Farquharson, Ewen Sutherland, Dianne Reader, Tamara Sztynnda, Elena Petrovska, Adrian Ureta, Andrew Da Silva, Noelia Roman, Momoko Sakaki, Alfred white, Madison Colbert, Sarah Teakel & Tony Henwood
- APOLOGIES:** Linda Prasad, Andrea MacFarland & Mark Mullin
- MINUTES:** The previous meeting minutes were taken as read
Dianne Reader proposed that they be accepted. Seconded by Bill Sinai
- BUSINESS ARISING:** The department of Fair Trading has accepted and approved the constitution amendments, We are now working under the new constitution

CHAIRMAN'S REPORT:

Trevor Hinwood presented the Annual Report as below.

Since our last AGM in March this year, the Covid-19 issues have continued to impact our operations. Our monthly committee meetings are being held by zoom and proposed workshops converted to webinars. With the lockdowns in the greater Sydney area, it has been impossible for us to meet; we are looking forward to meeting again early in the New Year. With a high number of fully vaccinated people, this is now looking possible. 2022 is looking better. Again we need to thank our committee for their hard work under challenging circumstances.

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

Our Annual General Meeting was our first Virtual AGM held by zoom on 26th March. Apart from meeting business, amendments to our constitution were approved. There was no guest speaker, so the meeting was shorter than usual. The newly elected committee continued the previous one, which gives us stability in our society.

On 27th March, we held our first webinar for 2021 on "Embedding." Presented by Dr. Tamara Sztynnda and Mrs. Dianne Reader. Discussed the way different embedding media are used, their purpose, and lab's choice. Orientation of the tissue specimens. POCD Scientific supported the webinar.

On 29th May, we held an Industry webinar on "Embedding Equipment and embedding Media." Presented by company representatives from Leica BIOSYSTEMS, abacus dx, and bio-strategy. Discussed the latest developments in equipment and embedding media.

On Saturday, the 24th of July, we held a webinar on "Lymphoreticular Organ Histology" by Dr. Tamara Sztynnda. The presentation covered discussions on the spleen, lymph nodes, and thymus.

On Tuesday 14th September, we supported a National consultation on "Surgical Cut-up." This was coordinated by Leah Simmons and also involved the IBSA Group. There were three separate sessions during the day. Registrants well attended each session, and valuable information was gained on this vital topic. We hope this leads to a new course on cut-up as there are currently no courses in Australia. Something that needs addressing.



We continue to have good attendance at these webinars. We see these webinars as an essential part of our operation.

The Website continues to go through upgrades and is an essential means of communicating with our members and 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.

Our two student representatives have completed their student involvement, so our next committee will be looking for new student members. We need to thank Adrian Ureta and Andrew Da Silva for their support and participation. They have been an essential part of our operation, and we hope they continue to participate as committee members.

The "Histology Group of Australia" has gone through a name change and is now the "Australasian Association of Histology and Histotechnology" (AAHH). A significant review of the constitution is currently underway. The National Conference money float that has been in operation for many years has ceased, and the AAHH will now take over the financial support for future National Conferences. Since the second proposed National Conference in Sydney was cancelled due to Coronavirus issues, the next National Conference is now on hold. A year/date is to be determined by the AAHH committee in the future.

Doltone House in Sydney still holds a deposit from the first proposed National Conference for the Conference dinner. To utilize this deposit, we are working with them on having a function incorporating a dinner on Friday the 8th of April 2022 [just confirmed]. Details are yet to be finalized.

Our membership officer is working with some of our committee members to change our process to renew memberships. It has been agreed that memberships should commence from the first of July each year and not at various times during the year. This makes sense and follows the financial year recognised by government departments such as ATO. It is planned for this to commence on the first of July 2022.

We thank the Companies who continue to support our Society in many ways. UTS for their support in supporting Tamara in holding the webinars.

We still need to form a committee to oversee a student award for Conference attendance from the funds received from Anne Prins and Penny Whippy's Canberra funds. Since conferences are on hold, this is not urgent, although it still needs to happen.

Bharathi Cheerla [Secretary] and I [Chairman] are stepping down from our committee positions to lesser committee roles. We both feel it is time to do this and bring new people to these roles with new ideas and enthusiasm. Bharathi has been Secretary for ten years and me as Chairman for fifteen years. We have achieved a lot over these years, and I want to thank Bharathi for her excellent work in the Secretary's role.

As this will be my last AGM report, I would like to thank all the people who have assisted me over the years. The advice and support have made this role enjoyable. We have a great Society and committee, something to be proud of.



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P.O. Box 381

www.histonsw.org.au

North Ryde BC NSW 1670

For those who have not renewed their membership, please renew this as soon as possible. Membership is an essential 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.

Bill Sinai proposed that they be accepted. Seconded by Fred Reader.



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TREASURER'S REPORT:

Fredrick Reader presented the Treasurer's Report as below:

The Summary of the Profit and Loss Account and Balance Sheet

The Statement of Operations. Formerly known as Profit and Loss Statement

The statement shows a **Profit of \$3,589.**

The profit which is an increase of \$1,030 from the previous year.

Income	\$9,985
Represented by:	
Membership	\$2,855
Histogram	\$4,425
ICC repayment	\$1,765

Expense	\$6,395
Represented by:	
Storage	\$1,690
Histogram	\$1,048
General expense	\$1,852

The Statement of Financial Position. Formerly known as a Balance Sheet

The statement shows **Equity of \$62,391.**

The amount is available for the Society, which is an increase of \$3,589 from the previous year

Total Assets	\$79,782
Represented by:	
Cash	\$65,578
Deferred Expense – Doltone House	\$13,440

Total Liabilities	\$16,851
Prepaid Revenue – SA Conference payment	\$13,636

Histotechnology Society of NSW

Statement of Operations

As at 30 June 2021

	2021	2020
Income		
Membership Fees	\$2,855.00	\$2,225.91
Christmas Party	\$0.00	\$0.00
Workshop/Webinar	\$681.81	\$2,398.59
Conference	\$1,765.29	\$0.00
Interest	\$183.37	\$408.65
Other	\$73.98	\$1,253.21



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Histogram	\$4,425.59	\$5,206.56
Total Income	\$9,985.04	\$11,492.92
Expenditure		
Bank Fees	\$0.00	\$0.00
Postage	\$295.45	\$290.00
Histogram	\$344.82	\$1,095.72
Website	\$360.00	\$135.41
Storage	\$1,690.91	\$1,648.95
Insurance	\$1,048.71	\$936.38
Christmas Party	\$0.00	\$0.00
Workshop	\$0.00	\$1,284.29
Conference expenses	\$444.88	\$1,991.09
Paypal & Credit Card expenses	\$64.18	\$109.42
General	\$1,852.55	\$1,441.67
Depreciation	\$293.92	\$0.00
Total Expenditure	\$6,395.42	\$8,932.93
Profit/(Loss)	\$3,589.62	\$2,559.99

Histotechnology Society of NSW
Statement of Financial Position
as at 30 June 2021

	2021	2020
Current Assets		
Cash		
Account 94099 - Working Account	\$24,352.49	\$21,874.00
Account 94099 - S4.1 National Conference account	\$12,975.30	\$12,973.55
Term Deposit Account	\$23,250.78	\$23,053.91
Term Deposit Account - Canberra	\$5,000.00	\$0.00
Canberra Account		\$4,517.41
Total Cash	\$65,578.57	\$62,418.87
Current Assets		
Trade Debtors	\$0.00	\$0.00
Total Current Assets	\$0.00	\$0.00
Non - Current Assets		
Computer	\$1,058.23	\$0.00
Less Depreciation	<u>-\$293.92</u>	
	\$764.31	
Prepaid Expenses	\$13,440.00	\$13,440.00
Total Non - Current Assets	\$14,204.31	\$13,440.00



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Total Assets	\$79,782.88	\$75,858.87
Current Liabilities		
GST Provision	\$334.36	\$277.32
Total Current Liabilities	\$334.36	\$277.32
Non - Current Liabilities		
Prepaid Revenue	\$13,636.36	\$13,636.36
GST Provision	\$2,880.53	\$2,603.21
Total Non - Current Liabilities	\$16,516.89	\$16,239.57
Total Liabilities	\$16,851.25	\$16,516.89
Equity	\$62,931.63	\$59,341.98
Equity		
Equity	\$59,342.00	\$56,781.99
Profit or Loss	\$3,589.62	\$2,559.99
Total Equity	\$62,931.63	\$59,341.98

Fred Reader proposed that they be accepted and seconded by Ewen Sutherland.

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ELECTION PROCESS:

The current committee stood down

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

Returning Officer's Report 2021-2022

A request for nominations were sent to members by email on the 7th October 2021 and nominations were received by the returning officer via the returning officers email address. Nominations closed 5pm 17th October. Nominations from financial members for 14 of the 16 committee positions and one of two sub-committee positions were received with appropriate proposer and seconder. There were no multiple nominations received for any position contested and so a ballot was not required. This is in accordance with the constitution of the Histotechnology Society of NSW.

I am privileged to announce the following successful nominees for the Histotechnology Society of NSW committee positions for the upcoming year:

Position	Name
Chairperson	Leah Simmons
Vice Chairperson	Trevor Hinwood
Secretary	Katherine Wells-Reed
Assistant Secretary	Bharathi Cheerala
Treasurer	Fred Reader
Membership Officer	Elena Petrovska
Industry Representative	Mark Mullin
Committee member	Bill Sinai
Committee member	Dianne Reader
Committee member	Tamara Szynda
Committee member	Ewen Sutherland
Committee member	Noelia Roman
Committee member	Andrew Da Silva
Committee member	Richard Farquharson
Social Media Coordinator (sub-committee)	Momoko Sakaki
Editor Histogram (sub-committee)	Vacant
Student Representative	Vacant

Since Section 14 of the constitution (Composition and membership of the committee), allows the appointment of extra committee members.

Election of Committee Member: Adrian Ureta

Nomination from the floor accepted, proposed by Leah Simmons and seconded by Ewen Sutherland

Election of Student Representatives: Madison Colbert & Alfred White

Nominations from the floor accepted

Madison Colbert: Proposed by Noelia Roman and seconded by Dianne Reader

Alfred White: Proposed by Katherine Wells-Reed and seconded by Dianne Reader



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Election of Editor: Tamara Szynda

Nomination from the floor accepted, proposed by Leah Simmons and seconded by Ewen Sutherland

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

Fred Reader proposed that the election process and nominations be accepted and seconded by Trevor Hinwood

GENERAL BUSINESS:

Trevor and Bharathi thanked the committee for supporting them in their roles Chairman and Secretary, respectively.

Bill, Kathy, and Leah thanked Trevor and Bharathi for their service and leadership and welcomed them into their new roles. Bill proposed merit awards for both for their years of service, which the committee approved.

Leah reported positive feedback on webinars. The committee thanked Tamara and Dianne for organizing the webinars, Fred for his work as treasurer, and Linda and Momoko for Newsletter and social media.

The meeting closed at 7.00 pm