# Australian Institute of Training and Development

# Minutes of the 2022 Annual General Meeting

4.30pm (AEDT) Friday, 2 December 2022

Spring Street, Sydney - GD - Room D and Online

**Members Present**

|  |  |  |
| --- | --- | --- |
| James Kmet  Rob Turner  Michael Werle  Marty Thomas  Brendan Williams  Paul Vorbach  Deepak Rajani  Tiffany Crouch  Amy Martin  Cathryn Lloyd  Ellie Maddison  Genevieve Malcolm  Brian Inglis  Leigh Aitken  Mo El Fouani |  |  |

**1. Welcome**

The Vice President opened the meeting at 4.30pm and welcomed attending members and Board Directors. Noted that current president Michael Werle had been delayed at the airport and would be joining on arrival.

**2. Quorum, Apologies and Proxies**

The Vice National President welcomed members, noting the proxies and apologies, and declared a quorum under section 7 of the AITD constitution. There zero apologies and one proxy received.

**3. Minutes of the previous meeting**

The minutes of the previous meeting were made available for questions or comments.

**Motion:** To receive and adopt the Minutes of the Annual General Meeting for the year ended 30 June 2021.

**Moved by:** Brendyn Williams **Seconded by:** Abbie Taylor **Motion:** Carried

**4. Presidents’ Report**

The outcomes of the excellence awards and conference was noted together with the 50th Anniversary of the AITD at Sydney’s Luna Park and the Melbourne celebrations of 9 December 2021.

The CPD program was launched and has proved to be an instrumental tool of accountability and growth for members.

Divisional councils and board members were thanked for their ongoing contribution to the success of AITD. The role of volunteers was acknowledged and appreciated.

It was noted that the new General Manager had been appointed during the year, and was implementing a number of key strategies identified as important by members, and the corresponding steady improvement in financials was mentioned.

**5. Financial Report**

The Vice President handed over to the Treasurer to review the Financial Report.

The Treasurer noted that the auditors had provided an unqualified opinion of the accounts,

The AITD Board has sold the business suite and money would be invested in a term deposit as well as used for the future growth of AITD as per the annual report.

The following was noted:

On the profit and loss statement:

* Revenue increased by 24% to $902,724
* Expenses reduced by 7% to $1,031,714
* Loss of $128,992 Compared to a 2021 loss of $381, 619
* On-track to profit in 2022/23

On the balance sheet

* Total assets reduced by 14.6% (from $1,169,271 to $998,364)
* Total liabilities reduced by 8.6% (from $483,415 to $441,500)
* Net assets reduced by 18.8% (from $685,856 to $556,864)
* Liquidity remained sound through 2022 (Current Assets/Current Liabilities = 1.6x)
* Solvency remained sound through 2022 (Total Assets/Total Liabilities = 2.3x)

**Motion:** To receive the statement of profit and loss for the period ended 30 June 2022 and the statement of financial position as at 30 June 2022, both duly audited.

**Moved by:** Rob Turner **Seconded by:** Martin Thomas **Motion:** Carried

**6. Appointment of Auditors**

**Motion:** To appoint Moore Stephens New South Wales as auditors for the ensuing financial year.

**Moved by:** Rob Turner **Seconded by:** Abbie Taylor **Motion:** Carried

Questions were invited from the floor. The Treasurer responded to a question on investing the sale proceeds from the sale of the office suite. Mentioned that the next day’s board meeting would discuss the investment policy.

Discussion around the Aspedia system being supported and the excellence of the current system. The good work of AITD staff members noted along with those on the various member engagement groups.

Discussion around the strategy:

1. New course updates
2. L&D specialist to be appointed
3. Communities of practice to be developed
4. Whitepapers, advocacy and research

**8. Close**

Michael joined the meeting at the close.

* Michael mentioned it is his last period of time on the board
* Welcome Gerard Grant will be joining the board
* Thanked past and current board members.
* Terrific work we have done together
* Comfortable on the direction we are going in

Thank you to the outgoing president Michael Werle from the AITD VP Rob Turner:

“Michael has been a

* Member of AITD and Member of AITD Vic/Tas Council since 2009.
* He has served as President and Vice President of that Council.
* He has been an AITD Board Director since November 2013.
* And a member and often chair of numerous Board committees including Finance, Risk, Governance, Remuneration
* Michael has been the AITD National President from 2014-2017 and again from 2020- 2022

Michael steps down as President as of this meeting.

It has been my pleasure to serve on the board with Michael across much of that time.

I would like to make sure his contribution to AITD, and our appreciation of that contribution, is widely known and acknowledged. In particular over the last couple of years where AITD, like many others, has been hit with many unforeseen and significant challenges. AITD has come through such times and retains a strong financial and professional position largely due to Michael’s constant dedication, effort, leadership, professionalism, good humour and calmness.

Michael has led us to international partnerships, University collaborations, improved membership services and company governance best practices. Many times we’ve seen Michael roll up his sleeves and lead by example to achieve what was necessary. AITD is in a better place thanks to Michael.

So, while he will still be a member of AITD, and we know how to contact him, I will take this opportunity to thank you Michael, on behalf of everyone at AITD, for your efforts, expertise and time on the Board and we wish you only the very best as you continue to build your business, HR Consulting Melbourne… small plug there…”

Meeting closed at 5.07pm AEDT.

Signed

Date: 2 December 2022

AITD National President