



## Annual General Meeting Teleconference Meeting

<b>Date:</b>	23 <sup>rd</sup> May 2023	
<b>Time:</b>	5.00pm AEST	
<b>Attendees:</b>	<b>Chair:</b>	Brendan Cullen
	<b>ACT Members:</b>	Susan Lamont
	<b>NSW Members</b>	Julie Checchia, Bradley Busch, Richard Witton-Smith
	<b>QLD Members</b>	Harry Powell, Ferenc Varga
	<b>SA Members</b>	Brendan Cullen, Gavin Hedrick, Tracey Horricks, Carolyn
	<b>VIC Members</b>	Brad Schimmel, Gary Percival, Janet Holling, Peter Tonkin, Rose Dyson, Sam Mackenzie
	<b>WA Members</b>	David Low, Simon Dorst
	<b>NZ</b>	Beth Coleman
<b>Proxies:</b>	Michael Ince & Cristin State	
<b>Apologies:</b>	Michael Ince & Cristin State	
<b>Minutes:</b>	Sheryl Kingsley	

### Documents Distributed

Copies of the following documents were distributed prior to or during this meeting:

- Meeting Agenda ([23/5/2023](#))
- Previous Minutes ([24/5/2022](#))
- [Chair's Report](#)
- [Treasurers' Report](#)

## Detailed Minutes of Agenda Items

### 1. Welcome to Members, IT Service Management Australia

Brendan welcomes all attendees and thanks everyone for their time.  
We have a quorum of 20 members. (plus 2 proxies)

### 2. Attendance

<b>ACT Members:</b>	Susan Lamont
<b>NSW Members</b>	Julie Checchia, Bradley Busch, Richard Witton-Smith
<b>QLD Members</b>	Harry Powell, Ferenc Varga
<b>SA Members</b>	Brendan Cullen, Gavin Hedrick, Tracey Horricks, Carolyn Walker, Glenn Schwarz,
<b>VIC Members</b>	Brad Schimmel, Gary Percival, Janet Holling, Peter Tonkin, Rose Dyson, Sam Mackenzie
<b>WA Members</b>	David Low, Simon Dorst
<b>NZ</b>	Beth Coleman

### 3. Apologies – Michael Ince & Cristin State

### 4. Proxies

<b>Proxies:</b>	Michael Ince Cristin State
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### 5. Minutes of the 2022 Annual General Meeting

The minutes of the 2022 Annual General Meeting have been circulated and are posted to the itSMFA Website.

[Click here for Previous Minutes dated 24/5/2022](#)

No corrections required.

<b>Move that the minutes to be passed as a true and accurate record of the 2022 Annual General Meeting</b>	
<b>Moved By:</b>	Brendan Cullen
<b>Seconded By:</b>	Harry Powell
<b>Those Against:</b>	Nil
<b>Those Abstaining:</b>	Nil
<b>Motion:</b>	Carried

## 6. 2023 Annual Chairs Report

Welcome to our AGM for 2023.

When we look at the achievements of itSMF Australia over the last 12 months, we have to conclude that 2022 was overall a good year for our organisation despite tough economic conditions, and I am pleased to report that during the 12 months we have had a slight increase in our membership. Our National Conference in Brisbane in March 2022 was the first one that we had been able to run in three years, due to COVID and in March this year we were able to follow this up with another successfully run conference in Adelaide.

As an organisation that traditionally relies on a successful annual conference, it was a huge relief to have our members once again, able to meet face to face in Brisbane for what was a great couple of days of reconnecting and learning.

Meanwhile, the core of our forum – the monthly hybrid State Branch events – continue to provide ongoing education, professional development and networking opportunities that are valued by our members. Over the coming 12 months we will be looking to get more people to attend these hybrid events in person, as we try and reconnect our members, the feedback from our conference was that members are ready to once again meet face to face.

### Board of Management

I would like to thank outgoing board member Troy Latter for all his efforts in 2022. Troy resigned from his position on the board in September 2022 having been on the board since 2017. Thank you, Troy. I am pleased to announce that your 2023/24 Board of Management are:

- Bradley Busch (NSW)
- Brendan Cullen (SA)
- Rose Dyson (VIC)
- Janet Holling (VIC)
- Feisar Joya (SA)
- David Low (WA)
- Harry Powell (QLD)
- Peter Tonkin (VIC)
- Carolyn Walker (SA)

### State Branch Committees

I would like to thank outgoing State Branch chairs, Brad Schimmel (Vic/Tas), Karina Bourne (NT) & Ian Smith (ACT). Thank you all for your hard work leading your state committees.

On behalf of the organisation, I sincerely thank all these outgoing office bearers who made significant contributions to the Forum over many years and welcome the new State Branch chairs.

As an organisation, we are truly honoured to have people of this calibre making such valuable contributions in both time and experience to the effective operations of the Forum at the local level. I am pleased to announce the following State Branch Chairs for 2023/24:

- Gavin Hedrick (SA)
- Sue Lamont (ACT)
- Sam Mackenzie (Vic/Tas)
- Prashant Singh (WA)

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- Ferenc Vargas (QLD)
  - Richard Witton-Smith (NSW)

Unfortunately, we do not currently have a committee in the Northern Territory, and we will be addressing how best to serve our Northern Territory members over the coming months. We enjoy a fantastic relationship as board, executive and state branch chairs. We meet regularly by teleconference and there isn't a meeting that goes by where we don't discuss our focus on members, the value of our services and our desire to see our profession grow. As a board we will be meeting in the very near future to agree our strategic themes for the coming year.

### Industry News

One of the biggest announcements in 2022 was the news that PeopleCert have launched a new Continuing Professional Development program which will require recertification of ITIL certifications within three years. This changes the situation for our ITIL certified professional members as the certifications were perpetual until now. itSMF Australia have met with PeopleCert to express our initial concerns and will continue to work with PeopleCert on how we may work together to address these concerns.

One of the highest priorities of any independent industry association – such as itSMF Australia – has to be delivering value to its membership. I can confidently report that everyone on the Board of Management, State Branch committees as well as the team in the National Office are committed to achieving the highest possible levels of membership services, and we look forward to serving you over the next 12 months.

Kind regards,

Brendan Cullen  
National Chair

<b>Move that the Chair' Report be accepted</b>	
<b>Moved By:</b>	Brendan Cullen
<b>Seconded By:</b>	Janet Holling
<b>Those Against:</b>	Nil
<b>Those Abstaining:</b>	Nil
<b>Those in Favour:</b>	All
<b>Motion:</b>	Carried

## 7. Treasurer's Report and Financial Statements

Treasurer Report FY 2022

It is with pleasure that I present the Financial Report for the itSMFA for the year ended 31 December 2022.

In accordance with the relevant provisions of the Associations Incorporation Reform Act (Vic) 2012 the figures for the 2022 year have been audited. Mr. Geoffrey B Johnson of Rucker DWC Pty Ltd, a Registered Company Auditor, has conducted the audit.

In his opinion," the financial report presents fairly, in all material respects, the financial position of



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itSMF Australia as 31 December 2022, and of its financial performance and its cash flows for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the Associations Incorporation Reform Act 2012 Vic.”

For the year ended 31 December 2022, itSMFA recognised a net loss of (\$2,303). In comparison, in 2021, itSMFA recorded a loss for the year of (\$117,626). The main difference, between the two financial years, relates to the fact, that for the first time in three years, itSMFA was able to host a conference. ItSMFA is traditionally financially dependent on the annual conference.

The 2022 loss incorporates the following significant results:

- Conference revenue was \$383,149, returning a net profit of \$128,072 to itSMFA,
- Membership income decreased by \$14,638, overall, after the Membership in Advance provision movement of \$2,514,
- There was no Federal or Victorian State Government Grants received in 2022, (2021 received \$45,800),
- Seminar sponsorship was \$4,546, compared to \$2,273 in 2021. Most events continued to be held on online, with some hybrid events being held and,
- Expenditure, excluding, conference expenditure and permanent employee benefits, decreased from \$183,805 in 2021 to \$141,573 in 2022. A decrease of \$42,232. The organisation has had to continuously control and monitor costs.

The loss of (\$2,303), has resulted in the net assets of itSMFA decreasing to \$42,126.

The balance sheet as 31 December 2022 included total current assets of \$319,389, down on the prior year by (20%). Although it should be noted that the cash and cash equivalents balance only reduced by (\$24,638), as cashflow was tightly controlled.

Total current liabilities decreased by (21%) to \$277,263. Trade creditors and payables decreased by (31%) to \$160,832. Current provisions, which include employee provisions and a provision for memberships in advance, decreased slightly, by (\$3,282) to \$116,431.

The 2022 financial year, saw the organisation, start to commence the return to pre-covid operations, with increased hybrid seminars being held, and most importantly the holding of our traditional annual conference. We are hopeful, that with increased membership engagement and continuous cost monitoring, itSMFA will return to producing a surplus in 2023 and beyond.

We look forward to holding many more successful in person events for our membership in the future.

Harry Powell  
itSMFA Treasurer

[Financial Statements – Click Here](#)

<b>Move that the Treasurer’s Report and the financial reports for 2022 be accepted</b>	
<b>Moved By:</b>	Brendan Cullen
<b>Seconded By:</b>	Peter Tonkin
<b>Those Against:</b>	Nil
<b>Those Abstaining:</b>	Nil
<b>Those in Favour:</b>	All
<b>Motion:</b>	Carried

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## 8. Board of Management Elections

Elections have been conducted for the Board of Management for 2023/2024. Under the rules of itSMFA, 4 board members tenure has been completed.

This year the retiring Board members were:

- Brendan Cullen
- Janet Holling
- Harry Powell
- Peter Tonkin

Brendan, Janet, Harry & Peter were nominated for re-election to the Board of Management.

Brendan Cullen was please to declare that:

- Brendan Cullen
- Janet Holling
- Harry Powell
- Peter Tonkin

Are duly elected to the Board of Management of the itSMF Australia for a period of two years commencing from the date of this AGM.

Congratulations to the Directors on their appointment to the itSMF Australian Board.

<b>Move that Board of Management 2023/2024 Year be noted</b>	
<b>Moved By:</b>	Brendan Cullen
<b>Seconded By:</b>	David Low
<b>Those Against:</b>	Nil
<b>Those Abstaining:</b>	Nil
<b>Those in Favour:</b>	All
<b>Motion:</b>	Carried

## 9. Election of Office Bearers for the Board of Management

The Board of Directors held a Board Meeting on the 16<sup>th</sup> May to elect the 2023/2024 Office Bearers:

The following members were duly elected:

- Brendan Cullen – Chair
- Janet Holling – Deputy Chair
- Harry Powell – Treasurer
- Peter Tonkin – Secretary

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**10. General Business**

The Board recommend that we reappoint Rucker Financial as the Auditor for 2023.

<b>Move that Rucker Financial to be reappointed for 2023 Year</b>	
<b>Moved By:</b>	Brendan Cullen
<b>Seconded By:</b>	David Low
<b>Those Against:</b>	Nil
<b>Those Abstaining:</b>	Nil
<b>Those in Favour:</b>	All
<b>Motion:</b>	Carried

**12. Close of Meeting**

Brendan thanked everyone for their attendance & contribution.

Meeting closed 5.22 pm AEST.

Brendan Cullen  
itSMFA Chair

Dated

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