

ANNUAL GENERAL MEETING

Friday 10 November 2023

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1. **PRESENT:** Phil Swain (Chair), Melissa Burn, Joseph Zappavigna, Sarah Ainsworth, Erin Hogan, Helen Psarras, Kirstin Ross, Wendy Gambley, Glenys Nicholls, Vic Andrich, Andrew Mathieson, Samantha Smith, Donna Thompson
APOLOGIES: James Williams, Amanda Hutchings

Meeting opened at 4.04 pm (AEDT)

2. **Acknowledgement of Country:** The Chair acknowledged the original custodians of the various lands on which we are meeting today around Australia and paid respects to elder's past, present and those emerging.

1. **Confirmation of AGM Minutes from 26th September 2022**

Motion 10 November 2023/01: That the Minutes of Members' Annual General Meeting held on 26 th September 2022 be accepted as true and correct.

Moved: M Burn

Seconded: J Zappavigna

Carried unanimously

2. National President's Report

The President provided a report on the activities and achievements of EHA over the past twelve months. This included:

- The appointment of Donna Thompson as the National Executive Officer and Manal Yen as the Executive Officer for EHA (NSW) INC.
- The EHA accreditation policy is 10 years old and due to be reviewed. Input will be invited from all stakeholders. This will be completed in the new year prior to the next round of university accreditations.
- The Chair thanked Vic Andrich for taking on the role of President of the IFEH Asia Pacific Group.
- The Chair thanked Andrew Mathieson for taking on the role of Treasurer of IFEH.
- The President thanked the National Board for the opportunity to attend the NEHA Annual Educational Conference in New Orleans. He represented EHA and promoted the IFEH World Congress in Perth in 2024. The call for abstracts for the World Congress are now open and registrations will open soon.
- The Chair thanked NZIEH for their collaboration with LiveChats and the progression of environmental health.
- The 46th EHA National Conference in Launceston was successful. Thank you to EHA (TAS) for organising a successful conference.
- The National board is progressing with the review of AS 4674 – Design, construction and fitout of a food premises.

- The National Board has identified the environmental health workforce as a major issue and will be progressing with developing strategies to ensure a strong national workforce. This includes encouraging cadetship programs.

3. Audited financial statements for the financial year ending 30 June 2023

The Treasurer provided a summary of the audited financial statement and an overview of the financial position of EHA LTD for the year ending 30 June 2023. The audited statement shows a marginal loss for the financial year. EHA is a viable company and is able to meet all financial commitments.

Motion 10 November 2023/02: That the Audited Financial Statement prepared by Integrated Audit Services, for the financial year ending 30 June 2023 be accepted.		
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Moved: J Zappavigna	Seconded: M Burn	Carried unanimously
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4. Appointment of an Auditor for EHA LTD Financial Accounts 2023-2024

This is the first year that Integrated Audit Services has prepared the audited financial statements for EHA LTD. It was proposed that Integrated Audit Services be appointed to prepare the financial accounts for 2023-2024.

Motion 10 November 2023/03: That Integrated Audit Services be appointed to prepare the financial statements for EHA LTD for 2023-2024.		
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Moved: P Swain	Seconded: G Nicholls	Carried unanimously
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5. Appointment of Directors on the EHA National Board

In accordance with the Constitution (clause 31.3) half of the Directors must retire from office at each annual general meeting. The following Directors were due to retire:

Joseph Zappavigna (WA)
 Wendy Gambley (QLD)
 Glenys Nicholls (TAS)
 Kirstin Ross (SA)
 Helen Psarras (SA)
 James Williams (VIC) – was filling a casual vacancy

Motion 10 November 2023/04: That the members agree to reappoint the above-mentioned Directors on the EHA Ltd Board.		
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Moved: P Swain	Seconded: A Mathieson	Carried unanimously
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6. Business from members

V Andrich thanked P Swain for his leadership and support of the national board over past 12 months.

Meeting closed at 4.20 pm (AEDT)