

Chair	Duncan McDonald
Board Members	Suz Allen, Chris Downs, John Kavanagh, Sandra Loader, Deon Mahoney.
Company Secretary	Fiona Fleming
Auditor:	Wali Aziz – Walker Wayland
In Attendance	See Appendix 1 – Attendance Register 2021
Apologies	Tom Lewis, Mark Wahlquist, Ian Eustace, Greg Bonnefin, Tony Zipper.

1. ADMINISTRATION

- The Chair acknowledged the traditional custodians of all the lands on which the Annual General Meeting (AGM) attendees are gathered and paid respects to their Elders both past and present. He extended that respect to all Aboriginal and Torres Strait Islander people here today.
- The Chair officially opened the 2021 AGM, welcomed members present via video conference and in person.
- The Chair established a quorum was present as per the Constitution - with more than fifteen (15) Members entitled to vote being present at the meeting. A list of attendees is provided as **Attachment 1** to these minutes.
- The Chair introduced the AIFST Non-Executive Directors, the CEO & Company Secretary, Mr Wali Aziz (Auditor) and staff present.
- The Chair introduced nominated Non-Executive Directors Bronwyn Powell and Julie Cox.
- The Chair formally acknowledged apologies received prior to the meeting.
- The attendance is in accordance with the register, which has been completed as members and guests entered in person or virtually for the meeting.

2. MEETING PROCEDURES

- The CEO provided an overview of the meeting procedures with respect to voting on resolutions. Members have had the opportunity to register their vote ahead of the meeting or can vote in person on the ballot form provided or via the chat function in Zoom.

3. 2020 AGM MINUTES

- Confirmation of Minutes of 2020 Annual General Meeting.
 - The minutes of the meeting held on 20 May 2020 were accepted as a true and correct record.
- There were no questions from the floor or online in relation to the 2020 AGM minutes.

4. CHAIR'S ADDRESS

- The Chair provided a formal address to members on the outcomes of 2020. A copy of the Chair's address is provided as **Attachment 2** to these minutes.
- The CEO provided an update on what has been happening in 2021.
- The Chair thanked outgoing President and Chair Peter Schutz OAM who retired in 2020 after 6 years of service, and non-executive Director Dr Chris Downs after his 4 and a half years of service, for their significant and tenacious input and expertise during their terms on the Board.
- The CEO opened the meeting for questions and discussion. No questions were raised.

5. 2020 FINANCIAL REPORT

- The 2020 Financial Statements & Reports for the period between 1 January 2020 and 31 December 2020 were received:
 - Directors Report
 - Financial Statements
 - Director's Declaration
 - Independent Audit Report
- Mr John Kavanagh, Chair of the Finance, Audit and Risk committee presented an overview of the 2020 Financial Report which had been circulated to members with the AGM documentation.
- Mr Kavanagh noted the following points:
 - The Board and management have done a good job delivering on results and member services during the pandemic.
 - Net surplus by year (profit) – noted the trend over the past 4 years has improved with 2020 being underwritten by Job Keeper.
 - Members Funds – have gone from a deficit in 2017 to a surplus in 2020 – a much stronger position than previously.
 - Cash balance is monitored closely daily – cash balance at year end has increased over the 4 years from 2017.
 - Revenue by type – membership and convention are key to the organisation. 2020 was significantly underwritten by the Job-Keeper payments which assisted in the continued operation of the AIFST.
 - Budget for 2021 – this year is a conservative budget with reduced reliance on the Job-Keeper stimulus. Convention income for 2021 up with an in-person event. Noted a \$15K contingency included.
 - Year on year net income by major activity shows the importance of the convention for AIFST.
- The CEO introduced Mr Wali Aziz from Walker Wayland, the AIFST Auditors. Mr Aziz made the following comments:
 - Noted the continued effort to manage the bottom line/cash position.
 - Noted the AIFST takes cash management very seriously.
 - The wording in the 2020 financial audit report has been softened from previous years based on the improved financial results.
- The Chair advised that there was no requirement for a resolution to be passed on the financial report.
- The Chair opened the meeting for questions and discussion. No questions were raised.



6. ORDINARY RESOLUTIONS 1 & 2 – ELECTION OF NON-EXECUTIVE DIRECTORS

- The next item of business relates to ordinary resolutions 1 & 2 - the election of Non-Executive Directors to AIFST.
- This item of business requires an ordinary resolution to be passed for each Director resolution.
 - Dr Chris Downs is retiring as a director having served a four and a half-year term with the Institute.
 - Mr. Peter Schutz retired from the AIFST Board and stepped down as President and Chair of the Board with effect from the close of the General Meeting on 27 August 2020.
- The AIFST Board reviewed the current and required future skills of the board in lieu of retiring Directors and the needs of the organisation.
- The Board identified the following skills as being required to strengthen the organisation and complement the existing board skills:
 - Governance and legal
 - Marketing, communications, and new digital media
- The Board is pleased to propose two directors to AIFST members at the 2021 AGM, to fill the vacancies. The nominees are Julie Cox and Bronwyn Powell, who are outstanding candidates bringing a wealth of expertise to the Institute.
- Each of the candidates nominated to be a director of the company have verbally consented to continue to act in that capacity, if approved by members, and the board believes they would each make a significant contribution to the collective skill set of the board.
- The Chair opened the meeting for questions and discussion.
- There were no questions from the floor relating to the Ordinary Resolutions.

7. CONDUCT OF POLL

- The Chair noted that each of the ordinary resolutions require 50% for the vote to be passed.

DECLARATION OF POLL

The Chair officially declared the results of the 2021 AGM.

The results were:

RESOLUTION	VOTE			RESULT
	FOR	AGAINST	ABSTAIN	
1. Appointment of Julie Cox as a Non-Executive Director for a 3-year term.	33	1	0	97%
2. Appointment of Bronwyn Powell as a Non-Executive Director for a 3-year term.	32	2	0	94%

The Chair thanked and acknowledged Mr Peter Schutz and Dr Chris Downs for their time and dedication to the AIFST.

8. OTHER BUSINESS

- The CEO advised that no other business had been tabled for the AGM.

The Chair thanked members for their attendance at the meeting via the video link and declared the 2021 AGM closed.

The meeting closed at 6.15pm.

Confirmed as a correct record.

Chairman

25/05/2022

Attachment 1 – 2021 AGM Attendees Register

Record of Attendance at 2021 Annual General Meeting held on
26 May 2021

FIRST	LAST	Member Type	Attended
Adam	Tyson	Member	Online
Adam	Hyland	Professional	Online
Annelise	Sarikas	Student	Online
Barbara	Munce	Life Fellow	Online
Belinda	Hanson Kenny	Professional	Online
Brett	Hyland	Member	Online
Chris	Downs	Fellow	Online
David	Welch	Professional	Online
Deon	Mahoney	Fellow	Online
Jayantha	Sellahewa	Fellow	Online
Julie	Cox	Professional	Online
Kenneth	Buckle	Life Fellow	Online
Martin	Eagle	Fellow	Online
Melinda	Stewart	Staff	Online
Michael	Depalo	Fellow	Online
Peter	Schutz	Fellow	Online
Polly	Burey	Member	Online
Roger	Stanley	Fellow	Online
Sandra	Loader	Professional	Online
Suz	Allen	Professional	Online
Bronwyn	Powell	Member	Online
Harley	Juffs	Retired Fellow	Online
Annette	Votteler	Staff	Online
Fiona	Fleming	Fellow	In - Person
Carilee	Hicks	Member	In - Person
John	Kavangh	Member	In - Person
Duncan	McDonald	Fellow	In - Person
Jackie	Baroni	Fellow	In - Person
Anne	Watson	Fellow	In - Person
Ethan	Cheung	Student	In - Person
Rose	Wang	Student	In - Person
Wali	Aziz	Auditor	In - Person
Clive	Russell	Staff	In - Person
Glen	Wells	Life Fellow	In - Person



Total attendees:

Member Type	#
Life Fellow	3
Retired Fellow	1
Fellow	11
Professional Member	6
Life Member	-
Member	6
Graduate	-
Student	3
Non-Executive Director	-
Auditor	1
AIFST Staff	3
TOTAL	34

DRAFT

Attachment 2

2021 AGM Chair Address – Duncan McDonald

The Year That Was

2020 will be remembered in history as the year the Australian people and our economy, including the food and related industries faced challenges we could never have foreseen.

The COVID-19 pandemic impacted both domestic and international supply chain efficiencies and ultimately the cost and availability of goods and services. It also affected travel, and the way we conducted business, delivered education, and managed our daily lifestyle. This off the back of several years of severe drought and bushfires.

COVID-19 created many challenges but out of challenge comes opportunity.

The Board and Management of AIFST recognized early the urgent necessity to reengineer our strategic priorities and the way we engaged with members and the broader food industry community.

Our plans focused on assuring our Institute's financial base and remodelling our membership engagement programs. This involved transitioning to virtual events for all webinars and our annual convention.

I am pleased to report that despite the enormous challenges of 2020, the team delivered another surplus budget which John Kavanagh will cover off later in the meeting.

We were also highly successful with our virtual convention, drawing on both local and international speakers, with attendees in the order of 420 across the 4 days and entirely run through our virtual office. Throughout the year we also produced and ran a record number of member webinar events with registration numbers exceeding all expectations, up from 1,594 in 2019 to 6,082 in 2020., while our Continuous Professional (CPD) program provided over 120 hours of CPD. Our mentoring program was held again in 2020 and while numbers were slightly down on the previous year, we received positive feedback from participants.

When preparing this report, I reflected upon the universal changes in the way we, as an institute, will conduct business and grow now and into the future. This coupled with our own 2020 membership survey feedback, has highlighted both challenges and opportunities. For example:

- It is evident that public health scientists have gained significant credibility and status in the community for their efforts to address and manage the COVID-19 crisis. We see an opportunity emerging for the professional food scientist and technologist to strengthen our advocacy in the agri-food science and related fields in cooperation with government(s), universities and research institutes, the media, and the food industry.
- As international trade of goods and services continues to be hampered for the foreseeable future, there will be a growing need for our locally based food scientists and technologists to stay at the cutting edge of new developments and to retain this insight throughout their careers. We will strive to ensure our members remain connected with the latest development in science and technology.



- It is expected under the ‘new normal’, that working from home or part-time attendance at the office arrangements will continue for some time. This means that the face-to-face engagement opportunities which have traditionally assisted in career succession planning and job opportunities, are likely to be impacted unless an effective networking channel for the food professional is readily available.

In all these areas, the AIFST has and will continue to play a proactive role for our members whether through the Continuing Professional Development program, Mentoring or through involvement in committees such as the Scientific and Technical Advisory committee (now established) as well as through the networking opportunities provided via the AIFST State branches.

In closing my Chair address, on behalf of the Board and staff of the AIFST I would like to acknowledge and thank our members and all those who volunteer to support the Institute - your contribution is above and beyond your daily professional demands and should not go unrecognised. So, thank you.

We, your Board, are all committed to a strong, relevant, and healthy Institute, an Institute that excites and engages our future Institute leaders and young professionals.

Fiona our CEO, and her team should be commended for efficiently and effectively engaging with members, implementing virtual programs as well as proactively continuing to drive costs down wherever possible. This adaptation to the conditions of the COVID-19 lock downs and constraints of the “new normal”, whether it be through working away from the office, conducting our virtual convention, or providing crucially relevant information for the Board to make decisions has resulted in a very solid year for our Institute.

I would also like to sincerely thank both our outgoing President and Chair Peter Schutz OAM who retired in 2020 after 6 years of service, and our non-executive Director Dr Chris Downs after his 4 and a half years of service, for their significant and tenacious input and expertise during their terms on the Board.

The Board and I are looking to the future, a vibrant and strong AIFST is contingent on the support and engagement of its members. I encourage all members to be involved in our programs and contribute your suggestions for our future. We are keen to hear your ideas on improvements and opportunities for our institute members to ‘grow, learn, connect and champion’ so please reach out to myself or Fiona. We are only too happy to talk to any member of our AIFST.

Thank you.

Date: 26 May 2021