

Chair	Duncan McDonald
Board Members	Suz Allen, Julie Cox, Bronwyn Powell, John Kavanagh, Sandra Loader, Deon Mahoney.
Company Secretary	Fiona Fleming
Auditor:	Wali Aziz – Walker Wayland
In Attendance	See Appendix 1 – Attendance Register 2022
Apologies	Stewart Eddie, Brigitte Cox, Alan Mortimer, Kim Tonnet.

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 2022 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 the AIFST staff present at the meeting:

- Clive Russell – Business Development Manager
- Carilee Hicks – Membership and Administration Manager
- Annette Votteler – Finance Manager
- Melinda Stewart – Technical Information Specialist
- The Chair introduced nominated Non-Executive Director Dr. Michael Depalo and noted that he (Duncan) is also a nominated Director for 2022.
- The Chair formally acknowledged apologies received prior to the meeting:
 - Stewart Eddie, Brigitte Cox, Alan Mortimer, Kim Tonnet.
- The attendance is in accordance with the register, which has been completed as members and guests entered the meeting in person or virtually.



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. 2021 AGM MINUTES

- Confirmation of Minutes of 2021 Annual General Meeting.
 - The minutes of the meeting held on 26 May 2021 were accepted as a true and correct record.
- There were no questions from the floor or online in relation to the 2021 AGM minutes.

4. CHAIR'S ADDRESS

- The Chair provided a formal address to members on the outcomes of 2021. 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 non-executive Sandra Loader after her 3 years of service.
- The CEO opened the meeting for questions and discussion.
- A question was raised by a member as follows: *'what your plan or practical solution as a member for food science graduates from overseas who are looking for a job and need local practical experience. For overseas graduates, they are required to have local experience to secure employment'*. Member is looking for support to assist in securing a role in the food industry in Australia.
 - The Chair thanked the member for her question.
 - The CEO advised that there are a number of opportunities within AIFST for support – getting involved in the Branch committee, mentoring program and taking opportunities to build a network.

5. 2021 FINANCIAL REPORT

- The 2021 Financial Statements & Reports for the period between 1 January 2021 and 31 December 2021 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 2021 Financial Report which had been circulated to members with the AGM documentation.
- Mr Kavanagh noted the following points:
 - The 2021 year showed a strong financial result - \$115, 219. Noted this was better than the budgeted profit for the year.
 - Noted there was an error in the 2020 financial statement which has been corrected.
 - Members funds have increased with strong improvements each year.
 - Auditors have been able to give a stronger audit report for 2021.
 - Cash balance is strong but noted it is stated at a point in time.
 - Strong growth in membership income for 2021.
 - Budget for 2022 is conservative following the COVID years.



- Mr Kavanagh thanked the members of the Finance, Audit and Risk Committee, and Annette Votteler (AIFST Finance Manager).
- Mr Kavanagh commented on the funds received by AIFST through the COVID support funding and noted this support was intended to assist organisations to continue to support members and staff. Noted the AIFST has undertaken activities to support members during COVID.
- 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.
- 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 has identified the following skills as being required to strengthen the organisation and complement the existing board skills:
 - General Board, CEO, or management experience. Preference will be given to applicants with experience in a small to medium sized membership-based organisations.
 - Government policy and engagement experience desirable.
 - Board Chair experience would be highly desirable.
- Ms Sandra Loader and Mr Duncan McDonald offered themselves for re-election along with several applications.
- The Selection Committee reviewed the applications and CVs of all applicants and determined a short-list of four candidates to be interviewed. The Selection Committee interviewed the four short-listed candidates and recommended to the board that Dr. Michael Depalo, Ms. Sandra Loader, and Mr. Duncan McDonald be nominated for appointment as directors of AIFST.
- A ballot of members was conducted in April to select two candidates for the two positions available on the board. Mr. Duncan McDonald and Dr. Michael Depalo were subsequently selected by the ballot of members for appointment to the role of non-executive director of the company.
- The Board was pleased to propose two directors to AIFST members at the 2022 AGM, to fill the vacancies. The nominees are Dr Michael Depalo and Mr Duncan McDonald, who are outstanding candidates bringing a wealth of expertise to the Institute and the board believes they would each make a significant contribution to the collective skill set of the board.



- 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 2022 AGM.

The results were:

RESOLUTION	VOTE			RESULT
	FOR	AGAINST	ABSTAIN	
1. Appointment of Duncan McDonald as a Non-Executive Director for a 3-year term.	27	2	0	Passed
2. Appointment of Michael Depalo as a Non-Executive Director for a 3-year term.	29	0	0	Passed

2022 AGM – DECLARATION OF RESULTS

The Chair thanked and acknowledged Sandra Loader for her 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 in person and via the video link and declared the 2022 AGM closed.

The meeting closed at 6.30pm.

Confirmed as a correct record.

Chairman

25/05/2023

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Attachment 1 – 2022 AGM Attendees Register

Record of Attendance at 2022 Annual General Meeting held on
25 May 2022

FIRST	LAST	MEMBER Type	Attended
Jacqueline	Baroni	Fellow	In Person
Michael	Depalo	Fellow	In Person
Annesley	Watson	Fellow	In Person
Duncan	Mcdonald	Fellow	In Person
Fiona	Fleming	Fellow	In Person
Gary	Kennedy	Fellow	In Person
Chris	Downs	Fellow	Online
Deon	Mahoney	Fellow	Online
Martin	Eagle	Fellow	Online
Vicky	Solah	Life	Online
Stuart	Clark	Member	In Person
John	Kavanagh	Member	In Person
Clive	Russell	Member	In Person
Carilee	Hicks	Member	In Person
Bronwyn	Powell	Member	In Person
Thomas	Henriksen	Member	Online
Suzanne	Allen	Professional	In Person
Kim	Jorgensen	Professional	Online
Mark	Fitzroy	Professional	Online
Asieh	Habibi	Student	In Person
Abdul-Rasaq	Adebowale	Member	Online
Adam	Tyson	Member	Online
Annette	Votteler	AIFST Finance Manager	Online
Barbara	Munce	Fellow	Online
David	Welch	Professional	Online
Derrick	D'Souza	Student	Online
Elizabeth	Frankish	Fellow	Online
Harley	Juffs	Retired Fellow	Online
Ian	Jenson	Fellow	Online
Janet	Paterson	Retired Fellow	Online
Janette	Hughes	Member	Online
Jayantha	Sellahewa	Fellow	Online
John	Schwab	Retired Fellow	Online
Julie	Cox	Professional	Online
Justin	Whitely	Fellow	Online
Ken	Buckle	Retired Fellow	Online
Melinda	Stewart	Member	Online



FIRST	LAST	MEMBER Type	Attended
Nenad	Naumovski	Professional	Online
Olufunke	Owoseni	Student	Online
Rahul	Koneru	Student	Online
Sandra	Loader	Professional	Online
Shahnaz	Mansouri	Member	Online
Uta	Gasanov	Professional	Online
Wali	Aziz	Auditor	Online

Total attendees:

Member Type	#
Life Fellow	1
Retired Fellow	4
Fellow	14
Professional Member	8
Life Member	-
Member	11
Graduate	-
Student	4
Non-Executive Director	-
Auditor	1
AIFST Staff	1
TOTAL	44

Attachment 2

2022 AGM Chair Address – Duncan McDonald

‘Another’ Year That Was

Last year I opened my address by saying ‘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’. Well, 2021 was much the same ...but with a twist as the pressures of economic recovery and the drive towards some form of normality reappeared.

The Omicron pandemic continues to impact on both domestic and international supply chain efficiencies and despite intense scrutiny to manage cost pressures along the entire supply chain we are seeing the unsettling impact now in our retail store consumer product prices and availability. Whilst freedom to attend face to face events and places of work has relaxed, the way we conducted business, delivered education, and managed our daily lifestyle is continuing to evolve. This off the back of several years of severe drought, bushfires and more recently floods triggering increase social responsible awareness about the environment.

Omicron has triggered many challenges but out of those challenge have come opportunity.

The Board and Management of AIFST remained committed this year to fulfilling our core strategic priorities of ‘refreshing’ the AIFST via our pillars GROW, LEARN, CONNECT and CHAMPION and the way we engaged with members and the broader food science community.

A key part remained on protecting our Institute’s financial base and conducting multiple activities and programs across Australia, targeting all sectors of our membership base, and attracting new members and income from other participants. This involved virtual events for all webinars and our annual convention, continuing to strengthen our special interest group platforms and membership, mentoring programs and school programs and greater involvement through our state branches. As well as conducting membership surveys to identify how we are tracking.

I am pleased to report that in 2021, the team delivered another surplus budget of \$115,219 which John Kavanagh our Finance, Audit and Risk Committee Chair will elaborate later in the meeting.

We were also highly successful with our world class virtual convention, drawing on both local and international speakers, with 299 attendees 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 6082 in 2020 to 7,627 in 2021., while our Continuous Professional Development (CPD) program provided over 76 hours of CPD. And our mentoring program grew to 88 participants. Furthermore, our membership grew from 1311 in 2020 to 1422 in 2021...excellent results!

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 2021 membership survey feedback, has highlighted both challenges and opportunities.

For example:

*Throughout the Omicron crisis, public health scientists have featured heavily attracting recognition and credibility in the community. An opportunity is emerging for the professional food scientist and technologist to elevate our advocacy role in the agri-food science and related fields in cooperation with government(s), universities and research institutes, the media, and the food industry.

* International trade of goods and services will continue to be impacted for the foreseeable future. There will be a growing pressure on local manufacturing solutions, multitier cooperation, supported by locally based scientists and technologists. Couple this with the increasing pressure on finding sustainable, environmentally attractive activities to support increasing social awareness and concerns. We will strive to ensure our members remain connected with the latest development in value added manufacturing, science, and technology, particularly as it relates to waste management, responsible manufacturing practices and the environment.

* It is expected under the 'new normal', that there will be no universal arrangement between working from home, part-time or full-time attendance at places of work. This means that the face-to-face engagement opportunities which have traditionally assisted in career succession planning and job opportunities will 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 unite food industry professionals in the science of feeding our future by supporting our members whether through the Schools and Mentoring program or through involvement in our growing number of Special Interest Groups, committees such as our newly formed Scientific and Technical Advisory committee and our Membership Engagement and Development Committee as well as through the networking opportunities provided via the AIFST State branches and by bringing on board an Education Service Manager to support our Continuous Professional Development (CPD) program. We are also aiming to conduct annual surveys of members and recently incorporated lapsed members and non-members to seek relevance and identify opportunities.

In closing my Chair address and as the president of the AIFST, I am proud to be leading the professional institute that I have belonged to since 1980.

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 agri science leaders and young professionals. I must add that our Board members are all volunteers and give of their time and expertise freely and without any form of financial recompense.

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 Omicron 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 our non-executive Director Sandra Loader after her 3 years of service, which included chairing our Nomination and Remuneration Committee and assisting in our strategic planning process amongst other supportive activities during her term 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: 25 May 2022

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