



MINUTES of the 2024 Annual General Meeting of Tertiary Education Facilities Management Association

The TEFMA Annual General Meeting was held online between 2-3 September 2024, Institutional Members logged in to view and accept papers by **1pm AEST 3 September 2024**.

1 PRESENT AND APOLOGIES 2024 AGM (ONLINE)

It was confirmed that a quorum of Institutional Members logged in online to the AGM over the specified period.

Institutional Members present were as follows:

Institution	Representative	Proxy¹
Auckland University of Technology	David Curry	
Charles Sturt University	Steve Mitsch	
Curtin University	Brooke Wilberforce	
Flinders University	Shane Jennings	
James Cook University	Joseph Kavanagh	
Notre Dame University Australia	Steven Dickson	
RMIT University	Nicole Eaton	
University of Canberra	Simon Briggs	
University of South Australia	Phil Clatworth	
University of the Sunshine Coast	Andrew Ryan	
University of Wollongong	Kathleen Packer	
Western Sydney University	Bill Parasiris	Anthony Attard

Apologies received were as follows:

Institution	Representative	Proxy¹
Western Sydney University	Bill Parasiris	Anthony Attard

The President, Kathleen Packer chaired the meeting.

2 MINUTES OF THE PREVIOUS AGM

2.1 CONFIRMATION

Motion: That the minutes of the previous AGM 4-5 September 2023, as circulated is accepted.

Proposed: Kathleen Packer

Carried: 11 Agreed. 1 Abstained.

2.2 BUSINESS ARISING

Nil

3 FINANCIAL REPORT AND BALANCE SHEET

¹ In accordance with the Constitution and By-laws of TEFMA, financial Institutional Members are entitled to exercise a vote. The Institutional Representative may appoint a proxy, who must be a financial Associate Member within the same Member Institution, to cast the vote.

Audited Financial Statements for the year ending 30 June 2024 were attached to the AGM Agenda. This report included:

- Committee's Report
- Statement of Financial Position;
- Statement of Comprehensive Income;
- Statement of Changes in Equity;
- Cash Flow Statement;
- Notes to the Financial Statements;
- Statement by Members of the Committee;
- Independent Audit Reports to members;
- Auditor's Disclaimer;
- Income and Expenditure Statement

Motion: That the Financial Statement for period to 30 June 2024 be accepted

Proposed: Hilary Kavanagh

Carried: 1 Agreed

5. APPOINTMENTS

Following a call for nominations the following Directors were elected to the TEFMA Board:

Simon Briggs, University of Canberra
Nicole Eaton, RMIT University
Danika Head, Southern Cross University
Danielle Rostan-Herbert, University of Melbourne
Sam Wishart, LaTrobe University

Congratulations were extended to all elected Directors and thanks to those Directors and office bearers that were concluding their term.

6. GENERAL BUSINESS

- 6.1 TEFMA thanks Kathleen Packer and Hilary Kavanagh for their contributions and efforts during their tenure on the Board.
- 6.4 Thank you to all Board Members, Committee Members, Corporate / Business Partners and Sponsors, Executive Officer and the Secretariat for their contributions and efforts over the previous year.

Meeting Closed at 1.00pm AEST 3 September 2024

Minutes approved by 2024 President and Secretary/Treasurer:

Kathleen Packer

xx, Secretary/Treasurer