

Annual General Meeting – Meeting Minutes

Meeting Details			
Meeting Purpose:	2 nd Annual General Meeting (AGM) of the Region	Meeting No.	2
Time:	6 pm		
Date:	17 th November 2016		
Location:	Beca Office at Level 04, 5 Queens Road, Melbourne, VIC 3004		
Chair:	Darren Mc Donnell		
Attendees:	As attached		
Apologies:	Anthony McTigue, Eric Kelly, Cathal O'Loughlin, Aoibhin Flanagan, Ivan Holloway, Colin Caprani		
Distribution:	Attendees Plus; Engineers Ireland, Director General – Caroline Spillane WA Representative – Peter Whaley SA Representative – Alan Greaney TAS Representative – TBC Customer Service Officer - Mairin Ni Aonghusa Sector Support Executive - Sinead Quinn Philips	ACT Representative – TBC NSW Representative – Paul Rogers QLD Representative – Conor Kelly AUK Representative – TBC Wellington Representative – TBC Chair of Finance Committee - Murt Coleman Membership Director and Registrar - Damien Owens	
Attachments:	Chairperson Report Treasurer Report Secretary Report Attendance sheet		
Dial in-details:	Conference ID: 263672 Auckland: +64(9) 301 3793 Australia: +64(2) 8216 4650, +64(3) 9944 1600, +61(7) 3733 0650, +64(8) 812 02908		

No.	Agenda Item	Who	Action
1	Welcome and apologies	DMCD	N/A
2	Minutes of the previous AGM meeting – Accepted and seconded –CDOW	DMCD	N/A
3	Matters arising out of the previous meeting – Accepted and seconded - CDOW	DMCD	N/A

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4	Chairperson report - As issued/attached	DMCD	N/A
5	Treasurer report - As issued/attached	OK	N/A
6	Secretary report - As issued/attached	CD	N/A
7	Gender diversity – Dervilla Mitchell (Arups) presentation was a success, one event a year to held within the region dedicated to women in engineering	DMcD	N/A
8	Incorporated Association update – currently being reviewed by HQ	DMcD	N/A
9	<p>Election of Office Bearers and Ordinary Committee members for 2016/17</p> <p>A committee of between 8 and 12 members will be elected. The committee will elect the office bearers by simple majority not less than 10 days following the AGM.</p> <p>10 nominations put forward during meeting:</p> <ul style="list-style-type: none"> -Ivan Holloway -Joe Walsh -Colin Dowdall -Darren McDonnell -Ollie Kelly -Mick Mongan -Luke Naughton -Antoinette Walshe -Paul Rogers -Kevin Donnelly -Darren Browne <p><i>Post meeting note:</i></p> <ul style="list-style-type: none"> Chair – Darren McDonnell Vice Chair – Darren Browne Treasurer – Paul Rogers Secretary – Colin Dowdall Diversity Champion – Mick Mongan Region Coordinator – OPEN Events Manager – Antoinette Walshe Public Relations Officer - OPEN Member – Joe Walsh 		

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	Member – Ivan Holloway Member – Luke Naughton Member – Kevin Donnelly Member – Ollie Kelly
10	General AGM Business -Committee meeting every second month, committee meetings to be locked in 6 months in advance -Noting CPD access on the engineers Ireland website, CPD tracking mandatory from Jan 2017 onwards -Newsletter to be prepared noting future events -Possible events to be tabled at the next committee meeting for 2017 -Engineers Ireland to set up “Meet up” group – Darren Browne
11	New AGM Business – N/A
12	Next Meeting (AGM) – October 19 th 2017 – Location TBA
13	Meeting Close – 8 pm

Engineers Ireland, Australia and New Zealand Region – Chair Report 2016

Our first full year as a Region, doesn't time fly!

As Chair, it's been heartening to see the enthusiasm with which members have embraced the idea of having our own Region in the Antipodes. This has been demonstrated through the amount of events members have organised and the numbers attending meetings and events. We also had one of our events nominated for consideration in this year's Engineers Ireland Awards.

I'd like to thank our committee members for their contributions this year and to the office bearers for their work in keeping the Region moving. My thanks also to the support we've had from HQ especially Máirín and Snéad in Sector Support and the assistance of the IACC in Melbourne.

Two wider points of interest concerning Irish engineers in Australia; Certainly in Victoria, and indications from other states are that, engineering work is picking up and people are getting busier. This is without doubt a good thing however we have to be mindful of the increased pressure on members valuable time and why we appreciate all the more peoples commitment to our Region.

Secondly, there are definitely less Irish engineers around! If you take this year's committee members alone, 3 have either gone home or are returning shortly. In our wider group in Melbourne there are at least half a dozen in the same position. If this is reflective of the general situation, it would appear that approximately one third of Irish engineers in Australia and New Zealand are heading back home, taking advantage of the better economic conditions at home.

While these trends are good, it does mean less Irish engineers here, and busier ones at that - I guess we'll have to struggle on in our shirt sleeves in the warm summer conditions with only trips to the beach, barbecues and stunning scenery to console us!

Finally, my thanks goes to you, for your support and active participation and we'll aim for another full calendar of events in 2017!

Engineers Ireland Australia / New Zealand Region

Treasurer's Report for the AGM on 17 November 2016

1. Income / Expenditure Statement

The income / expenditure statement for the Region for the last financial year from 1 July 2015 to 30 June 2016 is attached. The main items of note for the subject period are as follows:

- ☐ Expenses amounted to \$16,848.47.
- ☐ Revenues generated through events have amounted to \$1,232.00.
- ☐ The total out-goings have amounted to \$15,616.47.
- ☐ The out-goings have been paid for by an Engineer Ireland Development Fund Grant.

2. Development Fund Grant

- ☐ The Region was granted €15,000.00 (circa AUD \$22,500.00) from Engineer Ireland development fund.
- ☐ The Region is not yet an incorporated association and therefore cannot open a bank account. For the time being the Region holds a credit card registered with an Engineer Ireland bank account in Ireland in order to directly pay for expenses.
- ☐ It is intended that an Australian bank account will be opened once the Region becomes an incorporated association.

3. Budget

- ☐ The draft budget for the coming financial year (1 July 2016 to 30 June 2017) is attached.
- ☐ The forecast for total out-goings for the Region is \$26,200.00. This represents an increase of \$10,583.53 on the out-goings for the last financial year. The increased out-goings were forecast for the following reasons:
 - We have made an allowance of \$3,000.00 for legal fees associated with the Region becoming an incorporated entity. This was originally intended to occur in last

financial year but for various concerns has not yet occurred. Therefore we have carried forward this projected expense into this financial year.

- In the past financial year our activities have mainly centred on Melbourne, and we are gaining good traction within Victoria as a result. However we have had only smaller (and fewer) events elsewhere. We will need to invest in the other population centres in order to establish a core group of participant / volunteers in order to try to replicate the success that we have had in Melbourne. That means financing technical and social gatherings.
- Committee members in Melbourne, and other representatives, will need to travel to other population centres in order to meet / support / assist the volunteers across the region. Face to face meetings are essential in order to succeed. Last year the Region did not have to pay for any such trips.
- We are purely a volunteer organisation. Invariably we need to pay for external support at times in order to progress our agenda. It is generally not possible for us to anticipate the exact nature of such expenditure when setting a budget, but we do require a contingency for it.
- We have been very fortunate that a number of firms have supported us and have been very generous in allowing us to use their facilities. This has substantially reduced the costs of running the Region. However there will invariably be times when we will need to hire facilities. Without knowing what our calendar of events is going to be in each of the population centres when setting a budget, it is not to precisely allocate a cost towards it, but we do require a contingency.

Ⓜ However the income/ expenditure statement for the period from 1 July 2016 to 15 November 2016 (attached) shows total out-goings \$2,168.89. Therefore we are currently tracking substantially behind budget.

Engineers Ireland Australia / New Zealand Region

Expense/ Income Statement from 1 July 2015 to 30 June 2016

Date	Description	Amount
<u>Expenses</u>		
30/07/2015	Refreshments after July committee meeting	302.00
24/08/2015	Sample Polo tops and caps	129.50
08/09/2015	Sample Polo tops and caps	90.50
17/09/2015	Members catch-up in Sydney (At 50% of invoice as there were non-engineers in attendance)	138.00
24/09/2015	Sept committee meeting	94.00
24/09/2015	Refreshments after Sept committee meeting	401.90
27/10/2015	Carlton Brewery Event Deposit	700.00
29/10/2015	Refreshments for Melbourne Tech Presentation	112.70
26/11/2015	Refreshments for Sydney Meeting	172.91
27/11/2015	Carlton Brewery Event Balance Payment	1,400.00
30/11/2015	Refreshments for meeting in Wellington NZ	150.45
05/01/2016	Promotional caps	35.20
13/01/2016	Irish Australian Chamber of Commerce [Tax Invoice 00020273]	
	- Corporate Membership 2016	3,000.00
	- St Patrick's Day Event - 3 tables x 10no. Seats	5,250.00
	- Support services for Engineers Ireland events held in 2015	1,650.00
04/02/2016	Refreshments after Melbourne Airport technical meeting	78.50
31/03/2016	IACC Inv 0020286 - Room hire at Crown for morning of St Patrick's Day event	1,537.23
25/04/2016	Thank you card for Speaker (Dervilla Mitchell) at Women in Leadership presentation 26 Apr 2016	6.99
	Gift for Speaker (Dervilla Mitchell) at presentation 26 Apr 2016	39.50
26/04/2016	ARUP Inv 48113 - Catering for Women Leadership Seminar at ARUP offices.	1,164.50
05/05/2016	Gifts for speakers at Melbourne PCP technical tour	60.00
05/05/2016	Refreshments for attendees after technical tour 5 May 2016	281.30
23/06/2016	Refreshments for tech presentation and committee meeting on 23 June 2016	53.29
	Sub-Total	-16,848.47
<u>Income</u>		
27/11/2015	Carlton Brewery Event	1,232.00
	Sub-Total	1,232.00
Out-goings for Financial Year to Date		AUD <u>-\$15,616.47</u>

Conversion to Euro at assumed rate of AUD \$1.00 = €0.70	-€10,931.53
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Engineers Ireland, Australia and New Zealand Region
Draft Budget 1 July 2016 to 30 June 2017

Activity	Estimate \$	Number (event/ person)	
Administration of Region			
Committee meetings - 6 per annum (Space hire, snacks, refreshments, etc.)	200	6	1,200
Sundry domestic travel costs [assume 4 return trips from Melbourne to other Regional Centres]	400	4	1,600
Costs associated with setting up an incorporated entity (legal, technical, etc)	3,000	1	3,000
Promotional Material	500	1	500
Partnership with the Irish Australian Chamber of Commerce [IACC]			
Corporate Membership - 01 Jan 2017 to 31 Dec 2017	3,150	1	3,150
IACC support services for Engineers Ireland events	2,000	1	2,000
St. Patrick's Day Event - 3 tables x 10 no. Seats	1,850	3	5,550
Melbourne Activities - 1 Jul 2016 to 30 Jun 2017			
Technical Presentations & Industrial Tours - 8no. per annum [Space hire, snacks, refreshments, etc.]	250	8	2,000
Social Event 1 (e.g. golf, Spring Racing Carnival) [members subsidised, non members at cost]	50	12	600
Social Event 1 (e.g. golf, Spring Racing Carnival) [members subsidised, non members at cost]	50	12	600
Christmas Event [members subsidised, non members at cost]	50	20	1,000
Support for Engineer Ireland Events in other Population Centres in Region			
Sydney	500	2	1,000
Brisbane	500	2	1,000
Adelaide	500	2	1,000
Perth	500	2	1,000
Wellington	500	2	1,000
Estimated total in AUS\$			26,200
Estimated total in Euro \$ (\$1 =70 euro c)			17,554

Engineers Ireland Australia / New Zealand Region

Expense/ Income Statement from 1 July 2016 to 15 November 2016

Date	Description	Amount
<u>Expenses</u>		
08/08/2016	Dan Murphy's order ref: 47197875. Door Prize for IACCInfrastructure Lunch on 19 August 2016 (Teeling 15 yr. singlemat)	166.89
17/08/2016	Eastern Press INV 43442 :Engineers Ireland Banners	682.00
22/08/2016	IACC INV_3970: IACCInfrastructure	1,320.00
	Sub-Total	-2,168.89
<u>Income</u>		
	Sub-Total	0.00
Out-goings for Financial Year to Date		AUD <u>-\$2,168.89</u>
Conversion to Euro at assumed rate of AUD \$1.00 = €0.70		<u>-€1,518.22</u>

Engineers Ireland Australia / New Zealand Region

Secretary Report of AGM, 17 November 2016.

The Secretary's reports the following:

Administration

- 2015/2016 was a high activity year within the region with many interesting and informative visits such as the Melbourne Airport, Melbourne Port Capacity Project and Monash University Civil Department Visit. The committee completed a set of draft model rules (currently under review with Dublin in relation to Engineers Ireland bye-laws, and Code of Ethics), once approved by Dublin will be submitted to Victoria Consumer Affairs to become an incorporated association. Your treasurer (Oliver Kelly) reviewed the region's financial year, in order that year-end reporting will more accurately reflect the regions' financial position.
Your Committee is supported by a number of officer bearers and by many individual members, and I would like to thank you all for your efforts over the past year, with a special mention to Barry, Fergal and Lisa of the Irish Australian Chamber of Commerce for their continued support.
- Furthermore a special mention must be noted to colleagues back in Dublin: Caroline Spilane, Damien Owens, Murt Coleman, Denis McCarthy, John Byrne, Sinead Quinn-Phillips, Mairin Ni Aonghusa and many more for their grit and determination to see the region succeed.

Membership

228 members are currently assigned to the Australia/New Zealand region (Principal Region). This means we have a postal address for them in the region and 334 members have ticked Australia/New Zealand as a regional branch of interest (Table 1). This effectively affiliates them to the region and they receive email alerts for events. It should be noted that members may affiliate themselves to any number of regional branches but can only have one principal one (i.e. where we have a postal address for them).

We can assume that some of those with other principal regions may well be living in working in Australia / New Zealand but maintaining their Irish address for correspondence. Others may simply have an interest in what is going on in the region.

Principal region of those affiliated to the Australia/New Zealand region

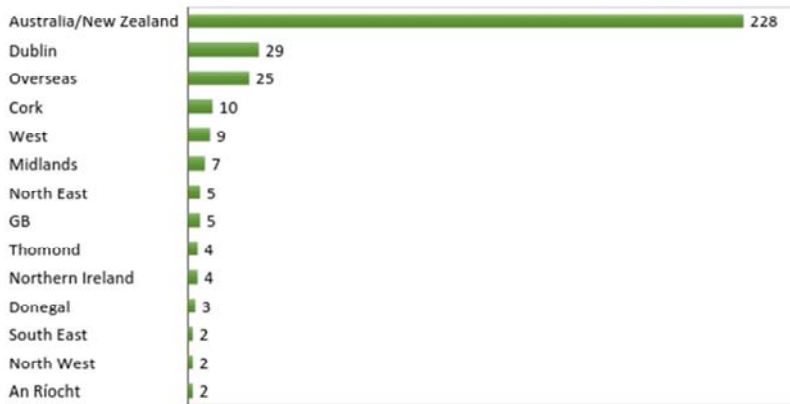


Table 1.

Table 2 shows the gender balance of both groups.

Table 2:

By Gender

Male Female

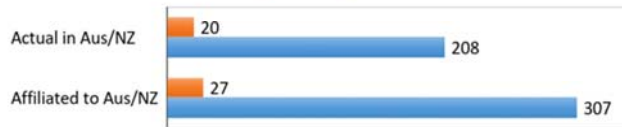


Table 3:

Age profile

Affiliated to Aus/NZ Actual in Aus/NZ

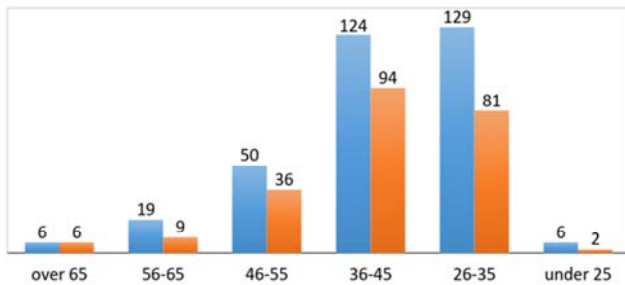
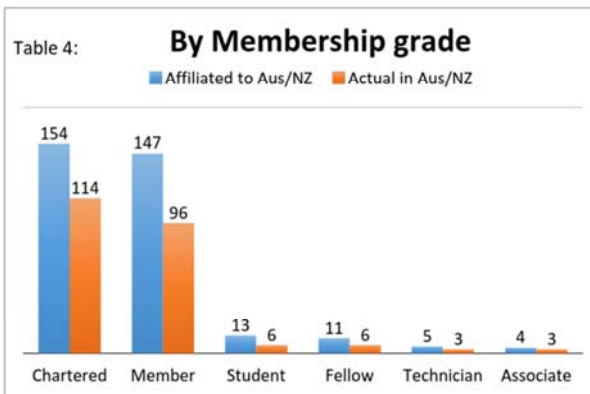


Table 3 gives the breakdown of both groups by age.

Table 4 gives a breakdown by grade of membership of Engineers Ireland of both groups Australia and new zealand



Tables 5 and 6 below give a breakdown by Engineering division and Engineering Society for members whose primary division is Australia/ New Zealand.

These classifications are selected by the member themselves and they can, and frequently do, assign themselves to multiple groups.

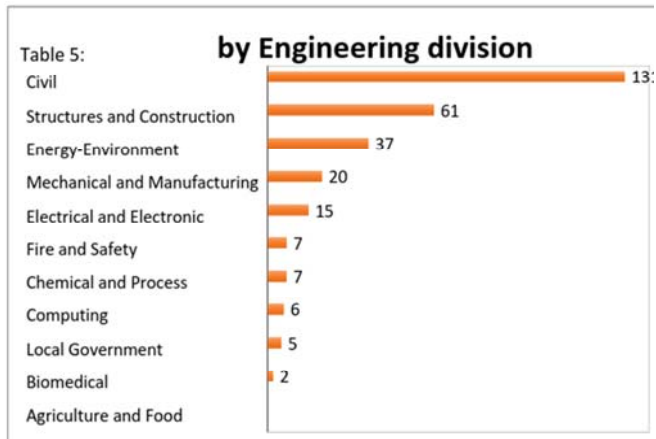
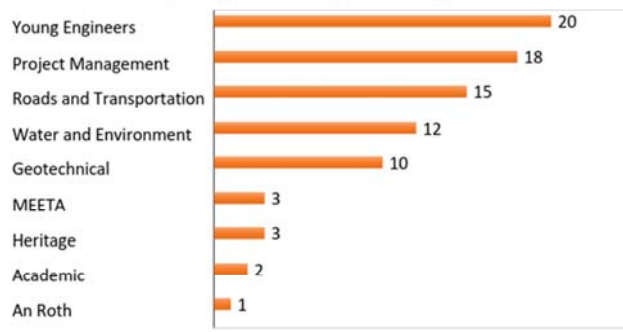


Table 6: **by Engineering society**


Other initiatives

- Successful IACC & Patrick Day Lunch with the Daniel Mulino (Victorian Parliamentary Secretary), Donal Minock (Transport Infrastructure Ireland), Murt Coleman (Engineers Ireland) all carrying out a morning presentations to 30+ members.
- Successful appointment of four state representatives (Peter Whaley (WA) and Conor Kelly (QLD) Alan Greaney (SA) Paul Rogers (NSW)), with ten IACC memberships being distributed to region members in other states also.
- Xmas Drinks across the Antipodes held.
- Skype interview template being organized with Dublin to obtain Chartered Status; in order for interviews to be conducted in the region there is a series of training to be undertaken both online and also with a member of the Engineers Ireland membership team. We would need to assemble a panel of 40-50 interviewers (volunteers) to cater for a diverse range of disciplines to ensure that all applicants would be accommodated. Both applicants and panels would also need to be geographically accessible. We also require interviewers to be a Chartered Engineer with us for five or more years. The introduction of video interview option, which we hoped would help our members who would have difficulty in getting back to Ireland. However Dublin is starting the process of interview training in the GB region so we would need to see how that works out before Dublin attempts to extend to our region. At the moment the video/skype option will be the only option for the foreseeable future for our members of the region.

Finally

- Looking forward to another challenging and rewarding year with the continuing support of the members. For my part, I have been fortunate to have been a member of this committee and thank them for their encouragement and guidance during the past year.

Colin Dowdall
Secretary