



**ANNUAL GENERAL MEETING OF
AUSTRALIAN INSTITUTE OF PROJECT MANAGEMENT
HELD ON 28 NOVEMBER 2019 AT 4.30 PM (ACDT)
AT THE ADELAIDE CONVENTION CENTRE, RIVERBANK ROOM 1
NORTH TERRACE, ADELAIDE, SA**

ATTENDEES: 23 AIPM Members attended in person - refer register at **Attachment 1**.
23 AIPM Members attended via webinar - refer online attendee report at **Attachment 2**.

APOLOGIES: Michael Young
Lynette Pinder

1. OPENING AND WELCOME

The Chair, Mr Michael King, opened the meeting at 4.30 pm and issued a cordial welcome to members present. Karen Hughes, SA Chapter Councillor, was invited to perform the Acknowledgement of Country.

2. ATTENDEES

Refer **Attachment 1** and **Attachment 2**.

3. ADMINISTRATION

3.1 Quorum & Notice of Meeting

The Company Secretary for the meeting, Mr David Chahrozian, confirmed that the required quorum of thirty (30) current members had been satisfied.

Tabled at the meeting was the Notice of Annual General Meeting distributed to members prior to the meeting, as required by the AIPM Constitution and this was taken as having been read by those present.

3.2 Minutes of Previous Meeting

Minutes of the previous AIPM Annual General Meeting of members held on 28 November 2018 were approved by the Board and have been on the AIPM website since February 2019.

4. REPORTS TO MEMBERS

4.1 Chair's Report on behalf of the Board

The Chair made an opening statement on behalf of the Board regarding the role of the Board and in his report highlighted significant developments over the previous 12 months, including:

- Investing in organisational strategy;
- Creation of new products and services;
- Investment in improved member engagement software;
- Halting the rate of decline in overall membership;
- Success of the National Conference 2019; and
- Importance of member and organisational partners to AIPM.

4.2 CFO's Report on Financial Results

The Chair then handed over to Mr David Chahrozian, CFO, to address the 2019 Financial Report. Mr Chahrozian highlighted the following:

- Membership numbers showed signs of stabilisation in 2019;
- FY20 year to date membership ahead of budget and year to date FY19;
- Cash at 30 June 2019 increased by 23% compared to prior year;
- Total revenue from operating activities increased 1% compared to the previous year;
- Revenue from operating activities per FTE for the year increased by 6% compared to the prior year;
- Despite significant investment in the organisation and the improvement in revenue compared to the previous year, the final result was a deficit of \$217,251 due to a large one off payout to a senior manager; and
- Total members' funds at year end was in the negative and consequently there is no income tax payable for the 2019 year.

4.3 CEO's Comments on future directions

The Chair then handed over to Ms Elizabeth Foley, CEO, to make comments on AIPM's future direction. Ms Foley noted the following:

- Focus on ensuring project management is a key enabler of sustainable economic and social outcomes for Australia;
- Expanding Communities of Practice to an online forum in 2020;
- Project delivery templates available on AIPM's website;
- AIPM's quarterly digital magazine, Paradigm Shift;
- Increasing alliance with the UK Association for Project Management (APM) to develop a straightforward pathway to the new Chartered Status;
- Increased emphasis on building advocacy platform including championing issues that impede gender diversity, flexible work arrangements including affordable childcare and psychological safety in the workplace;
- Focus on building efficiencies in the business and reducing our tax liabilities and apply for payroll tax exemption;
- Discontinue being a certifying body for IPMA;
- Organisational restructure to reduce salaries; and
- Developing a new Strategic Plan for 2020 to 2023.

4.4 Questions to Directors - from Members formally requested in the AGM Notice prior to the meeting

The Chair noted that, as requested in the Notice to the Meeting, a number of members had provided questions prior to the meeting.

The Chair walked through the questions and their responses as follows:

1. ***What action is the Board taking to address the issue of Project Management recognition in Australia? (From Doug Wheeler)***
2. ***Is the Board seeking to establish Project and Programme Management as a profession in its own right? (From Lanre Adebayo)***

If this was an easy task, it would have been done by now. But it isn't. But it is still a priority for us.

We have been doing a number of things over the past 12-18 months:

- We supported a Sydney University led submission to the ABS to have Project Management listed in its employment categories, so we could start to have it measured;
- We have made submissions to the NSW Government around certification of project managers in its review of construction regulation; and
- We have had the pathway to gaining Chartered Status for our certified members established through our affiliations with APM in the UK.

As Elizabeth Foley mentioned, we will be building up our advocacy efforts in 2020, of which this will form a major component.

3. Questions on Diversity

We had a number of questions on performance diversity, particularly gender diversity of our membership, performance against targets, and the Board Generally Elected Directors process.

Taking the Generally Elected Board positions first.

As you know, over the past 3 years or so, we have transitioned from a Board made up of the Presidents of all the Chapters, to having a mix of Independent, Congress Elected and Generally Elected Board members. A major part of the change you may not be aware of is the shift from being an operational board to a strategy and governance board. This requires a certain skill mix, which is why we have introduced the requirements for the various categories of board members.

The Board was very disappointed not to receive any female nominations. We have 22% female membership, which is 2% up on last year, but only just over 8% of members are female and have over 5 years' experience. I have asked the Governance, Ethics & Diversity Committee to review this requirement for next year, to increase the eligible pool of women.

With Connie Beck coming on as a Congress Elected Director, with Elena Zagorenko and Lynette Pinder, we have 3 female directors out of 8, which is more than the 30% recommended by the AICD.

But we will endeavour to do better next year.

In terms of the level of gender diversity of the membership. This is in large part driven by the industries that are more project management based being primarily male employers.

Australia has what is known as 'Horizontal segregation' issues. That is the extent to which men and women are employed in different industries. Unfortunately, industries that are project-based like construction are male dominated. So, with a strong representation from construction, defence, power/water and gas, actually

having 22% female members is in fact punching above our weight. This was also described in the latest International Journal of Project Management, in a paper published from QUT.

Expanding female membership is going to be covered in part by our push to have project management taken up by more industries, like health and legal services. We are also looking at:

- Developing a specific gender diversity advocacy platform for International Women's Day; and
- Introducing a fee reduction or waiver for members on parental leave.

We also note that AIPM staff was 90% female at 30 June 2019, and this has improved to being only 75% female. Diversity is not only about gender. Another aspect is age.

4. *What is AIPM's view on the Future Project Leaders (FPL) group and on the emerging professional (From Vivian Furtado)*

The FPL group moved outside the agreed brief it had from the Board, by moving into the area of professional advancement, with no reference back to the main organisation.

After a number of the FPL leaders stood down in August 2019, we did a comprehensive review of the FPL program. We found that:

- Number of people attending events 'Peers and Pints' were declining;
- In several states the concept had not taken off;
- A number of FPL members told us they preferred not to have separate events from the rest of members. That a youth group was appropriate for 21 year old's coming straight out of say an engineering degree, but as project managers, they were in their late 20's and early 30's and not looking for this type of group. There are only 2 under-graduate PM degrees in Australia currently, and one only to start this year;
- Some didn't like to be thought of as emerging leaders ... but already emerged; and
- There was also little support from sponsors who did not think it was appropriate to sponsor drinking only events.

5. *How are we going to keep engaged with younger people? What was growth in membership under 35 years? Growth in Student Membership?*

We have already discussed how we have improved the percentage of members in the under 35 age range over the past year. As we now have Academic Partner packages, we have been increasing our number of student members too. Student numbers have gone up 5%. In fact, our Academic Packages/partnering is becoming a great channel to reach out to younger, up and coming project managers.

We will be encouraging each Chapter to have an age-diverse composition of members on their Council.

6. *How do we do that? (From Leslie Ross)*

An online community could be established for both groups, if our members are interested in that, although indications are that there is more interest in industry based communities of practice than age related ones.

Professional Advancement wise, we are planning to have 3 to 4 events/podcasts with a career management focus, appealing to a wide range of age groups.

Potential topics include:

- Networking for beginners;
- Day in the life of a recruiter, tips on resumes, interviews and career planning;
- Why having a coach or mentor is a good idea, and how to get one; and
- How to win friends and influence people.

We are also negotiating to have a graduate and post-graduate focused jobs board on our website, which should be available in Q1.

7. *Membership numbers are still dropping and the perceived lack of membership value is still an issue. How is AIPM addressing this? (From Vivian Furtado)*

What are we doing...well to name a few things...as asked for in member surveys and other feedback:

- Praxis templates are available online;
- Re-launched electronic magazine, Paradigm Shift;
- Introducing a graduate and post-graduate jobs board;
- Reviewing the PMAA application process;
- Introducing new online communities; and
- Expanding our advocacy and PR efforts to promote the profession.

We also had a question on the performance of the PMAA. The awards were successful, and some great projects were nominated, but of concern is that submissions were down 25% on last year. Consequently, we are going to undertake a review this year.

8. *Questions on finances. How are we going to get back in the black?*

Elizabeth mentioned some of these in her speech, but to highlight:

On the expenses side:

- We have already merged some roles in National Office, and have consequently reduced our major expense, being staff;
- While we have not been successful in applying for charity status with the ACNC, we are pursuing an exemption from NSW payroll tax, which would save circa \$40-\$50k per year; and
- We are looking to see if we can sublease some office space in North Sydney, again defraying another of our major costs.

On the income side:

- We will be looking to substantially grow our income from leadership development training, sponsor training and also sales of our self-assessment tool;
- The Board has considered if it needs to merge with another similar organisation, but does not think this is the best option, or a necessary option at this time;
- Our cash position has improved in comparison to prior year; and
- As our auditors' report shows, we have not been nor are about to be trading while insolvent.

9. Questions on changes in governance, which was discussed at the recent Congress meeting.

Elena Zagorenka discussed the proposed Governance Structure. The key changes are:

- Introduction of the Institute Committee governed by the Board and Chaired by CEO;
- The Chapter and Congress work to support operations allowing the Board to focus on strategic matters; and
- Flexibility around Sub-committees and Advisory Groups, i.e. ability to create or remove them without making changes to the Constitution.

These changes will be supported by the following documents:

- **Board Charter** will support the Charters for the Governance, Ethics & Diversity Committee and the Audit & Risk Committee;
- **Institute Charter** will support the Congress/Chapter Terms of Reference and other Sub-committees and Advisory Groups Terms of Reference;
- The Policies and Procedures of the organisation are supported by the Institute Charter.

4.5 Questions from the online audience

1. When is it planned that the new structure will take effect?

If it is the Governance Structure that is being referred to here, then the documents will need to be completed, then it will need to go before the Board for discussion and approval and will then go to the Governance, Ethics & Diversity Committee for discussion again but it will be socialised throughout membership, Congress and every other requirement that it needs to go through and then will be voted on by membership before they are finalised. We will have a planned schedule out there to the membership for them next year on the website. It is not a fast process.

4.6 Questions from the floor

There were no questions from the audience present.

If there are no more questions, we shall move onto the next agenda item.



5. ANNUAL REPORT AND FINANCIAL STATEMENTS

The AIPM Group's FY19 audit was conducted by HLB Mann Judd partner Kinh Luong and his team.

The Financial Report contains the financial accounts for the AIPM Group, the reports of the Directors and Auditors, the Directors' Statement and other information about the Group. These documents were provided to you electronically on 15 November 2019.

Is there a nominator to move that the Annual Report and Financial Report for the financial year ended 30 June 2019 be accepted?

Stephen Emmett moved the motion.

Thank you.

Is there a seconder for this motion?

Trevor Alex seconded the motion.

Thank you.

May I please have a show of hands from members to accept the Annual Report and Financial Report for the financial year ended 30 June 2019?

Thank you, the Annual Report and Financial Report for the financial year ended 30 June 2019 have been accepted by the members.

6. INTRODUCTION OF INCOMING DIRECTORS AND THANKS TO THE RETIRING OR RESIGNED DIRECTORS

The Chair thanked Trevor Alex who is retiring from the Board for his service.

The three new AIPM Board members were introduced:

- Connie Beck (VIC) - Congress Elected Director;
- Rob Loader (VIC) - Generally Elected Director; and
- James Bawtree (NSW) - Generally Elected Director.

Their bios will be on the website for members to view early in 2020.

7. GENERAL BUSINESS

The Chair noted that there were no other items of business on notice received prior to this meeting. There was no other business raised by members present.

8. MEETING CLOSE

The Chair made a closing statement.

AIPM would not be able to operate without our extensive base of member volunteers who are passionate about project management. Thank you to all our members, supporters and organisational partners for your contribution towards AIPM's important

work. I particularly want to thank Congress for their contribution and what will be their ongoing contribution. We have talked about what is going to develop with the governance changes. They play an important role in both contributing to strategy development, and implementing that strategy, for sharing ideas and activities that have worked across the country, and for keeping National Office aware of state based issues, like the changing of state based legislation that affects our members.

Thanks also to our hard-working staff in the National Office and around the country. Without them this Institute would not work as effectively as it does and he called on all members to reflect and observe that most of the staff are also members and they need to be treated with respect and dignity as members and staff. They do an important job in making this Institute function effectively. The Board extends their thanks to them for a job well done and we wish everyone every success in the future.

The Chair made a final comment about the success this year of the Industry Leaders Group and the Advisory Group which also fed and will feed into our strategy providing another line into what will effectively plan the future of AIPM.

The meeting was formally closed at **5:45 pm**.

An invitation was extended to everyone present to join the Board for networking and refreshments.

MINUTES

ATTACHMENT 1: AIPM AGM held on 28 November 2019 – List of Members that attended in person

No.	Name
1	Sami Abou-Hamdan
2	Trevor Alex
3	Peter Blackmore
4	David Chahrozian
5	Stephen Emmett
6	David Farwell
7	Estelle Farwell
8	Elizabeth Foley
9	Megan Galpin
10	Brad Hajek
11	Nigel Hennessy
12	Karen Hughes
13	Adrian Jeremiah
14	Edward Johnstone
15	Michael Anthony King
16	Gordan Lesicar
17	Nicole Nader
18	Steve Pirie
19	Robin Schliebs
20	Brenton Scroop
21	Colm Walsh
22	Anthony Wood
23	Elena Zagorenko

MINUTES

ATTACHMENT 2: AIPM AGM held on 28 November 2019 – List of Members that attended online

No.	Name
1	Frank Aldred
2	Shaun Barry
3	Paul Campbell
4	Lindy Chapman
5	Richard Fechner
6	Vivian Furtado
7	Julie Goff
8	Conor Hallahan
9	Vaidehi Hardikar
10	Jim Johnson
11	Lokanantham Logitharan
12	Eliza Maddock
13	Fiona Margetts
14	Stephen McGrath
15	Elaine Roberts
16	Lesleigh Ross
17	Marcus Sandmann
18	George Scott
19	Donna Slater
20	Megan Smaller
21	Doug Wheeler
22	Mark Young
23	Olimpia Watkins