

# THE AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS

ABN 50 000 894 208



Garden City Office Park  
Building 3  
2404 Logan Road  
EIGHT MILE PLAINS QLD 4113  
Telephone: 07 3423 2016  
Fax: 07 3423 2977  
Email: [admin@acvsc.org.au](mailto:admin@acvsc.org.au)

20 May, 2016.

Dear College Member or Fellow,

## Annual General Meeting

Notice is hereby given that the 46<sup>th</sup> Annual General Meeting of the Australian and New Zealand College of Veterinary Scientists ABN 50 000 894 208 will be held in the California Room, Ground Floor, QT Gold Coast Hotel, Surfers Paradise, Gold Coast, Queensland on Friday 8 July 2016 at 5.30 p.m.

Please find enclosed the following documentation for the Annual General Meeting:

1. Agenda
2. Honorary Treasurer's report, including financial statements and budget
3. Chief Examiner's report
4. Honorary Secretary's report
5. AGM Minutes 2015

It is recommended that you bring all these materials with you to the AGM at Surfers Paradise. Copies of the audited 2015/2016 financial statements are available on request to the College office and will also be available at the 46<sup>th</sup> Annual General Meeting.

I look forward to seeing you at the Annual General Meeting.

Yours sincerely,

Caroline S. Mansfield  
President.



**46<sup>th</sup> ANNUAL GENERAL MEETING  
Of  
The Australian and New Zealand College of Veterinary Scientists  
ABN 50 000 894 208**

**California Room, Ground Floor, QT Hotel, Surfers Paradise,  
Gold Coast, Queensland  
at 5.30 p.m. on Friday 8 July 2016**

**AGENDA**

**ORDINARY BUSINESS**

1. Welcome and apologies.
2. To declare the names of Councillors and office bearers for 2016/17.
3. To confirm the Minutes of the 45<sup>th</sup> Annual General Meeting held at the QT Gold Coast Hotel, Surfers Paradise on 10 July 2015.
4. To receive and consider the Report of the Honorary Treasurer:
  - 4.1 To receive and adopt the Report of the Honorary Treasurer, and the Financial Statements for the year ended 29 February 2016.
  - 4.2 To receive and adopt the 2016/17 budget.
  - 4.3 To appoint auditors.
5. To receive and consider the Report of the Chief Examiner.
6. To receive and consider the Report of the Honorary Secretary.
7. To transact any other business legally brought forward:
8. Location of 47<sup>th</sup> Annual General Meeting
9. Closure

W. Ricketts  
Honorary Secretary

Copies of the Minutes of the 45<sup>th</sup> Annual General Meeting, and audited 2015/2016 financial statements are available on request to the College office and will also be available at the 46<sup>th</sup> Annual General Meeting.

# **AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS**

## **Honorary Treasurer's Report 2015-16**

### **Summary**

The overall financial position of our College continues to strengthen and the Council is implementing strategies through its 2020 strategic plan to enhance the value of the College to all members through sustainable growth. The College will again reserve \$100,000 in a separately accounted Examination Development Fund to continue substantial investment in the skills of our examiners and improving the examination resources and systems which sustain the quality of College value.

The 2015/16 College financial year ended with a surplus of \$293,243, approximately 180% higher than the budgeted figure.

The funds held in interest bearing accounts by the College at the end of the College's 2015/16 financial year has grown in the past 12 months by 21%. The financial equity of the College in 2015/16 is \$1,861,369, a growth of 12% from the 2014/15 financial year. In the same year total assets grew by 14% and revenue by 10%. This range of figures reflects the sustained growth of the College.

The health of the College's finances reflects the trust that our profession has in the quality and value of the qualifications offered by the College. This bodes well for the future of the veterinary profession in its pursuit of scientific excellence in the 21st century.

### **General Account**

Income in the general account was 13% greater than budgeted. Expenses were 4% higher spread over a number of items including bank charges, salaries, travel and accommodation.

The general account for the 2015-16 financial year was \$162,466 in surplus 44% better than budget.

### **Examination Account**

2015/16 was another year where the number of candidates sitting Membership and Fellowship examinations exceeded expectations, putting the examination account income 33% above budget.

The ultimate balance figure for the examination account was a surplus of \$128,211 when a small loss was budgeted.

### **The Examination Development Fund**

The expenditure in this financial year was \$28,000 which left a \$71,000 surplus to be rolled over to 2016/17 to be expended on a number of initiatives from the new strategic plan in the coming year.

### **Science Week Account**

College Science Week 2015 generated a profit of \$108,009. In line with current College policy, \$75,606 was disbursed to chapters and \$32,403 was retained and used to offset general College operating costs.

### **Current Investments**

Currently there is \$900,000 invested in fixed term deposits of 8 x \$50,000 and one of \$100,000 and two of \$200,000 amounts. The terms of these deposits vary from 1-5 years.

The Cash Management account had a balance of \$550,289.

This amounts to total investment funds of \$1,450,289. This exceeds the 2014/15 total by more than \$256,589, well in excess of what is required by College policy.

### **Acknowledgements**

Many thanks are due to Elaine Lowe, Mary Anne Hiscutt and the whole team who manage the day-to-day financial activities of the College. This dedicated team keeps the wheels of College business moving along with all Chapter treasurers and office bearers who have contributed to the growth of the College and its long-term financial viability.

### **General Explanatory Notes**

*All amounts in this report are in Australian Dollars.*

*The College uses a cheque account for daily operating expenses and a cash management account to hold revenue that is in excess of immediate needs. Past years' surplus funds have been invested with the aim of maintaining in retained funds an amount equivalent to approximately one year's expenditure.*

*For accounting and management purposes only the finances are divided into General, Examination and Science Week accounts. Income from each source is attributed to the relevant account and expenses, including staff salaries and superannuation, are allocated as closely as possible to the area to which they pertain.*

*The College financial year runs to end of February to enable the year's finances to be finalized and presented to members before the AGM in early July.*

*This College financial information does not include Chapters funds, which are held in separate individual Chapter operating and investment accounts.*

Dr Michael Paton MANZCVS BVSc PhD Grad Cert Animal Welfare

**Honorary Treasurer**

**FINANCIAL STATEMENTS 2015/2016  
AND BUDGET 2015/2016**

**GENERAL ACCOUNT**

	AUST.	NZ (AUD)	ACTUAL	BUDGET 2015/2016
<b>Income</b>				
Annual Subs	\$314,191	\$2,001	\$316,192	\$307,648
Interest	\$48,361	\$13	\$48,374	\$22,000
Proceeds of Awards Dinner	\$23,060		\$23,060	\$17,500
College Products	\$559		\$559	\$500
Trade Booths at SW	\$79,771		\$79,771	\$65,000
Surplus from Science Week	\$32,403		\$32,403	\$36,750
Credit card surcharge	\$17,146		\$17,146	\$14,000
Miscellaneous income	\$1,324		\$1,324	
Web Site Advertising	\$60,658		\$60,658	\$50,000
<b>Totals</b>	<b>\$577,473</b>	<b>\$2,014</b>	<b>\$579,487</b>	<b>\$513,398</b>
<b>Expenditure</b>				
Accounting	\$18,216		\$18,216	\$16,500
Advertising				\$2,200
Professional consultants (L. Mellish)132	\$3,920		\$3,920	
Bank charges	\$16,384		\$16,384	\$14,000
Venue Expense - Council meetings/SW				
Expenses	\$227		\$227	\$5,000
Hospitality	\$5,566		\$5,566	\$5,000
Awards Dinner/meals	\$34,746		\$34,746	\$30,000
Computer Exp	\$896		\$896	\$5,000
Web site expenses	\$19,932		\$19,932	\$37,000
Insurance	\$6,080		\$6,080	\$6,000
Medallions, Prizes	\$452		\$452	\$500
Scholarship	\$8,550		\$8,550	\$8,550
Cost of booths for SW	\$13,192		\$13,192	\$16,500
Research Grant	\$3,000		\$3,000	\$3,000
Travel Grant				\$2,000
International Travel				\$2,500
Domestic travel and accommodation	\$13,480		\$13,480	\$10,000
Office Rental	\$25,305		\$25,305	\$25,000
Postage & Freight	\$7,604		\$7,604	\$6,500
Printing & Stationery	\$10,873		\$10,873	\$7,000
Merchandise	\$2,062		\$2,062	\$1,000
Office Equipment	\$2,755		\$2,755	\$1,000
Salaries	\$110,539		\$110,539	\$93,173
Superannuation	\$12,333		\$12,333	\$8,851
Training Courses/Conference attendance	\$2,345		\$2,345	\$5,000
Teleconference Meetings	\$3,045		\$3,045	\$4,000
Telephone	\$1,621		\$1,621	\$1,500
Marketing				\$2,500
Miscellaneous Expenses	\$814		\$814	
Examination Development Fund	\$84,000		\$84,000	\$84,000
Chapter Development Fund	\$8,000		\$8,000	
Subscription refunds	\$1,084		\$1,084	
<b>Total</b>	<b>\$417,021</b>	<b>\$0</b>	<b>\$417,021</b>	<b>\$403,274</b>
<b>Surplus (Deficit)</b>	<b>\$160,452</b>	<b>\$2,014</b>	<b>\$162,466</b>	<b>\$110,124</b>

EXAMINATION ACCOUNT				
	AUSTRALIA	NZ(\$AUD)	ACTUAL	BUDGET 2015/2016
<b>Income</b>				
Fellowship Exams	\$126,767		\$126,767	\$88,780
Membership Exams	\$310,850		\$310,850	\$261,200
Membership Exams UK	\$60,729		\$60,729	\$26,120
<b>Total</b>	<b>\$498,346</b>		<b>\$498,346</b>	<b>\$376,100</b>
<b>Expenditure</b>				
Advertising	\$4,180		\$4,180	\$5,000
Venue Expense -prac/orals	\$50,814		\$50,814	\$55,000
Venue Expense - writtens and invigilators	\$9,670		\$9,670	\$12,000
Postage and Freight	\$3,627		\$3,627	\$8,000
Printing & Stationery	\$2,145		\$2,145	\$1,500
Salaries	\$130,550		\$130,550	\$148,084
Superannuation	\$12,333		\$12,333	\$14,067
Extra observers				\$1,000
Travel	\$54,328		\$54,328	\$45,000
Venue Expense UK				
Travel to UK (Cats)				
Accommodation	\$83,475		\$83,475	\$55,000
Teleconference meetings	\$2,603		\$2,603	\$2,000
Testamurs	\$971		\$971	\$1,000
Refund exam Fees	\$35,265		\$35,265	
Unsuccessful Candidate Counselling	\$833		\$833	\$1,000
Payment to Examiners	\$29,727	\$4,580	\$34,307	\$35,550
Miscellaneous Expenses	\$28		\$28	
SPM facilitator	\$3,370		\$3,370	
<b>Totals</b>	<b>\$365,555</b>	<b>\$4,580</b>	<b>\$370,135</b>	<b>\$384,201</b>
<b>Surplus (Deficit)</b>	<b>\$132,791</b>	<b>-\$4,580</b>	<b>\$128,211</b>	<b>-\$8,101</b>

EXAMINATION DEVELOPMENT FUND		
	ACTUAL	PRELIMINARY BUDGET 2015/2016
<b>Income</b>		
Chapter contributions	\$15,958	\$16,000
College contribution	\$84,000	\$84,000
<b>Total</b>	<b>\$99,958</b>	<b>\$100,000</b>
<b>Expenditure</b>		
Examiner workshop venue/meals	\$9,236	\$12,000
Travel	\$8,147	\$14,000
Accommodation	\$11,160	\$9,000
Board of Examiner initiatives		\$65,000
<b>Total</b>	<b>\$28,543</b>	<b>\$100,000</b>
<b>Surplus (Deficit)</b>	<b>\$71,415</b>	

SCIENCE WEEK		
	SW 2015	BUDGET 2015/2016
<b>Income</b>		
Registration Fees	\$253,831	\$290,000
Sponsorship	\$500	\$500
<b>Total</b>	<b>\$254,331</b>	<b>\$290,500</b>
<b>Expenditure</b>		
Advertising	\$4,299	\$4,000
Venue Expense inc audio visuals	\$113,292	\$130,000
Printing and Stationary	\$4,122	\$6,000
Salaries	\$14,619	\$15,000
Registration refund	\$4,150	\$8,000
Postage	\$4,715	\$3,000
Ipad Prizes	\$816	\$1,000
Merchandise		\$1,000
Travel	\$309	
<b>Total</b>	<b>\$146,322</b>	<b>\$168,000</b>
<b>Surplus (Deficit)</b>	<b>\$108,009</b>	<b>\$122,500</b>
Profit from CSW		
<b>College retains 30%</b>	<b>\$32,403</b>	<b>\$36,750</b>
Disbursement to chapters	\$75,606	\$85,750

SUMMARY		
	ACTUAL	BUDGET 2015/2016
<b>Income</b>		
General Account	\$577,473	\$513,398
Examination Account	\$498,346	\$376,100
<b>Total</b>	<b>\$1,075,819</b>	<b>\$889,498</b>
<b>Expenditure</b>		
General Account	\$417,021	\$403,274
Examination Account	\$365,555	\$384,201
<b>Total</b>	<b>\$782,576</b>	<b>\$787,475</b>
<b>Surplus (Deficit)</b>	<b>\$293,243</b>	<b>\$102,023</b>

# **AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS**

## **2015/2016 REPORT OF THE CHIEF EXAMINER**

It is my pleasure to present this report on behalf of the Board of Examiners following another busy year. The Board has continued to fulfil its role in producing the annual examinations in both Membership and Fellowship on behalf of the College Chapters. The Board strives to maintain a sensible balance between the workloads of the examining teams, whilst maintaining validity and integrity of the examinations which protects both the candidates and the College itself.

Another successful Examiner Workshop was held this year at the Novotel Hotel, Brisbane Airport where examining teams across a number of different subjects attended. It has been our intent that over the three years these workshops have been held, that as many Chapters as possible would have the opportunity to attend.

During this time, a Strategic Planning meeting for the Board of Examiners was held together with an in face business meeting. This requires a large personal time commitment for all, but such continued in face meetings enable more robust and efficient discussions and are essential for the ongoing work of the Board.

### **2015 Examinations**

In 2015, a total of 173 candidates sat the membership examinations, of which 107 passed and 17 received a supplementary examination. This resulted in a 62% overall pass rate

Twenty-five candidates completed the fellowship examinations, of which nine candidates passed all components of the examination and 10 candidates passed some components of the examination.

### **2016 Examinations**

At the time of writing there are currently 242 candidates sitting the Membership examination, with 20 sitting the Fellowship examination.

In addition to the Chief Examiner, eight other members of the College serve on the Board of Examiners, split into the Training & Credentials and Examination Committee.

### **Examination Committee (EC)**

The EC is chaired by the Assistant Chief Examiner Examinations, (ACE-Ex), Dr Carolyn Guy, who is supported by Drs Stephen Atkinson, Gabby Musk, Ian Hodge and Sharanne Raidal .

The EC has continued its important role of reviewing all Membership and Fellowship examinations and providing feedback to Subject examiners to ensure all examinations provided by the College are maintained at a high standard and are in line with the guidelines established by the Chapters. This involves a substantial time commitment of all members of the committee, particularly in the months leading up to the examinations.

### **Training and Credentials Committee (TCC)**

The TCC is chaired by the Assistant Chief Examiner Training and Credentials (ACE-T), Dr Peter Bennett. He is supported by Drs Linda Abraham and Katherine Briscoe as the current Board of Examiners members serving on the TCC.



The TCC continues to assess Training programs and Credential documents of Fellowship candidates, their Activity Log submissions, annual supervisor reports and helping candidates resolve any issues arising from training or credentialing.

All Membership and Fellowship subject guidelines are also required to be reviewed at least every five years to ensure that the learning guidelines reflect current knowledge and practice, which the TCC is responsible for in conjunction with the Chapters.

The Board of Examiners is continuing to review initiatives to support examining teams and also candidates.

As reported last year in this report work is ongoing towards introducing Institutional Accreditation for candidates training in Fellowship programs. The next step forward in this process is to trial this in a number of the larger teaching and private hospitals before transitioning this more widely.

The board regularly received feedback regarding the introduction of computer use during examinations. This is something the Board will continue to look at over the coming year. Our examinations are held in a wide range of locations and relate to very diverse subject matter and currently our resources and the technology available make a switch to computer based assessment difficult.

The Board of Examiners and College office is currently working on four projects which have been funded by the examination development fund. Descriptions of the projects are:

1. A review of the consistency and validity of membership examinations. This would include the collection of data related to past years' examinations, and statistical analysis. Included in this brief is the assessment of whether there has been a change in the pass rates overall and in individual subjects. Also included is an assessment of repeatability of marking of questions and exams.
2. A review of the perceptions of the membership examination and its value. The value of the membership qualification will be surveyed both within the College community, the wider veterinary community and the general community including employers. Included in this review will be if membership qualification perceptions and value are changing over time and if there is consistency of the perceived value between different disciplines.
3. Oral examinations remain important in the ANZCVS examination process, both at membership and fellowship level. The remit will be to develop material which would help examiners and candidates prepare for and sit oral examinations. This could include web based material, mock oral examinations, example questions and how to answer these effectively.
4. The development of electronic marking systems to facilitate the examination marking processes. This will be to design and implement systems to enable examination marking to be performed, verified and collated more efficiently and to allow easier analysis for quality control and improvement purposes.

There has been work underway for some years now to implement a change to the chapter examination committee and examiner structures. This is a big change to how the College performs one of its key tasks. The CEC and examiner teams will ultimately be amalgamated into a structure which should allow better mentoring of new examiners, better succession planning and closer co-operation between all members of the groups responsible for delivering the examinations and overseeing training programs at chapter level. The new structure with the formation of Subject Standards and Examination Committees is outlined in the appendix below. Our intention is to gradually change over to this system and in the first year the Equine, Emergency and Critical Care, and Dermatology Chapters will move to this system.

The College plays an important role in the workings of the Australian and New Zealand veterinary scene, and I would encourage all members to become actively involved, whether it is on Chapter executives, examining, mentoring or serving on the Board or making themselves available for Council. It is your College and it will only continue to grow and develop in the way you wish, if members all contribute.

### **Thanks**

My thanks must go to all members of the Board who have supported me and work incredibly hard in these voluntary positions on behalf of all members.

As always, my thanks must go to the wonderful team within the College office and to the support of the Council led by President Dr Caroline Mansfield. Your continued advice and support of the Board has been greatly appreciated.

**Dr T Muurlink BVSc FANZCVS (Equine Surgery)**  
**Chief Examiner**

## Appendix

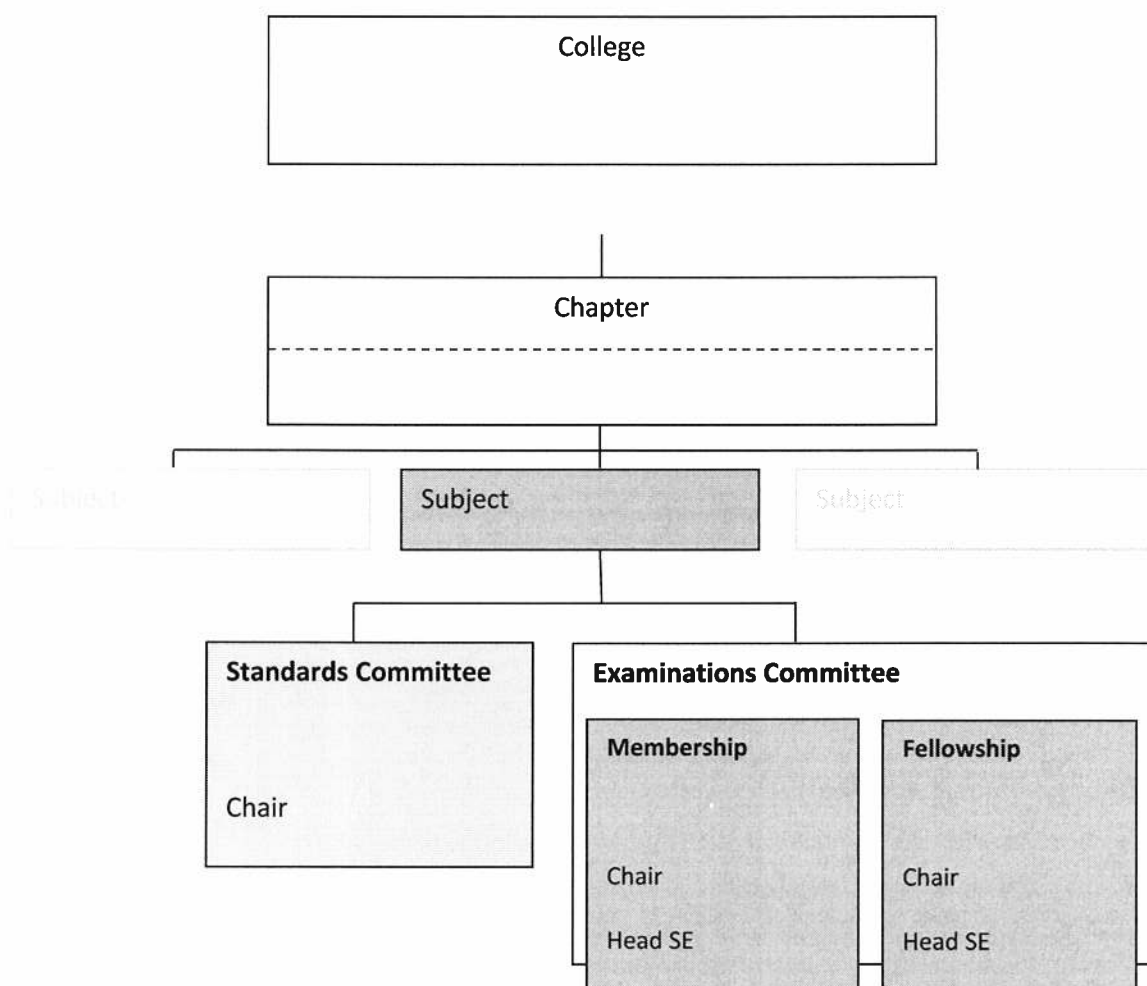
### SUBJECT STANDARDS AND EXAMINATION COMMITTEES TERMS OF REFERENCE

#### Executive Summary:

Each subject administered by a Chapter will have a Standards Committee and an Examination Committee. These committees replace the previous Chapter Examination Committees and integrate responsibilities previously upheld by the examiners and Chapter Examinations Committee. The rationale is to have a structure which is more robust and flexible, allowing the distribution of work amongst a bigger group and including a system of mentoring and rotation of members.

The structures below will begin to be implemented from Science Week 2016. The Board of Examiners recognises that these structures may need to be modified to suit some smaller or more specialised Chapters. Variation from this structure will generally be possible if a reasonable case can be made by the Chapter and will be at the discretion of the Chief Examiner.

#### Structure:



### **Structure (continued):**

1. Each Chapter will establish the following committees for each subject offered:
  - Examination Committee
  - Standards Committee
2. A member cannot be on both committees at the same time, and a BoE member cannot be on either committee during BoE tenure except in exceptional circumstances.
3. The Standards Committee shall be composed of a minimum of two Chapter members (ideally at least three if the Chapter has Membership and Fellowship subjects).
  - a. For Chapters that have a Membership subject, at least one member of the Standards Committee should be a Membership recipient not in a Fellowship training program.
  - b. For Chapters that have a Fellowship subject, ideally two members of the Standards Committee should be Fellowship recipients. Associate Members of the College may be part of the Standards Committee.
  - c. It is recommended that members be appointed to the Standards Committee for a three-year term and sequentially rotate off to ensure adequate succession. The Chair of the Standards Committee should have at least one year's experience on the committee before being appointed as Chair.
4. The size of the Examinations Committee should be determined by the Chapter, in consultation with the College, based on the typical number of Membership and Fellowship candidates. The Examinations Committee includes two examination teams, one for membership and one for fellowship, as required.

The recommended composition at each level is a minimum of three Chapter members who are involved in the design, construction, review and delivery of the examination.

- a. At least two of the Membership examination team should be Members (not Fellows or Associate Members).
- b. Where possible, at least three of the Fellowship examination team should be Fellows.
- c. Subsequent to 4a and 4b above, Associate Members can be members of the Examination Committee.
- d. Each Examinations Committee member will be appointed at the Chapter Annual General Meeting (AGM), typically for a term of four years, subject to Chapter size, examination demand and examiner availability. It is recommended that there be a rotation of members, one new member replacing one retiring member at each AGM.
- e. In general, the position of Chair is rotated annually, with the current Chair stepping down from the Examinations Committee, a previous Head Subject Examiner progressing into the position of Chair, and an experienced examiner progressing to Head Subject Examiner.

5. Standards Committee and Examinations Committee members may be existing Chapter office holders. However, Chapters should attempt to appoint members of these committees from the body of the Chapter membership to represent the interests of the entire Chapter, and to distribute the workload.
6. Standards Committee and Examinations Committee members that have conflict of interest (for example being a supervisor or mentor of a candidate undertaking either credentials submission or sitting a written, oral or practical examination) cannot participate in the credentials assessment or the design, construction, review or delivery of the examination for the relevant examination year. In these circumstances, a replacement will be nominated by the Chapter President. Chapters can seek advice on potential conflicts of interest with the College Board of Examiners.

### **Roles of the Standards Committee**

- 1.1. To review and update the chapter's Subject Guidelines for Membership and Fellowship, ideally on a three yearly basis but not longer than every five years, using the templates provided by the College office.
- 1.2. The Chair of the Standards Committee should liaise with the Chair of the Examinations Committee after each examination period to determine if changes to the Subject Guidelines are needed.
- 1.3. To promote mentoring and candidate preparation within the Chapter.
- 1.4. To provide clarification and advice to the Board of Examiners Training and Credentials Committee (TCC) regarding the content of proposed training programmes, as required.
- 1.5. To review and provide advice to the Assistant Chief Examiner (TCC).

### **Reporting of the Standards Committee**

- 1.6. To report to the Chapter AGM at Science Week
- 1.7. To report all Standards Committee decisions to the Chapter Executive and College office.

### **Roles of the Examinations Committee**

- 2.1. To design, construct, review and deliver (as appropriate) the written, practical and oral examinations and marking schemes for both the Membership and/or Fellowship examination.
- 2.2. For each Membership and Fellowship examination team, the following roles are recommended:
  - 2.2.1 An experienced examiner is appointed as the **Chair** and is responsible for managing subject examinations, with responsibility for team coordination and ensuring the timely production of high quality examinations. The Chair supports the Head Subject Examiner by providing guidance, communicating with the College and providing mentoring of examiners as needed. The Chair of the Examination Committee collaborates with the Chair of the Standards Committee to ensure the examination process conforms to Subject Guidelines and subsequently provides feedback to facilitate review of Subject Guidelines.  
This role will include:

- reviewing the final draft,
- recommending any changes,
- completing the Examinations Committee checklist and submitting this document and all examination components to the College Examinations Officer.

For large teams (> 24 candidates), this role also includes:

- reviewing the examiner marking sheets to ensure there are no discrepancies of candidate marks and refers any issues to the Head Subject Examiner
- analysing candidate results and, if necessary, initiating remarking or adjustment of marking schemes,
- attendance at the oral and practical examinations,
- coaching on delivery of oral exams including time management and planned cueing,
- ensuring consistency during delivery of oral examinations (eg. the need for additional cueing, interpretation of questions and adjustment of marking schemes).

2.2.2 The **Head Subject Examiner** is responsible for the development, timely production and delivery of high quality examinations, and for marking of the examination. The Head Subject Examiner seeks guidance from the Chair and shares responsibility for.

This role will include:

- blueprinting the examinations in accordance with Subject Guidelines,
- assigning responsibility to the examination team for preparing examination questions and marking schemes,
- contributing to the production of examination questions and marking schemes,
- collating the questions and producing the final examination,
- communicating examination progress to the College Examinations Officer,
- ensuring all examination components conform to Subject Guidelines,
- ensuring amendments recommended by the Board of Examiners review are addressed and revised examination components are returned to the College Examinations Officer in a timely manner,
- providing the correct version of marking schemes to all examiners completing candidate marking,
- reviewing the examiner marking sheets to ensure there are no discrepancies of candidate marks,
- coaching on delivery of oral exams including time management and planned cueing,
- ensuring consistency during delivery of oral examinations (eg. the need for additional cueing, interpretation of questions and adjustment of marking schemes).

- 2.2.3 In examinations where there is more than one oral examination team, a **Senior Examiner** is appointed to each oral examination room. Senior Examiners are responsible for consulting with each other and the Chair or Head Subject Examiner (as indicated) to ensure consistency of examination delivery between rooms.
  - 2.2.4 Other members of the examining team contribute to development of the examination components and/or to marking of examinations, as appropriate. Each examiner is responsible to the Head Subject Examiner for timely completion of assigned work.
  - 2.2.5 It is recommended that, under the direction of the Head Subject Examiner, all examination team members review the final written, practical and oral examination questions and marking schemes to provide peer review of examination content.
- 2.3. With due consideration of College processes and policies, the Examinations Committee should promote engagement of members with available opportunities for training in examination development and delivery. Specific examiner training or workshops may be recommended by the Board of Examiners.
  - 2.4. Examiner and candidate feedback collated by the College office after the annual examinations at Science Week should be considered in the development of future examinations.
  - 2.5. The Examinations Committee may develop question banks for each section of the examination, in accordance with College policies. Examination teams may utilise contributions from other Chapter members to develop examination question banks.

### **Reporting of the Examinations Committee**

- 2.6. To report to the Chapter AGM at Science Week any matters relating to the examination process that do not fall under confidentiality clauses.
- 2.7. To report all Examinations Committee decisions to the Chapter executive and College office.

### **Suggested minimum subcommittee structures for Chapters:**

Chapters with Membership examinations only:

- Standards Committee – minimum 2 members (*ideally 3 year term*)
- Examinations Committee – minimum 2 members (*ideally 4 year term*)

Chapters with Fellowship examinations only:

- Standards Committee – 2 members minimum (*ideally 3 year term*)
- Examinations Committee – 2 to 3 members minimum (*ideally 4 year term*)

Chapters with Membership and Fellowship examinations:

- Standards Committee – 3 to 4 members minimum (*ideally 3 year term*), two at Membership and two at Fellowship or, for smaller groups, two at Fellowship and one at Membership
- Examinations Committee – 2 teams (*ideally 4 year term*)
  - Membership examination team – minimum 3 members
  - Fellowship examination team – minimum 3 members

# **AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS**

## **REPORT OF COUNCIL 2015-16**

### **1. Council 2015/2016**

#### **1.1 Members of Council**

President	C. S. Mansfield
Chief Examiner	T. Muurlink
Honorary Secretary	W. Ricketts
Honorary Treasurer	M. Paton
Members	A. K. Burrows
	P. Moses
	B. A. Smith

#### **1.2 Council Meetings**

Council met in person in Surfers Paradise on 9 July 2015 and 7 February 2016 and by tele-conference on 10 August, 2 November 2015 and 9 May 2016.

Council also met in person to develop the College's Strategic Plan (2016-2020). At each meeting a check is made on the progress made towards achieving the strategic objectives set in the College's Strategic Plan.

#### **1.3 Council Appointments**

The following appointments were made by Council for 2015/2016

Honorary Assistant Secretary (NZ)	W. Ricketts
Awards Committee Convenor	A. Burrows
Returning Officer	G. M. Robins

#### **Board of Examiners**

T. Muurlink	Chief Examiner
P. Bennett	Assistant Chief Examiner (Training and Credentials)
C. Guy	Assistant Chief Examiner (Examinations)
S. Atkinson	
L. Abraham	
K. Briscoe	
I. Hodge	
G. Musk	
S. Raidal	
C. Mansfield (ex officio)	

### **2. College Examinations**

Examinations for Membership and for Fellowship of the College will be held in conjunction with the College Science Week in Surfers Paradise in July as is the usual practice. At the time of writing twenty members have completed the prerequisites to sit the Fellowship examinations in ten subjects, and two hundred and forty two candidates are enrolled to sit the Membership examinations in twenty one subjects. Included in this number are twenty four candidates who will complete Medicine of Cats in the UK.

### **3. International Profile of ANZCVS**

The international standing of the College and the international currency of our qualifications (Fellowship in particular) are important for many of our members. The ANZCVS continues to pursue its aims in the international arena through:

- ANZCVS representation at relevant meetings of international veterinary specialist organisations



- Building sound relationships with overseas colleges and speciality boards
- Participation in discussions with overseas colleges and speciality boards about the structure of the ANZCVS, its role in veterinary specialisation and advanced education in Australia and New Zealand, and the relationship its members would like with equivalent overseas colleges.
- The development of agreed international standards for specialist training and examinations
- The pursuit and further advancement of the international recognition of ANZCVS Fellowship and Membership qualifications.

#### **4. Membership**

There are 2388 Members of the College. Of these, 1842 reside in Australia, 300 in New Zealand and 246 overseas. It is very pleasing to see that an increasing number of overseas veterinarians recognise the value of a College qualification, in addition to the steady stream of locals interested in adding value to their credentials through affiliation with the College.

##### **Deaths**

The deaths of Drs. T. English, J. Della-Vedova, D. H. Mumford, C. Perrin, and A. Medenis were noted with regret.

##### **Life Membership/Fellowship**

Drs. P. Hickson, P. Adams, B. Farquharson, A. Mercy, T. Doust, A. Joe, and S. Abrahams were elected to either life membership or life fellowship.

##### **Reinstatements**

Drs. J. Cochran, M. McNickle, A. Lai, K. Johnson, R. Mueller, M. Alley, M. Tonzing and M. McCluskey were reinstated as members.

##### **Resignations**

Drs. Z. Chatfield, G. McDonagh, R. Eaton-Wells, and D. Howes resigned as members.

##### **Associate Membership**

Drs. D. Donaldson, N. Krekeler, A. Fagella, and A. Knight, were elected as associate members.

#### **5. College Awards**

The recipient of The Ian Clunies Ross Award for 2016 will be announced at the College Awards Dinner.

The Kesteven Medal was awarded to Dr. Joanne Meers.

The Fellowship Training Scholarship for 2016 was awarded to Dr. Penelope Brown and the Geoff Robins Fellowship Research Grant to Dr. Amanda Miller.

The Prize for the Most Commendable Paper published in the Australian Veterinary Journal in 2016 and the Prize for the Most Commendable Paper published in the Australian Veterinary Practitioner in 2016 will be announced at the College Awards Dinner.

The Prize for the Most Commendable Paper published in the New Zealand Veterinary Journal in 2015 "Efficacy of controlled-release capsules containing monensin for the prevention of subclinical ketosis in pasture-fed dairy cows" was awarded to Drs CWR Compton, L. Young and S. McDougall.

The Prize for the Most Commendable Paper published in an international journal in 2015; "Myocardial collagen deposition and inflammatory cell infiltration in cats with pre-clinical hypertrophic cardiomyopathy" was awarded to Drs. KH Khor, FE Campbell, H Owen, IA Shiels and PC Mills.

**6. College Publications**

This year the College Courier was distributed in electronic format only. This has allowed for an expanded format and content and an attractive presentation.

**7. Chapters**

Members of Council regularly liaise with all Chapters throughout the year regarding any issues which need to be brought to the attention of Council. There are now twenty two Chapters of the College which are:

Anaesthesia, Emergency & Critical Care	Veterinary Behaviour
Animal Welfare	Animal Reproduction
Avian Health	Aquatic Animal Health
Cattle	Dentistry
Epidemiology	Equine
Feline	Ophthalmology
Pathobiology	Pharmacology
Radiology	Small Animal Medicine
Surgery	Dermatology
Zoo and Wildlife Medicine	Oncology
Small Ruminant	Unusual Pets

**8. Science Week**

College Science Week 2016 will be held at the QT Gold Coast Surfers Paradise. This will bring together both the membership and fellowship examinations followed by a 3 day scientific meeting including the College AGM and Awards Dinner.

The Scientific Meeting is aimed at presenting 'cutting edge' topics mainly by fellows and members of the College.

**9. Secretariat**

Mrs. Elaine Lowe (College Manager), Mr. Kim Hudson (Executive Officer), Dr. Mary Anne Hiscutt (Assistant College Manager), Miss Sharon Tinsley (Administrative Assistant) and Ms. Robyn Pettigrew (Examinations Officer) work tirelessly for the College, sometimes under considerable pressure. They continue to ensure the efficient, smooth running of the office in Brisbane. The Council and I am sure the membership wish to express sincere appreciation to them.

Wayne Ricketts  
**Honorary Secretary**  
20 May 2016

# THE AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS

ABN 50 000 894 208



## MINUTES OF THE FORTY FIFTH ANNUAL GENERAL MEETING OF THE AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS HELD AT THE QT GOLD COAST HOTEL, SURFERS PARADISE AT 5.30 P.M. ON FRIDAY 10 JULY 2015

### 1. PRESENT

Drs C. Mansfield (President), P. A. Moses, M. Paton, W. Ricketts, M. Owen, B. Smith, R. H. Labuc, B. Jones, P. Bennett, T. Muurlink, G. Musk, S. Atkinson, M. Thompson, M. Sharman, L. Hambrook, F. James, A. Franklin, A. Lane, N. Perkins, I. Dacre, D. Tabrett, M. Gething, P. Galloway, C. Preston, R. Weight, A. Toyer, S. Metcalfe, A. Chiu, A. Rose, S. McGill, L. Bass, H. Haitjema, M. Frances, J. Braddock, Z. Lenard, R. Sutcliffe, S. Tham, P. Thornber, R. Churcher, A. Witham, J. Chopin, E. Walmsley.

Mrs. E. Lowe attended as College Manager.

Dr M. Hiscutt attended as Assistant College Manager and Minutes Secretary.

Mr Kim Hudson attended as Executive Officer.

### APOLOGIES

Apologies were received from Drs I. Church and H. Millar.

### 2. COUNCIL

The President informed the meeting that discussion had taken place at the previous Council meeting relating to office bearers for Council 2015-2016 with the following appointments being recommended to the AGM.

President	C. S. Mansfield
President Elect	A. Burrows
Honorary Secretary	W. Ricketts
Honorary Treasurer	M. Paton
Chief Examiner	T. Muurlink
Councillor	P. A. Moses
Councillor	B. Smith

Other officers appointed to Council were:

Returning Officer	G. M. Robins
Chairman, Awards Committee	A. Burrows
Convenor, Science Week	T. J. King
Honorary Secretary/Treasurer (NZ)	W. Ricketts

### **3. MINUTES OF THE FORTY FOURTH ANNUAL GENERAL MEETING**

Copies of the Minutes were available for all attending Members.  
These Minutes were confirmed as a true record of the meeting.

### **4. REPORT OF THE HONORARY TREASURER**

A report prepared by Dr M. Paton, the Honorary Treasurer had been circulated to all members. Dr Paton spoke to the report.

#### **4.1 Profit and Loss Statement 2014/2015**

The funds held in interest bearing accounts by the College at the end of the College's 2014/2015 financial year had grown in the last 12 months by 14%. Dr Paton noted that for the first time the assets of the College had exceeded two million dollars. The total equity of the College had increased by 10%.

At the end of the 2014/15 financial year the College had recorded an overall surplus of \$164,432, approximately 78% higher than the budgeted figure. Dr Paton pointed out that for accounting and management purposes the finances were divided into general, examination and science week accounts, and income and expenses were allocated as closely as possible to the area to which they pertained.

Income in the general account was 7% greater than budgeted. Dr Paton reported expenses that were significantly lower included bank charges, web expenses, travel and accommodation. The general account for the 2014/2015 financial year was \$190,711 in surplus, 11% better than budget.

This year income from a large number of candidates sitting Membership and Fellowship examinations in Australia had put the examination account income 12% above budget. The end result for the financial year of the examination account was a loss of \$21,001, one third of the budgeted deficit of \$67,324.

Dr Paton noted that in 2015/2016 the Examination Development Fund would be budgeted separately, meaning that the costs of the Examiner Training Workshop would therefore be funded from this source.

A number of income sources from Science Week exceeded the budget projections. College Science Week 2014 generated a profit of \$124,943, within \$300 of the projected budget. In line with current College policy, \$87,460 was disbursed to chapters and \$37,483 was retained and used to offset general College operating costs.

Currently investments of \$700,000 were held in fixed term deposits, and the Cash Management account had a balance of \$493,700. This amounted to total investment funds of \$1,193,700, exceeding the 2013/2014 total by more than \$162,000 and well in excess of what was required by College Policy.

Dr Paton acknowledged the work of the College staff, especially that of Mrs Lowe in managing the financial activities of the College.

#### **4.2 Budget for 2014/2015**

A copy of the proposed budget for 2015/2016 had been circulated with the AGM documents to all members.

Dr Paton pointed out separate budgets had been prepared for the general, examination, science week and Examination Development Fund accounts, and

expenses had been estimated based on the actual amounts spent in the last financial year, and by taking into account any anticipated changes in spending required.

In the General account the budget projected a surplus of \$110,024. Income was based on subscriptions payable by 2000 members, allowing for some attrition of the current membership.

In the Examination account a deficit of \$8,101 was projected. Income was based on 180 membership candidates and 20 fellowship candidates. Revenue had also been included to fund counselling for unsuccessful candidates and professional consultancy advice.

In the Science Week account a surplus of \$85,750 had been estimated based on similar attendance numbers to those in 2015. Currently the College retained 30% of the profit and 70% was disbursed to Chapters.

Overall a surplus of \$101,923 was anticipated for the 2015/2016 financial year.

#### **4.3 Appointment of Auditors**

Moore Stephens, Brisbane were re-appointed as College auditors.

Dr Mansfield thanked Dr Paton for his hard work in ensuring the College maintained a healthy and robust financial status.

### **5. REPORT OF THE CHIEF EXAMINER**

Dr M. Owen, the Chief Examiner, presented his report, copies of which had been circulated to all members.

Dr Owen reported that in 2014 a total of 176 candidates sat the membership examinations, including Medicine of Cats oral examination in the UK. The overall pass mark was 68%. An additional twelve candidates received a supplementary examination. Twenty candidates completed the Fellowship examinations, with twelve passing all components and eight failing all or some components of the examination. This equated to a 60% pass rate compared to 46% pass rate in 2013. Of the eleven candidates attempting the Fellowship examination for the first time, seven passed all components.

Dr Owen reported that in 2015 there were a similar number sitting membership examinations with a slightly lower pass rate, at approximately 62%, but a large number of candidates had received supplementary examinations, which meant that over 70% of candidates had passed all or some components. Twenty-five candidates had sat Fellowship examinations in 2015 of which 19 candidates passed all or some components of the examination.

In the recent examination period the Board of Examiners had set examinations for 200 people over 26 different subjects.

Dr Owen reported the Board had continued to support individual examiners and Chapters by the provision of another successful Examiner Workshop, which was held at the Gold Coast in February 2015, where examining teams across a number of different subjects attended. He noted that it was the intention of the Board of Examiners to give as many Chapters as possible the opportunity to attend an examiner workshop over the three years that they had been held and another was planned to be held next year.

Dr Owen reported that in addition, a face to face meeting with the full Board of Examiners and the College Council had been undertaken at that time. He noted that such face to face meetings enabled more robust and efficient discussions and were essential for the ongoing work of the Board of Examiners.

Dr Owen noted that the examination submission deadline had been moved from December to early March, which appeared to have enabled more timely and complete submissions.

Dr Owens outlined the roles of the two sub committees of the Board of Examiners.

The Examination Committee was chaired by the Assistant Chief Examiner Examinations, Dr Carolyn Guy, who was supported by Drs Stephen Atkinson, Trudi McAlees and Sharanne Raidal.

The Examination Committee had continued its important role of reviewing all Membership and Fellowship examinations and providing feedback to Subject examiners to ensure all examinations provided by the College were maintained at a high standard and were in line with the guidelines established by the Chapters. This involved a substantial time commitment of all members of the committee, particularly in the months leading up to the examinations.

The Training and Credentials Committee was chaired by the Assistant Chief Examiner Training and Credentials, Dr Tias Muurlink, ably supported by Drs Peter Bennett, Katherine Briscoe and Gabby Musk as the current Board of Examiners members serving on the TCC.

The Training and Credentials Committee continued to assess Training programs and Credential documents of Fellowship candidates, their Activity Log submissions, and annual supervisor reports and help candidates resolve any issues arising from training or credentialing.

All Membership and Fellowship subject guidelines were also required to be reviewed at least every five years to ensure that the guidelines reflected current knowledge and practice, which the TCC was responsible for in conjunction with the Chapters.

Last year a decision had been made that all Fellowship candidates must complete a mandatory 'Intention to Sit' by the 30<sup>th</sup> June the year prior to sitting their Fellowship examination. This allowed a more seamless appointment of examiners with a more definitive candidature identified earlier, enabling conflicts of interest to be avoided.

Dr Owen noted that the Board of Examiners was committed to reviewing other initiatives to support examining teams and also candidates.

Dr Owen reported that work was ongoing in the move towards introducing Institutional Accreditation for Candidates training in Fellowship programs. With the change a few years ago to Activity Log summaries, the reporting requirements for candidates had been markedly reduced, and such accreditation would further reduce this workload.

Dr Owen reported that the Board of Examiners had also recently discussed the use of computers during the examinations. He noted that there were many issues regarding computer based written examinations and the recommendation from the Board of Examiners was that the current system remain unchanged, although it was recognised this would need to be readdressed in the future.

Dr Owen stated that this was his final report as Chief Examiner for the College. He had been involved with the Board of Examiners and the College for a large number of years which he had thoroughly enjoyed and regarded it as a privilege to act as Chief Examiner for the last two. He welcomed Dr Tias Muurlink as the new Chief Examiner, with Dr Bennett taking on the role as Assistant Chief Examiner of the Training and Credentials Committee and Dr Guy would continue as Assistant Chief Examiner for the Examination Committee. He welcomed Dr Ian Hodge, a new member of the Board of Examiners.

Dr Owen noted that the College played an important role within the Australian and New Zealand Veterinary profession and he encouraged all members to become actively involved, whether it be on Chapter executives, examining, mentoring or serving on the Board of Examiners or making themselves available for Council.

Dr Owens acknowledged the commitment by all members of the Board of Examiners and thanked them for the time and effort they had expended on behalf of the Board.

In closing his report Dr Owen also thanked the College office staff for their hard work and support during the previous year and acknowledged the continued advice and support of Council led by President Dr Caroline Mansfield.

## **6. REPORT OF THE HONORARY SECRETARY**

Dr W. Ricketts, the Honorary Secretary presented his report, a copy of which had been circulated to all members.

### **6.1 Council Meetings**

Council met in person in Surfers Paradise on 10 July 2014 and Melbourne on the 14 February 2015 and by tele-conference on 18 August, 27 October 2013 and 11 May 2015.

At each meeting a check was made on the progress made towards achieving the strategic objectives set in the College's Strategic Plan (2012-16). It was gratifying to see the substantial progress that had been made.

### **6.2 Council Appointments**

The following appointments were made by Council for 2014/2015

Honorary Assistant Secretary (NZ)	W. Ricketts
Chairman, Awards Committee	A. Burrows
Returning Officer	G. M. Robins

#### **Board of Examiners**

M. C. Owen	Chief Examiner
T. Muurlink	Assistant Chief Examiner (Training and Credentials)
C. Guy	Assistant Chief Examiner (Examinations)
S. Atkinson	
P. Bennett	
K. Briscoe	
T. McAlees	
S. Raidal	
G. Musk	
C. Mansfield (ex officio)	

### **6.2 College Examinations**

Examinations for Membership and for Fellowship of the College would be held in conjunction with the College Science Week in Surfers Paradise in July as was the usual practice. Twenty five members sat the Fellowship examinations in nine subjects, and one hundred and seventy three candidates sat the Membership examinations in seventeen subjects.

### **6.3 International Profile of ANZCVS**

The international standing of the College and the international currency of our qualifications (Fellowship in particular) are important for many of our members. The ANZCVS continues to pursue its aims in the international arena through:

- ANZCVS representation at relevant meetings of international veterinary specialist organisations
- Building sound relationships with overseas colleges and speciality boards
- Participation in discussions with overseas colleges and speciality boards about the structure of the ANZCVS, its role in veterinary specialisation and advanced education

in Australia and New Zealand, and the relationship its members would like with equivalent overseas colleges.

- The development of agreed international standards for specialist training and examinations
- The pursuit and further advancement of the international recognition of ANZCVS Fellowship and Membership qualifications.

#### **6.4 Membership**

There were currently 2322 Members of the College. Of these, 1788 resided in Australia, 298 in New Zealand and 236 overseas. It was pleasing to note that an increasing number of overseas veterinarians recognised the value of a College qualification, in addition to the steady stream of locals interested in adding value to their credentials through affiliation with the College.

##### **Deaths**

The deaths of Drs T. Bagust, M. Copland, D. Bayvel, R. Butterfield, M. Harrison, H. Black, I. Parsonson, J. Whitem, A. Jopp and S. Dennis were noted with regret.

##### **Life Membership/Fellowship**

Drs R.I.E. Smith, R. Cook, R. Wilson, J. Craven, K. McSporran, R. Wilson, S. Gray, S. Church, G. Struthers, J. Field, F. Hoyle, and R. Buddle were elected life members or fellows.

##### **Reinstatements**

Drs A. Thompson, J. Sinclair, R. Lam, R. Carslake, A. Philbey, K. Lott, C. Cantley, J. Baird, C. Khursandi and I. Burton were reinstated as members.

##### **Resignations**

Drs K. Bird, R. Dunn, F. Allan, C. Moller, A. McKinnon, G. Smyth, C. Green, R.G. Wilson and J. Lorenz resigned as members.

##### **Associate Membership**

Drs S. Nguyen, A. Dutton, B. Gummow, A. Sparkes, D. Hoolahan and S. Gordon were elected as associate members.

#### **6.5 College Awards**

The Ian Clunies Ross Award for 2015 was awarded to Dr Robert J. Love. The College Prize was not awarded in 2015.

The Kesteven Medal was awarded to Dr Anthony Foreman.

The 2015 Fellowship Training Scholarship was awarded to Drs Edwina Wilkes and Amy Williamson and the Geoff Robins Fellowship Research Grant to Dr Michelle Sutherland.

The prize for the Most Commendable Paper published in the Australian Veterinary Journal; "Efficacy of a buccal meloxicam formulation for pain relief in Merino lambs undergoing knife castration and tail docking in a randomised field trial" was awarded to Drs A.H. Small, S. Belson, M. Holm and I. G. Colditz.

The Prize for the Most Commendable Paper published in the New Zealand Veterinary Journal in 2014; "The pharmacokinetics of methimazole in a novel lipophilic formulation administered transdermally to healthy cats" was awarded to Drs K.E. Hill, M.A. Gieseg, J. Bridges and J.P. Chambers.

The Prize for the Most Commendable Paper published in the Australian Veterinary Practitioner; "Outcomes of mechanical ventilation in 302 dogs and cats in Australia" was awarded to Drs N.L. Trigg, E. Leister, J. Whitney and T.J. McAlees.



The Prize for the Most Commendable Paper published in an international journal in 2014; "Bending strength and stiffness of Canine Cadaver Spines after fixation of a Lumbar Spinal fracture-luxation using a novel unilateral stabilization technique compared to traditional dorsal stabilization" was awarded to Drs D. Hall, S.R. Snelling, D.C. Ackland, W. Wu and J. M. Morton.

#### **6.6 College Publications**

This year the College Courier was distributed in electronic format only. This had allowed for an expanded format and content and an attractive presentation.

#### **6.7 Chapters**

Members of Council regularly liaised with all Chapters throughout the year regarding any issues which needed to be brought to the attention of Council. There were now twenty one Chapters of the College which are:

Anaesthesia, Emergency & Critical Care	Veterinary Behaviour
Animal Welfare	Animal Reproduction
Avian Health	Aquatic Animal Health
Cattle	Dentistry
Epidemiology	Equine
Feline	Ophthalmology
Pathobiology	Pharmacology
Radiology	Small Animal Medicine
Surgery	Dermatology
Zoo and Wildlife Medicine	Oncology
Small Ruminant	

#### **6.8 Science Week**

College Science Week 2015 would be held at the QT Gold Coast Surfers Paradise. This will bring together both the membership and fellowship examinations followed by a 3 day scientific meeting including the College AGM and Awards Dinner.

The Scientific Meeting is aimed at presenting 'cutting edge' topics mainly by fellows and members of the College.

#### **6.9 Secretariat**

It was noted that Mrs Elaine Lowe (College Manager), Mr Kim Hudson (Executive Officer), Dr Mary Anne Hiscutt (Assistant College Manager), Miss Sharon Tinsley (Administrative Assistant) and Ms Robyn Pettigrew (Examinations Officer) continued to ensure the efficient, smooth running of the office in Brisbane; sincere appreciation was expressed to them.

### **7. LOCATION OF THE 46<sup>th</sup> ANNUAL GENERAL MEETING**

Dr Mansfield advised that the 46<sup>th</sup> Annual General Meeting would be held at the QT Gold Coast Hotel, Surfers Paradise on the 8 July 2016 in conjunction with the College Science Week.

In closing the meeting Dr Mansfield thanked all attendees for their participation.



**Caroline S. Mansfield**