



**49th ANNUAL GENERAL MEETING
of
The Australian and New Zealand College of Veterinary Scientists
ABN 50 000 894 208**

**The Star Gold Coast,
1 Casino Drive Broadbeach
Queensland
at 5.00 p.m. on Friday 5 July 2019**

AGENDA

ORDINARY BUSINESS

1. Welcome and apologies.
2. To declare the names of Councillors and office bearers for 2019/20.
3. To confirm the Minutes of the 48th Annual General Meeting held at the QT Gold Coast Hotel, Surfers Paradise on 6 July 2018.
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, including Auditors Report, for the year ended 28 February 2019.
 - 4.2 To receive and adopt the 2019/20 budget.
 - 4.3 To appoint auditors.
5. To consider the following Notice of Motion (BS/ZL) “That the annual Membership fees for 2020/2021 be increased to \$A190 plus the appropriate GST and the equivalent for New Zealand members at the exchange rate applying at the end of the current financial year.”
6. To receive and consider the Report of the Chief Examiner.
7. To receive and consider the Report of the Honorary Secretary.
8. To transact any other business legally brought forward:
9. Location of 50th Annual General Meeting
10. Closure

W. Ricketts
Honorary Secretary

Copies of the Minutes of the 48th Annual General Meeting, and audited 2018/2019 financial statements are available on request to the College office and will also be available at the 49th Annual General Meeting.



Honorary Treasurer's Report 2018 - 2019

Summary

The Consolidated* financial position of our College was marginally stronger at year end and was surplus to budget projections. This was primarily a result of increased income (in particular College Science Week) as well as a non-recurring reduction in staff expense associated with the College Strategic Plan of engaging a Chief Executive Officer. This appointment has been undertaken to ensure sustainable governance and productive initiatives.

Central* operations of the College have again been projected as a moderate (12%) deficit for the current year with the primary contributors being the financial uncertainty associated with the change in College Science Week venue (balanced event budget projection) and the unavoidable change in College Office premises.

Provision has been made in the Central balance sheet for relocation of the College Office. Should this occur retained earnings will be reduced to approximately \$500,000. This is well above required working capital but may limit the College's ability to fund strategic initiatives. Note: Chapter retained earnings will remain unaffected at approximately \$900,000, double the amount held centrally.

The Finance and Risk Committee (FRC) has been tasked by Council to model a range of medium (5 years) to longer term (10 years) financial projections for the College given current business characteristics and financial management. All models risked depletion of financial reserves sufficient to jeopardise operations within 5 – 10 years.

Evaluation of a range of pre-emptive responses has subsequently been considered. The results are that while no single action will be sufficient a set of integrated and coordinated activities would likely be successful. This includes the renewal of strategy, development of membership services, renewal of infrastructure, and collaboration between all sections of the College and development of medium to long term investment goals.

* The financial organization of the College is modelled as “Central” and “Chapters” with the combination being “Consolidated”.

Statutory Accounts

The 2018/19 College financial year ended with a **statutory surplus of \$161,463** compared with deficit of (\$61,015) for 2018/19 and **Members' Equity of \$2,316,394** compared with \$2,154,931 for 2017/18. (Copies of Full audit report will be available at the AGM).

NB: These Accounts are *inclusive* of Chapter Accounts and provide information on the ANZCVS Consolidated entity. Accrual accounting is applied to conform to Australian Accounting Standards.

Management Accounts

Management accounts are presented to end of financial year (February 28) and include comparisons as: prior year, completed year compared to budget and provisional budget for 2019/20.

NB: These Accounts are *exclusive* of Chapter Accounts and are intended to provide information on central operations only. Cash accounting is used. Net disbursement from Central Accounts to Chapter Accounts was \$174,024.

General Account

The general account for the 2018/19 financial year was **\$86,821 in surplus** compared to (\$82,606) deficit for 2017/18. A budgeted deficit of approximately \$18,000 is forecast.

Examination Account

The examination account for the 2018/19 financial year was **(\$77,366) in deficit** compared with \$95,004 in surplus for 2017/2018. A budgeted deficit of approximately (\$113,000) is forecast.

The marked variability in year on year results reflects the cycle of examination subject offerings and in particular the UK membership in Feline Medicine Examination which is earnings positive and examination income being recognized in the year prior to examination expenses. Accrual accounting methods are under consideration to better represent the College financial operations in this area. Consistent with established practice the College aims to provide earnings neutral or slightly surplus examinations over the cycle.

Science Week Account

College Science Week 2018 generated a **surplus of \$170,900** compared with \$115,424 in 2017. In line with current College policy, \$119,630 was disbursed to Chapters and \$51,270 was retained centrally (1).

For 2019 Science Week Chapter disbursements have been adjusted to 50% of surplus to allow for the uncertainties associated with a new venue. The projected surplus is approximately \$81,000. Disbursement % and amount will be reviewed against actual results in August.

The Examination Development Fund

Explanatory Note: This Fund does not receive income external to the College and is annually funded by Central contribution (\$75,000) and by the Chapters (\$25,000). Council has resolved that year-end surpluses are retained but deficits will be funded by central contribution to allow large projects with expenses covering multiple financial years. The net additional central contribution to the fund since inception (2014/15) has been \$56,603.

Financial Assets (from Statutory Accounts)

At call funds were \$1,656,240 compared with **\$1,467,257** in 2017/18. Of these funds \$820,413 are held by the College and \$835,827 are held by the Chapters. The 2017/18 balances were \$730,992 and \$736,265 respectively.

Term deposits were \$1,171,849 compared with **\$1,053,345** in 2017/18. Of these funds \$904,617 are held by the College and \$267,232 are held by the Chapters. The 2017/18 balances were \$808,705 and \$244,664 respectively.

Net Financial Assets	2018/19		2017/18	
Combined	\$2,316,394		\$2,154,931	
Central	\$1,213,336	52%	\$1,174,026	55%
Chapter	\$1,103,059	48%	\$ 980,929	45%

These amounts are well in excess of what is required by College policy requiring reserves of greater than one year budgeted operating expense (preliminary budget expense 2019/20 \$1,127,305) at year end.

Acknowledgements

Many thanks are due to the CEO, College Manager, Assistant College Manager and the whole team who manage the day-to-day financial activities of the College along with the members of the College Finance & Risk Committee who provide oversight and recommendations to Council. 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. Statutory Accounts refer to the comprehensive financial position of the College and its constituent Chapters (attached). Statutory accounts are produced by accrual accounting method.

Management Accounts refer to the College operations divided into General, Examination, Science Week, and Examination Development 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. These Management Accounts do not include the Chapter Accounts which are operated and budgeted separately but under the supervision of the College. Management accounts are produced by a cash accounting method.

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.

Adjustments:

(1) College Science Week Profit. For the purposes of timely disbursement of funds to Chapters profit is calculated from September 1 to August 31 of the year of the event.

Dr Bruce Smith BVSc, MS FANZCVS (Small Animal Surgery) Dip ACVS

Honorary Treasurer

Management Accounts for ANZCVS to 28th February 2019				
	Year 2018/19	Year 2017/18	Budget 2019/20	
Income				
Annual Subs	\$ 365,057	\$ 346,015	\$	398,805
Interest	\$ 33,853	\$ 31,589	\$	30,000
Proceeds of Awards Dinner	\$ 19,505	\$ 18,606	\$	20,000
College Products	\$ 541	\$ 886	\$	500
Trade Booths at SW	\$ 119,612	\$ 74,212		
Surplus from Science Week	\$ 51,270	\$ 38,009	\$	40,000
Credit card surcharge	\$ 14,434	\$ 17,835	\$	15,000
Web Site Advertising	\$ 92,799	\$ 66,233	\$	75,000
Misc.	\$ 3			
Total	\$ 697,074	\$ 593,385	\$	579,305
Expenditure				
Accounting	\$ 16,999	\$ 21,066	\$	19,000
Advertising	\$ 164	\$ 1,109	\$	500
Bank charges	\$ 14,921	\$ 17,113	\$	15,000
Venue Expense - Council meetings/SW Expenses/Hospitality	\$ 22,519	\$ 2,575	\$	16,500
NZ functions	\$ 3,331			
Awards Dinner	\$ 35,082	\$ 38,849	\$	39,000
Computer Exp	\$ 5,130	\$ 1,273	\$	3,000
Web site expenses	\$ 36,277	\$ 57,257	\$	50,000
Insurance	\$ 8,564	\$ 7,485	\$	9,000
Medallions, Prizes	\$ 164	\$ 2,051	\$	500
Scholarship	\$ 8,940	\$ 8,810	\$	9,140
Cost of booths for SW	\$ 13,430	\$ 13,156		
Trade function	\$ 2,667			
Research Grant	\$ 3,000	\$ 3,000	\$	3,000
Travel Grant	\$ 4,000	\$ -	\$	2,000
International Travel	\$ 6,984	\$ 2,140	\$	3,500
Domestic travel and accommodation	\$ 25,738	\$ 34,745	\$	31,500
Office Rental	\$ 26,526	\$ 26,157	\$	33,515
Postage & Freight	\$ 2,227	\$ 3,474	\$	3,000
Printing & Stationery	\$ 8,165	\$ 7,796	\$	8,000
Merchandise	\$ -	\$ 1,507	\$	1,000
Office Equipment	\$ 1,223	\$ 1,071	\$	20,000
Salaries	\$ 169,688	\$ 124,016	\$	179,997
Superannuation	\$ 16,660	\$ 14,667	\$	24,339
Staff Amenities	\$ 27			
Training Courses/Conference attendance	\$ 3,850	\$ 274	\$	5,000
Teleconference Meetings	\$ 973	\$ 1,927	\$	2,000
Telephone	\$ 2,416	\$ 2,064	\$	3,000
Marketing	\$ 486		\$	2,500
Miscellaneous Expenses	\$ 456	\$ 3,135	\$	1,000
Examination Development Fund	\$ 75,000	\$ 262,005	\$	75,000
Extraordinary Examination Development	\$ 19,100		\$	-
Chapter Support Funds	\$ 10,603	\$ 3,900	\$	15,000
Professional advice (K. Crofts)	\$ 10,000	\$ 7,500	\$	10,000
Employsure Professional Fee	\$ 7,674	\$ 5,369	\$	6,000
Legal expense	\$ 19,743	\$ -	\$	5,000
Electronic voting	\$ 950	\$ 500	\$	1,000
Governance	\$ 146		\$	-
Executive Recruitment	\$ 26,430			
Total	\$ 610,253	\$ 675,991	\$	596,991
Surplus (Deficit)	\$ 86,821	\$ (82,606)	\$	(17,686)

EXAMINATION ACCOUNT: AS OF 28 February 2019

	Year 2018/19	Year 2017/18	Budget 2019/20
Income			
Fell Exams	\$ 113,978	\$ 129,415	\$ 100,000
Mem Exams	\$ 401,359	\$ 398,959	\$ 392,000
Mem. Exams UK		\$ 78,300	\$ 56,000
Examiner Workshop			
Total	\$ 515,337	\$ 606,674	\$ 548,000
Expenditure			
Advertising	\$ 5,720	\$ 6,168	\$ 8,000
Venue Expense -prac/orals	\$ 51,106	\$ 46,113	\$ 55,000
Venue Expense - writtens and invigilators	\$ 12,776	\$ 13,074	\$ 15,000
Postage and Freight	\$ 2,566	\$ 5,350	\$ 3,500
Printing & Stationery	\$ 3,448	\$ 1,549	\$ 6,500
Salaries	\$ 189,407	\$ 175,265	\$ 244,799
Superannuation	\$ 16,660	\$ 14,667	\$ 24,339
Travel	\$ 66,277	\$ 56,500	\$ 65,000
Venue Expense UK	\$ 4,706	\$ -	\$ -
Travel to UK (Cats)		\$ 4,561	\$ 5,000
Accommodation	\$ 98,244	\$ 74,942	\$ 95,000
International Accomodation (UK Cats)	\$ 5,265	\$ -	\$ -
Teleconference meetings	\$ -	\$ 734	\$ 500
Testamurs	\$ 1,345	\$ 1,239	\$ 1,500
Refund exam Fees	\$ 54,256	\$ 61,418	\$ 55,000
Unsuccessful Candidate Counselling	\$ 1,446	\$ 783	\$ 2,000
Payment to Examiners	\$ 49,227	\$ 33,534	\$ 52,000
Miscellaneous Expenses (shred bin, photoco	\$ 2,055	\$ 1,264	\$ 2,000
Computer expense	\$ 180	\$ 1,974	\$ 500
Examiners Dinner	\$ 7,097	\$ 5,403	\$ 7,000
Examination Review	\$ 1,355	\$ 3,203	\$ 3,500
Venue expense Board of Examiners meeting	\$ 5,332	\$ 1,753	\$ 8,000
Legal Expense	\$ 7,228	\$ 2,176	
ERRS ongoing expense	\$ 7,007		\$ 7,200
Total	\$ 592,703	\$ 511,670	\$ 661,338
Surplus (Deficit)	\$ (77,366)	\$ 95,004	\$ (113,338)

SCIENCE WEEK: AS OF 30 September 2018			
	Science Week 2018	Science Week 2017	Science Week Budget 19/20
Income			
Registration Fees	\$350,291	\$260,208	\$356,622
Sponsorship			\$15,000
Trade Booths			\$135,000
Total	\$350,291	\$260,208	\$506,622
Expenditure			
Advertising	\$8,591	\$7,255	\$10,000
Venue Expense inc audio visuals	\$127,889	\$98,469	\$196,800
Function (Happy Hour)	\$7,727	\$6,807	\$9,000
Function (Trade)			\$3,500
Printing and Stationery	\$3,533	\$5,071	\$3,900
Salaries	\$16,256	\$20,154	\$107,770
SW Convenor			\$10,000
Graphic Design			\$2,000
Registration refund	\$10,304	\$836	
Merchandise	\$1,416	\$1,341	\$1,000
Travel/Plenary	\$3,106	\$1,821	\$3,500
Ribbons	\$569	\$1,888	\$600
Event Management			\$7,000
Delegate Tracking			\$4,000
Conference Bags			\$3,900
Sponsored Breakfasts			\$7,000
Marquee Room hire (Bump in)			\$8,000
Photographer			\$750
Trade Exhibit Booths			\$14,000
Lanyards			\$1,500
Badges			\$1,500
Contingency			\$30,000
Total	\$179,391	\$143,642	\$425,720
Surplus (Deficit)	\$170,900	\$116,566	\$80,902
Disbursement			
Chapters (70%)	\$119,630		
Central (30%)	\$51,270		

EXAMINATION DEVELOPMENT FUND: AS OF 28 February 2019

	Year 2018/19	Year 2017/18	Budget 2019/20
Income			
Chapter contributions	\$ 25,003	\$ 24,804	\$ 25,000
College contribution	\$ 75,000	\$ 75,000	\$ 75,000
Total	\$ 100,003	\$ 99,804	\$ 100,000
Expenditure			
Examiner workshop venue/meals/facilitator	\$ 14,204	\$ 9,872	\$ 8,800
Travel	\$ 25,963	\$ 19,172	\$ 15,000
Accommodation	\$ 12,603	\$ 18,675	\$ 9,000
Examiners dinner	\$ 4,109	\$ 5,785	\$ 4,500
Board of Examiner initiatives			\$ 38,062
Project officer wages	\$ 41,269	\$ 35,182	\$ 22,079
Project officer Super	\$ 3,809	\$ 3,488	\$ 2,059
Computer expense	\$ 1,858	\$ 459	\$ 500
Teleconference	\$ 38	\$ 128	
ERRS	\$ 15,250	\$ 162,353	
Examination Review	\$ -	\$ 716	
Printing & Stationery	\$ -	\$ 175	
Honoraria		\$ 6,000	
Total	\$ 119,103	\$ 262,005	\$ 100,000
Surplus (Deficit)	\$ (19,100)	\$ (162,201)	\$ -

SUMMARY: AS OF 28 February 2019

	Year 2018/19	Year 2017/18	Budget 2019/20
Income			
General Account	\$ 697,074	\$ 593,385	\$ 579,305
Examination Account	\$ 515,337	\$ 606,674	\$ 548,000
Total	\$ 1,212,411	\$ 1,200,059	\$ 1,127,305
Expense			
General Account	\$ 610,253	\$ 675,991	\$ 597,991
Examination Account	\$ 592,703	\$ 511,670	\$ 661,338
Total	\$ 1,202,956	\$ 1,187,661	\$ 1,259,329
Surplus (Deficit)	\$ 9,455	\$ 12,398	\$ (132,024)



REPORT OF THE CHIEF EXAMINER 2018 -2019

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.

This year the multidisciplinary examiners workshop was expanded in order to accommodate greater numbers of the large examining teams in Small Animal Medicine, Small Animal Surgery and Veterinary Emergency and Critical Care. It was considered that the examiners in these subjects would benefit from the didactic material and interaction with other disciplines.

During this time face to face Board of Examiner and Council meetings are also held. 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.

2018 Examinations

In 2018, a total of 273 candidates sat the membership examinations, of which 194 passed, 26 received a supplementary examination and 53 failed. This resulted in a 71.1% overall pass rate.

Twenty-seven candidates completed the fellowship examinations, of which twelve candidates passed all components of the examination, eleven candidates passed some components of the examination and three candidates failed the examination.

2019 Examinations

At the time of writing there are currently 253 candidates sitting the membership examination in 21 subjects including two new subjects: Veterinary Practice (Equine and Small Animal). There are 25 candidates sitting fellowship examinations over 9 different specialist subjects.

In addition to the Chief Examiner, eight other members of the College serve on the Board of Examiners, split into the Training & Credentials and the Examination Committee. The President of the College also serves on the Board in an ex officio role.

Examination Committee (EC)

The EC is chaired by the Assistant Chief Examiner Examinations, (ACE-Ex), Dr Sharanne Raidal, who is supported by Drs Stephen Atkinson, Gabby Musk, Jennifer Carter and Katherine Briscoe.

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, conform to College standards and are in line with the guidelines established by the Chapters. This involves a substantial time commitment for 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 Tias Muurlink.

The TCC continues to assess Training programs and Credential documents of Fellowship candidates, their Activity Log submissions, annual supervisor reports and helps 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 continues to review initiatives to support examining teams and also candidates.

Examination Development Fund projects:

A number of projects are in progress, some of which have been carried forward from 2018. These are:

1. Institutional accreditation: Development of documentation for Fellowship candidates in identified training institutions
2. Maintenance of credentials (MOC): Development of processes to facilitate implementation of a multi-level MOC program
3. Examination week: Investigation into consolidation of exams into a single exam week format
4. Electronic assessment: Investigation of platforms to facilitate electronic delivery of assessment
5. Mentor program: Development of a College wide support structure for mentorship of Membership candidates
6. Science Week Digital Recording: Ongoing capture of content at Science Week

Based on member feedback and in consideration of the increase in efficiency and capacity, the Board and Council are progressing the change to electronic assessment with electronic delivery of examinations scheduled for 2021. Genix Systems has been identified as the preferred provider and preliminary scoping and assessment of the College's requirements are scheduled to commence in October 2019.

The Board has also been busy in preparation of the two new practice membership subjects; Veterinary Practice (Small Animal) and Veterinary Practice (Equine). These two new subjects are an exciting new development for the College with the first candidates being examined this year.

Thanks

My thanks must go to our two assistant Chief Examiners, Drs Sharanne Raidal and Peter Bennett, and all members of the Board who have supported me and work incredibly hard in these voluntary positions on behalf of all members.

I would also like to thank our examinations officers, Robyn Pettigrew and Lynda Kennedy as well as the entire College office team, who ably support the Board in its many roles. It is only from having the support of this wonderful team that the Board can deliver as is expected of it.

Another big thankyou must be directed to the very large number of examiners and Chapter committee members who work willingly and tirelessly with the College to undertake all the tasks of administering training programs and examinations.

One of the great rewards from serving the College is meeting and working with so many members of our profession. I would also like to thank all those members, examiners and others who have supported the work of the Board over the last 12 months.

My last sincere thanks go to our current members of Council, led by our President Zoe Lenard. This group of people have been extraordinary in supporting both my role and that of the Board and this has made the job both easier and more fulfilling.

Dr C. Guy BVSc MANZCVS (Epidemiology, Pharmacology)
Chief Examiner



REPORT OF COUNCIL 2018-2019

1. Council 2018/2019

1.1 Members of Council

President	Z. Lenard	Members	C. S. Mansfield
Past President	A. K. Burrows		A. Lane
Chief Examiner	C. Guy		
Honorary Secretary	W. Ricketts		
Honorary Treasurer	B. A. Smith		

1.2 Council Meetings

At each council meeting, checks were made on the progress of strategic objectives set in the College's Strategic Plan. These meetings were held in person on July 4 2018, September 15/16 2018 and February 9/10 2019 and by tele-conference on 14 May 2019.

1.3 Council Appointments

The following appointments were made by Council for 2018/2019

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

Board of Examiners

Chief Examiner	C. Guy	Members	S. Atkinson
			L. Abraham
			K. Briscoe
Assistant Chief Examiner (Training and Credentials)	P. Bennett		J. Carter
			G. Musk
Assistant Chief Examiner (Examinations)	S. Raidal		T. Muurlink
			Z. Lenard (ex officio)

Finance and Risk Committee

B. Smith	K. Crofts
W. Ricketts	K. Hudson
G. Edwards	M. Hiscutt
A. Lane	S. Klintworth

2. College Examinations

Examinations for Membership and for Fellowship of the College will be held in Surfers Paradise in July, as is the usual practice. At the time of writing twenty-five members have completed the prerequisites to sit the Fellowship examinations in nine subjects, and two hundred and fifty-seven candidates are enrolled to sit the Membership examinations in eighteen subjects.

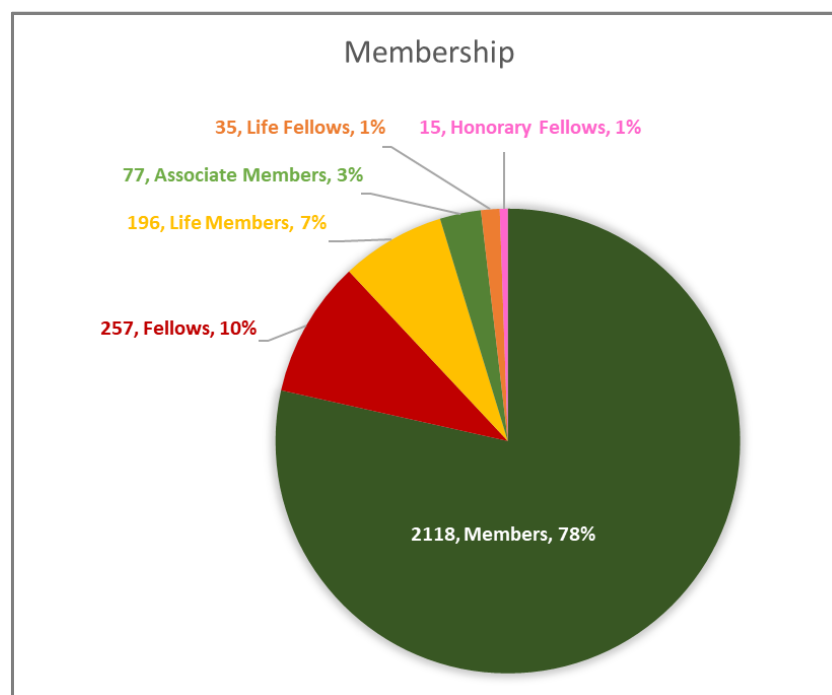
3. International Profile of ANZCVS

The international standing and recognition of the College and 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.
- 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.
- Delivery of Membership examinations in Medicine of Cats UK every alternate year.

4. Membership

There are 2705 Members of the College. Of these, 2076 reside in Australia, 322 in New Zealand and 307 overseas. We continue to attract overseas veterinarians who 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.



Growth in Membership over the last five years

Year	Total Membership	Australia	New Zealand	Overseas
2018	2580	1989	310	287
2017	2477	1913	300	264
2016	2388	1842	300	246
2015	2322	1788	298	236
2014	2238	1727	292	219

Deaths

The deaths of Drs B. Parkinson, S.J. Miller, W. Geering, P.J. Ketterer, H. Manus, S. Krstic, A. Sinclair, L. Whitten, J. Nicholls, T.J. McClure, S. Coles, P.W. Daniels, P. Ladds, F. Manahan and Z. Dakic were noted with regret.

Life Membership/Fellowship

Drs H. Burbidge, D. Kennedy, R. Hopkirk, R. Whittington, D. Rendell, I. Roth, L. Corner, R. Andrewartha, R. Blair, W.P. Holm, J. Ferguson, E. McMillan, R. Butler, P. Gibbs, M. Evans and M. Matthews were elected to either life membership or life fellowship.

Reinstatements

Drs S. Tai, J. Berman, R. Davies, and D. Parker were reinstated as members.

Resignations

Drs S. Britton, S. Rowe, and S. Copeland resigned as members.

Associate Membership

Drs A. Stewart, V. Poirier, T. Horikawa, J. Hyatt, S. Helmond, C. Joone, L. Santos, P. Sharp, M. Le Chevoir, S. Taylor and K. Bayley were elected as associate members.

5. College Awards for 2019

Award	Recipient
Ian Clunies Ross Award	Professor Joanne Devlin
College Oration	Professor Boyd Jones
Fellowship Training Scholarship	Dr Madeleine Roberts
Geoff Robins Fellowship Research Grant	Dr Alexandr Mastakov
Meritorious Award	Dr Gail Versluis
Meritorious Award	Dr Lydia Hambrook
Most Commendable Paper published in the Australian Veterinary Journal	Automated Identification of intensive animal production locations from aerial photography Sheffield, K.J. Hunnam, J.C. Cuzner, T.N. Morse-McNabb, E.M. Sloan, S.M. Nunan, J. Smith, J. Harvey, W. Lewis, H.
Most Commendable Paper published in the Australian Veterinary Practitioner	Not awarded in 2019
Prize for the Most Commendable Paper published in the New Zealand Veterinary Journal	Antimicrobial usage and risk of treatment for mild to moderate clinical mastitis cases on dairy farms following on-farm bacterial culture and selective therapy McDougall, S. Niethammer, J. Graham, E.M.
Most Commendable Paper published in an international journal	Changes in duodenal CD163-positive cells in dogs with chronic enteropathy after successful treatment Dandrieux, J. Martinez Lopez, LM. Stent, A. Jergens, A. Allenspach, K. Nowell, C.J. Firestone, SM. Kimpton, W. Mansfield, CS.

6. 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-five Chapters of the College which are:

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

7. Science Week

College Science Week 2019 has been held at the Star Gold Coast, allowing for an expanded and updated Science Week. The College AGM and Awards Dinner continue to be held during Science Week.

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

8. Secretariat

Mr Shane Klintworth (Chief Executive Officer), Dr Mary Anne Hiscutt (College Manager), Miss Sharon Tinsley (Assistant College Manager), Ms Robyn Pettigrew (Examinations Officer), Mrs Lynda Kennedy (Assistant Examination Officer), Dr Rachel Tan (Project Officer) and Mrs Thy Boskovic (Marketing, Membership and Events Coordinator) work tirelessly for the College, sometimes under considerable pressure and to tight timelines. They continue to ensure the efficient, smooth running of the office in Brisbane. The Council wishes to express sincere appreciation to them.

Wayne Ricketts
Honorary Secretary
25 May 2019

THE AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS

ABN 50 000 894 208



MINUTES OF THE FORTY EIGHTH 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 6 JULY 2018

1. PRESENT

Drs A. Burrows (President), P. A. Moses, W. Ricketts, B. Smith, Z. Lenard, P. Bennett, T. Muurlink, G. Musk, L. Abraham, S. Atkinson, S. Raidal, D. Evans, P. Tisdall, P. Galloway, D. Blyde, H. Milner, R. Weight, M. Campbell, B. Doneley, D. Monks, G. Trope, D. Cook, B. Jones, A. Petrey, A. Stewart, Y. Indrawirawan, R. Sivacolundhu, P. Macwhirter, A. Peaston, A. Worth, W. Goodwin, L. Wright, K. Kelers, D. Tabrett, B. Biddle, J. Tulloch, K. Toyer, R. Greer, S. McGill, F. James, V. Russell, R. Sutcliffe, C. Brown, G. Gibbons, J. Shorten, T. McAlees, A. Lane, and A. Franklin.

Dr M. Hiscutt attended as College Manager and Minute Secretary.

APOLOGIES

Apologies were received from Drs S. Yeomans, P. Mansell, J. Benschop, A. Bryce and N. Tweedie.

2. COUNCIL Members for 2018/2019

Four nominations had been received for the two vacant positions on Council, and voting had resulted in the re-election to Council of Dr B. Smith and the election of Dr A. Lane.

The President informed the meeting that discussion had taken place at the previous Council meeting relating to office bearers for Council 2018-2019 with the following appointments being recommended to the AGM.

President	Z. Lenard
Past President	A. Burrows
Honorary Secretary	W. Ricketts
Honorary Treasurer	B. Smith
Honorary Treasurer Elect	W. Ricketts
Chief Examiner	C. Guy
Councillor	C. Mansfield
Councillor	A. Lane

Other officers appointed to Council were:

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

Dr Burrows acknowledged Dr Moses, retiring from Council after nine years of service to the College.

3. MINUTES OF THE FORTY SEVENTH ANNUAL GENERAL MEETING

Copies of the Minutes had been circulated to all Members and were available for all attending Members. These Minutes were confirmed as a true record of the meeting. (PM/PB)

4. REPORT OF THE HONORARY TREASURER

A report prepared by Dr B. Smith, the Honorary Treasurer, and the financial statements, including Auditors Report had been circulated to all Members. Dr Smith spoke to the report.

4.1 Profit and Loss Statement 2017/2018

The financial position of the College was marginally weaker at year end. This was primarily a result of increased expenses rather than income reduction. The large expense associated with the Examination Results Recording System (ERRS) was completed, however staff & meeting expenses would be recurring. These had been undertaken as part of the College Strategic plan to ensure sustainable governance and productive initiatives.

Additionally, it was likely that central operations of the College would be in deficit in the current year with the primary contributor being the expenses associated with a large examination cohort.

In the future historical College surpluses in excess of 15% of revenue would not be pursued, with the aim being balanced or single figure surpluses.

Dr Smith noted that the financial organization of the College consisted of “central” and “Chapters” with the combination being “consolidated”.

Statutory Accounts

The 2017/18 College financial year ended with a statutory deficit of (\$61,015) compared with surplus of \$348,789 for 2016/17 and Members' Equity of \$2,154,931 compared with \$2,215,946 for 2016/17. Dr Smith noted that copies of the full audit report were available.

NB: These Accounts were *inclusive* of Chapter Accounts and provided information on the ANZCVS consolidated entity. Accrual accounting was applied to conform to Australian Accounting Standards.

Management Accounts

Management accounts were presented to end of financial year (February 28) and included comparisons as: prior year, completed year compared to budget and provisional budget for 2018/19.

NB: These Accounts were *exclusive* of Chapter Accounts and were intended to provide information on central operations only. Cash accounting was used. Net disbursement from Central Accounts to Chapter Accounts was \$59,893.

General Account

The general account for the 2017/18 financial year was (\$23,924) in deficit compared to \$193,458 surplus for 2016/17. A budgeted surplus of \$60,160 was forecast.

Income in the general account was 6% less than budgeted and had been reviewed as an erroneously inflated subscription forecast rather than a change in membership numbers. Expenses were 25% higher spread over several unbudgeted items including salaries, travel and accommodation. These expenses were expected to be recurring. A \$162,005 non-recurring expense related to the Examination Results Recording System (ERRS) had been completed.

Examination Account

The examination account for the 2017/18 financial year was \$93,253 in surplus compared with (\$23,658) in deficit for 2016/2017. A budgeted deficit of (\$113,135) was forecast.

The marked variability in year on year results reflected the cycle of examination subject offerings and in particular the UK membership in Feline Medicine Examination which was earnings positive and examination income being recognized in the year prior to examination expenses. Accrual accounting methods were under consideration to better represent the College financial operations in this area. Consistent with established practice the College aimed to provide earnings neutral or slightly surplus examinations over the cycle.

The Examination Development Fund

Explanatory Note: This Fund was annually funded by Central contribution (\$75,000) and by the Chapters (\$25,000) and received no external income. Council had resolved that year-end surpluses were retained but deficits would be funded by central contribution to allow large projects with expenses covering multiple financial years. The net additional central contribution to the fund since inception was \$37,503.

The expenditure in this financial year was \$262,005 compared with \$49,412 in 2016/17. A balanced budget was forecast for 2018/19, however expenses in developing the Memberships in Veterinary Practice (Small Animal & Equine) to be offered in 2019 required consideration.

Science Week Account

College Science Week 2017 generated a surplus of \$115,424 compared with \$149,842 in 2016. In line with current College policy, \$88,689 was disbursed to Chapters and \$26,735 was retained centrally.

Financial Assets (from Statutory Accounts)

At call funds were \$1,467,257 compared with \$1,506,988 in 2016/17. Of these funds \$730,992 were held by the College and \$736,265 were held by the Chapters. The 2016/17 balances were \$812,997 and \$693,091 respectively.

Term deposits were \$945,007 compared with \$1,177,469 in 2016/17. Of these funds \$700,343 were held by the College and \$244,664 were held by the Chapters. The 2016/17 balances were \$950,000 and \$227,469 respectively.

These amounts were well in excess of what was required by College policy, requiring reserves of greater than one year budgeted operating expense (preliminary budget expense 2018/19 \$1,327,543) at year end.

Dr Smith acknowledged the work of the College staff, especially that of Mary Anne Hiscutt and Kim Hudson, and the members of the Finance and Risk Committee in managing the financial activities of the College and the members of the Finance and Risk Committee for providing oversight and thanked the Chapter treasurers and office

bearers who contributed to the growth of the College and its long-term financial viability.

The MOTION (KT/DM) that “the report of the Honorary Treasurer be adopted” was CARRIED

4.2 Budget for 2018/2019

A copy of the proposed budget for 2018/2019 had been circulated with the AGM documents to all Members.

Dr Smith 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 \$60,160. Income was based on subscriptions payable by 2,330 members, allowing for some attrition of the current membership.

In the Examination account a deficit of (\$113,135) was projected. Income was based on 285 Membership candidates and 22 Fellowship candidates. Provision had also been included to fund counselling for unsuccessful candidates and professional consultancy advice.

In the Science Week account a surplus of \$34,428 had been estimated based on similar attendance numbers to those in 2017.

Overall a deficit of (\$93,546) was anticipated for the 2018/2019 financial year.

The MOTION (KT/ DM) that “the budget for 2018/2019 be adopted” was CARRIED.

4.3 Appointment of Auditors

The MOTION (PM/WR) that “Crowe Howarth, Brisbane be re-appointed as College auditors for 2018/2019 was CARRIED”.

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

5. REPORT OF THE CHIEF EXAMINER

Dr T. Muurlink, the Chief Examiner, presented his report, copies of which had been circulated to all Members.

Dr Muurlink thanked everyone who had been involved in delivering the examinations, especially the Board of Examiners and the Office staff. Dr Muurlink thanked Council for their support, the CEC and examiners and acknowledged the huge job that they had performed.

Dr Muurlink reported that the Board continued to fulfil its role in producing the annual examinations in both Membership and Fellowship on behalf of the College Chapters. The Board strived to maintain a sensible balance between the workloads of the examining teams, whilst maintaining validity and integrity of the examinations which protected both the candidates and the College itself.

Another successful Examiner Workshop was held in 2018 at the QT Hotel, Gold Coast where examining teams across a number of different subjects attended. It was the Board’s intent that over the years the workshops were held, as many Chapters as possible would be given the opportunity to attend.

At the same time the Board of Examiners and Council also held face to face meetings. This required a large personal time commitment for all, but such continued face-to-face meetings enabled more robust and efficient discussions and were essential for the ongoing work of the Board.

In addition to the multidisciplinary examiners workshop, in 2018 separate examination writing retreats were held for both Small Animal Medicine and Small Animal Surgery. These two subjects had very large examination teams and candidate numbers and the Board, in ongoing efforts to support examiners, had held separate workshops for these subjects.

Dr Muurlink reported that in 2017 a total of 191 candidates sat the Membership examinations, of which 127 passed, 27 received a supplementary examination and 37 failed. This resulted in a 66.5% overall pass mark. Twenty-three candidates completed the Fellowship examinations, of which nine candidates passed all components, eight candidates passed some components of the examination and five candidates failed the examination.

Dr Muurlink reported that in the 2018 examination period 345 candidates registered an intention to sit, and 250 candidates had sat Membership examinations at the Gold Coast, 179 had passed, a pass rate of 72%. Twenty-two candidates were offered supplementary written examinations. Twenty-four candidates were enrolled to sit Medicine of Cats (UK). Twenty-seven candidates sat Fellowship examinations of which twelve passed, with 89% passing at least one component. Eighteen per cent of candidates sitting for the first time passed.

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

The Examination Committee (EC) was chaired by the Assistant Chief Examiner Examinations, Dr Carolyn Guy, who was supported by Drs Stephen Atkinson, Sharanne Raidal, Gabby Musk and Jennifer Carter.

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 for all members of the committee, particularly in the months leading up to the examinations.

The Training and Credentials Committee (TCC) was chaired by the Assistant Chief Examiner Training and Credentials, Dr Peter Bennett, ably supported by Drs Katherine Briscoe and Linda Abraham 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.

Dr Muurlink noted that the Board of Examiners continued to review other initiatives to support examining teams and also candidates.

Dr Muurlink reported that work was ongoing in the move towards introducing Institutional Accreditation for Candidates training in Fellowship programs. The next step forward in the process was to trial this in a number of larger teaching and private hospitals before transitioning it more widely.

Dr Muurlink reported that the Board of Examiners regularly received feedback regarding the introduction of computer use during examinations. This was something the Board would continue to look at over the coming year. Due to the examinations being held in a wide range

of locations and relating to such diverse subject matter, current resources and available technology made a change to computer based assessment difficult.

Dr Muurlink reported that the Board of Examiners and College office were currently working on four projects which had been funded by the examination development fund. The projects were:

1. A review of the consistency and validity of membership examinations.
2. A review of the perceptions of the membership examination and its value.
3. Development of material to help examiners and candidates prepare for and deliver or take oral examinations.
4. The development of electronic marking systems to facilitate the examination marking process.

All four projects had made significant head way over the last twelve months with all now completed or near completion. An important development has been the appointment in March 2017 of Dr Rachel Tan to serve in a part time capacity as Project Officer. Dr Tan had taken on the tasks of administering these projects and assisting the Board of Examiners to get these projects to completion. The Board has been delighted with her enthusiastic and efficient approach and felt her appointment would result in delivery of the projects in a more efficient and timely manner for the benefit of the College.

The Electronic Results Recording System, project four, was successfully introduced for the exam period in 2017. There had been some refinement done following the first live use of this software and these changes were undergoing final testing for use in 2018. The Board considered this software had significantly improved the examination process both from the examiner's perspective but also for the Board of Examiners and College examinations officers. It allowed the monitoring exam processes in real time and also identify problems early and allow us to resolve them in a more timely manner

Dr Muurlink reported that the Equine, Emergency and Critical Care, and Dermatology Chapters had been trialling the new Subject Standards and Examinations Committee structures. These were implemented in these Chapters after the 2016 examination period. During the meetings at Science Week, a review of the new processes would be undertaken and a decision made whether to implement these changes more widely.

The Board has also been busy in this year with administering the two new practice membership subjects; Veterinary Practice (Small animal) and Veterinary Practice (Equine). These two new subjects are an exciting new development for the College and it is expected that it will result in another large increase in candidate numbers in 2019 when these are first introduced.

Dr Muurlink reported that a committee had been formed to examine options for exam delivery, examining options to deal with the changing landscape the College operated under, with large increases in candidate numbers and the increasing demand for better examination techniques. While these demands were paramount it was necessary to be aware that, with the exception of the small College office staff, all those involved with the examination processes were unpaid volunteers.

Dr Muurlink noted that this was his last Chief Examiner's report, with the role being transferred to Dr Carolyn Guy, the current ACE-EC, after the 2018 exam period. Dr Sharanne Radial would take over as ACE-EC and he would remain on the BOE for another year to allow a seamless changeover.

Dr Muurlink 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. The College was almost completely reliant on this ethos of volunteering to ensure the ongoing success in the many activities undertaken.

Dr Muurlink 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 Muurlink also thanked the College office staff for their hard work and support during the previous year, in particular the examinations officers, Robyn Pettigrew and Lynda Kennedy, and acknowledged the continued advice and support of Council led by President Dr Mandy Burrows.

The MOTION (SA/PM) that the report of the Chief Examiner be adopted was CARRIED.

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 6 July 2017 and 3 February 2018 and by tele-conference on 6 September, 7 November 2017 and 21 May 2018.

At each meeting a check was made on the progress made towards achieving the strategic objectives set in the College's Strategic Plan.

6.2 Council Appointments

The following appointments were made by Council for 2016/2017

Honorary Assistant Secretary (NZ)	W. Ricketts
Chairman, Awards Committee	Z. Lenard
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	
S. Raidal	
G. Musk	
J. Carter	
A. Burrows (ex officio)	

Finance and Risk Committee

B. Smith
W. Ricketts
K. Crofts
K. Hudson
M. Hiscutt

6.2 College Examinations

Examinations for Membership and for Fellowship of the College were held in conjunction with the College Science Week in Surfers Paradise in July as was the usual practice. In 2018 twenty-seven members sat the Fellowship examinations in ten subjects, and two hundred and ninety candidates were enrolled to sit 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.
- Conducting Medicine of Cats (UK) every second year.

6.4 Membership

There were currently 2580 Members of the College. Of these, 1989 resided in Australia, 310 in New Zealand and 281 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 G. Collins, A. Familton, M. Cartridge, R. Pascoe, M. Riches and Professor R. Campbell were noted with regret.

Life Membership/Fellowship

Drs R. Murray, P. Slatter, L. Scott, B. Agnew, J. Hyland, C. Simmons, T. Stelmasiak, J. Gill, M. Roberts, P. Stewart, P. Hayes, T. Wilson and R. Whittington were elected either life members or fellows.

Reinstatements

Drs J. Hunnam, K. Agnew, S. Bettanay, M. Klein, J. Dwyer, J. White, W. Shipham, L. Connor, G. Mackereth, A. Fell-Smith, L. Fossati, A. Olsson, M. Eastaugh, J. Sandy, E. Russell, G. Zhang, M. Simpson, H. Pharo, R. Kent and K. Morgan were reinstated as members.

Resignations

Drs A. Nicholls, F. Irving, M. Landos, R. Francis and Associate Professor P. Irons resigned as members.

Associate Membership

Drs M. Annear, K. Gallacher, C. Cannon and C. Media-Torres were elected as associate members.

6.5 College Awards

The Ian Clunies Ross Award for 2018 was awarded to Associate Professor Jacqueline Norris.

The College Prize was awarded to Dr Karen Dawson.

The Kesteven Medal was awarded to Professor John Edwards.

The 2018 Fellowship Training Scholarship was awarded to Dr Donna White and the Geoff Robins Fellowship Research Grant to Dr Paul Jenkins.

The prize for the Most Commendable Paper published in the Australian Veterinary Journal in 2017; “Experimental Hendra virus infection of dogs: virus replication, shedding and potential for transmission” was awarded to Drs D.J. Middleton, S. Riddell, R. Klein, R. Arkinstall, J. Haining, L. Frazer, C. Mottley, R. Evans, D. Johnson, and J. Pallister.

The Prize for the Most Commendable Paper published in the New Zealand Veterinary Journal in 2017; “Comparison of diagnostic tests for determining the prevalence of failure of passive transfer in New Zealand dairy calves” was awarded to Drs E. Cuttance, W. Mason, K. Denholm and R. Laven.

The Prize for the Most Commendable Paper published in the Australian Veterinary Practitioner in 2017 was not awarded in 2018.

The Prize for the Most Commendable Paper published in an international journal in 2017; “Clinical outcome and prognosis of dogs with histopathological features consistent with epitheliotropic lymphoma: a retrospective study of 148 cases (2003-2015) was awarded to Drs C.M. Chan, A.E. Frimberger, and A.S. Moore.

6.6 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-five Chapters of the College:

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

6.7 Science Week

College Science Week 2019 would be held at The Star Convention Centre Broadbeach, Gold Coast. This was an opportunity for the College to expand Science Week in a new venue, allowing for increased attendance. The College AGM and Awards Dinner would be held during Science Week

The Scientific Meeting was aimed at presenting ‘cutting edge’ topics mainly by Fellows and Members of the College.

Dr Ricketts noted that the oral and practical examinations would be held at the QT Hotel, Surfers Paradise in 2019.

6.8 Secretariat

It was noted that Mr Kim Hudson (Executive Officer), Dr Mary Anne Hiscutt (College Manager), Miss Sharon Tinsley (Assistant College Manager), Ms Robyn Pettigrew (Examinations Officer), Mrs Lynda Kennedy (Assistant Examination Officer), Dr Rachel Tan (Project Officer) and Mrs Thy Boskovic (Marketing, Membership and Events Coordinator) continued to ensure the efficient, smooth running of the office in Brisbane; sincere appreciation was expressed to them.

The MOTION (TM/KT) that the Honorary Secretary's report be adopted was
CARRIED

7. BUSINESS ARISING

There was no business brought forward

8. LOCATION OF THE 49th ANNUAL GENERAL MEETING

Dr Burrows advised that the 49th Annual General Meeting would be held at The Star Convention Centre Broadbeach, Gold Coast on the 5 July 2019 in conjunction with College Science Week.

9. MEETING CLOSE

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