



62nd AIRAH Annual General Meeting Minutes

Tuesday 11th May 2021 at 12.30pm (AEST)

Zoom online meeting platform.

Item	Agenda & Running Sheet	Who
1.	Welcome (Prior to 12.30pm)	TG
2.	Declare the meeting open-commence at 12.30pm	IH
3.	Apologies and Proxies	IH / TG
4.	Confirmation of Previous Minutes	IH
5.	President's Address	IH
6.	2020 Financial Report	IH / BP
7.	Confirmation of Auditors – 2020	BP
8.	Constitutional Changes and Voting	NG
9.	Introduction of 2021 Directors	IH
	Outline of AIRAH's Support for Members	TG
		IH
10.	Other Business	
11.	Handover to new President – Paul Jackson	IH
	Close	

Welcome

Subject:	Welcome from AIRAH CEO Tony Gleeson
Purpose:	<p>AIRAH CEO Tony Gleeson, welcomed members and guests.</p> <p>The national president Ian Harwood declared the meeting was open at 12.30pm.</p> <p>Ian gave his report on the Institute's activities during 2020, drawing members' attention to the full activity report presented in the 2020 Annual Report and noting it could be downloaded from the AIRAH website.</p>
Transcript	A transcript of this report is reproduced in Appendix A of this document

Documented Attendance -. Appendix A

Confirmation of minutes of the 61st AGM

Subject:	Confirmation of minutes of the 61st AGM The minutes of the 61 st Annual General Meeting of the Institute are available on the AIRAH website and via the series of email notifications regarding the meeting.
Purpose:	It was moved that the minutes of the previous year's AGM be accepted as a true and accurate record of the proceedings.
Moved by:	Ian Harwood
Seconded by:	Mikaila Ganado
Outcome:	"That the minutes of the 60 th AGM be accepted" Carried.

Presentation of audited accounts

Subject:	Presentation of audited accounts
Purpose:	Bryon Price tabled the 2020 Annual Report containing the Directors' Report, the Financial Statements, Directors' Declaration, and Independent Auditors' Report.
Moved by:	Bryon Price
Seconded by:	Ken Thomson
Question raised:	Question raised by Ben Adamson "How much of the surplus was due to the revaluation of our assets"? – Answer: The revaluation was due to the return of \$14,226 from our financial investment in NextDC caused our cash on hand to increase.
Outcome:	"That the 2020 Financial statement be accepted". Carried.

Appointment of Auditors

Subject:	Appointment of auditors for 2021-2023
Purpose:	Section 327(3) of the Corporations Law requires the Company to tender for auditors for the 2021-2023 financial years and associated reports. A tender process took place and Collins & Co was awarded the contract.
Raised by:	Bryon Price

Constitutional Changes and Voting

Subject:	Constitutional Changes and Voting
Purpose:	As part of AIRAH's regular governance review the AIRAH Board in conjunction with the Association Forum has undertaken a review of the AIRAH Constitution. The objective of the review was to enhance clarity, simplify content simplify and contemporise the two documents that comprise the AIRAH Constitution and By-laws.
Moved by:	Nathan Groenhout
Seconded by:	Paul Jackson
Outcome:	"That the proposed AIRAH Constitutional Changes be accepted". Carried.

Subject	Other business
Outcome:	No other business was raised.

<p>Subject</p> <p>Outcome:</p>	<p>Conclusion - close of meeting</p> <p>Introduction of 2020 Board Members</p> <p>Ian Harwood introduced the 2020/2020 Board members:</p> <ul style="list-style-type: none"> • Bryon Price • Liza Taylor • Mikaila Ganado • Paul Jackson • Ura Sarfejoo • Chris Stamatis (replacing Ian Harwood) • Dr Nathan Groenhout (Discretionary Director) <p>“I would like to also formally welcome Chris Stamatis representing the Big Data and Analytics STG to the Board and wish him all the best in the new role.</p> <p>And of course, I would like to thank all our AIRAH staff led by our Chief Executive, Tony Gleeson, and Sami Zheng, AIRAH’s Financial Controller and Company Secretary.</p> <p>It is my aim to ensure that our Board grows and develops to guarantee that the best corporate governance processes are in place. Through the development of the Board, our member’s interests can best be met.”</p> <p>AIRAH organisation update – Tony Gleeson</p> <p>Members were taken through the available offerings that AIRAH has in place to support them in the workplace.</p> <p>In Conclusion - There being no further business, Ian Harwood declared the meeting closed at 1.15pm.</p> <p>It was stated that the time and date for the next annual general meeting will be advised in accordance with the requirements established by ASIC, this being within five months of the end of AIRAH’s financial year for 2021.</p>
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Appendix A

<p>Attendees:</p>	<p>Members attending: counting member as they log into Zoom and recording their attendees</p> <p>Aljie Garcia Ania Hampton Ben Adamson Brett Fairweather Bryon Price Chris Elliott Chris Stamatis Christopher Bong Dave Stewart Fabio Ferrara Gary Ward Graeme Williamson Ian Harwood Ken Thomson Liza Taylor Martina Heine Michael Riese Mikaila Ganado Nathan Groenhout Pasquale Belcastro Paul Jackson Rick Gaffney Seyed Mousavi Siti Mustaffa Tim Anderson Ura Sarfejoo</p> <p>Minutes: Sami Zheng, AIRAH Company Secretary</p>
<p>Apologies and proxies:</p>	<p>Proxies to the chairperson: These will be noted down via the minute taker for the records</p> <p>Apologies:</p> <ul style="list-style-type: none"> • Chris Ward • Lu Aye
<p>Outcome:</p>	<p>The attendees constitute a quorum for the purposes of this AGM.</p>

Appendix B – President’s Address

A year like no other

2020 will be defined by the COVID-19 pandemic. But in a very real sense, it is also the year that HVAC&R was finally seen as the essential service that it is in the eyes of government and the community, moving from success to significance.

Food transport and storage, hospitals and surgeries, medicines, vaccines, and IT servers were the backbone of our COVID-19 response. Without refrigeration and air conditioning, they would not have been possible.

For 100 years AIRAH has worked to make our industry a better place, delivering actions that result in genuine, long-term outcomes that become central to our sector.

We do this through our members’ continued drive for excellence and desire to make the HVAC&R industry a place of value.

As always, our actions truly do speak louder than words. And while AIRAH is getting on with the job, it is worth reflecting on some of our achievements in 2020:

- We welcomed Mikaila Ganado, M.AIRAH, onto the AIRAH board, replacing Stefan Jensen. This now means we have an equal number of elected men and women that sit on our board.
- We signed a Memorandum of Understanding with the International Institute of Ammonia Refrigeration and with the Institute of Refrigeration Air Conditioning Engineers – New Zealand. These alliances will see closer ties for our refrigeration members regarding research and education.
- We established a COVID-19 expert group to provide guidance on epidemic preparedness and response including the launch of COVID-19 guidance material for schools. This was distributed to all state and federal government health and education departments.
- We launched two new Special Technical Groups (STGs): Indoor Air Quality and Commercial Kitchen Exhaust.
- We delivered our first certification training for the National American Duct Cleaning Association (NADCA) in Australia.
- A record of 4,085 people attended a variety of professional development programs.
- More than 2,750 industry professionals attended our online conferences and technical webinars.
- The AIRAH-accredited Professional Diploma of Building Services – HVAC&R gained further momentum, with another 60 students participating. The program also won the prestigious ARBS award for Outstanding Industry Education & Training.
- We conducted our first ever online AGM, with over 100 members joining in from across Australia.
- We converted the Outlook 2020 Conference and AIRAH Awards to online events with more than 250 attending.

- We released two new DA manuals: DA12 – Energy Efficiency in Cold Rooms, and DA07 –Criteria for Moisture Control Design Analysis in Buildings (ASHRAE Standard 160 Moisture Control).
- The first phase of the implementation of the AIRAH Registered Professional Engineer program (ARPEng) took place, with an application to be a recognised assessor submitted to the Queensland government. Feedback was also provided to the Victorian, Western Australian and New South Wales governments and the Australian Building Codes Board on their proposed schemes to be launched in the next 12 months.
 - Brett Fairweather, M.AIRAH, became the first certified ARPEng member.
 - We completed the first four milestones of the \$18 million Innovation Hub for Affordable Heating and Cooling project (i-Hub).

Given government support and via strong past planning we were able to provide a financial result, recording a revenue of \$3,640,604 and a surplus of \$237,125. Our asset base grew to \$5,630,609 and increase of \$237,125.

Our membership numbers continue to grow to record numbers, with 4,104 members growth of 7.7 per cent compared to 2019.

Division	
NSW	1,370
Victoria	915
Queensland	710
WA	480
SA	251
ACT	140
International	109
TAS	70
NT	58
TOTAL	4,104

The next 12 months will be one of the most unusual and important periods of our lives. AIRAH is committed to continuing to support the essential industry that supports Australia, especially during the bounce-back after COVID-19.

I would like to thank my fellow board members who volunteer their time to ensure that AIRAH plays a leading role in the shape, foundation, and support of our industry, and to our divisional committees and Special Technical Groups for their representation, work, and great contributions to our dynamic industry.

I would particularly like to thank our AIRAH CEO Tony Gleeson, M.AIRAH, and all the AIRAH staff who were able to successfully pivot the organisation during the long COVID-19 lockdown periods and continue to provide outstanding value and services to all our members.

This will be my last President's report, as I have completed both my term as President and on the AIRAH board. I am very confident of AIRAH's long-term future as I hand over to our new president, Paul Jackson, M.AIRAH. Onwards to a successful AIRAH 2020NE!