Notice of Annual General Meeting

The Annual General Meeting of The Australian Association of Practice Management Ltd (ABN 91 010 067 615), will be held at 4pm on Wednesday 2nd October 2019 at the Brisbane Convention & Exhibition Centre, Merivale St & Glenelg St, South Brisbane QLD. All members are invited to attend.

AGENDA

1. WELCOME
2. APOLOGIES
3. PROXIES
4. MINUTES OF THE 2017 ANNUAL GENERAL MEETING
   Resolution: The minutes of the Annual General Meeting of the Australian Association of Practice Management Ltd held on 16 October 2018 be confirmed as a true and correct record of that meeting.
5. NATIONAL PRESIDENT’S REPORT
   The members receive a report from the National President on behalf of the National Board on the affairs of The Australian Association of Practice Management Ltd for the year ended 30 June 2019.
6. CHIEF EXECUTIVE OFFICER’S REPORT
   The members receive a report from the Chief Executive Officer on the operations of the Australian Association of Practice Management Ltd for the year ended 30 June 2019.
7. FINANCIAL REPORT
8. APPOINTMENT OF AUDITOR
   Resolution: Cutcher and Neale be appointed as the auditor for the Association of Practice Management Ltd for the financial year ending 30 June 2020 and until replaced.
9. CONFIRMATION OF APPOINTMENT OF INDEPENDENT DIRECTORS
   Bios for each of the Independent Directors are available on the AAPM website at: https://www.aapm.org.au/About-Us/Our-Team.
   Resolutions:
   In accordance with Clause 18.3 of the Constitution, the appointment of Mr James Downing as an independent director of AAPM Ltd be confirmed.
   In accordance with Clause 18.3 of the Constitution, the appointment of Dr David Oberklaid as an independent director of AAPM Ltd be confirmed.

PROXY VOTING

Members entitled to attend and vote may appoint a proxy for the purpose of voting at the AGM. To be valid your proxy appointment form must be completed and received at the National Office in Melbourne no later than 4 pm AEST on 30th September 2019.

By order of the AAPM Board of Directors.

Nicholas Voudouris
Company Secretary
The Australian Association of Practice Management Ltd  e: nationaloffice@aapm.org.au  p: 1800 196 000
Proxy Appointment Form

Annual General Meeting of the Australian Association of Practice Management
Wednesday 02nd October 2019

I, ________________________________ Membership number: ________________

Name

being a financial member of The Australian Association of Practice Management Ltd hereby appoint:

☐ the Chairman of the meeting

or

☐ ________________________________ Membership number: ________________

Name

of (address)______________________________________________________________________

as my proxy to attend on my behalf and to vote in accordance with the following directions (or if no directions have been given, as the proxy sees fit) at the Annual General Meeting of the Company to be held on Wednesday 02nd October 2019 at 4pm and at any adjournment thereof.

(Note: Should you wish to direct the proxy on how to vote, please indicate this by placing an “X” in the appropriate box in the table below).

Signature of Member ________________________________ Date ________________

I hereby give the following voting instructions:

Please mark an “X” in the relevant field in the table below. Please mark only one field per line.

PLEASE NOTE:

If you mark the Abstain box for an item in the table below, you are directing your proxy not to vote on your behalf on a show of hands or a poll and your votes will not be counted in computing the required majority.
Resolutions to be voted on

<table>
<thead>
<tr>
<th>Item</th>
<th>Motion</th>
<th>For</th>
<th>Against</th>
<th>Abstain</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>The minutes of the Annual General Meeting of the Australian Association of Practice Management Ltd held on 16 October 2018 be confirmed as a true and correct record of that meeting.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Cutcher and Neale be appointed as the auditor for the Association of Practice Management Ltd for the financial year ending 30 June 2020 and until replaced.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.1</td>
<td>In accordance with Clause 18.3 of the Constitution, the appointment of Mr James Downing as an independent director of AAPM Ltd be confirmed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.2</td>
<td>In accordance with Clause 18.3 of the Constitution, the appointment of Dr David Oberklaid as an independent director of AAPM Ltd be confirmed.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name: _________________________________________________________

Signed: _________________________________________________________

Dated:   ____________________________________

**AAPM Annual General Meeting Guidelines**

1. A member entitled to attend and vote at the meeting may appoint a proxy to attend and vote at the meeting in his/her place. The appointment must be in writing and signed by the appointing member. Only Full Members, Certified Practice Managers, Fellows and Life Members are eligible to vote or to appoint a proxy.

2. A person appointed as a proxy may vote on a show of hands or on a poll taken at the time of the meeting.

3. Associate, Corporate, Practice, Retiree and Honorary members are not entitled to vote at the AAPM Company’s Annual General Meeting.

4. To be valid, the signed proxy form must be received by the Company at:

AAPM Head Office
Level 1, 60 Lothian Street
North Melbourne Victoria 3051

or

Fax (03) 9329 2524

or

Email: nationaloffice@aapm.org.au

no later than 4pm AEST on 30th September 2019.
AAPM 2018 Annual General Meeting
Tuesday 16th October 2018 at 3.30pm
Held at National Convention Centre, 31 Constitution Avenue, Canberra

MINUTES

1. WELCOME
The Chair, Cathy Baynie welcomed everyone to the 2018 AAPM National AGM and gave a brief overview of the process for voting, reminding attendees that only financial members can vote, and that Associate, Retiree, Affiliate/Corporate and Honorary members cannot vote or appoint a proxy. The Chair also briefed the attendees regarding additional rules of the meeting due to the large agenda.

2. APOLOGIES
The National Secretary read out the apologies.
One apology was received from Leanne Cullen, Tasmania (C8933F-12).

3. PROXIES
The following valid proxies were received by the deadline:

<table>
<thead>
<tr>
<th>First name</th>
<th>Last Name</th>
<th>Membership No.</th>
<th>Proxy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judy</td>
<td>Taylor</td>
<td>T8565M-11</td>
<td>Fiona Kolokas K481F-04</td>
</tr>
<tr>
<td>Lorraine</td>
<td>Tucker</td>
<td>T11231M-15</td>
<td>Anne Parrott P6432Q-07</td>
</tr>
<tr>
<td>Belle</td>
<td>Paton</td>
<td>P15979M-18</td>
<td>Fiona Kolokas K481F-04</td>
</tr>
<tr>
<td>Craig</td>
<td>Simpson</td>
<td>S7188F-09</td>
<td>Chair of the meeting</td>
</tr>
<tr>
<td>Jonathan</td>
<td>Keh</td>
<td>K11085M-14</td>
<td>Fiona Kolokas K481F-04</td>
</tr>
<tr>
<td>Maria</td>
<td>Clark</td>
<td>C11401M-15</td>
<td>Chair of the meeting</td>
</tr>
<tr>
<td>Carol</td>
<td>Neill</td>
<td>N6010M-05</td>
<td>Chair of the meeting</td>
</tr>
<tr>
<td>Louisa</td>
<td>Radley</td>
<td>R10575Q-14</td>
<td>Chair of the meeting</td>
</tr>
<tr>
<td>Michelle</td>
<td>Last</td>
<td>L12073M-16</td>
<td>Chair of the meeting</td>
</tr>
<tr>
<td>Maria</td>
<td>O’Brien</td>
<td>04991F-05</td>
<td>Chair of the meeting</td>
</tr>
<tr>
<td>Denise</td>
<td>Jones</td>
<td>J624M-91</td>
<td>Anne Parrott P6432Q-07</td>
</tr>
<tr>
<td>Tanya</td>
<td>Barrett</td>
<td>B13633M-17</td>
<td>Chair of the meeting</td>
</tr>
<tr>
<td>Narelle</td>
<td>Supanz</td>
<td>52510F-98</td>
<td>Brett McPherson M813L-92</td>
</tr>
<tr>
<td>Linda</td>
<td>Osman</td>
<td>02771F-99</td>
<td>David Osman 07767Q-09</td>
</tr>
<tr>
<td>Carol</td>
<td>Nema</td>
<td>N7897M-09</td>
<td>Fiona Kolokas K481F-04</td>
</tr>
</tbody>
</table>

4. MINUTES OF THE 2017 ANNUAL GENERAL MEETING
The minutes of the Annual General Meeting of the Australian Association of Practice Management Ltd held on 24 October 2017 were made available to members.

The Chairman asked for any member to move the following motion:

Motion: ‘That the minutes from the 2017 AAPM Annual General Meeting held on 24th October 2017 are confirmed.’

The motion was carried.
5. **2017/2018 NATIONAL PRESIDENT’S REPORT**

The National President, Cathy Baynie presented her report for the year ended 30 June 2018. The Chair invited questions or discussion of the report and fielded questions.

6. **2017/2018 CHIEF EXECUTIVE OFFICER’S REPORT**

The Chief Executive Officer, Dr Nicholas Voudouris presented his report on the operations of the Australian Association of Practice Management Ltd for the year ended 30 June 2018. The CEO invited questions or discussion of the report.

7. **2017/2018 FINANCIAL REPORT**

The Treasurer tabled and presented the 2017/2018 Audited Accounts which were circulated to members.

The Treasurer asked for any member to move the following motion:

**Motion:** ‘That the 2017/2018 AAPM Financial Report and Audited Accounts be received and adopted.’

The motion was carried.


Peter Wallis asked about the outstanding amount owing on AAPM’s building.

Brett McPherson congratulated the association on its financial performance and asked if there were any concerns over decreased sponsorship levels.

8. **APPOINTMENT OF AUDITOR**

The meeting considered the motion:

**MOTION:** Cutcher and Neale be appointed as the auditor of AAPM’s Financial Statements for the financial year ending 30 June 2019.

The motion was carried.

Patrice Cafferky asked how long Cutcher & Neale had been auditing AAPM and asked if the Board had thought about a different auditor. The Board indicated that it was indeed timely to consider AAPM’s auditor appointment.

9. **CONFIRMATION OF APPOINTMENT OF INDEPENDENT DIRECTORS**

The meeting considered the following motions:

**Motion:** ‘That in accordance with clause 18.3 of the Constitution, James Downing is appointed as an Independent Director of the AAPM Board’.

The motion was carried.

**Motion:** ‘That in accordance with clause 18.3 of the Constitution, Richard Evans is appointed as an Independent Director of the AAPM Board’.

The motion was carried.

**Motion:** ‘That in accordance with clause 18.3 of the Constitution, Dr David Oberklaid is appointed as an Independent Director of the AAPM Board’.

The motion was carried.
10. MEMBER PROPOSAL TO CREATE A MEMBER CONTACT SHARING FACILITY ON THE AAPM WEBSITE

David Bailey asked a question about motions from members being added to the agenda. There was discussion about motions and adequate notice for members regarding matters to be considered at the AGM.

David Bailey was provided the opportunity to read out his discussion paper regarding member contract sharing, which was circulated with the Agenda. The members discussed the proposal. A show of hands indicated that a majority of those present at the AGM were supportive of the board considering this proposal. It was agreed that the Board will determine the level of interest for such a facility among the greater membership and if there is broad interest move to exploring options.

The Chair thanked all present and closed the AAPM Annual General Meeting for 2018.

<table>
<thead>
<tr>
<th>Minutes Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed: ___________________________</td>
</tr>
<tr>
<td>National President of AAPM (Chair) Date: ______________</td>
</tr>
</tbody>
</table>
