

BOARD COMMUNIQUE

March 2020 AITPM Board Meeting

The following are the outcomes from the 20 March 2020 meeting of the AITPM Board of Directors, which was held by video conferencing.

The meeting included a workshop session in response to COVID-19, on the strategy for replacing our usual face-to-face activities, such as the conference and technical events during 2020.

RESPONSE TO COVID-19

National Conference

The Brisbane National Conference has been postponed, with the Brisbane Convention Centre venue secured for July 2021. It is proposed to organise a series of smaller online events this July. Speakers will be contacted, and we will work with our conference committee and sponsors to ensure great content is delivered. Assistance from other branches is welcome.

Technical events

All of our Technical events delivered by our branches will now be online until further notice, providing free webinars for members. This will give members exposure to a broader range of speakers from across the country, and possibly overseas. Wherever possible, we will be recording and making them available to view either live or on demand. The coordination of CPD events between branches and nationally is proposed and technical support will be provided by the AITPM team. We will be planning for events during April for delivery in May, if not sooner.

Online networking

Options for online networking events and platforms to support the connection between members are being explored. This will be important in the coming months, as more and more members move into working from home arrangements or face employment disruption.

Online committee and annual meetings

All AITPM committee meetings, annual branch meetings and the 2020 Annual General Meeting will be held online using technology such as Zoom.

GOVERNANCE

Company Secretary Succession

Dr Sullivan at present does not intend to renominate for the role of Company Secretary at the completion of the current term which expires at the 2020 AGM. The Board has agreed to commence a process to identify a successor for this volunteer role, with a preference for a suitably qualified and experienced Life Member or Fellow who has shown commitment to AITPM. The Governance committee will be undertaking a process to seek expressions of interest, for the Board to make a final determination.

Board Elections and AGM

The AITPM AGM is to be held on Wednesday 29 July by electronic means. In advance of the AGM, elections are required for vacant Board positions in accordance with the AITPM Constitution.

The dates for Board and State Branch Elections are attached to the communique and will be distributed and the process to be adopted into an operational procedure so that it can be consistently applied for future elections. All State Branch annual meetings are to be held by electronic means.

Establishing a Membership Working Group

Membership retention and growth requires a coordinated plan of activity with a combination of centralised and grassroots actions. A Membership Working Group is to be established, firstly to develop a Membership Retention and Recruitment Strategy, and then support its implementation. Branches are requested to nominate a least one interested volunteer to participate in the working group.

FINANCE, AUDIT AND RISK

The Finance, Audit and Risk Committee is meeting regularly to address a range of issues including updating banking access, reviewing financial reports and updating the Delegations Policy. The Committee has also addressed debtors (unpaid invoices) that are unable to be recovered to be written off prior to the end of the financial year.

New Auditor

A new auditor, Melbourne-based company ASPARQ, have also been appointed as the auditors after the death of our existing auditor at the end of 2019.

Office 365 and business continuity

The board approved the transition to the use of Office 365 for the AITPM team to provide a centralised secure storage of AITPM documents and provide enhanced business operational continuity, including access to an IT support contractor. This transition is occurring during the first two weeks of April and may result in some temporary disruption.

Partnerships

A significant review is required to ensure the benefits for both AITPM and partners are optimized, given the changed calendar of events and the potential economic impacts of COVID-19. A review is included in the current 2019/20 financial year and with proposed commencement in 2020 calendar year.

FY20-21 Budget

The Board developed and accepted a revised budget for the financial year, taking into account the postponement of the conference; the cancellation of face-to-face events for 6 months, and some reduction in membership and sponsorship income. Noting that these are highly uncertain times, the budget will be reviewed regularly, and reforecasts developed quarterly. The adopted budget position is for a loss in the order of \$95,500.

OTHER MATTERS

Fellows

Following consideration of an initial detailed report by the Awards and Procedures committee, the newly formed Membership Strategy Sub-committee was tasked with the review of criteria for eligibility for admission to the grade of AITPM Fellow. This may include identifying a range of specific benefits that could be adopted as exclusive future benefits for Fellows of the AITPM; the establishment of a Fellowship Sub-committee to help identify and mentor other Members to become Fellows of the AITPM; and, the review of the annual membership fee for the grade of Fellow

Contractors

In line with our governance evolution, a review of contractors has been undertaken and contracts are being updated, including transfer of some from contractor to employment agreements.

Committee and Branch Reports

The Board was also presented with reports for noting including:

- Professional Development Committee Report
- Awards and Procedures Committee Report
- Membership – recruitment and retention
- Social Media Report
- Branch Reports
- Operations Report.

Given the current situation with COVID-19, the Board will be meeting monthly via videoconferencing in order to keep abreast of organisational issues and provide the CEO guidance and support as necessary.

Board Elections, AGM and Branch elections

Directly Elected Directors			
1	AGM	Announcement and ratification of Directly Elected Directors	Wed 29 July 2020
2	Closure of Ballots	1 week (7 days) prior to the AGM	Wed 22 July 2020
3	Voting opens	Ballot forms made available to all members – 2 week voting period	Latest Wed 8 July 2020
4	Nominations close	All nominations are to be received by the returning officer at least two weeks prior to the opening of the Ballot. This allows the number of nominations to be established and provides a window for each nominee to provide a supporting statement to be distributed with the Ballot Papers	Latest Wed 24 June 2020
5	Nominations period opens	Notice to be sent to all members advising of vacant positions and seeking nominations for the Board Positions – 2 week nomination period	Latest Wed 10 June 2020

Branch Nominated Directors			
1	National AGM	Announcement and ratification of State Branch Nominated Directors	Wed 29 July 2020
2	State Branch Executive election	Branch Committee Meeting to be scheduled and held for a committee vote for the Branch Executive positions. To be held no later than one week prior to the National AGM	No later than Wed 22 July 2020
3	State Branch Executive nominations	Nominations for Branch Executive to be sought following State Branch Annual Meeting via nomination, with a supporting statement to the returning officer. Where there are multiple nominations for a position, it is recommended that one week be allowed for the committee to review each nominee statement.	Recommend 1 week prior to Executive Election No later than Wed 15 July 2020

3	State Branch Annual Meeting	Election of Branch Committee to be held. This meeting should be held within the 6 week period prior to the National AGM.	No later than Wed 15 July 2020 No earlier than Wed 17 June 2020
4	Closure of State Branch Committee Ballots	At least 1 day prior to the State Branch Annual Meeting	No later than Tues 14 July 2020
5	Voting opens	Ballot forms made available to all Branch members – 2 week voting period	No later than Tues 30 June 2020
6	Nominations close	All committee nominations, including supporting statement are to be received by the Branch returning officer at least 1 week prior to the opening of the Ballot.	No later than Tues 23 June 2020
7	Nominations period opens	Notice to be sent to all Branch members advising of vacant positions and seeking nominations for the Branch Committee – 2 week nomination period	No later than Tues 9 June 2020