

History Teachers' Association of Victoria

Minutes of the **Annual General Meeting** held via Zoom,
on Wednesday, 22 April 2020

Matter	Notes
Attendance	<p>Chair: Rosalie Triolo</p> <p>2019 Board members: Rosalie Triolo (President), Bianca Crawford (Vice President), Ashley Pratt (Vice President), Nick Adeney, Bronwyn Cook, Ann Guns, Adrian Jones (<i>arrived at 5:33pm</i>), Faye Quinn, Lauren Trotter and Alexis Watson.</p> <p>Other HTAV Members: Richard Broome (HTAV Patron), Margaret Birtley, Sue Burgess, Christopher Hart, Gerry Martin, Margaret Pagone, Reannan Purcell, James Ridley, Alana Ryan, Maddison Schmidt, Ashley Wood</p> <p>HTAV Staff: Deb Hull (Executive Officer), Michelle Passmore (Company Secretary), Myra Karantzas, Michelle Pitcher & Shaun Silcock.</p>
Welcome <i>Rosalie Triolo</i>	<p>The meeting was opened by Rosalie Triolo at 5:08pm</p> <p>Rosalie welcomed all members of the HTAV community and staff in attendance and gave thanks for their continued support of HTAV. This will be the first AGM held completely online by HTAV.</p>
Acknowledgement of Country & Patrons Welcome <i>Richard Broome</i>	<p>An Acknowledgement of Country was given by Richard Broome.</p> <p>Richard welcomed attendees to the AGM and expressed the pleasure he takes in his role as the HTAV's Patron. Richard then:</p> <ul style="list-style-type: none"> • referred to the Annual Report and acknowledged the dynamic activity that had happened across 2019 for HTAV which is due to the leadership of Board and staff. This type of activity is what makes HTAV a great organisation. • spoke about the current testing times that organisations are facing and the difficulties of connecting with their members. • spoke about HTAV's innovation and the excellent support it offers to history teachers in Victoria. • spoke about the quality of resources and programmes that HTAV has produced to support teachers and schools. HTAV has always been bold; an example of this was the Regional Summit in Ballarat held in 2019. • spoke about the importance of creating value to its members and staying relevant in order to come out of this pandemic period stronger and ready to hit the ground running. • Richard congratulated all for what HTAV has accomplished in the past year and is very proud to be a part of this organisation.
Introductory comments <i>Rosalie Triolo</i>	<p>Rosalie gave thanks to Richard for his support that takes many forms and extends to the staff and Board and how he has contributed to the life of HTAV since his first HSC student lecture in the late 1970s. Rosalie also congratulated Richard on his 2020 award for Member in the General Division of the Order of Australia.</p> <p>Rosalie noted that 23 members had registered to attend the AGM and that the required quorum for an AGM is 15 members. Michelle Passmore (Company Secretary) confirmed that the AGM had a quorum.</p> <p>Rosalie welcomed:</p> <ul style="list-style-type: none"> • Margaret Birtley, Executive Officer, History Council of Victoria

	<ul style="list-style-type: none"> • Sue Burgess, Director of Public Programmes, the Shrine of Remembrance, who had kindly offered to host our AGM prior to the COVID-19 shutdown • Gerry Martin, Curriculum Manager for History and Civics from the VCAA • HTAV staff members in attendance. <p>Rosalie introduced the Board members for 2019/2020 who were in attendance and each said a few words to introduce themselves.</p> <ul style="list-style-type: none"> • Bianca Crawford (<i>1st Vice President</i>) • Ashley Pratt (<i>2nd Vice President</i>) • Nick Adeney • Bronwyn Cook • Ann Guns • Faye Quinn • Lauren Trotter • Alexis Watson <p>Alexis Watson announced that she will be stepping down from the HTAV Board after nine years due to work commitments.</p> <p>Absent at this time –</p> <ul style="list-style-type: none"> • Adrian Jones (entered the meeting at 5:33pm) <p>Rosalie explained the instructions for using Zoom and the electronic process of AGM. This included that:</p> <ul style="list-style-type: none"> • questions at any stage during the meeting should be typed into the chat function • the chat function will be used for voting. Members are to type ‘yes’ or ‘no’ into the chat function to indicate how they are voting. Once a majority of members has voted for or against a motion, the vote will be declared. • only HTAV members can vote, including any people who are listed in HTAV’s database under a school or organisation membership.
<p>1. Apologies</p> <p><i>Rosalie Triolo</i></p>	<p>There were no further apologies.</p>
<p>2. Previous Minutes</p> <p><i>Rosalie Triolo</i></p>	<p>The minutes of last year’s AGM have been available on the HTAV website and they were taken as read.</p> <p>There was no business arising.</p> <p>Motion: That the minutes of the 2019 AGM be accepted as a true and accurate record of proceedings.</p> <p><u>Carried.</u></p>
<p>3: Reports</p>	<p>The reports were circulated in the 2020 Annual Report which had been published on the HTAV website and distributed to members electronically.</p>
<p>i. President</p> <p><i>Rosalie Triolo</i></p>	<p><i>The President’s Report was taken as read. Additional comments:</i></p>

	<p>Rosalie advised members who may not have read the Annual Report to do so as it conveys much that is inspirational and positive.</p> <p>The staff, the Directors, patron and members of HTAV have contributed so much to high quality History education in Victoria at Primary, Secondary and Tertiary levels, as well as for and with galleries, libraries, archives, museums and other non-education settings. The list of what HTAV has achieved is impressive. HTAV does what it does because it knows that success in school can be a great asset to success in a person’s life. The HTAV community further hopes that its work will contribute to better societies and environments.</p> <p>Rosalie gave thanks to the 2019/20 Board who are volunteers and have worked with a high-level of expertise. Rosalie noted that the two new Directors joining the HTAV Board, Alana Ryan and James Ridley will not only make a contribution but will also gain knowledge professionally and personally. Rosalie thanked Alexis Watson, who had not re-nominated due to the work commitments associated with school leadership roles. Alexis has been a powerhouse of positivity, creativity and activity in numerous HTAV roles.</p> <p>Rosalie congratulated Alexis Watson, Ashley Pratt and Ashley Wood who had won HTAV awards in 2019.</p> <p>Rosalie gave thanks to staff, and referred members to read about the work of HTAV staff in her President’s report. Rosalie noted that the Executive Officer, Dr Deb Hull, has made many contributions of expertise in both education and business management. Deb has guided HTAV through the challenges of not only being a professional teacher association but also a small business. Rosalie mentioned that this contribution has continued through the shock and disruptions of the fire season and now following the COVID-19 virus and economic challenges.</p> <p>Rosalie noted she will be ending her term as President but will be contributing as a Director on the Board. HTAV is in excellent hands with its Board, Staff, Patron and wider membership. The HTAV community is professional and inspiring and an exciting place to be.</p> <p><i>There were no questions arising.</i></p> <p>Motion: That the President’s Report be accepted.</p> <p><u>Carried</u></p>
<p>ii. Executive Officer</p> <p><i>Deb Hull</i></p>	<p><i>The Executive Officer’s Report was taken as read. Additional comments:</i></p> <p>Deb praised the role that Rosalie has played as President through all of the successes and challenges of the last three years.</p> <p>Deb noted that the 2019 Strategic Plan was full of innovations proposed by creative and hard-working staff. Those proposals were then tested and approved by an effective and diligent Board. To achieve all the things HTAV set out to do meant that HTAV asked a lot of staff in 2019, and they delivered. We relied on Board members to scrutinize and endorse a wave of change and HTAV could not have asked for better. HTAV reached out to partners, collaborators and sponsors to join us in the journey of improvement and they enhanced and expanded it. We also drew on the support and engagement of members, and both were willingly offered.</p> <p>Deb noted that it is inspiring to look back on 2019 and, as we navigate 2020, we are sustained by everything our whole community did in 2019, which has set us up for success and positioned us to navigate upcoming challenges.</p> <p><i>There were no questions arising.</i></p>

	<p>Motion: That the Executive Officer’s Report be accepted.</p> <p>Carried</p> <p><i>Adrian Jones entered the meeting at 5:33pm</i></p>
<p>iii. Financial Statements</p> <p><i>Rosalie Triolo</i></p>	<p><i>The report was taken as read. Additional comments:</i></p> <p>The financial statements included in the Annual Report were made available on the HTAV website as per constitutional requirements.</p> <p>Ashley Wood noted that the link provided in the recent AGM invitation came up blank and he was unable to access. Others confirmed that they had been able to access the report. Michelle Passmore confirmed that she will email him a copy.</p> <p><i>There were no questions arising.</i></p> <p>Motion: That the Auditor’s Report, printed in full in the Annual Report and containing the annual financial report, be accepted as an accurate record of HTAV’s finances for the 2019 year.</p> <p>Carried</p> <p>Ashley Wood abstained.</p>
<p>4. Thank you to retiring 2019 Board members</p> <p><i>Rosalie Triolo</i></p>	<p>The President reminded attendees that, under the new Constitution, half of all elected Board Directors retire prior to each Board election. Any Directors who were <i>appointed</i> to the Board during the year must also retire at this time. This allows for continuity and change in the Board composition after each election.</p> <p>The retirements take effect from the end of the AGM.</p> <p>The Directors who retired prior to this Board election were:</p> <ul style="list-style-type: none"> • Bronwyn Cook • Bianca Crawford • Ann Guns • Adrian Jones • Alexis Watson <p>This left a total of six vacancies on the Board.</p> <p>One of the retiring Directors, Alexis Watson, did not stand for re-election, due to professional commitments as already noted.</p>
<p>5. Outline of election process</p> <p><i>Michelle Passmore</i></p>	<p>Michelle explained that she (as Company Secretary) and Deb Hull (Executive Officer) acted as Returning Officers for the 2020 HTAV Board elections.</p> <p>Michelle outlined the election procedures developed in accordance with the new Constitution-</p> <ul style="list-style-type: none"> • Regarding Board elections, the Constitution states: <i>Elections will be held prior to the annual general meeting in accordance with the procedures determined by the Board and set out in the by-laws. This includes the procedures for nomination of candidates. The result of the election process shall be declared at the annual general meeting. (36.2)</i>

	<ul style="list-style-type: none"> • Nominations for Board positions opened on 27 February and closed on 13 March. • Deb Hull and Michelle Passmore, as Returning Officers, scrutinised the nominations to ensure that both the nominees and person nominating fulfilled the membership requirements. • There was only one nomination for the position of President. The positions of 1st and 2nd Vice President and Director received more nominations than vacancies, requiring elections. • Candidate Statements were published on the HTAV website and instructions for voting electronically were communicated to those members eligible to vote and published on the HTAV website. • Voting opened on 23 March and closed 15 April. • After voting closed, votes were scrutinised to ensure only votes from eligible members were counted. • After the valid votes were counted, candidates were informed of whether they had been elected to the position or positions for which they were nominated.
<p>6. Endorsement of election outcomes – Officer Bearers</p> <p><i>Rosalie Triolo</i></p>	<p>Rosalie thanked everyone who nominated for any position on the Board. The health and success of HTAV depends on members, and HTAV is only able to function because of the volunteers who assume such significant leadership roles.</p> <p>Rosalie noted that the Constitution requires that the outcomes of the Board elections be endorsed by the members present at the AGM.</p> <p>Rosalie listed each of the successful candidates and sought endorsement from the members present for the office bearers for 2020:</p> <ul style="list-style-type: none"> • President: Bianca Crawford <i>Motion: That Bianca Crawford be endorsed as elected President of HTAV.</i> <i>Carried.</i> • First Vice President: Faye Quinn <i>Motion: That Faye Quinn be endorsed as elected First Vice President of HTAV.</i> <i>Carried.</i> • Second Vice President: Ashley Keith Pratt <i>Motion: That Ashley Keith Pratt be endorsed as elected Second Vice President of HTAV.</i> <i>Carried</i>
<p>7. Endorsement of election outcomes – Directors</p> <p><i>Rosalie Triolo</i></p>	<p>Rosalie named each of the elected candidates and sought endorsement from members present that the candidates become HTAV’s Directors for 2020:</p> <ul style="list-style-type: none"> • Bronwyn Cook <i>Motion: That Bronwyn Cook be endorsed as an elected Director of HTAV.</i> <i>Carried</i> • Ann Guns <i>Motion: That Ann Guns be endorsed as an elected Director of HTAV.</i> <i>Carried</i> • Adrian Jones <i>Motion: That Adrian Jones be endorsed as an elected Director of HTAV.</i> <i>Carried</i>

	<ul style="list-style-type: none"> James Ridley <i>Motion: That James Ridley be endorsed as an elected Director of HTAV.</i> <i>Carried</i> Alana Ryan <i>Motion: That Alana Ryan be endorsed as an elected Director of HTAV.</i> <i>Carried</i>
8. Special Resolution <i>Rosalie Triolo</i>	<p>Rosalie noted that, during 2019, the Board approved some changes to the way HTAV describes different categories of membership. These changes need to be reflected in the Constitution. Rosalie confirmed that whenever changes to the Constitution are proposed, these need to be approved by the HTAV members in attendance at a General Meeting.</p> <p><i>No questions arising</i></p> <p>Motion: “That the Constitution be amended to reflect the changes to membership category nomenclature: i.e. all references to ‘Institution Member/ship’ shall be changed to ‘School or Organisation Member/ship’.”</p> <p><u>Carried.</u></p>
8. Appointment of Auditor for 2020 financial year <i>Rosalie Triolo</i>	<p>Motion: That Russell Tregonning & Associates be appointed as Auditor for HTAV for the 2020 financial year.</p> <p><i>No questions arising</i></p> <p><u>Carried.</u></p>
9. Any other business <i>Rosalie Triolo</i>	<p>Ann Guns conducted the official launch of the National History Challenge and confirmed it will still be going ahead in 2020 with the theme ‘Contested History’. The due date of the competition will be 28 August 2020. Ann recommended that teachers visit the website and request an information kit. The requirements and criteria are on the website.</p> <p>Alexis Watson gave thanks to Rosalie for her term as President, and noted that it had been an incredibly challenging time, but also a rewarding one, and Alexis said that Rosalie has led the Board with so much passion and enthusiasm.</p> <p>Richard Broome as HTAV Patron also added that Rosalie’s leadership is not only clear with strong direction, but it is full of warmth and great involvement with the whole community and is one of the reasons she has been successful as a President and model for others to follow.</p> <p>Rosalie congratulated Bianca Crawford as the new President for HTAV.</p>
Close of meeting	<p>The 2020 Annual General meeting was closed by Rosalie Triolo at 5:57pm.</p>