



Royal United Services Institute for Defence and Security Studies  
Australia

*Promoting national security awareness*  
ABN 83 657 442 244

**ANNUAL GENERAL MEETING  
24 OCTOBER 2022 AT 1800H AEDT  
BY VIDEOCONFERENCE**

**MINUTES**

**Present:**

Paul Irving	President
Kerry Gallagher	Vice-President & President RUSI QLD
Mark Bouchier	President RUSI SA
Bill Henman	Director & President ACT USI
Bob Hart	Proxy for President RUSI VIC
David Leece	Observer
Mickey Michaelis	Secretary
Allan Dixon	Auditor
John Howells	Minute Secretary

**Apologies**

Rob Atkinson	Director
Mike O'Brien	Director
Peter Hodge	Director
Michael Hough	President RUSI NSW
Lance Scott	Director

Meeting commenced at 18:03h AEDT.

**Item 1: Conflict of Interest**

No other interests declared.

**Item 2: Minutes of the 2021 Annual General Meeting**

Two amendments were required of the 2021 AGM minutes:

Page 3, 3<sup>rd</sup> paragraph 1<sup>st</sup> line, "planed" should be "planned".

Page 3, 4<sup>th</sup> paragraph, 3<sup>rd</sup> line "and what was for the company" to read "and what was good for the company".

**Moved** that the minutes as amended be accepted (Irving/Henman).

### **Item 3: Matters Arising from the Previous Minutes**

There were no matters arising from the previous minutes.

### **Item 4: Directors' Report**

Paul Irving advised that significant progress has been made in addressing issues of concern, including the National website and threat of insolvency. Considerable work had been done to reduce substantially the cost of operating the National office.

Bill Henman advised that the figure (70) for financial membership in the ACT was under-estimated. There had been a problem with transferring data between the systems with some members having paid fees to RUSI-A in 2022/23. Bill Henman will provide more up-to-date ACT membership figures later in the 2022/23 financial year.

**Moved** that the Directors' report for the period 19 November 2021 to 24 October 2022 be accepted (Irving/Hart).

### **Item 5: Financial Reports**

Paul Irving stated that for FY 20221/22, there was a surplus of \$4,524 with an operating account (reserve) of \$28,467. Subject to payment of accounts receivable, the operating reserve should reach \$30,000. Paul Irving stated he considers the National body is solvent and should remain so for years to come.

**Moved** that the financial reports for the 2021/22 financial year be accepted (Irving/Gallagher).

### **Item 6: National Budget FY 2022/23**

Paul Irving thanked John Howells for supplying the IT (website) operating expenditure estimates and noted that these expenses had been substantially reduced from around \$8,000 to \$360 per annum. Paul Irving stated that the National Board can now prove to the CBs that the National Office is operating in a lean and efficient fashion.

Paul Irving stated that there are two extraordinary charges as noted in Item 4. One was for typesetting for the National Journal, about \$780 per quarterly journal. This could be higher should the number of pages in the journal be increased. Paul Irving requested it be noted the RUSI-NSW had not asked for this payment, however as the journal is now a National one, National office should pay the cost of its typesetting.

The second item was a small quantity of RUSI-A plaques, that were purchased at the request of the President, for presentation to VIPs etc.

**Moved** that the budget for the 2022/23 financial year be approved (Irving/Henman).

### **Item 7: Capitation Fees for 2022/23**

Paul Irving stated that the capitation fee as set in the AGM of 2019, being \$15 per financial member, had not been amended or rescinded.

**Moved** that the capitation fee for the 2022/23 financial year be \$5.50 per financial member and that the National board reviews the capitation fee each year. (Irving/Bouchier).

### **Item 8: Election of Directors**

Paul Irving stated that the situation in Tasmania is complex with the Hobart and Launceston branches to hold AGMs shortly. In the interim, Peter Hodge has nominated for the position of director representing Tasmania and Paul Irving has seconded that nomination.

In South Australia, Rob Atkinson has been re-nominated for the position of Director by Marc Bouchier and Paul Irving has seconded that nomination.

**Moved** that Peter Hodge and Rob Atkinson be appointed as directors (Irving/Bouchier).

**Moved:** Paul Irving be elected President and Kerry Gallagher as Vice-President for a further term (Bouchier/Henman).

### **Item 9: Special Resolutions**

No special resolutions were tabled.

### **Item 10: Sponsorship**

Paul Irving proposed that a small sub-group of experienced Directors be established to address this important issue. Bill Henman and Kerry Gallagher agreed to form a sub-committee to attract sponsors to fund and foster RUSI-A activities.

Paul Irving advised he would develop terms of reference and the matter will be discussed at the next Board meeting.

### **Item 11: Other Matters**

Paul Irving stated he wanted to acknowledge the contribution of Mickey Michaelis, who despite significant personal issues, had been very supportive of the National office; and Allan Dickson who has been very supportive in the financial advice he had given and the preparation of the financial statements. Allan had also agreed to continue as auditor in an honorary capacity. Paul Irving also acknowledged the assistance of John Howells on a range of internet related issues and as minute secretary; and the support of David Leece, whose knowledge of the history of the National board had proven invaluable.

Paul Irving also acknowledged David Leece and his team in preparing the submission to the Defence Strategic Review.

Finally, Paul Irving thanked the Directors for their support since the last AGM.

**Meeting Closure**

Meeting closed at 18:30h AEDT.

Signed

Paul Irving  
President

John Howells  
Minute Secretary