



AUSTRALIAN PARACHUTE FEDERATION

PO Box 1440, Springwood Qld 4127
P-(07) 34570100 ~ E-apf@apf.com.au ~ W- www.apf.com.au

**MINUTES TO ANNUAL GENERAL MEETING OF MEMBERS
HYBRID – VIDEOCONFERENCE/APF OFFICE, UNIT 3 PORTAL OFFICE WEST,
2994 LOGAN ROAD UNDERWOOD QLD 4119
7TH MAY 2024**

1. MEETING OPENED BY THE CHAIR OF THE BOARD

The Chair of the Board declared the meeting open at 2:00pm

Present

Board of Directors

Trevor Collins (Chair)	Dave Smith (Dep. Chair)
John Swanland	Mark Gazley
Karen Fuller	Michael Connolly

Executive

Stephen Porter (Chief Executive Officer)
Andrew Mulholland (Secretary)

Staff

Jenny Larkin (Minute Taker)
Megan Seeto (Accountant)
Luke Oliver (Safety & Training Officer)
Charl Rootman (Safety & Training Manager)
Sandy Jappe (Administration Officer)
Wade Challenor (Operations Manager)
Lisa Perkins (Administration Officer)

NTPC	WAPC
Christine Collins	Shirley Cowcher Dixie Lee Jonathan Bell Sam McKay
VTPC	NQPC
Kelly Brennan	Anna Mueller Jules McConnel
SQPC	SAPC
Luke Everett Mike Dyer Richard McCooey Shane Turner Zai Pieper Sonya Gelman Jason Cooke Ben Nordkamp Dave McEvoy Chris Dodds	Gem Hodges
	NSWPC
	Mark Szulmayer Grahame Hill James Garner

The Chair of the Board declared that a quorum of members were present and declared the meeting open at 2.00pm.

2. RECORD OF ATTENDANCE/APOLOGIES/PROXY VOTES

- As per Attendance List
- Apologies:
- Proxy votes: Nil
- John Zabala, representing Crowe Audit Australia (APF's auditors) joined the meeting and made himself available for questions if required.

3. DISCLOSURE OF COMPANY DIRECTOR'S INTERESTS

The disclosure of Company Director's interests was included with information disseminated to members prior to the meeting, and was referenced by the Chair.

4. CONFIRM MINUTES OF THE 2023 AGM

The 2023 AGM Minutes were included with all information disseminated to members prior to the meeting.

MOTION: That the Minutes of the 2023 AGM be accepted

PROPOSED: Zai Pieper **SECONDED:** Dave Smith

ACCEPTED

5. BUSINESS ARISING FROM THE PREVIOUS MINUTES

NIL

6. REPORT FROM THE CHAIR OF THE BOARD

The Chair spoke to the following items from his Annual Report/Yearbook message:

- Education – APF is moving away from regulatory and disciplinary space towards education
- Airspace – this is a significant issue around the country, one that is being closely monitored
- IT – we are taking APF into a completely new and upgraded IT system which is expected to occur over the next two years

7. REPORT FROM THE CHIEF EXECUTIVE OFFICER

The 2023 CEO Richard McCooley made reference to his report included in the Annual Report/Yearbook. There were no questions raised in respect of his report.

8. RECEIVE STATEMENT OF ACCOUNTS AND AUDITOR'S REPORT

The Directors' Report, Audited Financial Accounts for 2023CY and the Independent Auditor's Report have been made available by Crowe Audit Australia who are represented by John Zabala to the APF members at the AGM. The reports are also available on the APF website.

The Auditors concluded the financial report of the Company is in accordance with the Corporations Act 2001, and issued an unqualified audit report and confirmed there are no matters to be finalised.

There were no questions in respect of the Financial Accounts and reports.

9. EXPLANATION BY THE CHAIR OF PROPOSED CHANGES TO CONSTITUTION

The Chair provided a brief explanation of the proposed replacement of the APF Constitution.

As a response to a question raised regarding Item 5.3, it was revealed this item appeared in some previous Constitutions however, was omitted from the re-written Constitution published three years ago.

10. SPECIAL RESOLUTION

THAT *the Constitution of Australian Parachute Federation Ltd be replaced with the document identified as Annexure A in Item 10 of the AGM Agenda.*

The Chair announced a provisional count, subject to subsequent confirmation and cross checking by the Returning Officer.

Verified votes in favour of the Special Resolution: 84

Verified votes against the Special Resolution: 15

Verified abstinence votes in respect to the Special Resolution: 6

As more than 75% of members who voted, including those who voted electronically prior to the meeting, were in favour of the Special Resolution (as required by Constitution Rule 31) and the resolution was carried.

11. Q & A

NIL questions were received prior to the meeting.

A member requested that any questions received on notice are responded to immediately as well as being read out at the AGM. The member highlighted the importance of the opportunity for member questions at the AGM as a demonstration of Board transparency.

APF's new CEO Stephen Porter was introduced to the membership and provided a snapshot of where he sees the organisation heading into the future. He added that the Yearbook is in its infancy and will be built on. Members are encouraged to contribute.

12. CLOSE MEETING

Meeting closed 2.22pm