

ACTA Annual General Meeting Minutes

Date:	Monday 18 November 2019
Time:	10:30 – 11:30 am AEDT
Place:	Room 216, Level 2, Melbourne Convention and Exhibition Centre 1 Convention Centre Pl, South Wharf VIC 3006 Video-link provided to Full Members on request
Present (in person or by video-link):	<p>Chair: John Zalberg</p> <p>Board members: John Simes, Steve Webb, Kieran Schneemann, Judith Trotman, Margo MacGilivray, Christopher Reid.</p> <p>ACTA Staff: Simone Yendle, Karin du Plessis, Lisa Reid, Nicola Straiton, Julie Armstrong, Ann Wilson, Aneesha Heranjal, Anitha Balagurunathan, Katie Legge, Chrystal Moore.</p> <p>Attendees: Ashish Bajel (ABMTRR) Margaret McJannett (ANZUP), Soozy Smith (BCT), Vera Terry (AGCMC) Robert Lee (ACEM CTG), Donna Reidlinger (AKTN), Delaine Smith (ALLG), Megan Sanders (ALTG), Steven Tong (ASID), Leonid Churilov (ASTN), Angela Brennan (ANZSCTS, PCOR-ANZ and VCOR), Jim Holberton (ANZNN), Karen Goulding (ANZCA and MCTC), Kylie Hurst (ANZDATA), Katie Groom (IMPACT), Maree Knight (Mater Research), Susan Goode (TROG), Libby Topp (DACRIN).</p> <p>Non-voting: Russell Conley (AGITG), Alison Hall (BaCT), Alison Bourne (ANZMUSC), Cecilia Ng (NECST), Amanda Ullman (AVATAR), Ronelle Welton (MCATS), Leonie Wilcox (ABMTRR), Kate Lee, Sabine Braat.</p>

Item	Minutes
1.	<p>Welcome and introductions</p> <p>On behalf of the Board, the Chair welcomed Members and representatives to the fifth Annual General Meeting (AGM) of the Australian Clinical Trials Alliance (ACTA) and noted that a quorum was present.</p>
2.	<p>Apologies and notice of proxies</p> <p>Apologies were received from Ian Davis, Linda Brown, Frances Simmonds, Claire Rickard, Karen Dwyer, Robyn Strong, Tim Price, Peter Mollee, Richard Whittome, Gina Watkins, Denise Caruso, Nick Pavlakis, Stephen Graves, Chris Fraser, Craig French, Anna Nowak, Sandra Peake, Bruce Mann, Joshua Davis, Kei Lui, Marion Eckert, Elizabeth Griffith, Steve</p>

	<p>Wesselingh, Giuseppe Sasso, Kurt Lackovic, Terence O'Brien, Belinda Gabbe, Tina Soulis, Jon Emery, Karen Smith, Ainslie Cahill, Kristi Milley.</p> <p>Proxies received: Soozy Smith for BCT, Karen Goulding for ANZCA CTN and MCTC, Tiffany Harris-Brown for UQCCR, Steven Tong for ASID, Megan Sanders for ALTG, Jim Holberton for ANZNN, Andrew Udy for ANZICS, Maryam Correa for the George Institute, Susan Goode for TROG, Maree Knight for Mater Research, Catherine Wilson for PREDICT, Donna Reidlinger for AKTN, Robert Lee for ACEM CTG, Katie Groom for IMPACT, and the Chair for AGITG, AROC & PCOC & ePPOC, NHMRC CTC, ANZUP.</p>
3.	<p>Acceptance of Minutes of previous Annual General Meeting (AGM)</p> <p>The 2018 AGM Minutes were accepted as an accurate representation of the meeting held.</p>
4.	<p>Chair's report</p> <p>The Chair noted ACTA's progress over the 2018-2019 financial year, including the continued growth and move of the ACTA Central office to accommodate the staff at full capacity.</p> <p>The Chair provided an update on the progress of the Medical Research Future Fund grant awarded in 2017 and noted the major achievements of the year. These included the Trial of the Year Celebrations with the addition of a Consumer Involvement Award; the 2018 ACTA Summit; preparations for the 2019 International Clinical Trials Conference, which had now been held; the development and delivery of a range of guidance documents, tools, workshops and webinars; and development ACTA's first Strategic Plan. It was noted that ACTA continued to represent the Members at various forums and advocate for greater support for the sector, which would be discussed in detail at the Advisory Council Meeting to follow.</p> <p>The Chair thanked the Members for their generous and continued support, particularly within the Reference Groups and Special Interest Groups.</p>
5.	<p>Questions to Directors</p> <p>No questions or objections were raised.</p>
6.	<p>Confirmation of and Questions to the Auditor</p> <p>No questions or objections were raised, and it was noted that PKF Melbourne would be retained as ACTA's auditor for the 2019-2020 financial year.</p>
7.	<p>Receive Annual Financial Statements and Reports</p> <p>The proposed resolution to receive the tabled Financial Statements, Directors' Report and Auditor's Report for the financial year ended 30 June 2019 was carried by a unanimous show of hands, with an amendment to the date the financial statements were authorised for issue by the directors of the company (page 16 of the Annual Financial Report) to 26 September 2019.</p>

8.	<p>Election of Directors</p> <p>Five nominations for election to the Board of Directors were received for three open positions. The Chair declared that, in accordance with the company Constitution, the ballots cast had been counted by the Company Secretary, and the elected candidates were Steve Webb, Rachael Morton and Leonie Wilcox.</p> <p>The Chair noted that John Simes was a Founding Board Member of ACTA and thanked Vlado Perkovic, John Simes and Rebecca James for their valuable contributions as Directors.</p> <p>The Chair also noted that ACTA's Board of Directors had appointed Ms Anne McKenzie AM as an Independent Director to represent the interests of healthcare consumers, for a term of three years beginning at the conclusion of the AGM.</p>
9.	<p>Other Business</p> <p>It was noted that the ACTA Advisory Council Meeting would follow the AGM and Members were invited ACTA's strategy and future priorities further during this meeting.</p>
10.	<p>Meeting close</p> <p>The Chair declared the meeting closed at 11:07 am</p>