ACIPC
Australasian College
for Infection Prevention and Control

ANNUAL GENERAL MEETING MINUTES

AUSTRALASIAN COLLEGE FOR INFECTION PREVENTION AND CONTROL LTD

The 2025 Annual General Meeting of ACIPC was held on Tuesday, 18 November in Grand Ballroom 1 at the Hotel Grand Chancellor in Hobart, Tasmania. The Chair declared the meeting open at 5:21 pm AEDT.

ACIPC Board Members in attendance: Dr Stéphane Bouchoucha (President, Chair), Kristie Popkiss (Past President), Dr Sally Havers (President-Elect), Nicola Isles, Janine Carrucan, Ann Whitfield (online), Margaret Leong, Matt Mason, Erica Beukers, Catherine McGovern and Dianne Smith.

ACIPC Financial Members in attendance: Belinda Andrews, Amanda Ayres, Wendy Bacalja, Gillian Ray-Barruel, Kaye Bellis, Robyn Birch, Donna Cameron, Janelle Carlile, Marilyn Cruickshank, Kathy Dempsey, Fiona De Sousa, Arishma Devi, Maggie Di Gacomo, Holly Dodd, Leanne Duca, Richard Grinstein, Lisa Hall, Kirstie Hastie, Belinda Henderson, Leanne Houston, Susan Jain, Sharon Kenny, Kellie Kenway, Julia Lindsay, Brett Mitchell, Robyn Morey, Melissa Murphy, Claire Nayda, Joshua Philip, Gemma Saravanos, Rebecca Scott, Ramon Shaban, Frances Sheehan, Michelle Stirling, Jo Stodart, Anita Tyrell, Fiona Wilson

ACIPC Financial Members online: Ruth Barrat, Sarah Berger, Shannon Chapman, Yvonne Fletcher, Sylvia Gandossi, Peta Kobiolke, Deb Macbeth, Megan Riley, Jacqui Richmond, Mary Wyer

Non-voting members in attendance: Nil

ACIPC Staff in attendance: Ben Thiessen, Caroline Woolley, Karen McKenna, Carrie Spinks

1. Acknowledgment of Country

We acknowledge the Traditional Owners of country throughout Australia and recognise their continuing connection to land, waters, and culture. We pay our respects to their Elders past, present and emerging.

2. Welcome and introductions

The Chair welcomed members of the College to the AGM.

3. Apologies

The office has received apologies from the following members:

Philip Russo, Carolyn Ellis

4. Declaration of proxies

No proxy votes were received from members

5. Declarations of conflicts of interests

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Nil declared.

6. Confirmation of previous AGM minutes

The minutes of the 2024 Annual General Meeting of ACIPC have been made available to members via email and the College website.

Resolution: That the minutes of the 2024 Annual General Meeting of the Australasian College for Infection Prevention and Control Ltd held on 19 November 2024 are a true and accurate record of that meeting noting the amendment to be made.

Moved by: Stéphane Bouchoucha

Seconded by: Gillian Ray Baurell

The resolution was passed by a show of hands.

7. Presentation of Annual Report

The President discussed the activities of the College for the financial year and tabled the Annual Report.

Resolution: That the 2025 Annual Report for ACIPC Ltd be accepted.

Moved by: Stéphane Bouchoucha

Seconded by: Donna Cameron

The resolution was passed by a show of hands.

8. Presentation of Audit and Annual Financial Statements

A copy of the audited financial accounts for the period 1 July 2024 to 30 June 2025 has been made available to all members in the 2025 Annual Report.

In the auditor's opinion, the financial report presents fairly and accurately the College's financial position as of June 30, 2024, and its financial performance and cash flows for the year. The auditor believes the accounts meet the requirements of the Corporations Act 2001 and the Australian Accounting Standards (including Australian Accounting Interpretations).

- Audited surplus of $7,649
- Equity of $8.78m as of 30 June 2025
- The College will see income and surpluses stabilise as education courses stabilises to a more regular level
- Education bookings, and FIPC specifically, remained our strongest revenue stream.
- Interest income was $361k through term deposits
- Overall income decreased from $3.5M to $2.6M

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Resolution: That the Australasian College for Infection Prevention and Control Limited's audited financial statements for the period 1 July 2024 to 30 June 2025, as tabled, be accepted.

Moved by: Stéphane Bouchoucha

Seconded by: Belinda Henderson

The resolution was passed by a show of hands.

9. Appointment of Auditor

The Chair advised that the College needs to appoint an auditor for the College for the 202**5**-202**6** financial year. The Board recommends that Accru Rawsons be reappointed.

Resolution: That Accru Rawsons Chartered Accountants be re-appointed as the auditor for the Australasian College for Infection Prevention and Control Ltd for the 2025-2026 financial year.

Moved by: Stéphane Bouchoucha

Seconded by: Fiona Wilson

The resolution was passed by a show of hands.

10. Questions to the Board

Kathy Demspey - In the expenditure, where it talks about projects, are the individual projects listed in greater detail.

No, the projects are grouped into the P&L as one line. That line includes such projects as the Credentialling review by the NOUS Group. This information can be provided to members upon request by contacting the office.

Belinda Henderson - with the email that came out with the nominations, with the next president-elect, there was Nicola as the president-elect for Sally, and then there was Kathy as Nicola's president-elect. Do we minute it today?

No. The Board's recommended Nicola be elected as the President-Elect this year and then Kathy in 2027. At this AGM, Kathy Dempsey is nominated for election to the Board as a Director. It is intended at the 2027 AGM that Kathy Dempsey be nominated for President-Elect.

11. Appointment of Directors

Resolution: To appoint Nicola Isles, Janine Carrucan, Kathy Dempsey and Nicole Vause as Directors of the Australasian College for Infection Prevention and Control Ltd.

Moved by: Stéphane Bouchoucha

Seconded by: Brett Mitchell

The resolution was passed by a show of hands.

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12. President-Elect

Resolution: Can I ask that members pass the resolution that Nicola Isles be appointed as President-Elect of ACIPC.

Moved by: Sally Havers

Seconded by: Kaye Bellis

I would like to take this opportunity to thank Kristie Popkiss whose term is ending and is not re-nominating for the board. Thank you for your contribution and leadership of the College over the past 8 years.

13 General Business

There was no other business raised for this meeting.

14. Meeting Close

The next Annual General Meeting of the Australian College for Infection Prevention and Control Ltd will be on the Gold Coast in November 2026 during the annual conference.

The meeting was closed at 17:48 AEDT.

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