



# AGM Minutes

<b>Date of meeting</b>	4 December 2019	<b>Time</b>	12.00 pm Queensland time
<b>Name of meeting</b>	EPSA 2019 Annual General Meeting		
<b>Attendees</b>	APA Group, AusNet Services, CLP, Power & Water, CEM, EQL, Horizon Power, Jemena, Powerlink, SAPN, Western Power, Mgt Team	<b>Meeting Chaired by</b>	EPSA President, Tony Ballard
<b>Apologies</b>	HK Electric, TMB, ElectraNet, Power & Water, Transgrid	<b>Meeting No</b>	AGM 2019
<b>Subject:</b>	<b>EPSA 2019 Annual General Meeting</b>		

Item	Description
1	<p><b>Welcome/House Keeping</b></p> <p>EPSA President welcomed EPSA members to the 2019 AGM, and thanked members for their strong attendance.</p> <p>The EPSA President also referred to EPSA's Rules of Engagement, which were made available to all attendees.</p>
2	<p><b>Presidents Report</b></p> <p><b><u>EPSA Year 18/19 Overview</u></b></p> <ul style="list-style-type: none"> <li>• <b>Successful Melbourne and Perth Conferences</b> – that provided an opportunity to grow EPSA membership. Tas Networks, APA, Ausnet have joined, with good prospects to come China Southern Power Grid, ATCO, Goldfields, Synergy             <ul style="list-style-type: none"> <li>○ Two great conferences for 2019.</li> <li>○ Big shout out and thanks to Jemena, the Melbourne conference was a big success. The survey after the conference suggests we are close to the mark / formula with content / agenda / structure and the calibre of guest speakers.</li> <li>○ Big shout out also to Western Power, the second conference for 2019 built on the success of the Melbourne conference. Content was of a high calibre and reflective of some refinement using feedback from the Melbourne conference survey in which we had</li> </ul> </li> </ul>



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	<p>positive and constructive comments. CPO section was well received, one point was made that we need the CPO's to prepare a little more and provide formal presentations for this session.</p> <ul style="list-style-type: none"> <li>○ EPSA Membership has in our view grown as a consequence of the success of the two conferences in 2019.</li> <li>• <b>EPSA Management Team Strategy &amp; Planning late January 2020</b> – to review future direction for EPSA and proposed changes across a range of issues.             <ul style="list-style-type: none"> <li>○ Strategy Day will be held in Late January 2020</li> <li>○ EPSA members we be asked to contribute idea's / suggestions for the growth of EPSA, Tony will be sending out an email asking for contributions early Jan 20                 <ul style="list-style-type: none"> <li>▪ Review Membership Strategy</li> <li>▪ Review EPSA Mgmt Tenure times</li> <li>▪ Review Travel Subsidy</li> <li>▪ Review options for overseas conferences</li> <li>▪ Review Workshops / White Papers / Conferences / Opportunities / Raising EPSA Profile</li> <li>▪ Explore Exchange Program</li> </ul> </li> </ul> </li> <li>• <b>New Internet site</b> – up and running with improved functionality including improved platform for cross-member ongoing communication.             <ul style="list-style-type: none"> <li>○ Working well with collaboration and would encourage more members to use.</li> </ul> </li> <li>• <b>White Paper: Respecting Human Rights In our Supply Chains</b> – Second white paper for the benefit of all members. Great contribution from Western Power (special mention to Mark Patat and Troy Jackson) who co-ordinated a team made up of EPSA member reps with again some external support through Actionsustainability.             <ul style="list-style-type: none"> <li>○ The second white paper came a lot easier when compared to the initial one. Again EPSA would like to thank Mark Patat who took the project leadership role and collaborated with WP Team and Actionsustainability. Great effort, and the Paper was launched at the Western Power Conference and well received. It has been shared with every member on the website. We have had positive feedback from the procurement community more broadly as well.</li> </ul> </li> <li>• <b>“Collaboration and sharing” has improved between members</b> – Modern Slavery, assisting with shortfalls in materials, and other examples of sharing information and learnings across the membership.             <ul style="list-style-type: none"> <li>○ Conference attendance is up in Australia although we need to do more work with regards to our Asian Conference attendance</li> <li>○ We are clearly achieving the aim to create value through the contribution and commitment of the membership.</li> </ul> </li> <li>• <b>Increased membership – now at 18</b> – strong improvement over recent years and more expected to join up.</li> <li>• <b>Conference attendance up</b> – conference formula is working attracting more members in general, have quality content, quality speakers and excellent venues – Melbourne and Perth were two of our best so far.</li> </ul>
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- **Annual Audit Report and Summary of Balance Sheet** – Treasurer Mark Davis provided an overview of financial position which is very healthy.
- **First Year of the New Management Structure** – Has resulted in improvement in contribution and sharing of workload and ideas. .

## EPSA Future Direction Setting

- **Membership Growth** – target is 20 by the end of 2019 and very close to this now.
  - **Membership has grown and we currently have several potential members**
    - TasNet Works – membership fee to be paid by end of Dec 19
    - ATCO – membership fee to be paid
    - CSG – membership fee to be paid by end of Dec 19
    - ATCO – membership fee to be paid by end of Mar 20
    - Goldfields – membership fee 2020
    - Synergy – membership fee 2020
- **Asia / NZ Membership Focus** – the new focus will be assisted by the new Management Team structure.
  - **Strategy Day will look at Membership Focus.**
  - Charlie to look into potential NZ Membership
  - Winnie & Stephen to look into potential Asian Membership
- **New Management Structure, Roles and Accountabilities** – Final decision on nomination approach shortly – consideration to extending current management team for a second year or follow usual normal 12 months nomination process.
  - Tony explained he would be sending email out shortly with detailed description of new potential tenure.
- **Webinar solution – ramp up use (x 4 per year)** – looking for key topics for 2020.
  - Tony asked members to suggestions with regards to what they would like?
- **2 Conferences in 2020 plus Supplier Engagement Event – Brisbane and Adelaide (?)**
  - EPSA looking into hold a Conference with Supplier Workshop in Adelaide in Mar/Apr 20 and Brisbane Conference with EQL and or with Powerlink.
- **Benchmarking Services** – The EPSA Management Team will further explore the appetite of members to contribute to an EPSA Benchmarking exercise in 2019.
  - Benchmarking – We have rejected ARCBBlue proposal as we didn't see anything different from the original proposal several years ago with regards to content and pricing. If we chose to go with ARCBBlue it would need to be funded by members and not EPSA.




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3	<p><b>Minutes of Previous AGM Cairns 19 October 2018 by teleconference</b></p> <p>The Chair asked that the Minutes of the last Annual General Meeting held on Wednesday, 19 October 2018 having previously been distributed to Members, be tabled and that the Minutes be taken as read.</p> <p>The Chair then proposed that the Minutes as read be adopted as a correct record of the 2019 Annual General Meeting of EPSA.</p> <p><b>Moved:</b> Diane Armstrong      <b>Seconded:</b> Charlie Hollis</p>
4	<p><b>EPSA Annual 18/19 Audit Report</b></p> <p>The Chair asked that the Financial Statements and the Auditors Report for the period ending 30 June 2019, as distributed to Members, be tabled and be taken as read.</p> <p>The Chair opened the meeting for any questions on the Financial Statements and Auditors Report.</p> <p>The Chair then proposed that the Financial Report of the Association for the year ended 30 June 2019 and the Auditors' report, be accepted.</p> <p><b>Moved:</b> Tony Ballard      <b>Seconded:</b> Sharyn County</p>
5	<p><b>EPSA Management Strategy Day</b></p> <p>In January 2020 to review existing strategies and performance to determine changes etc. Members to be informed of the outcome of the Strategy day.</p> <ul style="list-style-type: none"> <li>• Strategy Day will be held in end of Jan 20, with management team seeking members input.</li> </ul>
6	<p><b>Other business</b></p> <ul style="list-style-type: none"> <li>• Thank you to the Management Team for their time and effort, as we are all volunteers.</li> </ul>



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	<ul style="list-style-type: none"><li>• Thank you to Mark Davis for stepping in as our Treasurer.</li><li>• Thank you once again to Deane Gow-Frawley as Secretary.</li><li>• Mgmt Leadership Perspective with Tony stepping down as President 2020. We would like to propose that we issue a communication to members next week advising that the tenure of the current Management team elected late 2018, will unless there is an objection, be extended to two years. <b>All agreed with this Proposal Action: TB send email to CPO's</b></li></ul>
7	<b>Meeting close</b> 1:00pm Queensland time.

  
Tony Ballard  
President

16/1/2020  
Date

