



AGM Minutes

Date of meeting	19 October 2018	Time	11.00 am Queensland time
Name of meeting	EPSA 2018 Annual General Meeting		
Attendees	Tony Ballard (EQL), Dearne Gow-Frawley (Treasurer/Secretary), Paul Kraack (Secretarial Support) , Paul Breden (ElectraNet), Sharyn County (Jemena), Justin McKenzie (NT Power & Water) Teddy Li (HK Electric), Craig Piver (Powerlink), Neil Clarkson (Horizon), Troy Jackson (WP), Coretta Bessi (Ausgrid), Charlie Hollis & Kate Murray (SAPN), Wanda D'assumpcao Clemente (CEM), Keegan Cheang (CEM), Michael Rowe (Transgrid), Rhohaizad Samudin (TNB)	Meeting Chaired by	EPSA President, Tony Ballard
Apologies	Owen Egglestone (Essential Energy), Jay Peters (NT Power & Water), Priya Veale (Horizon)	Meeting No	AGM 1 / 2018
Subject:	EPSA 2018 Annual General Meeting		

Item	Description
1	<p>Welcome/House Keeping</p> <p>EPSA President welcomed EPSA members to the 2018 AGM, and thanked members for their strong attendance. EPSA President also reminded attendees to operate within a safe workplace environment during the AGM.</p> <p>The EPSA President also referred to EPSA's Rules of Engagement, which were made available to all attendees.</p>

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President Report

EPSA Year 17/18 Overview

- **Successful Conference at Darling Harbour Sydney** – provided an opportunity to grow EPSA memberships in Essential Energy, Transgrid and Ausgrid.
- **EPSA Management Team Strategy & Planning in Adelaide SA** – set the future direction for EPSA and proposed changes across a range of issues.
- **Redesign of EPSA Management Structure** – with a focus on growth in Asia, and greater support from EPSA leaders. New structure communicated to all members, and nominations will be sought in November for new structure to commence in January 2019.
- **Development of new Internet site** – EPSA logo has been retained however the website is under major review and improvement, with a view to modernise the look and provide a greater platform for cross-member ongoing communication. Members are invited to offer their views through an invitation distributed by Dearne Gow-Frawley.
- **White Paper: Sustainable procurement in the energy industry** – Milestone achievement for the benefit of all members. Great contribution from the Management Team, with some external support through Actionsustainability.
- **EPSA Newsletter** – first newsletter recently developed and distributed, with more to follow as a regular form of member communication.
- **Arcblue Benchmarking proposal** – proposal considered costly and not entirely suitable for EPSA requirements. An appropriate Benchmarking model would provide member benefits. Management Team to revisit the Benchmarking design. Given the likely cost, all members would be encouraged to participate.
- **“Collaboration and sharing” up between members** – Modern Slavery, contracting strategies and other examples of sharing information and learnings across the membership.
- **Increased membership – now at 15** – strong improvement over recent years and more expected to join up.
- **Conference attendance up** – a few late withdrawals from the recent Macau conference however conferences are attracting more members in general, and have quality content, quality speakers and excellent venues.
- **Modern Slavery Webinar** – organised for Monday 15 October. The webinar was considered a successful means of communicating with members on such an important and relevant topic. Expected to be further sharing of detail around this topic to follow.
- **Marketing strategy review and reset** – external consultant provided ideas to increase membership, drive greater value for members and to raise the profile of EPSA. Management Team is applying the strategy and signs are positive.
- **Annual Audit Report** – Conducted recently, demonstrating full compliance to association audit requirements.



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- **Healthy balance sheet** – approximately AUD\$138,000 funds available which has enabled a solid reinvestment of funds into improvements and value to members.
- **LinkedIn account** – Strategy to grow communication of members through social media.
- **Macau Conference** – ‘Breakthrough’ Asian conference conducted which included a strong attendance from local members (CLP, HKE, CEM) and some Australian members.

EPSA Future Direction Setting

- **Membership Growth** – target is 20 by the end of 2019
- **EPSA KPI’s** – in place and will be continually reviewed by the Management Team
- **Asia / NZ Membership Focus** – the new focus will be assisted by the new Management Team structure.
- **Implement New Management Structure, Roles and Accountabilities** – Voting will take place in November 18, with the aim to drive greater efficiencies and membership benefits.
- **New management team effective January 19** – noted that Tony Ballard will not stand for the EPSA President position for the next year and encouraged all members to consider nominating for Management Team positions into the future.
- **EPSA Newsletter development and include video version** – as part of EPSA Management Team goal to increase communication between conferences, they will seek to engage further with members through a greater use of technology.
- **Webinar solution – ramp up use (x 4 per year)** – Further to the recent Modern Slavery webinar, other key topics will be shared using this technology.
- **New user-friendly Internet Site – improved ability to interact and share between members**
- **The next ‘White Paper’** – the next paper in the early stages of development will address ‘Technology- enabled Procurement. Further relevant topics to be identified.
- **2 Conferences in 2019 – Melbourne and possibly Singapore** – Jemena have demonstrated an interest to assist in the hosting of the EPSA Australia conference in Melbourne around March 2019. The next EPSA Asia Conference likely to be in Singapore around September 2019.
- **Benchmarking Services** – The EPSA Management Team will further explore the appetite of members to contribute to an EPSA Benchmarking exercise in 2019.

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Minutes of Previous AGM Cairns 30 August 2017



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	<p>The Chair asked that the Minutes of the last Annual General Meeting held on Wednesday, 30 August 2017 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 2017 Annual General Meeting of EPSA.</p> <p>Moved: Justin McKenzie Seconded: Neil Clarkson</p>
4	<p>EPSA Annual 16/17 Audit Report</p> <p>The Chair asked that the Financial Statements and the Auditors Report for the period ending 30 June 2017, as previously 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 2017 and the Auditors' report, be accepted.</p> <p>Moved: Michael Rowe Seconded: Paul Breden</p> <p>EPSA Annual 17/18 Audit Report</p> <p>The Chair asked that the Financial Statements and the Auditors Report for the period ending 30 June 2018, as previously 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 2018 and the Auditors' report, be accepted.</p> <p>Moved: Neil Clarkson Seconded: Sharyn County</p>
5	<p>EPSA Sustainability Policy / Paper</p>



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	<p>EPSA President Tony Ballard advised members of the successful delivery of the EPSA Sustainability White Paper, and that copies are available for members if required.</p>
6	<p>EPSA Marketing Strategy</p> <p>EPSA President Tony Ballard advised members of the commissioning of a Marketing Strategy by an external provider, and described the implementation of some of the key recommendations.</p>
7	<p>Management Team Committee Nominations, including process, timing etc.</p> <p>EPSA President Tony Ballard advised members of the upcoming Management Team Committee nominations. Members will be invited to nominate in November 2018, with nomination forms to be distributed in early November 2018.</p> <p>Current EPSA President Tony Ballard advised that he will not stand for the EPSA President position for the next year, unless nominations are not put forward, and would then stand for nomination in the best interest of EPSA.</p> <p>The EPSA President strongly encouraged all members to consider nominating for Management Team positions into the future, to encourage new ideas, and to remain a modern association. He also described how rewarding and beneficial a role on the Management Team can be personally and professionally, and the opportunity to serve EPSA members.</p>
8	<p>Other business</p> <p>Nil</p>
9	<p>Meeting close</p> <p>11.48 am Queensland time.</p>