

**ANNUAL GENERAL MEETING
26th August 2008**

Date/Time: Tuesday 26th August 2008, 1030 hrs

Venue: Capital Airport Group
Googong / Bendora Rooms
35 Brindabella Circuit
Canberra

Present: Refer to Attachment A

1. WELCOME

The Chairman, Alan Johnson, welcomed those present to the SIAA 2008 AGM.

Refer to Attachment A for a list of attendees.

2. APOLOGIES

Refer to Attachment A for personal Apologies, and the presentation for corporate Member apologies.

3. MINUTES OF 2007 AGM

A motion was moved to accept the minutes of the 2007 AGM (moved Phil Diver; seconded Peter Cantwell) – passed unanimously.

4. CHAIRMAN'S REPORT AND STRATEGIC PLAN

Alan Johnson presented the Chairman's Report and Strategic Plan, consisting of the power-point presentation "SIAA 2008 AGM" (attached).

He noted the changing mix of the membership – many were from new areas such as health and mining.

For SimTecT 2008, he particularly thanked the outgoing Convenor, Jawahar Bhalla, for his contribution over the past three SimTecTs.

Questions / comments raised were:

Degree of involvement in international simulation conferences

The question was raised as to the SIAA's involvement in I/ITSEC (Defence, US) and ITEC (Europe). The questioner found little awareness of SimTecT at ITEC.

The SIAA had previously participated with a booth at I/ITSEC, manned by volunteers. The SIAA will consider this again.

SE Asian involvement: Should the SIAA hold a SimTecT in eg Singapore?

The SIAA cooperated with NTSA and ETSA on a booth at the Singapore Airshow. The three organisations are keeping a watching brief on this.

5. ELECTION OF EXECUTIVE COMMITTEE MEMBERS

Prior to the election, Alan Johnson thanked the outgoing Executive, for their great level of engagement and enthusiasm.

He also thanked Malcolm Bell, who was not seeking re-election, and who had greatly contributed to the SIAA and the Executive, almost continuously, since its inception.

Prior to the AGM, the attached Notice of Meeting and Proxy Form was posted on the web-site, with a link emailed to Members.

Nomination forms were received, as listed in Attachment B.

The number of positions available was 14, and there were 14 nominations.

There being no contested positions, the nominated members were elected to the Executive Committee, and therefore the Board of SIAA Ltd.

Name	Organisation	Position
Alan Johnson	CAE Australia	Chairman
Adrian Smith	Sydac	Deputy-Chairman
Peter Cantwell	BAE Systems Australia	Treasurer
Phil Diver	Construction Training Centre	Member
Brendan Flanagan	Southern Health	Member (ASSH Deputy Chair)
Elyssebeth Leigh	University of Technology, Sydney	Member
Jason Line	Medic Vision	Member
Braden McGrath	QintetiQ Consulting	Member
Daniel Munro	Booz & Company (Aust)	Member
Terry Stevenson	Raytheon Australia	Member
Philip Swadling	Thales Australia	Member
Ben Twomey	Boeing Australia	Member
Phil Wallace	Learning Systems Analysis	Member
Leonie Watterson	Sydney Simulation Centre	Member (ASSH Chair)

Alan Johnson welcomed the new Executive, and particularly the new Members: Braden McGrath, Daniel Munro and Ben Twomey, and Philip Swadling who was invited to join in May 2008.

6. BUDGET AND PROGRAMS

The Treasurer, Peter Cantwell, presented the recommended budget for FY2008/2009 – Refer to Attachment C.

The budget was accepted (motion proposed Peter Cantwell, seconded Alan Johnson – carried unanimously).

7. STRATEGIC PLAN

The Strategic Plan (attached), as presented by Alan Johnson.

Questions / comments raised were:

Branding

David Templeman, CEO of the Alcohol and other Drugs Council, advised that calling the organisation the “National Peak” has more impact. It was agreed to include this in the vision.

Executive Officer

David also recommended that to attract the right person, and for the right impact when lobbying, this position should be called Chief Executive Officer. The Executive will discuss this further with David, and consider this.

International Perspective

It was suggested that the Vision include an International Perspective – eg “internationally recognised”.

Involvement in the international market – cf Page 5, (g) – needs to be both national and international – eg participate with a corporate presence at I/ITSEC and ITEC – but caution was expressed in that robust business cases were required.

Why we Exist (Slide 6)

It was suggested that “...the use of ...” should be “... the value of ...” or “... simulation opportunities ...”. This will be considered, although it was noted that the wording was carefully crafted.

Slide 9

A question was raised as to why the “New SIG in planning stages” is so late in 2011/12.

Answer: It could be earlier – if a new group with sufficient interest was proposed.

Lobbying

It was suggested that the strategy needs to target strategic, government themes such as water, etc.

Answer: This will come later from the Board of Simulation Australia, or from the SIGs themselves.

Smaller, Cross-SIG Groups

The question was raised as to how to handle cross-SIG groups such as Standards, VV&A.

Answer: It is not yet a rigid structure based on size. Each industry SIG will determine their needs in particular areas, and Simulation Australia will facilitate the communications (eg at SimTecT), and management of information. It was acknowledge that this area needs more work as the strategy implementation proceeds.

General

Need to have cost / benefit data for use of simulation to assist the advocacy role.

Need to have a definition of “simulation” to show the broadness of the scope.

Need to be recognised as a centre of excellence.

Motion

The motion was changed to be: “To endorse the Strategic Plan titled: “Simulation Australia - Plan for going forward as a peak body (2008-2013)”.

In mid 2009, the Executive will convene an Extraordinary General Meeting to provide:

- A detailed 5-year financial analysis
- Constitutional changes

The motion was accepted (motion proposed Alan Johnson, seconded Adrian Smith – carried unanimously, including a proxy from Raytheon Australia).

Actions

AGM2008/1	Implement the AGM agreed changes into the Strategic Plan
AGM2008/2	Consider “CEO” versus “EO” including discussions with David Templeman.
AGM2008/3	Determine the international scope and involvement of Simulation Australia
AGM2008/4	Determine the structure and operation of smaller, cross-SIG Groups
AGM2008/5	Plan to gather cost / benefit data for use of simulation to assist the advocacy role
AGM2008/6	Convene an Extraordinary General Meeting to provide a detailed 5-year financial analysis, and Constitutional changes

8. OTHER BUSINESS

8.1. Appointment of the Auditor

Robert Mitchell & Company was re-appointed as auditor.

(motion proposed Peter Hill, seconded Peter Cantwell – carried unanimously).

Meeting Closure

The Annual General Meeting was closed at 1145.

Alan Johnson
Chairman

Peter Hill
Secretary

Attendees:

Surname	First	Organisation
Burns	Duncan	Enterprising Simulation Services
Cantwell	Peter	BAE Systems Australia Pty Ltd
Diver	Phil	Construction Training Centre
Garrett	Shane	Garrett Learning & Development
Hill	Peter	Simcon Services
Hunter	Derek	Mining Industry Skills Centre
Hutchinson	Deanna	Mining Industry Skills Centre
Jackson	Philip	Sportstec Limited
Johnson	Alan	CAE Australia
Leigh	Elyssebeth	University of Technology, Sydney
Line	Jason	MedicVision
Macleod	Kenny	TMN Simulation
McGarity	Michael	CAE Professional Services
Morrison	John	KBR
Mulligan	Roger	
Munro	Daniel	Booz & Co.
Oliver	David	ADSO
Paul	Rob	BHP Billiton
Roach	Scott	Defence
Ryan	Peter	DSTO
Simper	David	Concentric
Steed	Glen	CAE Australia
Steel	Duncan	QinetiQ Consulting
Stothard	Phil	UJNSW
Swadling	Philip	Thales Australia
Templeman	David	Alcohol and other Drugs Council
Thompson	Scott	Lockheed Martin
Twomey	Ben	Boeing
White	Merilyn	Defence Health
Williams	Craig	QinetiQ Consulting

Apologies:

Surname	First	Organisation
Barfield	Charles	Mercy Hospital
Bell	Malcolm	
Bhalla	Jawahar	CAE Australia
Brownsey	Mark	Boeing
Copeland	Kate	Queensland Health
Fallon	David	Lockheed Martin
Guscott	Charles	Catalyst Interactive
Harvey	John	Defence NACC
Heffernan	Mark	Evans & Peck
Hingston	Craig	Concentric
Mould	Jon	Edith Cowan University
Mulligan	Roger	
Rechter	Philip	AOS Group
Robinson	Geoff	Defence Personnel
Shepherd	Irwyn	Box Hill Institute
Smith	Adrian	Sydac
Stevenson	Terry	Raytheon Australia
van Dijk	Alf	UDD Tek
Walker	Katie	Queensland Health
Wallace	Phil	Learning Systems Analysis
Wearing	Alex	University of Melbourne
Wong	Di	QinetiQ Consulting

SIAA Executive Committee Nominations

Name	Organisation	Position
Alan Johnson	CAE Australia	Chairman
Adrian Smith	Sydac	Deputy-Chairman
Peter Cantwell	BAE Systems Australia	Treasurer
Phil Diver	Construction Training Centre	Member
Brendan Flanagan	Southern Health	Member (ASSH Deputy Chair)
Elysebeth Leigh	University of Technology, Sydney	Member
Jason Line	Medic Vision	Member
Braden McGrath	QintetiQ Consulting	Member
Daniel Munro	Booz & Company (Aust)	Member
Terry Stevenson	Raytheon Australia	Member
Philip Swadling	Thales Australia	Member
Ben Twomey	Boeing Australia	Member
Phil Wallace	Learning Systems Analysis	Member
Leonie Watterson	Sydney Simulation Centre	Member (ASSH Chair)

Budget for FY2008 / 2009

Item	FY2007/08		FY2008/09
	Actual	Budget	Budget
Net Income (after Cost of Sales)			
Subscriptions - SIAA	\$48,530	\$41,000	\$47,915
Subs - ASSH for SIAA	\$5,796	\$3,400	\$8,041
Subs - ASSH for ASSH	\$5,054	\$4,500	\$8,117
Subs - ASSH for SSH	\$4,297	\$7,400	\$6,311
SimTecT 07	\$144,772	\$150,000	\$0
SimTecT 07 Health	\$49,389	\$16,000	\$0
SimTecT 08	-\$42,145	-\$25,000	\$116,800
SimTecT 08 Health	-\$8,110	-\$7,000	\$53,000
SimTecT 09	-\$16,292	-\$1,000	-\$26,875
SimTecT 09 Health	-\$11,219	\$0	-\$8,850
SimTecT 10			-\$32,445
SimTecT 10 Health			-\$10,900
Workshops & Seminars	\$12,683	\$7,000	-\$400
Certification	-\$1,640	\$500	-\$6
Miscellaneous	\$13,516	\$7,500	\$14,972
Total Gross Profit	\$204,630	\$204,300	\$175,680
ASSH DoHA Project			
Income	\$0	\$0	\$568,756
Costs - Project Management	\$0	\$0	\$89,258
Costs - Project Officer	\$0	\$0	\$38,764
Costs - Forum	\$0	\$0	\$47,500
Costs - Mapping Consultancy	\$0	\$0	\$232,834
Costs - Training Pilots	\$0	\$0	\$120,000
Costs - Curriculum Sharing	\$0	\$0	\$40,400
Total Costs	\$0	\$0	\$568,756
Net DoHA Project Gross Profit	\$0	\$0	\$0

Item	FY2007/08		FY2008/09
	Actual	Budget	Budget
Development			
Surveys	\$0	\$15,000	\$0
Simulation Australia Re-branding	\$0	\$0	
Meeting Costs	\$5,693	\$11,000	\$7,190
Web-site / emailing	\$1,641	\$7,000	\$1,640
Best Paper & Achievement Awards	\$4,803	\$9,000	\$7,000
University Curriculum Development	\$10,988	\$37,000	\$3,325
Standards	\$5,906	\$18,000	\$6,378
Professional Dev - Labour	\$19,787	\$25,000	\$4,531
Professional Dev - Material	\$7,420	\$4,000	\$90
Development of Strategic Plan	\$10,786	\$12,000	\$22,000
National Security SIG	\$1,500	\$5,000	\$7,000
Mining / Construction SIG	\$1,535	\$5,000	\$8,683
Processes for Ext Funded Projects	\$3,000	\$28,000	\$2,500
History of Simulation	\$150	\$10,000	\$3,000
Total Development	\$73,209	\$186,000	\$81,337
Operating Expenses			
Bank and Accounting Fees	\$8,078	\$8,000	\$8,011
Insurance	\$5,022	\$6,000	\$6,000
Legal / ASIC Fees	\$8,134	\$6,000	\$19,681
Exec Officer - Full-time	\$0	\$0	\$84,500
Exec Officer - Labour-SIAA	\$35,209	\$35,000	\$39,875
Exec Officer - Material	\$2,994	\$6,000	\$3,708
ASSH: Executive Officer Labour	\$2,621	\$3,000	\$3,796
ASSH: Direct Materiel	\$10,460	\$5,500	\$41,866
ASSH: SSH Coupons Bought	\$4,485	\$8,220	\$5,000
ASSH: Overhead Cost Recovery	\$0	\$2,200	\$6,000
Total Expenses	\$77,003	\$79,920	\$218,437
Net Profit / (Loss)	\$54,419	-\$61,209	-\$124,094