50TH ANNUAL GENERAL MEETING

AGENDA

DATE: 26 November 2025

TIME: 12.00PM – 1.00PM (AEST)

RECORDS AND INFORMATION MANAGEMENT
PRACTITIONERS ALLIANCE

Advancing and Connecting the Records and Information Management Profession.

ANNUAL GENERAL MEETING DETAILS			
Date	Wednesday 26 November 2025	**Location**	Microsoft Teams – Virtual Meeting *Attendance via Microsoft Teams shall be deemed as presence for the purposes of quorum and voting in accordance with Clause 11.3.3 of the Constitution.*
Time	10.00AM (WA) 11.30AM (NT) 12.00PM (Qld) 12.30PM (SA) 1.00PM (ACT, NSW, Tas, Vic) 3.00PM (NZ, Auckland)	**Meeting Link**	[Join the meeting now] Meeting ID: 480 072 919 930 3 Passcode: gV2XL9XV

AGENDA

ITEM	AGENDA ITEM	PRESENTER
50.0	**Welcome and Opening**	*Chair*
	Chair to open the meeting, acknowledge Country, and outline the purpose of the meeting.	
50.1	**Declaration of Conflicts of Interest**	*Chair*
	The Chair to call for any declarations of conflicts of interest relating to items on the agenda.	
50.2	**Notice of Meeting Confirmation**	*Chair*
	The Chair will confirm that the Notice of Meeting was properly issued to all eligible members in accordance with the *Corporations Act 2001 (Cth)* and Clause 11.3.2 of the Constitution, meeting the required notice period.	
50.3	**Attendance**	*Chair*
	The Chair will confirm that only current financial members are entitled to vote and that the quorum requirements under Clause 11.3.5 are satisfied.	
50.4	**Apologies**	*Chair*
	The Chair will note apologies received from members.	
50.5	**Proxies**	*Chair*
	The Chair will confirm proxy forms were received by the due time and verified in accordance with the Constitution as per the proxy register.	
50.6	**Minutes of Previous Meeting**	*Chair*
	The minutes of the 49th Annual General Meeting held on 27 November 2024, having been circulated are submitted for confirmation.	

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50.7	**Business Arising from Previous Meeting**	*Chair*
	NIL	
50.8	**Receive the Annual Report from the Chair on the activities of the Company in the Preceding Year**	*Chair*
	It is recommended that the Annual Report for period ending 30 June 2025 be received.	
50.9	**Financial Report**	*Paris Reddy*
	It is recommended that the Financial Report and duly audited statements of accounts be received.	
50.10	**Appointment of Auditor for Financial Year 2025-2026**	*Paris Reddy*
	It is recommended that Byrne & Miller be appointed as the auditors for the 2025-2026 financial year.	
50.11	**Declaration of Company Board Directors**	*Chair*
	Announcement of the Board of Directors for the forthcoming year commencing 1 January 2026: Meryl Bourke CSRIM MRIM (Life) Julie Carpenter CSRIM MRIM Stephen Clarke CSRIM MRIM Christopher Colwell FRIM (Life) Thomas Kaufhold MRIM (Life) Bonita Kennedy CERIM ARIM (Life) Jeremy Manford Matt O'Mara CXRIM FRIM Paris Reddy Nancy Taia CXRIM MRIM (Life)	
50.12	**Declaration of Board Executive**	*Chair*
	Announcement of the Executive Board Committee for the forthcoming year commencing 1 January 2026: **Chair** Bonita Kennedy CERIM ARIM (Life) **Vice Chair** Jeremy Manford **Executive Director** Nancy Taia CXRIM MRIM (Life)	
50.13	**Close of Meeting**	*Chair*
	The Chair will thank attendees for their participation and formally declare the meeting closed.	

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