**2025 Annual General Meeting**
Wattle Room of the Aerial Function Centre – UTS, Ultimo NSW & via Zoom
Australasian Society for Intellectual Disability
13/11/2025 at 17:30 PM - 18:30 PM AEDT

## Minutes

### 1. Attendance

**Attendees in person:** Christine Bigby, Alan Hough Allyson Thomson, Vivienne Riches, Stuart Wark, Diana Nasr (TAS Secretariat).

**Attendees on zoom:** Thalia Child (TAS Secretariat)
The Chair and ASID President, Christine Bigby opens the meeting at 5:35pm AEDT. Chris offers a warm welcome to all attendees and clarifies that the meeting focuses on the activities from 1 July 2024 to 30 June 2025.
The logistics for the meeting are outlined and the agenda is shared.

### 2. Apologies, Proxies, Quorum

**Apologies:** There are no apologies for this meeting.
**Proxy:** There is one proxy received for this meeting.
**Quorum:** A Quorum is present.

### 3. Acknowledgement of Country

ASID would like to acknowledge and pay respect to the Indigenous communities of Australia and Aotearoa, New Zealand, and in particular the Indigenous representatives who join us today for this event.
We respect the significance of whakapapa and whenua, lineage and land, and we appreciate the unique contribution Indigenous people have made to ASID and the disability community.

### 4. Confirm Minutes of Previous Meeting

**MOTION:** That the minutes of the 2024 Annual General Meeting held on 28 November 2024 be approved as a true and accurate record of the meeting.
**Motion carried unanimously.**

### 5. Presentation of President's Report and Annual Report

Christine Bigby presents the President's report, highlighting activities completed by ASID against the following strategic goals:

- Involve people with intellectual disabilities, their families or friends in ASID activities
- Publish research that makes life better for people with intellectual disabilities
- Share information based on research and in different ways
- Share new things that make a difference for people with intellectual disabilities
- Bring people together across ASID
- Connect with organisations that make life better for people with intellectual disabilities
- Manage the business of ASID well

Christine mentions that 2025 marks ASID's 60th anniversary. She thanks all volunteers, division members, events participants, and journal editors for their contribution this year, and noted the organisation's continued reliance on volunteer

effort in the absence of paid staff, with administrative support provided by The Association Specialists (TAS Secretariat). Christine highlights the Society's two academic journals (JIDD and RAPIDD), noting both continue to grow in downloads and now carry impact factors. Christine mentions the 2026 conference will be held in Christchurch, New Zealand, over two days, with a separate one-day research-focused event planned for Australia.

## 6. Consideration of 2024/2025 Audited Financial Statements

Alan Hough presents the audited financial statements, noting revenue of $411,660 and expenditure of $268,231 for the year, resulting in a surplus of approximately $143,000. Alan notes the surplus figure can vary year to year depending on the timing of conference income and expenditure recognition.
Alan reported net assets of approximately $914,000 (assets of $966,000 against liabilities of approximately $52,000-$53,000), noting this represents a healthy financial buffer for a volunteer-run organisation.
Alan notes that membership fees contribute toward operating costs and the conference is run to break even, with the Society's surplus generated primarily by the two academic journals. He notes new initiatives for the coming year, including a $5,000 prize for the best contribution in each of the two journals, and continued conference scholarships for the 2026 Christchurch conference.
**Conflict of Interest:** Alan declares a conflict of interest regarding the Board's agreement to a payment of $5,000 per year to each journal editor, noting he will take on the role of editor of Research and Practice in Intellectual and Developmental Disabilities (RAPIDD), with Christine moving to the role of editor of JIDD. Alan notes the change does not affect this year's financial statement but will affect next year's.

## 7. Appointment of auditor

**MOTION:** That Bentleys Tasmania Audit Pty Ltd be appointed as auditor for the Society for the 2025/2026 financial year.
**Moved:** Alan Hough
**Seconded:** [not recorded - to confirm]
**Motion carried unanimously.**

## 8. Announcements of the results of the election of Directors

Per the ASID constitution, there were 4 director roles available for a 3-year term, as well as current members standing for re-election. A virtual election was conducted as ASID received 5 nominations.
Christine acknowledges three retiring Directors - Maria O'Connor, Alison Thompson, and Laura Hogan - and thanks each for their long-standing contribution to the Board.
Three candidates are elected outright, including Christine Bigby (re-elected). The remaining two candidates, Deborah Stewart and Muriel Kirkby, received an equal number of votes for the fourth (4th) position. On advice from constitutional lawyers, the tied position is resolved by a random draw of names, conducted in the room by Michelle King. Deborah Stewart's name is drawn and she was duly appointed to the fourth (4th) Board position. Muriel will be appointed as an advisor to the Board.
The following Directors are appointed and re-appointed to the ASID Board for a 3-year term. The full Board list is:

- Alan Hough
- Christine Bigby
- Henrietta Trip
- Michelle King
- Paul O'Dea
- Prudence Lennox
- Stuart Wark
- Vivienne Riches
- Susan Collings
- Kathy Ellem
- Deborah Stuart

## 9. Proposed constitution changes special resolutions

The Board of ASID proposed the following amendments to the constitution, with an opportunity for members to ask questions. The meeting then voted on each amendment in turn.

1. **Making Board decisions by circulation**

Moved by Allyson Thompson; seconded by Vivienne Riches:

*"Delete clause 14.15 and insert:*

*14.15. The Board may pass a resolution without a Board meeting being held if seventy five percent or more of the Directors who are entitled to vote on the resolution sign a document, including a document conveyed electronically, containing a statement that they are in favour of the resolution set out in the document. Separate copies of a document may be used for signing by Directors if the wording of the resolution and statement is identical in each copy. The resolution is passed when the seventy five percent majority is achieved."*

No amendments to the motion were suggested.

**Carried.**

2. **Divisional committees - no longer compulsory**

Moved by Paul O'Dea; seconded by Hilary Johnstone:

*"Delete existing clause 3.1 and 11.1 and insert:*

*3.1 ASID Divisions - The Company shall be organised as follows:*

*a) The membership shall be divided into Divisions (see clauses 3.2 and 4), with the exception of members who do not live in Australia and New Zealand who will not be attached to a Division.*

*b) Each Division may be represented by a Divisional Committee (see clause 11(c)). The Board shall be ultimately responsible for the governance and operation of the Company (including the Divisional Committees).*

*11.1 A Divisional Committee may be formed and maintained for each Division."*

No amendments to the motion were suggested.

**Carried.**

3. **Exclusion of a member from a Divisional Committee**

In relation to the proposed clause 11.6 - Exclusion of a member from a Divisional Committee, two amendments to the motion as circulated are suggested from the floor of the meeting.

First, it is suggested that the wording relate to excluding a member from a Divisional Committee, not the Division, throughout the amendment. This is agreed by consent.

Second, it is noted that the proposed clause 11.6(b) used the word "may". It is agreed by consent that the word be amended to "shall".

The motion as modified is moved by [name not recorded]; seconded by Alan Hough:

*"Insert 11.6 Exclusion of a member from a Divisional Committee:*

*a) A Divisional Committee may exclude a member, including a person who is a Divisional Committee member, from the work of a Divisional Committee for a period of up to 3 years.*

*b) The Divisional Committee shall may the decision by a simple majority vote.*

*c) In making this decision, a Divisional Committee may observe the principles of procedural fairness but does not have to do so.*

*d) If the person who is excluded is a current Divisional Committee member, their Divisional Committee membership ceases, and they are ineligible for re-election for the period of exclusion established by the Committee unless the Committee revokes the resolution.*

*e) A member so excluded may appeal their exclusion to the Board."*

**Carried.**

## 10. Next Meeting/Close

Christine Bigby invites comments and questions from the members.

Meeting closed: 6.09pm.