



National Association of Testing Authorities, Australia

ANNUAL GENERAL MEETING

65th Meeting – 13 October 2021

MINUTES

Minutes of the sixty-fifth Annual General Meeting of the National Association of Testing Authorities, Australia held via Zoom as a result of the on-going COVID-19 pandemic situation, commencing at 12:15 pm.

Zoom Registered Attendees'

(a) NATA Board

Eric Swayn
Mark Burgess
*David Turner (Chair)
Agnes Tan
Sanmarié Schlebusch

**Authorised Representative*

(b) Member Representation

Peter McKinley	Rose Kursun
Hong Lu	Lisa Chan
Luigi Cantoni	Michael Lynch
James Philip	Susan Simmonds
Kate Frasca	Doug Ross
Jill Disint	Bob Panitzki
James Wyatt	Jenny O'Connell
John Leeder	Peter Haggar
Bill Tabourlos	Tony Bergen
Paul Huysing	Murray Teale
Carl Strautins	
Ron Keelty*	Felix Tsang*

**Proxy for Authorised Representatives*

(c) NATA staff

Jennifer Evans	Chief Executive
Melinda Sims	General Manager, Business Services
John Styzinski	General Manager, Operations and Technical
Tony Vandenberg	General Manager, Compliance & Governance
Susan Harry	General Manager, Stakeholder Relations
Rob Passam	General Manager, Information Communication Technology
Danielle Dicker	Technical Manager
Phillip Hill	Quality Systems Manager
Nirvana Cilingiryan	Operations Manager

Tharien Klaumanns-Moller
Amir Murad
Belinda McGann
Darina Ross
Paul McMullen
Andrew Griffin
Gillian Treloar
Naomi Aitken
Brendan Dunphy
Brendon Moo
Michelle Howe
Madhuri Somraj

Accreditation Training Manager
Deputy Sector Manager - Inspection
Chief People Officer
Client Engagement Manager
Sector Manager - Calibration
Sector Manager - Legal & Clinical Services
Deputy Sector Manager, Legal & Clinical Services
Training Manager
Marketing Manager
Head of Marketing & Communications
Executive Assistant
Senior Software Developer

(d) Invited guests

Russel McGree
Liam Fitzpatrick

Partner, Audit & Assurance Stuart Brown & Co
Commswork

(e) Other attendees

None

APOLOGIES

Tracey Farrar

1. WELCOME

The Chair declared the 2021 NATA AGM open and welcomed all members and guests to the meeting.

2. MINUTES OF 64th ANNUAL GENERAL MEETING

The minutes of the sixty fourth Annual General Meeting of the National Association of Testing Authorities, Australia held on 14 October 2020 were presented.

It was resolved:

AGM Res

No 165 “that the minutes of the sixty-fourth Annual General Meeting held via Zoom on 14th October 2020, be taken as read and confirmed.”

3. CHAIR’S ADDRESS

The Chair noted the challenges faced by NATA in the past financial year as a result of COVID and remarked on the adaptability, resilience and togetherness demonstrated by all staff. This being achieved through the positive working relationship between the NATA Board and the Executive Management team, meaning NATA had been able to navigate the challenges posed by COVID.

4. THE YEAR IN REVIEW

NATA CEO, Jennifer Evans presented the review and highlighted the following.

COVID 19

NATA had continued to provide its services during another difficult year. Assessment processes had been adapted due to on-going travel restrictions. Remote assessments had been used in some instances. Whilst such virtual techniques will provide opportunities in the future they would not replace on-site, face to face visits.

There had also been no fee increase for 2021 - 22.

Business Transformation

A restructure had occurred, in line with NATA’s strategic plan, this was primarily in Operations, though a number of other positions had been created. Changes would provide career opportunities and succession planning whilst serving to improve client focus and responsiveness.

There had also been key changes in Training and Marketing & Communications. Raising the profile of NATA may also lead to business opportunities for members.

Accreditation Activities

The re-engineered Human Pathology accreditation program was launched in February 2021. A number of agreements had also been signed and/or resigned.

A new accreditation program, Biobanking, had been launched and NATA was hopeful of having its first accreditation in the Program in the near future. NATA was also actively looking at measures to underpin the integrity of members’ reports and in turn support user confidence, e.g. digital badging or QR codes.

Financial and Operational performance

Revenue as budgeted, expenses below budget meaning a net profit had been achieved.

NATA had met its overall Charter of Service target of 90%. A number of individual service standards at below target results. Performance against these standards should improve as we progressively come out of the COVID pandemic.

Year ahead

The new financial year had marked the start of a new three year Strategic Plan and which also marks NATA's 75th year in operation. There are four key projects to be delivered.

- To develop a streamlined, customer focused assessment approach;
- To drive sustainable growth;
- To significantly lift NATA's visibility and messaging;
- To drive an adaptable, commercially aware culture.

There would also be a refocus on NATA's on-going Technical Assessor Engagement Project which due to a result in personnel changes had not yet reached fruition.

5. NEW BOARD APPOINTMENTS AND RETIREMENTS

The Chair announced the following:

Dr Sanmarié Schlebusch, had been endorsed by Members as the Board's nominated appointee and continues as Vice Chair;

Giacomo Collica, had been elected and would join the NATA Board effective at the conclusion of the AGM;

Agnes Tan's term was concluding at the end of the AGM. Mrs Tan having served as a Director since 2018 and a NATA Technical Assessor for more than 35 years;

Dr Lawrence Bott, President of the Royal College of Pathologists of Australia (RCPA) and a NATA Director since 2019, had announced his resignation from the Board. The Board's Nomination Subcommittee would convene in coming weeks to consider co-opting a replacement for Dr Bott.

6. FINANCIAL REPORTS

The Association's financial reports, the reports of the directors and the auditor's report for the financial year ending 30 June 2021 were received and accepted.

There were no questions on the reports for the auditor. The auditor remarked that NATA was in a sound financial position which should allow the organisation to pursue its objectives over the next 3 - 5 years.

7. GENERAL BUSINESS WITH QUESTIONS FROM MEMBERS

There being no other business, the Chair declared the meeting closed at 1 pm.

Signed

Date