



# Australian Microscopy and Microanalysis Society

## 2017 AMMS Annual General Meeting

Meeting held on Wednesday 1<sup>st</sup> February 5:20 to 5:35 pm

Venue: Melbourne at the Parkville L3E CTC Room. Walter and Eliza Hall Institute, 1G Royal Parade, Parkville Victoria 3052, Australia

**Note:** Due to the unexpected rearrangement of the session schedule for the LMA conference, the LMA AGM was unable to run from 5:00 to 5:30pm as originally scheduled. Rather than delay the AMMS AGM by 20-30 minutes, it was proposed that the AMMS AGM take place before the LMA AGM to ensure that sufficient time was left for LMA to run its meeting, which had a more substantial agenda than the AMMS AGM. A quorum was present and supported this rearrangement of the schedule so the AMMS AGM commenced ten minutes ahead of its advertised time.

### 1. ATTENDANCE

**1.1. Members present – see Appendix A**

**1.2. Apologies:-** Received from Jamie Riches, Simon Ringer, Jeremy Shaw, Flame Burgmann, Colin Veitch, Ric Wuhrer, Karsten Goemann, Eric Hanssen, Jennifer Wong-Leung.

### 2. CONFIRMATION OF MINUTES

**Motion:** That the minutes from the 2016 AGM be accepted.

**Proposed:** Ian Harper

**Seconded:** Renee Whan

**Carried:** Unanimously

### 3. MATTERS ARISING FROM MINUTES/CORRESPONDENCE

None.

### 4. REPORTS

#### **4.1. President's report (Martin Saunders)**

LMA conference - On behalf of AMMS, the President congratulated LMA on organising their first conference, which was clearly a resounding success. With strong participation and an excellent program.

AMMS web site – The new AMMS web site has been active since late 2016 and has received universal praise from members. The new online registration portal had greatly simplified membership renewal and it was evident from the increased number of renewals early in the year that members were making full use of the online renewal option.

Corporate Membership – The new Corporate Membership initiative endorsed at the previous AGM had now been implemented and had received excellent support from the community. 15-20 Corporate members had joined at the outset and more were considering joining. This new venture was improving lines of communication between the Society and vendors, giving vendors greater input into future events and creating a greater sense of belonging to the Society. Members were encouraged to watch out for events organised by Corporate Members, which would be promoted through the AMMS web site and emails to members.

**Motion:** That the President's report be accepted.

*Proposed:* Trevor Hinwood

*Seconded:* Kelly Rogers

*Carried:* Unanimously

#### **4.2. Treasurer's report (prepared by Jamie Riches - presented by Martin Saunders)**

The President spoke to the Treasurer's report (attached), which summarised the current state of AMMS finances, which are healthy following a significant return of funds from the ACMM conference in Melbourne. This will provide greater opportunity for AMMS to contribute funds to support the activities of IMC19, including bursaries, speaker sponsorship, etc.

The audited accounts for the 2014-2015 financial year were presented see Appendix 2 so that they could be considered by the members and, if approved, submitted to government as per legal requirements.

**Motion:** That the treasurer report and the Audit for 2014-2015 be accepted.

*Proposed:* Pamela Young

*Seconded:* by Renee Whan

*Carried:* Unanimously.

#### **Treasurer's Report (Jamie Riches)**

The Society finances remain healthy, with a significant improvement on the previous year, primarily due to the successful ACMM24 conference. This returned a surplus in excess of \$158K (including return of seed funding). Seed funding of \$50K has been released to support preparations for the IMC19 conference in 2018. Membership numbers in the Society are healthy – currently we have 214 active members with additional members yet to renew and income from membership

subscriptions in 2015/2016 was 20% higher than 2014/2015. The incorporation of a simple online payment platform for membership fees should reduce the amount of work required in managing new and existing members, once the initial teething problems are all sorted out.

Current Assets as at 30th September  
2016

Account	Amount
AMMS Business Transaction Account	147,051
AMMS Online Saver Account	75,509
AMMS Term Deposit	0
Farrant Online Saver Account	4,850
Farrant Term Deposit	103,044
Goodchild Online Saver Account	6,705
Goodchild Term Deposit Account	25,754
International Conference Fund	19,472
International Conference Term Deposit	51,526
<b>Current Assets</b>	<b>433,911</b>

Balance Sheet Breakdown

2015/2016

**AMMS Revenue**

Memberships	11100
GST Refund	870
Newsletter advertisements	15324
Interest	8794
ACMM24 Surplus	158801
<b>Total Revenue</b>	<b>194889</b>
<b>AMMS Expenditure</b>	
Account Fees	1902.02
ACMM24 Bursaries	20565
ACMM24 Awards	500
Audit	3300
Bookkeeping fees	1870
Legal fees	594
Database hosting costs	614.48
FASTS subscription	2195.55
IFSM Membership	2500
Newsletter costs	21379.26
IMC Seed Funding	50000
Insurance	3416
<b>Total Expenditure</b>	<b>108836.31</b>

**Net Profit/Loss**

**86052.69**

## **5. CONFERENCE UPDATES**

### **5.1. *IMC 19 (prepared by Simon Ringer - presented by Martin Saunders)***

The President spoke briefly about ongoing preparations for hosting IMC19 in Sydney in September 2018. Key developments included the release of the sponsorship and exhibition prospectus, which had received an excellent response from vendors, the creation of program committees, and work towards the formation of the International Advisory Board. We are on course for a spectacular showcase of microscopy in Sydney, which should provide a major boost to the Society. A report provided by IMC19 Conference Chair Simon Ringer is attached.

## **6. OTHER BUSINESS**

Peter Miller registered an objection that the meeting had commenced a few minutes early, causing him to miss most of the business. The President apologised to Peter from the floor of the meeting and subsequently contacted Peter to explain the circumstances of the timing change.

## Appendix A

*NOTE: due to the possibility of fraud, the signed copy of the attendance list has been removed.*

*Please contact the current President and/or Secretary of AMMS if you have any queries.*

*As the list below was generated from the signed copy, the spelling of some names may be incorrect*

### **Australian Microscopy and Microanalysis Society Annual General Meeting Attendance List**

#### **Financial AMMS member 2017**

Sandrine Roy  
Irena Carmichael  
Catherine Palmer  
Betty Kouskousis  
James Springfield  
David Potter  
Sarah Creed  
Kalev Maevali  
Pamy Younho  
Louise Cole  
Tze Cin Owyong  
Hamid Soleimenineiad  
Christina Molck  
Scott Page  
Damien Chong  
René Hessling  
Cameron Nowell  
Helen Beard  
Lynne Turnbull  
David Collings  
David Liu  
Cathy Gillespie  
Luke Wensing  
Jacqueline Mills  
Judy Callaghan  
Ethan Scott  
Michael Hickey  
Ricardas Buindai  
Jie Zhou

#### **Non Financial Member 2017**

Kayal Zebae  
Agatha Labrinidis

**AUSTRALIAN MICROSCOPY & MICROANALYSIS SOCIETY INC**  
**ABN 92 914 631 038**

**BALANCE SHEET**  
**AS AT 30 SEPTEMBER 2015**

	2015	2014
	\$	\$
<b>SHARE CAPITAL AND RESERVES</b>		
Retained earnings	388,410	399,847
<b>TOTAL SHARE CAPITAL AND RESERVES</b>	<u>388,410</u>	<u>399,847</u>
Represented by:		
<b>CURRENT ASSETS</b>		
Cash at Bank - AMMS	52,872	133,472
Cash at Bank - LMA	41,065	40,584
Term Deposits - AMMS	295,000	225,000
Prior Period GST Adjustments	841	761
Tax clearing account	340	30
<b>TOTAL CURRENT ASSETS</b>	<u>390,118</u>	<u>399,847</u>
<b>TOTAL ASSETS</b>	<u>390,118</u>	<u>399,847</u>
<b>CURRENT LIABILITIES</b>		
Sundry Creditors	1,708	-
<b>TOTAL CURRENT LIABILITIES</b>	<u>1,708</u>	<u>-</u>
<b>TOTAL LIABILITIES</b>	<u>1,708</u>	<u>-</u>
<b>NET ASSETS</b>	<u>388,410</u>	<u>399,847</u>

This report is to be read in conjunction with the attached compilation report.

**AUSTRALIAN MICROSCOPY & MICROANALYSIS SOCIETY INC**  
**ABN 92 914 631 038**

**PROFIT AND LOSS STATEMENT**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2015**

	2015	2014
	\$	\$
<b>INCOME</b>		
Members Subscriptions	7,750	8,127
Newsletter Advertising	6,344	6,380
Return of Seed Funds	-	31,529
	14,094	46,036
<b>OTHER INCOME</b>		
Interest Received	12,295	5,480
Adjustment - GST	-	706
	12,295	6,186
	26,389	52,222
<b>EXPENSES</b>		
Accountancy Fees	780	1,960
Advertising/Website	140	909
Awards & Gifts	7,451	15,150
Bank Charges	942	557
Insurance	1,601	1,571
Meeting Expenses	218	465
Office & Administration Expenses	4,081	19
Printing Costs - Newsletter	18,458	17,083
Subscriptions	4,156	2,874
	37,827	40,588
<b>PROFIT/(LOSS) BEFORE INCOME TAX</b>	(11,438)	11,634
Income tax expense	-	-
<b>PROFIT AFTER INCOME TAX</b>	(11,438)	11,634
Retained earnings at the beginning of the financial year	399,848	388,213
<b>TOTAL AVAILABLE FOR APPROPRIATION</b>	388,410	399,847
<b>RETAINED EARNINGS AT THE END OF THE FINANCIAL YEAR</b>	388,410	399,847

This report is to be read in conjunction with the attached compilation report.

**AUSTRALIAN MICROSCOPY & MICROANALYSIS SOCIETY INC**  
**ABN 92 914 631 038**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2015**

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The financial statements are special purpose financial statements prepared for use by the committee and the members. The committee has determined that the association is not a reporting entity.

The financial statements are prepared on an accruals basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

These special purpose financial statements have been prepared in order to satisfy the association's annual obligations under the Associations Incorporations Act 1981 and Regulations 1999, and for distribution to the members to fulfil the committee's financial reporting requirements under the association's constitution. The accounting policies used in the preparation of this report are consistent with the financial reporting requirements of the association's constitution and with that in previous years. In the opinion of the committee, the accounting policies used are appropriate to meet the needs of members.

The committee has prepared the financial statements on the basis that the association is a non-reporting entity because there are no users dependent on general purpose financial statements. The requirements of Australian Accounting Standards and other professional reporting requirements in Australia do not have mandatory applicability to the association because, in the view of committee, the association is not a "reporting entity" and is not reporting under the provision of the Corporations Act 2001. As such, no accounting standards or other professional reporting requirements have been applied.

AUSTRALIAN MICROSCOPY & MICROANALYSIS SOCIETY INC  
ABN 92 914 631 038

STATEMENT BY MEMBERS OF THE COMMITTEE AS AT 30 SEPTEMBER 2015

The committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies described in Note 1 to the financial statements.

The committee of the association declare that:

1. The financial statements and notes, present fairly the association's financial position as at 30 September 2015 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements; and
2. In the committee's opinion there are reasonable grounds to believe that the association will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with the Committee as at 11/11/2016 and is signed for and on behalf of the Committee by:

President: \_\_\_\_\_ Martin Saunders' signature was removed to prevent fraud

Prof. Martin Saunders

Treasurer: \_\_\_\_\_ Jamie Riches' signature was removed to prevent fraud

Dr Jamie Riches

Dated this 11<sup>th</sup> day of November, 2016.

# WH TUNNY & CO

Chartered Accountants | Since 1985

## INDEPENDENT AUDIT REPORT

### TO THE MEMBERS OF AUSTRALIAN MICROSCOPY & MICROANALYSIS SOCIETY INC

#### Scope

The special purpose financial report and committee's responsibility.

This special purpose financial report has been prepared to fulfill the requirements of the Associations Incorporation Act 1991 (ACT).

The special purpose financial report comprises the balance sheet, profit and loss statement, accompanying notes to the financial statements, and the statement by members of the committee for Australian Microscopy & Microanalysis Society Inc. for the year ended September 30 2015.

The Committee of Australian Microscopy & Microanalysis Society Inc. are responsible for the preparation and true and fair presentation of the financial report and have determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are consistent with financial reporting requirement of the Associations Incorporation Act 1991 (ACT) and are appropriate to meet the needs of members. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

The special purpose financial report has been prepared for distribution to members for the purpose of fulfilling the committee's financial reporting requirements under the Associations Incorporation Act 1991 (ACT). I disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

#### Audit Approach

I conducted an independent audit in order to express an opinion to the members of the Committee of Australian Microscopy & Microanalysis Society Inc.. My audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of the audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than inclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

I performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with accounting policies as described in Note 1, so as to present a view which is consistent with my understanding of the company's financial position, and of its performance as represented by the results of its operations. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia. No opinion is expressed as to whether the accounting policies used, and described in Note 1, are appropriate for the needs of the members.



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**Audit Approach (cont'd)**

I formed my audit opinion on the basis of these procedures, which included:

- examining on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the directors.

While I considered the effectiveness of management internal controls over financial reporting when determining the nature and extent of my procedures, my audit was not designed to provide assurance on internal controls.

**Independence**

In conducting my audit, I followed applicable independence requirements of Australian professional ethical pronouncements.

**Audit Opinion**

In my opinion, the financial report presents fairly in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of Australian Microscopy & Microanalysis Society Inc. as at September 30 2015 and the results of its operations for the year then ended.



**W H Tunny & Co**  
**Andrew D Tunny**

**Brisbane**  
**Dated this twenty-fourth Day of November 2016**