



Building Designers  
Association Victoria

# BDAV AGM REPORT 2007

# BDAV AGM Report Building Designers Association of Victoria

## MINUTES OF THE 25TH ANNUAL GENERAL MEETING OF THE BUILDING DESIGNERS ASSOCIATION OF VICTORIA HELD ON MONDAY, 8 OCTOBER 2007 AT ROYAL AUSTRALASIAN COLLEGE OF SURGEONS, MELBOURNE

**CHAIRMAN:** David Mulhall, BDAV President

### **ATTENDANCE:**

88 Members, as per Attendance Register  
Brian Morison, Giselle Grynbaum  
Dr Dominique Hes, RMIT (Guest Speaker)  
Stephen Maxwell, Cameron McDonald, Reg  
Shields from Steeves Agnew  
Apologies: As per Apologies Register

### **1. OPENING**

In declaring the meeting open at 6.10 pm, the Chairman welcomed all in attendance, especially Life Members and Fellows of the Association who were present. He also acknowledged the BDAV's sponsors, and introduced the members of the BDAV's Committee of Management.

### **2. MINUTES OF PREVIOUS MEETING**

The Minutes of the previous Annual General Meeting, held on 2 October 2006, which had been circulated to the members who were on the membership register at that time, were confirmed as an accurate record of the proceedings of that meeting.

Moved: Robert McLauchlan  
Seconded: Malcolm Trompf  
Outcome: Carried

### **3. PRESIDENT'S REPORT**

The President, Mr David Mulhall, presented his annual report, outlining some of the activities undertaken by the BDAV during the past 12 months. He advised that he would be publishing a full version of his Report in the next BDAV News but that only a summary was being presented at today's meeting, due to time constraints. He commented that he had enjoyed his first year as BDAV President, and acknowledged the support and assistance of the BDAV's Committee of Management and the Secretariat. [A transcript of the report presented by the President at the AGM is appended hereto].

### **4. FELLOW**

The President announced that the BDAV's Committee of Management had determined that the Immediate Past President, Mr Roy Hodgson, be elevated to the membership rank of Fellow, in recognition of his contribution to the Association during his 15 years of membership. A certificate was presented to Mr Hodgson at the AGM acknowledging this achievement.

### **5. TREASURER'S REPORT**

The Treasurer, Mr Darren Cole-Sinclair, presented the Treasurer's annual report, noting another year of continued growth, which had underpinned the BDAV's financial stability. He reported that the BDAV's books had recently been audited, and the

auditor's report reflected a healthy and viable financial position, with a surplus of \$115,119 before tax. [A transcript of the Treasurer's Report is appended hereto].

### **6. PROFESSIONAL DEVELOPMENT**

The Chairman thanked Members for their continued support to the BDAV's Professional Development activities. He declared that 39 members, as listed below, had satisfied the requirements of the BDAV's voluntary Professional Development Program, and certificates were presented to those members who were present.

Tim Adams	Leonard Kelley
Joseph Banhid	Charles Lithoxopoulos
Wayne Bridger	Peter McKernan
Peter Condos	Colin Mellett
James Couper	Michael Mettes
Wayne Dawson	David Mulhall
Peter Dowling	Kevin Murphy
Alistair Elliott	Zol Nagy
Neil Fletcher	Ian Openshaw
Derek Freeman	Graham Paulin
Helen Geddes	Stephen Rachcoff
Paula Hanley	Richard Sapwell
Geoffrey Hoare	Kevin Slater
Roy Hodgson	Kevin Starling
Ingrid Hornung	Mal Strickland
Helen Hyatt	John Tigas
Peter Jackson	Tracey Toohey
Anthony Jones	Malcolm Trompf
Trevor Jones	Mark Watson
John Karavasil	

### **7. NOMINATIONS TO BDAV COMMITTEE OF MANAGEMENT**

The Chairman invited the BDAV's Executive Officer, Mr Brian Morison, to announce the composition of the BDAV's Committee of Management for the coming 12 months. Mr Morison advised that, under the BDAV's Constitution, the Committee serves a two-year term and, as the current Committee had only just completed the end of its first year in office, there had been no need for nominations to be called. Therefore, the Committee for 2007-2008 comprises: *(listed in alphabetical order)*

- Tim Adams
- Darren Cole-Sinclair (Treasurer)
- Darryl Crumpton (Vice-President)
- Paula Hanley
- Geoffrey Hoare
- Roy Hodgson (Immediate Past President)
- Dominique Hunter
- David Mulhall (President)
- Zol Nagy

## 8. PROPOSED CHANGES TO BDAV CONSTITUTION

Mr Brian Morison advised that changes to the BDAV's Constitution had been proposed, relating to the precise membership categories and eligibility requirements, and that details of the proposed changes had been circulated to all members who were eligible to vote. In the Notice of Motion that had been circulated to Members, it had been proposed to delete the membership category of "Associate Member"; however, upon receipt of a written submission from Mr Sean Hamilton – a Past President of the BDAV – the Committee of Management had determined this particular component of the Motion be withdrawn and that this membership category will continue; however its eligibility requirements would be reviewed.

He advised that a minimum of 75% of eligible voting members present at the AGM had to vote in favour of any Constitutional amendments in order for such proposed amendments to be passed.

Further, to ensure there was no confusion as to what Members were voting on, Mr Morison requested that the five components of the Notice of Motion be voted on individually. This was agreed by the meeting. Accordingly, the following Motions were each put separately to the meeting:

### NOTICE OF MOTION No. 1

"That rule 2(1) of the Building Designers Association of Victoria's Constitution and Rules be amended to provide for clarity to existing terms and consequential additions for the interpretation of various amended terms set out in the rules". The amendments are as follows -

#### Rule 2(1) - Interpretation

'Logo' means the logo of the Association and any reproduction thereof and any insignia, symbol or words indicating or implying any connection or relationship with the Association.

'Retired Member' means a person admitted to membership in accordance with the terms of Rule (6) and whose membership has not terminated.

'Professional Development' to be referred to as 'Continuing Professional Development'

Delete definition and reference to 'Membership Assessment Committee'

**Moved:** Darryl Crumpton  
**Seconded:** Graham Paulin  
**Voting:** Unanimously in favour  
**Outcome:** Carried

### NOTICE OF MOTION No. 2

#### Amendments to Rules 3 and 4 of the BDAV Constitution and Rules - Admission of Members

"That Rule 3 of the Building Designers Association of Victoria's Constitution and Rules be amended to reflect the new category of 'Retired' Member and to amend the process for processing applications for membership of the BDAV". The amendments are as follows -

#### Rule 3 - Admission of Members

Sub-rule 3 (1) to be amended to read as follows -

'The Association shall consist of Ordinary Members, Associate, Fellow, Life, Corporate, Honorary, Retired and Student Members.'

Sub-rule 3 (2) to be deleted.

Sub-rule 3 (3) to be amended to now read as follows -

'An application for membership of the Association -

- (a) shall be made in writing in a form determined by the Association's Committee of Management from time to time;
- (b) shall state the category of membership sought by the applicant; and
- (c) shall be lodged with the Executive Officer of the Association.'

Sub-rule 3 (4) and 3 (5) to be deleted and in lieu thereof -

- (4) The Executive Officer shall as soon as possible after receipt of the application determine whether the applicant is eligible for membership in accordance with these rules and report such determination to the Association's Committee of Management.
- (5) Existing sub-rule 6 to become new sub-rule (5) with the word 'Secretary' being changed to 'Executive Officer'.
- (6) If the application for membership lodged by the applicant is not in accordance with sub-rule 3 (3) and sub-rule 4 (1) and/or does not comply with the eligibility for membership requirements set out for the various categories of membership in this Constitution and Rules, the Executive Officer shall, as soon as possible, submit the application to the Committee of Management to determine whether to approve or reject the application.

Appropriate re-numbering of above sub-rules, as required.

#### Rule 4 - Eligibility for Membership

In lieu of 'Membership Assessment Committee', there shall be inserted the term 'Committee of Management'.

Delete sub-rule 4 (4)

**Moved:** Darryl Crumpton  
**Seconded:** Zol Nagy  
**Voting:** Unanimously in favour  
**Outcome:** Carried

### NOTICE OF MOTION No. 3

#### Amendments to Sub-Rules 4 (5) of the BDAV Constitution and Rules - Ordinary Member

"That sub-rule 4(5) of the Building Designers Association of Victoria's Constitution and Rules be amended to clarify the eligibility for membership of the BDAV of an 'Ordinary Member', and to include a new category of 'Retired' Member within the membership of the BDAV". The amendments are as follows -

#### Sub-Rule 4 (5) - Ordinary Member

Sub-rule 4 (5) to be amended as follows -

A person may be admitted as a Member of the Association if the applicant complies with the following set of requirements -

- (a) (i) the applicant is the holder of a diploma certificate from a course accredited under the Vocational Education and Training Act 1990 or equivalent qualification, or has submitted evidence of having passed an independent assessment examination held by a tertiary institution to a level commensurate with a diploma course accredited under the Vocational Education and Training Act 1990; and
- (ii) at the time of application the applicant is actively engaged in the profession of drafting (architectural), (interior) or (services); and

(iii) has had appropriate architectural, interior or services drafting experience; and

(vi) is of good character and is reputable in their field of endeavour.

OR

(b) (i) at the time of the application the applicant is actively engaged in the profession of drafting (architectural), (interior) or (services); and

(ii) has had appropriate architectural drafting experience and has submitted evidence of proficiency in architectural, interior or services drafting to the satisfaction of the Committee of Management; and

(iii) is of good character and is reputable in their field of endeavour.

OR

(c) (i) at the time of application the applicant is registered as a building practitioner under the Victorian Building Act and Regulations in the category of draftsman, class of building design (architectural) (interior) or (services)

#### New Sub-Rule 4 (13) - Retired Member

An Ordinary Member or Corporate Member of the Association who provides evidence that he or she has permanently retired from the building design and drafting profession, does not have an interest or involvement in another building design or drafting practice and does not provide services or products to the design sector and the building and construction industry, is eligible to apply for membership as a Retired Member by payment of the appropriate membership fee as determined from time to time by the Committee of Management.

**Moved:** Darryl Crumpton  
**Seconded:** Sean Hamilton  
**Voting:** Unanimously in favour  
**Outcome:** Carried

#### NOTICE OF MOTION No. 4

"To correct a typographical error in rule 27(8) and to insert the term 'Committee of Management' where appropriate to reflect the amendments to Notice of Motion No.2 referred to above and to amend the term 'Secretary' to Executive Officer". The amendments are as follows -

#### Sub-rule 27 (8) - Procedure of Committee

Typing error in the word 'casting' in final line of sub-rule to be corrected.

#### Membership Assessment Committee

In lieu of the title 'Membership Assessment Committee' referred throughout the Constitution and Rules of the Association, there shall be inserted the title 'Committee of Management'.

#### Secretary

In lieu of the title 'Secretary' referred throughout the Constitution and Rules of the Association, there shall be inserted the title 'Executive Officer'.

**Moved:** Darryl Crumpton  
**Seconded:** Barry Cole-Sinclair  
**Voting:** Unanimously in favour  
**Outcome:** Carried

#### NOTICE OF MOTION No. 5

"That the Appendices contained in the Building Designers Association of Victoria Constitution and Rules be deleted and amended to reflect changes to the Constitution and Rules in accordance with current governance requirements". The amendments are as follows -

#### Appendices

- Delete Appendix 1 - Application for Membership
- Delete Appendix 2 - Form of Appointment of Proxy
- Delete Appendix 3 - Application for Upgrade of Membership Application
- Appendix 4 - Code of Ethics to be revised to current standard and to become Appendix 1
- Appendix 5 - Delete sub-paragraphs (a) and (b)
- Appendix 6 - BDAV Continuing Professional Development Program to become Appendix 2

**Moved:** Darryl Crumpton  
**Seconded:** Darren Cole-Sinclair  
**Voting:** Unanimously in favour  
**Outcome:** Carried

#### 9. DESIGNER PROFILE

The Chairman then introduced Mr Darren Cole-Sinclair, of Orbit Solutions, the winner of the 2007 BDAV Building Design of the Year, who presented a profile on his winning project.

#### 10. GUEST SPEAKER

The Chairman then introduced Dr Dominique Hes, Lecturer in Sustainable Architecture at the Faculty of Building & Planning from the University of Melbourne, who presented a very informative overview and update on sustainability issues.

#### 11. CLOSE OF FORMALITIES

The Chairman thanked everybody for their attendance, and declared the meeting closed at 7.55 pm, inviting everybody to partake of refreshments at the venue.

### **BDAV PRESIDENT'S REPORT DELIVERED AT BDAV AGM 2007**

Tonight, it is with great pleasure that I can report that the Association has had yet another period of membership growth and the continued delivery of membership services and benefits.

As we have a very busy schedule this evening, I will give a condensed report of the BDAV's activities for the past 12 months, and publish a full written report, which will sent to all members shortly.

I wish to commence my report by highlighting that the BDAV continues to be administered by members, such as yourself, who give of their time freely to manage the Association.

As President of the BDAV, I am fortunate to be a part of a highly committed, passionate and talented Committee of Management, who, whilst busy running their own design practices, still find the time to contribute and administer the affairs of the Association.

The BDAV is a now a large entity, that needs hard-nosed decisions, yet, at the same time, also needs foresight, and an in-depth understanding of the requirements of our vast membership.

I wish to take this opportunity to thank the Committee of Management for their tireless service, and I would also like to thank our Executive Officers for their continuing support. Our sponsors, particularly BlueScope Steel our diamond sponsor, continue to make an important contribution to the success of the Association, and I do thank all our corporate partners for their continued support.

The past year saw the 12th ... and most successful ... Building Design Awards event. We were delighted to have the Minister for Planning, Justin Madden, as our special guest attend the awards.

I believe the Minister obtained a stronger understanding of the broad range of projects that our members are commissioned to design, and his attendance at the Awards can only further develop our relationship with him and the DSE.

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The BDAV is working hard towards achieving a reduction of 'red tape' surrounding the planning arena, through our involvement in various forums and discussion papers.

Our Professional Development Seminar program continues to be highly acclaimed. Many seminars this year achieved capacity attendance, with waiting lists of interested members waiting to attend. We will continue to ensure our PD program remains relevant to members' needs.

A Member Survey was recently conducted to gain an up-to-date understanding of the market in which building designers operate.

The survey highlighted some very interesting demographics, not only about BDAV Members themselves, but also about members' client bases, and members' attitudes to the services provided by the Association.

The survey findings are **VERY** important in giving the Association direction on how to best create consumer awareness of Building Designers...an issue which is, and will continue to be, a core responsibility for the current and future Committees of Management.

I do take this opportunity to thank ALL members who responded to that survey...as well as other surveys we have conducted in the past 12 months.

A significant development this year saw the Association recently announce a Professional Indemnity Insurance program through Steeves Agnew Underwriting Agency.

The announcement of the scheme has, if nothing else, created a wave of competitive bidding by the various insurers in the marketplace, resulting in driving down the cost of PI Insurance for members.

I would like to place on record my sincere appreciation to my deputy, Darryl Crumpton, and to Brian Morison, for bringing this proposal together.

I'm advised that Stephen Maxwell, Cameron McDonald and Reg Shields from Steeves Agnew are in attendance this evening. They are happy to answer members' questions about the program, at the conclusion of the AGM.

The Committee of Management has also been working hard in developing a "Work Readiness Course" which we plan to launch next year. As its name implies, this course is designed to ensure that young entrants into the profession will be ready to work within the industry, with the skills and attributes that today's design practice demands.

Next week we will see the culmination of a significant amount of work in another exciting launch...being the first BDAV **Online** Forum. This forum will provide members with a fantastic opportunity to exchange dialogue with other members on topics relevant to our profession. Details for the online forum will be issued later this week.

Our regional network throughout country Victoria continues to strive to meet the needs of remote-location members. I plan to convene a meeting of our Regional Co-ordinators shortly, to review the current arrangements and to discuss how we can enhance the services for our regional members.

.....and finally.....

We are currently planning our fourth BDAV State Conference for next year, and we anticipate this will have an environmental theme, given the impact that climate change and water conservation have had on our lives in recent times. I do hope you will all support that event, when details are announced.

Before I conclude my speech tonight, I have one very pleasant duty.

One of your colleagues has been identified by the Committee of Management as a person worthy of recognition. I'd like to invite Roy Hodgson, to please come forward.

Roy...the Committee have highly valued your input, not only during your Presidency, but also in your continued contribution at Committee level.

I am delighted to bestow the ranking of Fellow to you, tonight, in recognition of the high regard in which you are held by us all.

Congratulations, Roy.

That concludes my report tonight.

2008 plans to be yet another very full and progressive year for the BDAV.

I wish each of you continued success in your professional endeavours.

**David Mulhall**  
President  
Building Designers Association of Victoria  
8 October 2007

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## **BDAV TREASURER'S REPORT DELIVERED AT BDAV AGM 2007**

Once again the BDAV has delivered an extremely high level of service back to members, always the primary focus, but achieving results within a fiscal manner as not to put strain on the Association.

The continuation of our highly respected seminars, workshops, and events throughout the year within the metropolitan and regional areas are made successful with our sponsors' generous support, and we thank them for their continued commitment to the Association.

This year has seen continued growth in membership, and we expect with our informative and very successful research results to shape a long term targeted marketing campaign to drive the growth here further and into the future. We have been continuing with our current marketing through advertising, various industry events and exhibitions, our close alliance with the educational institutions, and of course through our annual design awards event.

A larger membership base, of course, demands a greater industry presence at all levels, and ultimately helps our bottom line to enable us to continue to raise the bar in our activity amongst government and other key industry stakeholders, and to keep focusing on improving our service. Again, we have kept our membership subscriptions to a minimum.

The finances of the Association have been audited by Clements, Dunn and Bell chartered accountants and it is great to report that the Association is in a healthy and viable position, recording a before tax profit of \$115,119.

Finally, our new insurance initiative will give the best insurance benefits back to our membership, as our key objective, but should also enable us to maintain a strong financial position for the Association into the future.

**Darren Cole-Sinclair**  
Treasurer  
Building Designers Association of Victoria  
8 October 2007