

**Insulation Australasia Limited
2019 Annual General Meeting**

Draft Minutes

Date: Tuesday, 26 November 2019

Time: 2:30pm

**Venue: Western Port Room, Australian Institute of Company Directors
Level 26, 367 Collins Street, Melbourne 3000**

Present:	Apologies:
Scott Gibson - Kingspan (Chair)	Michael Moylan - Foilboard
Andrew Arblaster – Executive Officer & Treasurer	Warrick Batt – IA Director
Phil Cocking - Sekisui	Richard Arkinstall – IAONZ (Associate Member)
Robert Jones - Autex	Mary Edmondson – RIMA Intl(Associate Member)
James Turner - Sancell	
Doug Parkinson - Sancell	
Manuel Furer - Kingspan	
Nick Drummond – Kingspan (Director)	
Niall Horgan – Kingspan	
Mary Keith - Secretariat	

Meeting Commenced: 2.57pm

1. Opening / Welcome

The Chair opened the meeting at 2.57pm and welcomed the Members and Directors for attending the Annual General Meeting for 2019. A special welcome to Manuel Furer and Doug Parkinson for attending.

2. ACCC Declaration

The Chair gave a verbal account of the ACCC Declaration to all present in respect to conducting the affairs of the association within the laws of fair trading.

3. Proxies

The Chair REPORTED that no proxies were received

4. Acceptance of Minutes from 2018 AGM and Actions Arising

Minutes from the previous 2018 AGM had been circulated to Members and Directors prior to the AGM, and accepted as approved.

Accepted: Andrew Arblaster

Seconded: Phil Cocking

5. Chairman's Annual Report

The Chairman presented a written Annual Report to the Members and Directors, and gave a VERBAL REPORT; that IA had support from The Association Specialists (TAS) with regards to governance, with Mary Keith in the role of Secretariat looking after Member Services and Communications. Association payments had been approved throughout the year by the Chairman, Executive Officer Andrew Arblaster and Directors Nick Drummond and Warrick Batt.

The association had performed well financially with net profit of \$21,795, and closing cash position of just over \$127,000.

It had been a busy year for the association and those involved in engaging with industry and government, with IA involved in various industry initiatives aimed at supporting the association's main objectives as follows:

1. Promote the cost effectiveness of insulation-based energy efficiency initiatives in Australian and New Zealand buildings in reducing carbon emissions.
2. Create a sustainable industry platform to support increased employment opportunities and a profitable environment for industry investment.
3. Promote the adoption of world class standards, 3rd party product certification & installation services accreditation.

These initiatives included:

- Australian Standards BD058 Insulation Standards Committee
 - Review of AS/NZS 4200 Parts 1 & 2: Pliable Building Membranes and Underlays
 - Review of AS 3999: Bulk Thermal Insulation – Installation
 - Review of AS4254.1: Ductwork for air handling systems in buildings
- Australian Standards FP018 Fire Standards Committee
 - Review of large scale façade testing in the wake of the Grenfell and Dockland fires. Review of the revised BS9414 - how to interpret results of Façade tests to BS8414.
 - Changes to AS1530.4 Fire resistance testing
 - Labelling Technical Note for Aluminium Composite Panels
- ASBEC Working Committees:
 - Building Energy Efficiency Policy Development Committee aimed at presenting a policy pathway towards net zero energy buildings.
 - NCC Energy Efficiency Review Committee engaged directly with the NCC in the review of the existing BCA Energy Efficiency provisions.
 - Housing Sustainability Task Force aimed at increasing the energy efficiency of existing and new build residential housing and a review of the House Energy Rating Systems.
- Construction Product Alliance – Advocacy against non-conforming building products (IA, MBA, AWA, AIA, BDA, AIBS, Engineers Australia, Property Council).

Membership:

IA's membership remained constant at 8 members.

The Chairman REPORTED that there were a few companies that had registered products which could be potential new Members. These companies would be approached in the new year. The current Members present at the AGM were invited to suggest potential new Members, but it was important to ensure any new Members adhered to IA's primary objectives.

ACTION: Scott Gibson – compilation of contact for potential Members.

Constitution Review:

Following on from the 2018 AGM it was decided that IA needed to review its constitution to maintain relevance and to ensure it kept abreast of its evolving industry and operating environment. The overarching objective of the amendments presented to the members at the AGM was to maintain a simple contemporary constitution to govern the trade association and meet the needs of its members.

The Chairman thanked The Association Specialists for their help and guidance through the process.

Website:

The IA website had been maintained with additional information posted to the site over the year. The Chairman thanked Mary and TAS for taking on the responsibility for maintaining the IA website.

The Chairman invited increased Member contributions to the website to increase benefits to the various stakeholders.

Public Relations:

IA participated in several PR initiatives in the past year principally around promoting the association as a peak voice for the Insulation Industry, maintaining awareness on the issue of Non-Conforming Building Products, and supporting ASBEC in lobbying for the accelerated upgrade of the energy efficiency provisions.

- Insulation Australasia Representing the Australian Insulation Industry – Build It Magazine
- ASBEC Media Release - Energy efficiency hits home for Australia's Building Ministers
- NCC 2019 Fire Compliance Requirements for Soffit Insulation.
- Non-complaint Building Materials Are a Risky Business – The Australian in collaboration with the Insurance Industry

Technical Working Group:

On behalf of the members the Chairman thanked the following companies for their continued participation in IA's Technical Working Group and in resourcing the above mentioned industry initiatives with human resources:

- Autex
- Sekisui
- Kingspan Insulation
- Kingspan Insulated Panels

The Chairman discussed the reports provided by Keith Anderson and Mark Tatam representing the Technical Working Group, and work that had been adopted by COAG and noted that political involvement had been valuable with respect to continuous involvement with Section J and NCC. The Chairman discussed thermal bridging in the commercial and residential sectors, and more details would be available next week.

Membership Survey:

Membership survey was not conducted in 2019, though members were requested to propose research and or promotional initiatives for funding.

Summary:

In summary the association again enjoyed a successful year both financially and in terms of industry representation and engagement. Engagement with our members is first and foremost, and I hope we have been able to again deliver this in 2019FY.

The Chairman thanked Andrew Arblaster who as Deputy Chair had provided ever increasing support in his role of Executive Officer.

The ever present challenge to the association going forward was to grow our membership base, and continue to promote Compliance and the Insulation First approach to Energy Efficiency in a landscape where there are many competing interests and negative influences. Member engagement was critical to our success and the Chairman would personally urge all organisations to make the most of their membership and be involved, either through the technical working groups, as a Board member or through the process of proposing initiatives for the association to consider funding.

6. Finance Report Presentation

The financial year 2018/2019 audited financial report was circulated to Members prior to the AGM. The Treasurer provided a VERBAL REPORT to the Members noting the healthy financial position of the association including the following financial details:

- Profit for 2018/2019 stood at \$21797
- Accumulated earnings \$121,656
- Budget for next year \$60,000 Membership Fees
- Expenses for 2020 would be -
 - a. TAS \$20,000
 - b. ASBEC Membership \$5,000
 - c. Energy Efficiency Council (EEC) \$25,000 which would be discussed today, but could be \$10,000.
 - d. Accounting & Insurance \$7,000
 - e. Website \$5,000
 - f. Proposal budget for newsletters \$5,000

Accepted: Scott Gibson

Seconded: Phil Cocking

- Current Membership List Report
The financial Membership list of Corporate Members and Associate Members were discussed and confirmed amongst the Members present.

7. Special Resolution – Amendments to Constitution

The Executive Officer discussed the proposed amendments to the IA Constitution, with reference to the decrease in number of industry groups, and that the current constitution didn't reflect current state of IA. The Executive Officer provided a verbal update on proposed changes to IA constitution, referring to the Appendix A document which had been circulated prior to the AGM and was available at the meeting for further review.

A statement of reason was provided for Members, for the proposed changes:

The Board proposes the following changes as it is considered necessary for the Constitution to be updated from time to time, to align with the evolving environment of the industry. The Board

considers it important for the company to maintain a contemporary constitution that meets the needs of the trade association and the relevant stakeholders.

Further, the Chairman NOTED that the association struggled with quorum at meetings, but the Board had improved at securing Directors. The Chairman thanked Francis Child for his input to constitutional changes.

The Motion was unanimously agreed upon by all present.

Accepted: Manuel Furer
Seconded: Robert Jones

8. 2019/2020 Initiatives

1. Project Proposal

The Chairman REPORTED that a project had been proposed by the Energy Efficiency Commission (EEC), of which Kingspan is a Member.

Details discussed, included:

- Quantity of energy reports available, regarding the cheapest form of energy and efficiency.
- Drive demand for insulation through looking at other reports.
- LED lights and solar as industry competition
- Deeper energy efficiency outcome needed. No AC systems were involved, but they could be involved.
- Government funding of large scale projects
- Working with EEC, ICANZ, Property Council, ASBEC
- Positive outcomes for building industry and de-risking of projects

ACTION: Scoping document will be circulated to Members by Scott Gibson

The Chairman further discussed a funding initiative to research other reports, to prepare an overarching whitepaper for a proposal to government; aiming for Net Zero and a push for mandatory disclosure. Some points covered included:

- UK and Ireland – deep upgrades of buildings by utilities.
- Overcoming Brown Outs and potential of Batteries.
- Need for economic modelling and the cost involved
- Industry participation
- Aim for outcome in approximately 2 years with reference to next upgrade for Section J.

The Chairman **PROPOSED** to Members present that IA should commit up to \$25,000 into research, as it would be beneficial to the association and wider industry.

ALL AGREED

ACTION: Scott Gibson, after attending a meeting next week with ASBEC and Property Council; a draft will be circulated to Members and the Board.

2. Technical Committee Minutes

Andrew Arblaster and Phil Cocking gave a VERBAL REPORT with reference to approval regarding calculating R Values for Members. A basic Excel tool was discussed, but this method didn't consider the whole system, but would be a valuable inclusion on the IA website.

ACTION: Robert Jones will send a draft to Andrew for review and feedback.

9. Election and Re-Election of Office Holders/Directors

The Chairman NOTED the resignation of Nick Drummond from the Board, and REPORTED that Manuel Furer and Phil Cocking were approached by for nomination. With the prior commitment from Phil participating in Standards issues and being based in Sydney, Phil was regarded an asset to the Board. Manuel was also considered a valuable inclusion and working with Nick Drummond; Manuel would be able to draw on established knowledge and practices.

- Re-election of Office Holders

Scott Gibson stood for re-election as Chairman – ALL AGREED.

The Chairman invited anyone else to nominate as a Board Member for the 2020 AGM. It was stated that the association Board needs participation and a new Chairman would be needed in the future.

- Board Nominations

Phil Cocking and Manuel Furer were Nominated by Scott Gibson.

- a. Phil Cocking

Secunder: Andrew Arblaster

- b. Manuel Furer

Secunder: Phil Cocking

There were no questions or objections from the Members present and ALL AGREED. The Members expressed their appreciation for Scott Gibson and his commitment to IA.

Technical Committee – Member Participation

The Members present DISCUSSED Corporate Member Organisations who had colleagues that could contribute to the Technical Committee.

ACTION: Nick Drummond and Manuel Furer would consult with Andrew Arblaster to match skillset of colleagues with the necessary tasks at hand.

ACTION: Robert Jones proposed to include Aiden (surname tba) of Autex to participate in the committee.

Robert Jones left the meeting 4.07pm

10. Appointment of Tinworth Ltd as Auditor for 2020

The Chairman and Treasurer discussed the efficient and professional working relationship with Tinworth and proposed to the Members that Tinworth be reappointed as auditor for 2020.

Accepted: Andrew Arblaster

Secunderd: Phil Cocking

11. Other Business

The Chairman DISCUSSED a variety of issues with the Members present, including:

- PR thermal performance compliance to be added to initiatives – include other stakeholders.
- IA Newsletter – possibility of outsourcing production but Members would need to source the content. Possible topics could include Thermal Compliance, Installation and Insulation Compliance, Cool Chain Perishables & Fire Compliance; with a focus on agnostic content. 2 Newsletters per year could be aimed for dependant on available content.
- JJ Media had provided a company outline which was circulated at the meeting and pricing was discussed. The newsletter could be circulated through Mail Chimp.

The Chairman PROPOSE to the Members and Directors that JJ Media would be a beneficial working relationship for IA, with reference to their skill set and media/database contacts.

ACTION: All Members to review the proposal for discussion at a further date.

- One Page Annual Report

The Chairman PROPOSED the development of a one page Annual Report which could be announced in the first newsletter of 2020. This would be used to engage with external stakeholders, potential Members, funding opportunities and the wider industry.

- Incorporation of LinkedIn and Twitter for communication and PR purposes.

It was REPORTED by Manuel and Nick that LinkedIn was a valuable tool for the construction industry and a great networking prospect.

ACTION: Mary Keith to review how many hits are on the IA website.

ACTION: Manuel Furer and Nick Drummond to circulate a proposal of how IA could use Social Media to greater benefit.

Niall Horgan joined the meeting 4.22pm

The Chairman invited the Members to voice any other business, and none was forthcoming. The Chairman thanked everyone for their participation today and announced it was a record turnout.

Meeting Closed 4.24pm