

Annual General Meeting (AGM) 2025

Adelaide Convention Centre

Australian and New Zealand Head and Neck Cancer Society ANZHNCS

30/08/2025 at 17:10 PM - 18:00 PM AEST

Minutes

1. Open Meeting

The meeting was opened by the President, Julia Crawford, at 5.05pm ACST.

2. Attendance & Apologies

In attendance:

- Camile Farah
- Aoife McGarvey
- Sophie Fleming
- Sally Ng
- Alesha Thai
- Mark Smith
- Michael Farrell
- Qurrat van den Blink
- Jonathan Clark
- Martin Batstone
- Sarah Deacon
- Jia Miin Yip
- Sandro Porceddu
- Anne Taylor
- Matthew Magarey
- Jack Harbison
- Fiona Smithers
- Julia Crawford
- Tracey Nicholls
- Kerwin Shannon
- Chris Daniels
- Howard Liu
- Eng Ooi
- Johnathan Wake

- Erik Khoo
- Felix Sim
- David Wiesenfeld
- Francisco MacArthur
- Julia Maclean
- Merran Findlay
- Lessandra Chee

3. Declaration of Proxies

There were no proxies received in advance of the meeting.

4. Confirmation of Minutes of the Annual General Meeting held on 29 August 2024

[4.A ANZHNCs_AGM_2024_meeting_minutes.pdf](#)

The minutes of the Annual General Meeting held on 29 August 2024 were accepted unanimously.

5. Matters Arising from Previous Minutes

6. President's Report (Dr Julia Crawford)

[6.A ANZHNCs_President_Report_2025_AGM.pdf](#)

Dr Julia Crawford presented the attached President's report.

7. Professional Standards and Membership Committee Report (Dr Aoife McGarvey)

[7.A ANZHNCs_Professional_Standards_and_Membership_Committee_Report_2025_ASM.pdf](#)

Dr Aiofe McGarvey presented the attached Professional Standards and Membership Committee report.

8. Treasurer's Report (A/Prof Felix Sim)

[8.A ANZHNCs_Treasurer_Report_2025.pdf](#)

A/Prof Felix Sim presented the attached Treasurer's report.

A question was raised from the floor regarding any advice that the Board receives from the auditors regarding the optimal level of reserves the Society should hold at any one time. The auditor does not provide such advice but it was noted the greatest risk financially to the Society is a loss from the annual conference. The Board gives due consideration to this risk and believes current reserves are sufficient to cover a potential conference failure.

The Treasurer noted that efforts are being made to increase the level of funds in the Research Foundation and it is hoped the Gala Ball will raise up to \$30,000. The Treasurer also noted and thanked Professor David Weisenfeld for his generous donation to the Foundation in the year.

8.1 Resolution: Audited Financial Report for year ended 30th June 2025 to be approved

[8.1.A ANZHNCS-Research-Foundation-30-June-2025-Financial-Statements-and-Audit-report.pdf](#)

[8.1.B ANZHNCS_Society-Audited-Financial-Statements.pdf](#)

The audited financial report for the year ended 30 June 2025 was accepted unanimously.

9. Communications & Education Committee Report (Prof Camile Farah)

[9.A ANZHNCS_CEC_Report_AGM_Aug_2025.pdf](#)

Prof Camile Farah presented the attached Communications and Education Committee report.

10. Annual Scientific Meeting (Prof Eng Ooi)

[10.A ANZHNCS_ASM_Report_2025_AGM.pdf](#)

Prof Eng Ooi presented the attached Annual Scientific Meeting report.

11. ANZHNCS Australian Research Foundation Report (A/Prof Kerwin Shannon)

[11.A 2025_ANZHNCS_Research_Foundation_AGM_report.pdf](#)

A/Prof Kerwin Shannon presented the attached Australian Research Foundation report.

12. New Zealand Foundation Report (Dr Swee Tan)

A/Prof Kerwin Shannon presented the attached New Zealand Foundation report.

13. Other Business

Dr Julia Crawford noted that there had been some recent challenges with the Secretariat service. Since meeting with TAS, Thalia Child was working on the ANZHNCS account again and there had been a big improvement. The Board will continue to monitor progress.

14. Close of Meeting

The meeting was closed by the President, Julia Crawford, at 5.47pm ACST.