

Minutes of Annual General Meeting of CAASF

Held: Observatory Hotel
89-113 Kent Street, Sydney, NSW 2000

Date: 14th May 2012
Time: 3pm to 4pm
AEST

Meeting No: 4

Present:

Steve Wood (EMBA 1994)	President
Alex Chapman (MBA 1988)	Vice President
Graham Baws (MBA 1979)	Treasurer
Alpa Parekh (MBA 1999)	Secretary
David Corkindale (PhD 1976)	Board Member
Mark Ellis (MOD MBA 2003)	Member
Peter Livesey (MBA 1995)	Member
Todd Myer (MBA 2011)	Member
Robert Milagre (MBA 2009)	Board Member
Phil Reid (EMBA 1997)	Member
Colin Squires (MBA 1976)	Board Member
Stephen Williams (MBA 1993)	Member

Alex Livingstone (MBA 1989)	Board Member	Apologies
Kim Parish (MBA 1990)	Board Member	Apologies
John McFarlane (MBA 1975)	Patron	Apologies

Agenda:

- 1 There being a quorum of more than five, the meeting commenced at 3:15pm. President, Steve Wood opened the meeting and welcomed all present.
- 2 The previous AGM minutes were approved as correct.
Proposed: C Squires
Seconded: A Parekh
- 3 President's report
 - i Promoting the scholarship
 - i. By end 31st Dec 2011, we had 233 registrations of interest for the Scholarship; an increase of 22 percent from the prior year.
 - ii. Cranfield consistently ranks highly in publications such as The Economist Intelligence Unit, The Wall Street Journal and Forbes Magazine.

- iii. Other key elements in promoting Cranfield and this scholarship are the “viral” email campaign and concerted efforts by Board members to build relationship with organisations with aims complementary to our own.
 - iv. Customised email to past registrants and supporters asking for support and keeping them informed about CAASF activities .
 - v. This year (2012) Cranfield offered Cranfield Admissions Test locally in Sydney so that potential candidates who wished to sit Cranfield exam instead of GMAT had this option available.
 - vi. Unfortunately, the conversion from registration to application is still low due to life stage and personal reasons.
 - vii. This year onwards we are promoting “pay it forward” more explicitly on the website. The premise is we expect winners to “pay forward” the opportunity they have gained by helping and encouraging others to follow in their footsteps.
- ii Foundation membership and finance
- i. Since incorporating in 2008, CAASF membership has grown to 55 members compared with 2011 year (50) and 2010 year (36).
 - ii. Financial situation is still challenging. This year we instigated a “micro-donation” programme that seeks smaller amounts paid via EFT and we expect to build this over time towards making the Foundation sustainable.
 - iii. In the coming year, we continue to pursue tax deductible (DGR) status. We have enlisted support from Senator Nick Xenophon who has written to Treasury on our behalf. It was agreed that David Corkindale continue dialogue with Senator Xenophon.
 - iv. We have received further support from Frank Horowitz and others at SoM, who has recognised our Scholarship efforts.
- iii Winners
- i. 5th CAASF Scholarship was awarded to Anna Baggoley.
 - ii. 4th CAASF Scholarship winner Todd Myers also won the Ford prize at Cranfield.
 - iii. 3rd CAASF Winner – Damini Singh now works for Barclays in the UK.
 - iv. 2nd CAASF Winner – Robert Milagre is expecting his first new born.
 - v. 1st CAASF Winner – Sarah Nicholson is still with BHPB in London.
 - vi. 2010/11 Presidents Award - Awarded to David Corkindale for his efforts on promoting CAASF to key leadership organisations in SA.
 - vii. 2012 Scholarship is to go to Mr David Scollon of NSW and Twenty12 Scholarships from Cranfield School of Management to go to Ms Aashlesha Venkatachalam of NSW and Benjamin Elias of NSW.
- iv **Summary**
- In 2011, CAASF has grown stronger and has received even deeper support and recognition from Cranfield, our membership has grown and application from potential candidates has increased. We are grateful to those who have supported us in the past and those who continue to support us. We are continuing to pursue DGR status. We remain committed to our mission to create a pre-eminent scholarship opportunity for leadership and

management development for talented Australians and to promote the Cranfield MBA.

Motion to accept the Presidents report:

Proposed: Alex Chapman
Seconded: Graham Baws

4 Treasurer's report

G Baws gave his report on the finances.

- i CAASF costs have gone down; however, the deficit has increased due to lower donations and income from the masterclass in 2011. We continue to manage variable costs. In 2012 we started using Skype to conduct Board Meetings thus saving the cost of conference calls, started advertising more via LinkedIn and created group on LinkedIn to get our message across.
- ii In the Balance Sheet, specific donations have been treated as "loans"; however, once DGR status has been received, these will be converted to "donations". \$65,000 represents approximately three years of scholarship payments.
- iii We are currently unable to sponsor anyone partially funded by their company due to our agreement with Cranfield.

Motion to accept the Treasurers report:

Proposed: Colin Squires
Seconded: Alex Chapman

5 Election of Board positions

- i Steve Wood stepped down as the President of the Board and handed over the meeting to Alex Chapman, who thanked him for his excellent contribution to CAASF and his efforts in leading the Board as President for the past three years. Alex Chapman also recognised and acknowledged Steve's role in leading the Foundation from "getting started" through the "getting organized" phase so as to position the Scholarship Foundation (CAASF) well for the next growth phase of "getting known."
- ii Nomination of Stephen Williams as President was approved unanimously and Alex Chapman handed over to Stephen Williams.
- iii Stephen Williams made an acceptance speech and mentioned he was delighted and excited to be part of CAASF. Stephen Williams acknowledged that we need to accelerate the process for attaining DGR status, create a greater and more prolific Cranfield Brand, and that Cranfield and the alumni can do more for building the Cranfield Brand.
- iv Nominations to all other Board positions were unchallenged and approved unanimously.
- v All members nominated to the position were welcomed to the Board.

President:	Stephen Williams (MBA 1993)
Vice President:	Alex Chapman (MBA 1988)
Treasurer:	Graham Baws (MBA 1979)
Secretary:	Alpa Parekh (MBA 1999)

NSW State Representative:	Philip Reid (EMBA 1997)
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QLD State Representative: Alex Livingstone (MBA 1989)
SA State Representative: David Corkindale (PhD 1976)
VIC State Representative: Steve Wood (MEBA 1994)

- v We welcome new member Stephen Williams as our new President.
- vi We welcome Steve Wood taking on a new position as the VIC State Representative.
- vii We welcome Phil Reid as our new NSW State Representative and new membership to the CAASF Board.
- viii We are delighted that Colin Squires has accepted to continue to support CAASF in soliciting donations and promoting CAASF. We thank him for his work on the Board.

6 Any other Business

Peter Livesey suggested that we find out why Cranfield alumni are not giving more? Peter mentioned that he confines his donations to "worthy causes" and was concerned that winners of the scholarship already had the resources to fund their studies. Alex Chapman replied that all of the winners thus far would not have been able to go to Cranfield without our support. The screening process aims to pick the best possible candidate. Should in future we find someone who is better funded, then we will pick up the benefit of that via "pay it forward" agreement where they must help others to follow. Discussion centred on strengthening the scholarship. Agreement reached that we should reach out to alumni.

7 Next Meetings

Members of the Board decided to meet on the second Tuesday of each month for the coming year.

8 There being no other business to discuss, the meeting was closed at 4pm

Alpa Parekh (MBA 1999)
Secretary
CAASF