

ACTRA

Australasian College of Toxicology and Risk Assessment

Annual General Meeting
Monday 27 October 2008 at 11.30m
Queensland Health Forensic and Scientific Services (QHFS)
Conference Theatre
39 Kessels Road, Coopers Plains
Brisbane, Queensland

Meeting convened: 11.45am

Present: Brian Priestly, Michael Moore, Roger Drew, Susanne Tepe, Jackie Wright, Peter DiMarco, Andrew Harman, John Issa, John Frangos, Des Connell, Jack Ng, Aisak Pue, Barry Chiswell and Clive Paige.

- Apologies:** Peter Abbott, John Edwards, Jim Fitzgerald, Linda Heath and Caron Jander.
- Minutes of 2007 Annual General Meeting:** No corrections advised

Acceptance moved by Peter Di Marco
Seconded Michael Moore; carried

- Treasurer's Report:** The report was circulated to all members with the agenda. It shows the income and expenditure through the Meetings First account. To be viable in the long term, ACTRA will need significant sources of income in addition from membership and certification fees. ACTRA operated at a loss of \$3603 in the last financial year. The expenditure for that period was modest and consisted of management fees and associated costs of \$7693. This expenditure was not covered by membership income and obviously this is not a sustainable position for the long term. While the proposed certification process will generate income through fees, the proposed fee structure is such that income from the process is unlikely to markedly impact on ACTRA's profitability, as there will be costs associated with extra management activities associated with its implementation and maintenance and for professional indemnity/public liability insurance.

Balance Sheet (Jul-Jun)		
	07 – 08	06 – 07
	\$	\$
Equity		
Membership funds	25,079	25,079
Carry forward losses	-3,603	-
Total Equity	21,476	25,079
Current Assets		
Cheque Account	21,346	25,099
Total Assets	21,346	25,099
Current Liabilities		
GST Liabilities	-130	20
Total Liabilities	-130	20
NET ASSETS	21,476	25,079

Profit and Loss (Jul-Jun)		
	07 – 08	06 – 07
	\$	\$
Income		
Membership income	4,090	4,600
Other initiatives	-	7,733
General sponsorship	-	18,000
Total income	4,090	30,333
Expenditure		
Bank charges	122	162
Fees and subscriptions	-	53
Membership expenses	3,924	145
Other initiatives	-	1,064
Secretariat expenses	3,647	3,830
Total expenditure	7,693	5,254
Balance	21,476	25,079

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Acknowledgments were given to Dale Feim and Mark Lyndon of Lyndon and Associates.

Proposal to accept the Treasurer's Report:

Proposed: Michael Moore

Seconded: Peter Di Marco

Report accepted

4. **Membership Report:** Michael Moore presented the membership report.

As at the end of June 2008, there were a total of 52 members. Location distribution is as follows:

ACT: 5

NSW: 8

QLD: 7

SA: 12

VIC: 9

WA: 8

NZ: 3

Michael reported that two new categories of membership had been introduced in 2008 (Student and Emeritus members). There was discussion on the initiative that was taken in connection with the ERM course in Perth in March 2008 that was co-sponsored by ACTRA. An arrangement negotiated with ERM enabled registrants at that workshop to have their initial membership fee to be paid from the proceeds of the workshop. It was agreed that co-sponsorship of workshops by ACTRA provided a useful opportunity to recruit new members, but that the Membership Committee should monitor the extent to which members introduced in this way continue their membership.

It was noted that Convenor of the Membership Committee is not one of the official positions on the ACTRA Management Committee, and that there would be a need for the Committee to co-opt someone in the category of "Co-ordinator". Michael Moore indicated that he is willing to serve in this role again in 2009, and the new Management Committee should confirm this appointment

Proposal to accept the Membership Report:

Proposed: Roger Drew

Seconded: Jackie Wright

Report accepted

5. **President's Report:** Brian Priestly presented his report.

Brian noted that the Management Committee had met six times in 2008, at approximately two-monthly intervals. Among the important issues addressed by the Committee were the development of the Registration program (more later at item 8) and development of the continuing education program. While some of the workshops which were planned didn't quite eventuate in 2008 (e.g. the workshop on nickel toxicity), they remain on the agenda for possible development in 2009. In 2008, there were four other activities organised by others, in which ACTRA had a co-sponsorship role:

- o ERM workshop on human health and ecological risk assessment, Perth 12-14 March
- o EnTox Short Course on environmental health risk assessment, Gold Coast 14-18 July
- o Monash short course on health risk assessment and risk communication, 22-24 September
- o Workshop on asbestos; part of the CE program for the AIOH meeting; Perth 29 November

Members agreed that this type of activity provides opportunities for ACTRA participation, but that the Management Committee needs to increase its resolve to run ACTRA-sponsored continuing education activities in the future.

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The current AGM introduced a new feature which programmed presentations by members of contributed scientific abstracts, as well as a Symposium on Social Risk, with three invited speakers. Members expressed satisfaction that this format had been introduced and encouraged it to be continued at future AGMs.

Two Newsletters had been prepared by members of the Management Committee and circulated to members in 2008. It was agreed that the Newsletter needs to be produced on a more regular basis, and that contributions from the ACTRA membership be encouraged in addition to input from the Management Committee.

Brian noted that, following an invitation for members to self-nominate to assist with two government-related activities; the Management Committee ACTRA had forwarded the following nominations:

- o Steering Committee for the review of the enHealth EHRA guidance document; nominee Peter Di Marco
- o Queensland Health fluoridation Committee; nominee Michael Moore

Brian noted that these approached by government agencies reflect a growing awareness of the expertise that ACTRA can offer, and that the Management Committee should further refine the process whereby such nominations can be addressed so that the opportunities are opened up for suitably qualified members.

Brian thanked members of the Management Committee and the ACTRA Secretariat for their support during 2008. He noted that there are some new faces standing for election to the 2009 Committee, and that this is a welcome move, which should re-invigorate the work of the Committee.

Proposal to accept the President's Report:

Proposed: Andrew Harman

Seconded: Peter Di Marco

Report accepted

- 6. Logo and website:** The Chair noted that the ACTRA website is up and running, but that no progress had been made towards developing a logo. The website needs further development, including a provision to incorporate the ACTRA register of toxicologists and risk assessors. It was noted that the website does not feature prominently on a Google search, but it is listed. It was suggested that members be circulated once again seeking ideas for the development of a suitable logo.
- 7. Future workshops and Annual Meetings:** It was agreed that the policy of rotating the AGM venue around the States is a welcome move and that the policy should be continued. There was also general support for expanding the scientific meeting component, with the possibility of a full-day symposium and more time for members to contribute free communications.

It was agreed that there should be at least one workshop convened in 2009, if for no other reason, to contribute to the financial viability of ACTRA. The topic needs to be selected so that it attracts registrants from outside ACTRA, as well as being attractive to members. This could require the appointment to the Management Committee of a "co-ordinator" with specific responsibilities to develop the CE program. In addition to input from the Management Committee, ACTRA members should be encouraged to submit proposals for CE activities, and to volunteer to assist with their development and running. This could include the provision of sufficient seed funding by ACTRA to enable a workshop to be developed.

It was suggested that there is a need to court government support for such CE activities, and to emphasise the development opportunities they make available to their scientific staff.

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8. **Registration Process:** Michael Moore and Andrew Harman advised members on the development of an accreditation process which would result in ACTRA members being entitled for inclusion on a Register of Australasian Toxicologists and Risk Assessors. Particular thanks were given to Andrew for drafting the By-Law which would implement this program and for drafting the Code of Conduct and Disciplinary process which would underpin its ethical requirements.

The process would be overseen by a registration Tribunal, constituted in accordance with the By-Law and using a "points system" to assess the suitability of applicants for registration. The points system is based on a similar system used by the British Toxicology Society, but adapted to ACTRA's need to balance the academic and professional achievements of those proposing to be listed on the Register.

During general discussion of this item, it was noted that the Registration Tribunal would need to closely monitor the operation of the points system, to ensure that it is meeting its balancing objectives. However, it was also noted that the new procedures of the American Board of Toxicology (released in October 2008) are remarkably consistent with the ACTRA proposals.

The registration process would include a schedule of fees to provide for cost-recovery. The schedule proposes fees as follows:

- | | |
|--|---------|
| o Initial application (for a period of 5 years registration) | AUD 200 |
| o Application for re-registration | AUD 150 |
| o Annual fee (additional to above) | AUD 50 |

Comment was made that these fees are reasonably equitable, but possibly lower than the value those seeking registration could place on the potential boost to their professional standing.

While it was pointed out that the management Committee has the necessary powers under the ACTRA Constitution to implement such a program, it was agreed that the By-Law and Ethics documents be circulated to the full membership, seeking feedback comment. In addition, general support from members attending the AGM was sought via a motion (moved John Frangos, seconded John Issa) that the documents be endorsed. This motion was carried unanimously.

9. **Election of Office Bearers:** In accordance with the Rules governing ACTRA operations, which were adopted at the 2007 AGM, nominations were sought for the official office bearer positions. There being only one nominee for the following positions:

- o President: Brian Priestly
- o Vice-president: Peter Di Marco
- o Treasurer: Andrew Harman
- o Secretary: John Frangos (nomination from the floor of the AGM)
- o Membership secretary: Michael Moore

Those members were declared duly elected to their respective official positions.

Four nominations were received for the election of two ordinary members of the Management Committee, for which there are two vacancies. Accordingly, a secret ballot was conducted with the following outcome:

- o Jack Ng
- o Jackie Wright
- o Sim Ooi
- o Mirella Goetztman

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Jack Ng and Jackie Wright were declared to be elected.

It was agreed that the Management Committee should seek to involve Sim Ooi and Mirella Goetzman to serve on the Committee in 2009 as "co-ordinators" with specific functional responsibilities.

10. Other business: No other business was raised.

The Chair thanked all members for their attendance and participation in the AGM.

Meeting adjourned: 1.30pm