



**CLAY BRICK AND PAVER INSTITUTE LIMITED  
(ACN 003 873 309)**

**MINUTES OF ANNUAL GENERAL MEETING**

**10:00 AM**

**Thursday, 19 October 2023**

**Zoom Conference**

**Present:** Cathy Inglis – TBA (CI)

**Via Zoom Conference:** David Fitzharris – Brickworks (DF); Heath Hopwood – CSR Masonry & Insulation (HH); Amelia Richardson – Midland Brick (AS); Avery Spackman – Austral Bricks (AS); Duncan Bosch – Midland Brick; Kathryn Hocker – CSR Masonry & Insulation(KH); Renato Novi – Littlehampton Clay Bricks & Pavers (RN); Klark Quinn – Littlehampton Clay Bricks & Pavers (KQ); Brooke Quinn – Littlehampton Clay Bricks & Pavers (BQ); Luke Wollen – Leviat Pty Ltd (LW); Jonathan Rudman – Modoras (JR); Jacob Basden – Modoras (JB)

**Apology:** Kylton Krause – Krause Bricks

**1. CHAIRMAN**

It was resolved that Heath Hopwood be appointed as Chair until the next Annual General Meeting.

**Moved - AS      Seconded – DF**

**2. VICE CHAIRMAN**

It was resolved that Duncan Bosch be appointed as Vice Chair until the next Annual General Meeting.

**Moved – DF      Seconded – KH**

**3. NOTICE OF QUORUM**

The Chair tabled the notice convening the meeting together with the explanatory memorandum accompanying the notice of meeting.

The Chair noted that the quorum of two members was satisfied and that all members of the Institute were represented throughout the meeting.

**4. TABLING OF PROXY FORMS**

The Chair noted that no Proxy forms were received.

**5. DISCLOSURE OF INTERESTS**

Each of the Directors declared their interests pursuant to section 191 of the Corporations Act 2001 (Cth).

**6. MEETING PROTOCOLS**

Directors were briefed that all meetings carried out under the auspices of CBPI must comply with the CBPI Trade practices compliance protocols, copies of which are available in the meeting room. All directors have signed attendance sheet in the past and due to the video conference these attendances were noted by the CEO.

Participants must not breach or be involved in, authorise or condone any breach of the act by any other parties.

**7. PREVIOUS MINUTES OF MEETING**

The minutes of the Annual General Meeting of the Institute held on 4th October 2022 were confirmed.

**Moved – DB      Seconded - HH**

**8. CHAIRMAN’S REPORT**

The Chairman’s Report was received and noted.

**9. FINANCIAL STATEMENTS**

The financial statements of the Institute for the 2022/2023 financial year were received, accepted and will be electronically signed.

**10. INCUMBENT AUDITOR**

It was recommended that GSB be removed as the auditor effective immediately.

**Moved - AS      Seconded - DB**

**11. FY24 AUDITOR**

It was recommended that SDJA be appointed as the auditor of the Institute effective immediately.

**Moved – DF      Seconded – BQ**

There being no further business, the meeting was declared closed at 10:29 AM.

Signed as a true and accurate record:

**Mark Ellenor**  
**Chair**  
**Clay Brick Paver Institute Limited**