



Annual General Meeting 28 September 2023 Minutes



Earth Observation
Australia Inc.

Registered Office:
Room 418 Chamberlain Building
The University of Queensland
ABN 42 636 316 973

MINUTES

Meeting Details

Annual General Meeting of Earth Observation Australia Inc.

Meeting held on Thursday 28 September 2023, 12:30pm to 1:22pm (AEST) by Zoom webinar

Introduction (Megan Lewis, President)

21 members attended the meeting online, exceeding the minimum of 14 required for a quorum

No apologies were received

Megan welcomed attendees, acknowledged the Traditional Owners, and provided an overview of the agenda and purpose of the meeting. The agenda and presentation slides, these minutes, and the Annual Report are available on the EOA website [here](#).

Attendees were invited to email questions prior to the meeting to admin@eoaa.org.au and during the meeting via the zoom chat function.

President's Report (Megan Lewis)

Key points:

- Since inception EOA is nationally and internationally recognised as *the* body representing the EO community in Australia
- Now have over 700 members in diverse sectors including research, education, industry, defence, government, and non-government
Our diversity is one of our key strengths
- Standout activity from last financial year was the Advancing Earth Observation Forum in Brisbane in August
Establishing the forum was an EOA goal since inception
We receive continuing very positive feedback about the event
- Preparations underway for the next Advancing Earth Observation Forum in Adelaide in 2024
- Other highlights include the Whole of Community webinars and newsletters which continue our core activity of connecting, communicating, and sharing information and insights throughout the community
Thanks the EOA Management Committee and EOA membership for actively contributing to the webinars and newsletters to reflect EO community interests
- Two new activities by EOA and Earth Observation for Government Network (EOGN) are building and updating our understanding of the Australian EO use, activity, and needs
- Stronger connection with the Group on Earth Observations (GEO) and the Asia Oceania region
- Thank you to the many and varied people who have contributed to these activities

MINUTES

- Acknowledgement and thanks to the diverse and collaborative Management Committee (MC) and in particular the outgoing MC members Amy Parker (Vice President), Jo Edkins (Treasurer), and Non-Executive members Renee Bartolo, Stefan Maier, and Cindy Ong, and to the core Executive Management Team
- Thanks to The University of Queensland for their many years of support in housing the EOA office and providing institutional support
- Thanks to Geoscience Australia for their many years of financial and collaborative support in our activities

Presentation of Annual Report

1. EOA membership and activities summary (Sylvia Michael, Secretary)

Key points on membership:

- Increase in membership numbers since our last AGM represented by an increase since AEO22 and a slow increase almost every week
- As at 30 June 2023 we have 734 subscribed members i.e. 13% increase on last year's membership numbers, with only 2.3% of members unsubscribing last financial year
- Most members are in the research and education sector at 39%, followed by SME industry at 15%, Commonwealth and State and Territory governments at 11% each, and research at 10%

Since last year we have seen increases across most sectors, particularly in research and education, industry both SME and large, and Commonwealth government

- Most members are in Queensland (22%), New South Wales (19%), the ACT (13%), and Victoria (12%), and 14% of our membership are international

Our membership numbers have grown in all geographic areas except for the Northern Territory

- Details of membership can be found in the 2022/23 Annual Report in the EOA People section

Key points on activities:

- There were a number of activities that we undertook including the Inaugural Advancing Earth Observation Forum where we also held the inaugural EOA awards
- Details of activities can be found in the 2022/23 Annual Report in the EOA Activities section

MINUTES

2. Treasurer's report (Jo Edkins, Treasurer)

Key points:

- EOA qualifies as a Small Incorporated Association in Queensland, meaning that we are not required to undergo an independent financial audit
- EOA's contracts, HR, and finances are managed by our current host, The University of Queensland (UQ)
- EOA receives funding from
 - Geoscience Australia for various projects including
 - Earth Observation Australia Inc activities
 - Risk to Supply project
 - Profit from AEO22and in-kind support from
 - UQ's Remote Sensing Research Centre at the School of the Environment
- Full details of all funding are presented in the Treasurer's Report in the Annual Report

Megan thanked Jo for her report and her effective and efficient financial management and liaison with the UQ financial systems.

Resolutions

Proposed Resolution	That the Treasurer's Report be accepted
Moved by	Megan Lewis
Seconded by	Sylvia Michael
Decision	Treasurer's Report accepted ¹

¹ Online votes from attendees provided by "Raise Hand" function.

Proposed Resolution	That the Annual Report be accepted
Moved by	Megan Lewis
Seconded by	Ben Starkey
Decision	Annual Report accepted ²

² Online votes from attendees provided by "Raise Hand" function.

EOA Future Directions (Megan Lewis)

Key points:

- Mission and objectives are outlined in the [Australian Earth Observation Community Plan](#) and we continue to work towards those in our activities
- We've made substantial progress towards these goals since 2016 including:
 - Establishing EOA as an Incorporated Association in Queensland and a Registered Australian Body
 - Become the leading organisation in serving and representing the Australian EO community
- Now at a critical stage in our development where we need to review our operations and potentially adapt our services to members and stakeholders – are we playing the role that we should be?
- Also need to broaden our support and resource base to be able to deliver the activities requested and required by the EO community

EOA Management Committee Elections (Larissa Mar Fan, Registrar)

Key points:

- EOA MC consists of five Executive positions – four elected (President, Vice President, Treasurer, and Secretary) and one appointed (UQ Chair who oversees the relationship between EOA and UQ) and eight elected Non-Executive members
- Each elected position has a two year tenure with half of the committee retiring at each AGM (a retiring member may choose to re-nominate)
- MC positions available for this election include President, Vice President, Treasurer, and three Non-Executive positions
- We received 11 nominations for 5 vacant positions
- Voting opened 14 September and will close at the end of this meeting and was conducted by an online, anonymous, secure system (Election Buddy)
- Election results will be posted early next week via a direct email to EOA members and on the EOA website
- No nominations were received for President, so the incoming MC will work towards finding a suitable candidate for President for the 2 year term, or in a short-term acting role

MINUTES

Questions and Discussion (Megan Lewis)

No questions had been submitted prior to the meeting. Questions and comments were raised by attendees.

Stuart Phinn:

- UQ has provided support since 2013 and is no longer able to host EOA moving forward

Alex Leith:

- Requested clarification on the Treasurer's report, in particular that EOA does not need to engage an external auditor although funds exceed the definition of a Small Incorporated Association
- Jo advised that EOA does not have any bank account or funds of its own, all are received and managed through UQ

David Bruce:

- What is the most significant issue/challenge for EOA in 2023/24?
- Megan advised highest priority is to find a sustainable operational model to move on from the very strong support received to-date from UQ and Geoscience Australia
- Our continually growing membership indicates there is a demand for what we do and our challenge is to use the goodwill we have established and the continuing interest from the EO community to convert to a model of revenue that will enable us to employ staff and continue with our activities

Concluding Remarks (Megan Lewis and Sylvia Michael)

Sylvia formally thanked Jo Edkins and Megan Lewis for their significant contributions to the EO community as Treasurer and President, respectively.

Megan thanked members for joining this Annual General Meeting and for their interest and broader contributions to EOA activities, and closed the meeting.

Meeting closed at 13:22 pm.