Sunbury Neighbourhood House

AGM 2019

**Tuesday 22nd October 2019**

Minutes

Start: 7:00 pm

Recognition:

Robert Hill presented the acknowledgement of the traditional owners as follows:

“We would like to acknowledge the Gunung-Willum-Balluk people of the Wurundjeri tribe on whose land we meet today and pay our respects to their elders – past and present and any elders here with us today.”

## Welcome

Robert Hill formally opened the meeting by noting that we had a quorum and welcomed everyone to the meeting on behalf of the Sunbury Neighbourhood House (SNH).

## 2. Apologies and Proxies

Apologies: There were nine apologies from guests, specifically:

|  |
| --- |
| * Jack Medcraft – Jackson’s Creek Ward Councillor * Leigh Johnston - Jackson’s Creek Ward Councillor * Carly Moore – Mayor HCC * Rob Mitchell – Federal MP for McEwen * Merle Tait – SNH Facilitator * Cheryl Hildebrandt – Tullamarine Neighbourhood House & Men’s Shed * Tahseen Qadeer – HCC Community Development Officer * Jeremy Hearne – SCHC * Bernadette Heatherington – Moreland Council, Together Sunbury, Boomerang Bags * Andrew Paul |

Proxy Forms: There were no proxy forms to present at the meeting.

## 3. Confirmation of minutes of the previous AGM

The Minutes from the 2018 AGM, provided to Members on arrival, were tabled and briefly reviewed.

MOTION: *That the minutes of the previous AGM (2018) be accepted as a true and accurate record of the Meeting.*

* + Moved: Robert Hill
  + Seconded: Sarah Campbell

Motion declared as carried unanimously by a show of hands

## 4. Business arising from the AGM minutes

There was no business arising from the minutes of the 2018 AGM.

## 5. Resolution - Membership Fees

Robert explained that we are legally required to set Annual Membership fees, if any, at the annual AGM. He announced that The Board believes that Membership should be inclusive to all members of our community regardless of financial status and proposed that no fees be charged for membership of the House for the 2020/2021 financial year.

Motion: *That no Membership Fees be charged for the Sunbury Neighbourhood House for 2020/2021 financial year.*

* + Motion: Robert Hill
  + Seconded: Denise Heffernan

Motion declared as carried unanimously by a show of hands

Reports (See printed SNH AGM Report Booklet for full reports)

## 6. Manager’s Report – Hope Jenkins

## \* Refer to Manager’s Report for 2018 / 2019 in the AGM Booklet

Hope Jenkins presented the Manager’s Report which is published in full in the AGM Report Booklet.

Hope opened by explaining that she feels very proud to be part of SNH.

Motion: That the Manager’s Report be accepted as tabled and presented.

Hope Jenkins presented the Manager’s Report which is published in full in the AGM Report Booklet.

Hope opened by explaining that she is very proud to that SNH has become a well respected place for the community to source information due to the hard and dedicated work of the Staff. Hope explained that community engagement is really important to SNH and demonstrated this by noting that the House often has Maternal Health, library staff, and hub staff making contact to seek direction or information for families that they are working with.

 Hope also noted that she was very proud of the number of adults and children who were participating in arts, music and health and well being programs available at SNH.

 Hope also announced that she is very pleased that the SNH Social Groups continue to flourish. She noted with pride that SNH now offers social groups every week of the year and rather than suspending those groups during school holidays SNH now has grandchildren coming along with their grandparents during those weeks.

 She noted that other highlights his year included:

* investing in our programs by purchasing new sewing equipment is safe and reliable and new easels for our art classes and computers with State Government Capital Works Grants.
* purchasing local to support the community and sharing our resources with many other groups including Boomerang Bags, the Library and Council.
* connecting with our community by taking SNH on the road. She noted that SNH had interactive stalls at Sunfest, Streetlife and pop up shops at Sunbury Square.

Hope concluded her report by mentioning that SNH is looking forward to expanding our environmental programs in the 2019/2020 financial year.

* Moved: Shanon Gould
* Seconded: Meredith Heily

Motion declared carried unanimously by a show of hands

## 7. Treasurer’s Report and Presentation of Financial Statements – Sarah Campbell

\* Refer to the financial documents for the 2018/19 financial year in the AGM Report Booklet.

Sarah Campbell presented the Treasurer’s Report and was pleased to announce that the House remained in a strong position due to the hard work of the Manager and the Board in overseeing the finances.

She noted that our total income increased by 15% ($32,799) over the past financial year, mainly due to program and room rental income increasing significantly. She also noted that our Gross Income has increased steadily over the past year which along with an increase in expenses leaves the House with net profit of $21,627.

Funding: Sarah noted that recurrent funding from DHHS and Hume City Council have been maintained and is much appreciated by the House. She was also pleased to note that a $10,000 grant, along with $10,000 contributed directly by SNH allowed the House to invest in essential IT upgrades for the House.

Expenses: Sarah noted that an increase in expenses of $30,268 was a result of increased programs and activities at the House, and increased staffing costs.

Finances: Sarah also noted that the House has a healthy financial basis in the form of Term Deposits which will gradually become available to re-invest in future programs, events and resources needed for the continuing success of the House operations.

Sarah thanked the Board, Staff and Volunteers for their valuable contributions to the House and advised that this was her last Treasurer’s Report as she had decided not to continue as a SNH Board Member. Sarah said that she felt confident she was leaving the House in a strong and stable financial position moving forward.

Peter Donlon moved that the Treasurer’s Report be accepted as tabled and presented.

* + Moved: Peter Donlon
  + Seconded: Win Laing

Motion declared as carried unanimously by a show of hands

## 8. President / Chairperson’s Report – Robert Hill

## \* Refer to Chairperson’s Report in the AGM Booklet

Robert Hill presented his second President’s Report.

Robert opened by explaining that, in the view of the Board, and as reflected in an expansion of programs and improvement in financial stability, the House has had another successful year.

**Achievements**

Robert noted that the there has been a very pleasing increase in numbers in many of our Programs, increased demand for many of our classes, growing interest and support identified through community engagement activities and the introduction of ‘Drop-In’ sessions at the House. This has resulted in a higher profile and broader understanding of our services in the community than was previously the case.

**Management, Staff & Volunteers**

He also noted that these achievements wouldn’t have been possible without our dedicated, dynamic and productive staff. He pointed out that they’re all employed on a part-time basis and have busy and often hectic lives outside the House, but often contribute their time and effort over and above what’s expected of them.

He also noted that the House has a very dedicated and hard-working team of volunteers and supporters who unselfishly give their valuable time regularly and reliably to the House and thanked them for their dedicated and invaluable contributions.

**Sponsors and Supporters**

Robert noted that SNH receives considerable help and support from a broad range of organizations and businesses and that SNH thanks them all sincerely for their contributions to the life and times of the House

**Governance and the Board**

Robert also noted that the House has a hard-working, dedicated and very professional Board who have contributed to, or had oversight of, a number of successful and productive projects, activities, purchases and outcomes. He pointed out that the past year had also seen the successful introduction of Working Groups made up of Board members, staff and volunteers. They have contributed to the completion of a number of specific priorities and/or tasks throughout the year.

**Looking ahead**

Robert noted that the new Board faces a number of major challenges in the coming year.

In conclusion, he expressed his gratitude to soon to be ex-Treasurer, Sarah Campbell, thanking her for her dedicated leadership in financial matters and wishing her all the best for her post-SNH life.

In closing, Robert thanked Members and encouraged them to maintain (if not increase) their interest in SNH by participating in programs and supporting the House through their involvement wherever they can.

Motion: That the President’s Report be accepted as tabled and presented:

* + Moved: Andrew Gould
  + Seconded: Matthew Gleeson

Motion declared as carried unanimously by a show of hands

9. Recognition of Contributions to SNH

## 1. Thank you to current Board Members

Robert Hill thanked the outgoing Board for their hard work for the House as a most dedicated team over the past year. He also thanked them for their support for him in his role as Chair. He thanked retiring Board Member Sarah Campbell for her sound financial leadership of the House and her hard work as Treasurer of the Board for the past three years. He also noted that Jordan Casey who retired from the Board in January had made a valuable contribution to the House during his time on the Board.

## Recognition and thank you to Staff Members and Volunteers

1. **Thank you to Staff Members:**  SNH Manager, Hope Jenkins, thanked staff members sincerely for their enthusiasm, hard work, and dedication to the House. She noted that they excel in providing a welcoming place for community members to meet and participate in programs and activities offered by the House. Each staff member was presented with a thankyou gift by the Manager.

* Ebony Finnin (Program Coordinator)
* Lynne Davis (Reception / Administration Assistant)
* Lisa Stein (Administration)

1. **Thank you to Manager:** Denise Heffernan, Deputy Chair, thanked the Manager, Hope Jenkins, for her energy, dedication and enthusiasm in leading the House through another successful year and presented her with a thank you gift from the Board.
2. **Recognition of Volunteer Contributions:** On behalf of the Board and Manager, Robert thanked all those who have volunteered and assisted at the House most sincerely for offering their time and expertise to the House in a wide variety of ways. He emphasised that the successful operation of the House depends very heavily on their generous and voluntary commitment of time and labour to the House.

ELECTION OF BOARD MEMBERS FOR 2019 - 2020 BOARD

## 10. Resolution: Number of Ordinary Board Members

Robert explained that The Board of Management consists of four compulsory Executive Positions – President/Chair, Vice President, Secretary and Treasurer and up to a maximum of five non-Executive members, making a maximum Board of nine Members. He noted that before the elections can proceed, we are required to set the number of non-Executive members to be elected for the 2019/20 year.

He advised that last year the number of non-Executive Members was set to four. He explained that the Board found that this size worked well and hence recommends that the number of non-Executive Board Members remain at 4, with the option to co-opt an additional non-Executive Member if deemed necessary with a total Board size of 8 Members for 2019-2020.

Motion: Robert moved that the number of non-Executive Board Members be set at **four** for the 2019/2020 year with the provision for the Board to review this during the year if necessary and to co-opt another non-Executive member with specific knowledge/skills identified by the Board or SNH Members if and as required.

* + Moved: Robert Hill
  + Seconded: Denise Heffernan

Motion declared as carried unanimously by a show of hands

11. Election of Board Members for 2019-20

Robert explained briefly that those standing for the Board are all volunteers who are prepared to give their time and expertise freely to the House. He also explained that the Board is responsible for developing the Strategic Plan to determine the direction of development of the House and the Manager is responsible for working to that plan. He also noted that the Board is fully responsible for financial management of the House and for working closely with the Manager to ensure that the House is governed and managed in the most professional and sound way possible.

Robert reminded people that becoming a member of the Board was a voluntary contribution to community wellbeing and is a very rewarding experience. He invited Members to consider contributing their expertise to the House as a Board Member sometime in the future.

As Chair of the Meeting, Robert explained the role of the Returning Officer and then passed the conduct of the election to the Returning Officer, Matthew Gleeson, to oversee the appointment of the Board Members for the 2019/20 year.

Matthew thanked the Board for inviting him to take on this role.

Appointment of New Board Members – Matthew Gleeson

i) ELECTION FOR EXECUTIVE POSITIONS:

One nomination was received for each of the Executive positions and Matthew introduced each person to the Meeting. These were duly declared elected for the 2019-2020 Board year in the following order:

|  |
| --- |
| President (Chairperson): Robert Hill  (*Board Member for two years and standing for re-election to the Position of President /Chairperson* |
| Vice President (Deputy Chairperson): Win Laing  (Board Member for one year – standing for election for the Position of Vice President / Deputy Chair. |
| Secretary: Jennifer Orford  (*Board Member for five years and* s*tanding for re-election to the position of Secretary)* |
| Treasurer: Denise Heffernan  (*Board Member for 4½ years and standing for election to the position of Treasurer)* |

ii) ELECTION OF NON-EXECUTIVE BOARD MEMBERS:

Three nominations (listed below) were received from 2018-2019 Board Members standing for re-election to non-Executive positions on the Board. Matthew thanked them for re-standing and introduced them to the Meeting. The three nominees were duly declared elected as non-Executive Board Members for the 2019/2020 Board year:

|  |
| --- |
| 1. Shannon Gould 2. Meredith Heily 3. Andrew Paul |

The Returning Officer, Matthew Gleeson, handed the meeting over to the re-elected President/Chair, Robert Hill, who thanked him for his role in the proceedings.

12. Other Business

Future review of term of tenure for Board Members

Robert briefly explained that during the coming year he would like to see the Board review the terms of tenure for individual Board Members. He explained that under the current system of one-year tenures the entire Board had to stand down at each AGM. Whilst there were no restrictions on these people re-nominating for positions on the Board, it meant that a significant number of Board Members, or even the entire Board, could need to be replaced in any one year. All their knowledge, experience and expertise could therefore be lost potentially impeding the stable governance and financial management of the House moving forward. He suggested that a change to two-year terms and a rolling stand down of the Board (half at any given AGM) would provide greater certainty and stability to the governance of the House.

Conclusion of Meeting

## 13. Next Meeting

Robert announced that the first meeting of the new Board will be held at a time to be agreed by the new Board. He asked all newly elected Board Members to meet briefly after the meeting to set the date for the first meeting of the new Board.

Note: It was subsequently agreed by new Board Members that the first Board Meeting for the 2019-20 year would be held on Thursday 21st November.

## 14. Close of AGM

Robert Hill invited members to remain for a chat with the Board and declared the meeting closed at 7:50 pm.

Documents Tabled at the Meeting

* 2018 AGM Minutes - Tuesday 16th October 2018
* 2019 SNH AGM Report Booklet – Including the Manager’s, Treasurer’s & President’s Reports
* SNH 2018-19 Audited Financial Reports

**Minutes of Meeting Confirmed**

Robert Hill – Chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jenny Orford - Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_