

Sunbury Neighbourhood House AGM 2020

Zoom Video Conference

Tuesday 27th October 2020

Minutes

Start: 7:05 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 on whose land we meet today and pay our respects to their elders – past and present and any elders here with us today.”

Hope attended to housekeeping announcements before the meeting commenced.

Welcome

Robert Hill noted that the meeting could commence as we now had a quorum of more than 10% of our current membership of 143 members attending the Zoom AGM Meeting.

He formally opened the meeting by welcoming all attendees on behalf of the Sunbury Neighbourhood House (SNH) and thanking them for their support of the House in attending the AGM. He also offered a special welcome to guests Judy Lazarus, the North West Neighbourhood House Network Manager, our bookkeeper, Jacqui Marshall (JCJ Services), and several representatives from Sunbury Community Health Centre who also happen to be members of SNH – Peter Donlon, Matthew Gleeson and Jeremy Hearne. Robert noted that he was pleased to be able convene the meeting via Zoom given the unusual, unforeseen events we have experienced this year with the Covid-19 pandemic.

2. Apologies and Proxies

Apologies: There were three apologies from guests:

- *Nicole Battle – CEO – Neighbourhood Houses, Victoria*
- *Shay Downer – Art facilitator*
- *Maria Loriente –Acting Chair – NW Neighbourhood House Network*

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

3. Confirmation of minutes of the previous AGM

The Minutes from the previous AGM of October 22nd 2019 which were provided online to Members were tabled and briefly reviewed.

MOTION: *That the minutes of the 2019 AGM be accepted as a true and accurate record of the Meeting.*

- Moved: Meredith Heily
- Seconded: Matthew Gleeson

The motion was 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 2019 AGM.

5. Resolution - Membership Fees

Robert explained that all incorporated organisations operate to a set of rules based on government guidelines and that we are currently operating to the most recent revision of our Rules of February 2014. He noted that under these rules it is legally required that the Board set membership fees for the House, if any, at the annual AGM. He announced that The Board continues to maintain that membership should be inclusive to all members of our community regardless of financial status and therefore 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: Andrew Gould

The Motion was declared as carried unanimously by a show of hands

Andrew Gould noted publicly, as a Member, that he endorsed the decision of the Board to maintain fee free operations for the House.

SNH ANNUAL REPORTS

See the SNH AGM Report Booklet, published online, for a full copy of the reports and the financial documents.

6. Manager's Report – Hope Jenkins

Robert introduced Hope as our much appreciated and much loved Manager to present her Manager's report.

Hope opened by thanking all those who have contributed to making SNH a place of celebration of the community and learning. This included the Board of Management which has used their collective knowledge, expertise and skills to shape the nature of the House. She also thanked the hardworking volunteers involved in running gardening, events and social groups of various kinds and providing assistance wherever needed.

Hope also highlighted the hard work and dedication of Staff Members Lynne Davis and Ebony Finin who kept the day to day operations going - mostly from home. She highlighted their hard work during the Covid-19 lockdown and their dedication to learning new skills during that time. She was particularly impressed by how well they both adapted to using Zoom as an essential tool to keep SNH connected to the community and the effort they, particularly Lynne, put in to keep in touch with House members. Hope noted that she wants to promote the SNH as a place people feel comfortable and making SNH a 'home base' for community groups.

Hope highlighted the setting up of the Repair Cafe in consultation with the Sunbury community as a major achievement and fulfilling a need in the community. She mentioned that the Cafe had been 'taken on the road' to the Street Life Festival and Open Day which were organised by Lynne and Ebony. She noted that the Open Day was most successful with 250 attendees.

She was also keen to highlight the great working relationship that they have been able to establish with HCC – particularly with the purchases and safety departments and also with local politicians. Hope noted that we are most grateful for grants made from Rob Mitchell, MPs office which have allowed us to make an upgrade to the IT systems to improve connectivity with the community.

Lastly, she noted that although it has been a difficult year with the Covid lockdowns some positives have come out of it. Lynne and Ebony discovered new skills in running online activities to keep community members connected to the House which enabled us to identify potential new members and to play an important role in supporting community members in coping with life in these difficult times.

To conclude her report Hope noted that SNH is looking forward to re-establishing normal programs and operations in 2021.

It was moved to accept the Manager's Report as published and presented:

- Moved: Shanon Gould
- Seconded: Andrew Paul

The Motion was declared carried unanimously by a show of hands.

7. Treasurer's Report and Presentation of Financial Statements – Denise Heffernan

* Refer to the financial documents for the 2019/20 financial year in the AGM Report Booklet.

Robert introduced Denise and noted that when we farewelled our long term Treasurer, Sarah Campbell, last year, Denise willingly stepped into the breach. Initially, facing a steep learning curve, her past experience in bookkeeping and a great working relationship with our current Bookkeeper, Jacqui Marshall, and Manager, Hope Jenkins, resulted in her doing a fantastic job to keep SNH finances on track. We are much indebted to her.

Denise Heffernan presented the Treasurer's Report and was pleased to announce that despite the drastic Covid-19 restrictions on operations, SNH ended the financial year in a strong position. She noted that this was due to the hard work of the Manager and the Board in overseeing the finances in addition to generous government recurrent funding and Covid-19 funding assistance.

Denise noted that, despite the Covid-19 restrictions to operations, our total income decreased by only 1.6% over the past financial year. The decrease was mainly due to the loss of program and room rental income due to the Covid restrictions.

Funding: Once again, we are appreciative of the generous recurrent government funding from DHHS and funding from Hume City Council (total of \$111,440). This, combined with assistance from the government in the form of government subsidies (Government's Cash Flow Boost of \$15,735 and Job Keeper Wage Subsidy of \$27,000) supported the House's financial position in this difficult time.

Grants: This financial year SNH was successful in applying for several grants totalling \$8,798 in additional income.

Income & Expenses: Denise went on to note that at the same time as receiving significantly less income we were able to contain some expenses to offset an increase in overall expenses of \$12,400 (mainly due to . increased OH&S costs of purchasing a defibrillator, as well as larger ICT costs due to the purchase of the new website and Voice Over Internet Protocol (VOIP) phones. However, she noted that these expenses had been budgeted for and covered in part by grant funding received for these purposes.

Overall: SNH was pleased to end the year with a net profit of \$5,543 and in increase in total assets to \$215,370.

Denise also noted that, as a not-for-profit organisation, SNH's goal is to break even as a minimum, allowing Sunbury Neighbourhood House to provide affordable activities to all the community and allowing the surplus to be invested back into the House, for programs, staffing and/or equipment.

She concluded that the Board is confident that we have a solid foundation in terms of our financial processes and understanding, having worked closely with Hope Jenkins and our bookkeeper, Jacqui Marshall from JCI Account Services Pty Ltd to whom we are most grateful or helping us to increase our financial knowledge and skills.

Denise thanked the Board, Staff and Volunteers for their valuable contributions to the House.

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

- Moved: Peter Donlon
- Seconded: Win Laing

The Motion was 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 as published on the SNH Website.

Robert Hill was very pleased to be able to present his third President's Report to the Members and noted that he has, once again, found it very rewarding and enjoyable to be involved in such a wonderful organisation that contributes so positively to the community. He referred the Members to the AGM booklet for his full report and proceeded to highlight some aspects of what turned out to be a difficult year for everyone in the community, including the House.

First, he reminded Members of the Mission, Values and Goals of the House.

Mission: strives to connect people in a fun environment

Values: Honest, trustworthy in interaction

Goals: well and truly achieving goals and delivering on our mission. Thanks and congratulations to all involved.

Robert noted that this year, as everyone is aware, we have weathered unprecedented disruptions to services but have still managed to keep some programs going remotely (thank to Staff and Zoom). He informed the Members that we have been able to keep the House on a stable financial footing despite the difficulties encountered with the Covid-19 extended shutdowns.

Robert went on to recount his own involvement in keeping the social drop-in groups going through the Covid-19 crisis. He actively participated in the Men's Drop-in Group via Zoom on Wednesday afternoon and noted that a positive outcome was that he became exposed to a whole new group of people many of whom were new to the House. He also learned a lot about the House operations during this time. He went on to highlight the amazing work done by the Staff Members and in particular Ebony and Lynne keeping connected with the community by making the unexpected transition to having to run the Drop-in groups online.

Rob also thanked those outside the House whose support has been invaluable in enabling the House to operate so successfully. These included:

DHHS – have provided ongoing support to the House through its generous funding of some of our operations.

HCC – in particular he thanked Councillor Leigh Johns who has actively provided ongoing support for the House for some years and who is retiring from the Council this year.

Staff Members – Hope for her wonderful leadership and Lynne and Ebony for getting the Zoom Drop-in Groups off the ground.

Judy Lazarus –our amazing and supportive Manager of the NW Neighbourhood House Network.

Sunbury Community Health Centre – now combining with Cowbaw Health – including SNH members Peter Donlon, Jeremy Hearne and Matthew Gleeson, all present this evening.

Jacqui Marshall / JCJ Services Pty Ltd – our very competent and much valued Book Keeper.

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

- Moved: Ebony Finin
- Seconded: Peter Donlon

The Motion was declared as carried unanimously by a show of hands

9. Recognition of Contributions to SNH

Rob noted that the AGM provides a forum, not only for reporting to Members of the House but also that it provides an opportunity to recognise all those who have contributed to the operation and success of the House.

1. Thank you to 2019-2020 Board Members

Robert Hill thanked the outgoing Board for their hard work, clear thinking, dedication and stable, communication, leadership and their caring and compassionate stewardship of the House.

He noted, that during the difficult Covid-19 lockdown periods the Board continued to meet regularly to attend to House business via Zoom Board Meetings.

2. Recognition and thank you to Staff Members and Volunteers

Thank you to Staff Members: Manager, Hope Jenkins, thanked staff members sincerely for their enthusiasm, hard work, and dedication to the House – particularly during the Covid lockdown. She noted that they kept their sense of humour and are able to laugh about adapting to a new way of life and a new way of doing House business. Lynne, in particular, who had avoided computer activities, found herself unexpectedly being thrown into the essential task of mastering Zoom and using this as a medium to remain

connected to the community. Ebony, too was willing to give it a go and had to adapt her way of working to managing programs from home. They can both be proud of their amazing, recently acquired skill sets.

Hope also highlighted 'Handy Andy's (Andy Paul) role in helping to get the Repair Cafe off the ground and she hopes that he may now be able to get extra help from staff members!

Recognition of Volunteer Contributions: Hope also thanked all those who have volunteered their time and energy to assist the House in a wide range of areas. She outlined some of the areas in which volunteers assisted, including Bunning's BBQ's, setting up marquees at Street Life, setting up popup stalls at Sunbury Square, acting as tutors, and digital mentors. She highlighted the Book Club, and amazing work done by Sandra Gwinnet in conducting Tai Chi classes for many years as areas where volunteer tutors have gone above and beyond.

10. Other Business

i) Future review of the term of tenure for Board Members

Robert explained that Rule 55 of the Articles of Association for the House currently requires all Board Members to stand down at the annual AGM and, although they may be re-elected this is not always the case. This creates the situation wherein there is a risk that the whole Board, or a significant part thereof, could be lost to the House along with their expertise and skills, and plans for the coming year. This was raised at last year's AGM as a possibility to be tabled at this year's AGM. However, with the advent of the Covid-19 shutdown and other matters being pursued it was decided to put this on hold until next year.

ii) Goonawarra / Sunbury Neighbourhood Houses – Feasibility Study

During the Covid-19 shutdown the Board has continued to operate and has been locked in discussion with Goonawarra Neighbourhood House about conducting a joint feasibility study community needs and how the two Houses can work together to best serve the Sunbury Community. The two Boards formed a joint Working Group to implement this study and have put out a request for tenders to conduct the study. We currently have two excellent tenders to consider but due to the difficulty in conducting the face to face consultation with the community due to the Covid-19 situation, it was suggested by the Working Group that the study be put on hold until the new year. The two Boards agreed to this proposal and so this will be a project that the new Board will launch once the Covid-19 situation is under control.

iii) SNH Strategic Plan – 2021 onwards

The SNH Strategic Plan expires this year and a new plan for moving forward is a priority for the Board planning meetings early next year. The Board will review the existing plan and launch discussions about how the House moves forwards in 2021.

However, the Board feels that it would be advisable to wait until that the outcomes of the joint feasibility study are known before the Strategic Plan is finalised because these may impact on both the plans to review Board Member tenure and the development of the Strategic Plan.

ELECTION OF BOARD MEMBERS FOR 2020 - 2021 BOARD

11. Resolution: Number of Ordinary Board Members

Robert explained that the Articles of Association, Part 5 – Division 2 & 3 Composition of the Committee and Election of Committee Members decree that the Board of Management consists of four compulsory Executive Positions – President/Chair, Vice President, Secretary and Treasurer, and a number of Ordinary or Non-Executive Board Members to be determined by the Board. The maximum size for the Board, under our Articles of Association is nine members in total.

Robert noted that before the elections can proceed, under Rule 53 we are required to set the number of non-Executive members to be elected for the 2020/21 year by resolution.

He advised that last year the number of non-Executive Members was set to four. In fact, it transpired that the Board had three rather than four Non-Executive Board Members this year. He also explained that in recent years, the Board has found that this size works well for the Board 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 initial total Board size of 8 Members for 2020/21.

Motion: Robert moved that the number of non-Executive Board Members be set at **four** for the 2020/2021 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: Andrew Paul

The Motion was declared as carried unanimously by a show of hands

12. Election of Board Members for 2020-2021

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 and that, although this involved regular attendance at Board Meetings, Members actively worked long hours over and beyond Board Meetings as members of various working groups charged with investigating and / or implementing projects for the House. He particularly highlighted the work done by Andy Paul in the IT area over the past twelve months. He has worked long and hard to ensure that the House has a functional and up to date IT system to support operations and connecting to the community. Also of note is the work done by Win Laing to ensure that a new website is up and running to improve communication with Members and the Community.

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, an ex-Board Member and employee of the Sunbury Community Health Centre, to oversee the appointment of the Board Members for the 2020/21 year.

Matthew thanked the Board for inviting him to take on this role and noted that this was his fourth Zoom Meeting for the Day.

Appointment of New Board Members – Returning Officer - 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 2020-21 Board year in the following order:

President (Chairperson): Robert Hill <i>(Board Member for three years and standing for re-election to the Position of President /Chairperson)</i>
Vice President (Deputy Chairperson): Win Laing <i>(Board Member for two years – standing for re-election to the Position of Vice President / Deputy Chair.)</i>
Secretary: Jennifer Orford <i>(Board Member for six years and standing for re-election to the position of Secretary)</i>
Treasurer: Denise Heffernan <i>(Board Member for 5½ years and standing for re- election to the position of Treasurer)</i>

ii) ELECTION OF NON-EXECUTIVE BOARD MEMBERS:

Three nominations (listed below) were received from 2020/2021 Board Members standing for re-election to non-Executive positions on the Board and one new nominee for the Board, Tracey Wheeler. Matthew introduced each nominee to the Meeting. The four nominees were duly declared elected as non-Executive Board Members for the 2020/2021 Board year:

1. Shannon Gould
2. Meredith Heily
3. Andrew Paul
4. Tracey Wheeler

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

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 in a brief meeting of the new Board that Board Meeting will continue to be held on the third Thursday of each month with the first Board Meeting for the 2020-2021 year to be held on Thursday 19th November.

14. Close of AGM

Robert Hill thanked everyone for attending via Zoom and declared the meeting closed at 7:54 pm.

Documents Tabled at the Meeting

- ❖ 2019 AGM Minutes - Tuesday 22nd October 2019
- ❖ 2020 SNH AGM Report Booklet – Including the Manager’s, Treasurer’s & President’s Reports
- ❖ SNH 2019 – 2020 Audited Financial Reports

Minutes of Meeting Confirmed

Robert Hill – Chairperson _____ Date: _____

Jenny Orford - Secretary _____ Date: _____