

Sunbury Neighbourhood House

AGM 2022

Zoom Video Conference

Tuesday 25th October 2022

Minutes

Start: 7:00 pm

1. Welcome

1.1 Acknowledgement of country:

Win presented the acknowledgement of the traditional owners as follows:

“We acknowledge the Traditional Owners of the lands on which our House is situated and where we’re meeting individually, but collectively, tonight. We pay our respects to their Elders both past, present and future and extend that respect to all Aboriginal and Torres Strait Islander Australians who have made a contribution to the life of our community.”

Rob attended to housekeeping announcements before the meeting commenced.

1.2 Acknowledgement of all attending:

Robert 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 welcomed special guests as listed below and thanked them for attending.

- Kier Paterson, CEO NHVic
- Trevor Dance, HCC Councillor
- Maria Callipari, HCC’s Community Development Officer
- Jayde Wood, HCC’s Sunbury Event Supervisor
- Peter Donlon, Chair of Sunbury Cobaw Community Health Board
- Andrew Gould, Chairperson of Goonawarra Neighbourhood House Inc. BoM
- Lockie Flenley, Secretary of GNH BoM
- Isabella Rosinsky, GNH Manager

1.3 Attendees

Win noted that the meeting could formally commence as we had a quorum of more than 10% of our current membership of 140 members attending the Zoom AGM Meeting.

Members	Non-voting attendees
Andrew Gould, Chair of Goonawarra NH BoM	Keir Paterson, CEO NHVic
Andy Paul – Board Member	Marlene Canne
Angus Robertson	Jayde Wood, HCC Sunbury Event Supervisor
Bernie Hetherington	Trevor Dance, HCC Councillor
Carolyn Hill	Maria Callipari, HCC Community Development Officer
Cathy Grose - Staff	Isabella Rosinsky, GNH Manager
Denise Heffernan – Board Member	TOTAL ATTENDEES: 26
Ebony Finin - Staff	
Fred Orford	Apologies
Hope Jenkins - Staff	Bikram Shrestha, Palistha Cafe
Jay Jenkins	Ken Wheeler – Proxy provided.
Jenny Orford – Board Member	Tracey Wheeler – Board Member – Proxy provided
Kate Paul	Sam Rae – MP for Hawke
Lockie Flenley, Secretary of GNH BoM	Judy Lazarus – Fawkner Neighbourhood House
Matt Gleeson, SCCHC	Jarryd Bell – HCC Councillor
Meredith Heily – Board Member	Constable Kim McKeown

Peter Donlon,	Kevin Vivien, NWNHN Networker
Robert Hill – Board Member	
Shanon Gould – Board Member	
Win Laing – Board Member	

2. Apologies and Proxies

Apologies: There were : See table above.

Proxy Forms: Proxy forms were noted as being received from Ken Wheeler and Tracey Wheeler.

3. Confirmation of minutes of the previous AGM

After receiving feedback from participants in the meeting Robert drew attention to technical errors in to Item 7: Treasurer’s Report of the previously circulated draft Minutes. After consultation with the Treasurer he noted that the fourth paragraph should read as follows -

The Total Revenue for the 2020-21 financial year was \$228,574, approximately 1% less than the total revenue of \$226,015 in the previous financial year. Under the sub-heading Income and Expenses, the summary table should read:

Summary position for 2019-20 vs 2020-21	2020– 2021	2019 - 2020
Gross Revenue	\$228, 574	\$226,015
Gross Expenses	\$209,938	\$220,471
Net Surplus / Deficit	\$18,636	\$5,544

Motion: *The Minutes from the 2021 AGM be accepted, with corrections to some typographical errors in the financial figures as outlined as a true and accurate record of the Meeting.*

- **Moved:** Win Laing
- **Seconded:** Jenny Orford

The motion was declared as carried unanimously by a show of hands with a correction made to the financial year in the 2021 minutes:

4. Business arising from the 2021AGM minutes

Three items of Business Arising from the 2021 AGM Minutes were closed as outlined below:

4.1.1 Tenure of Board Members: At the 2020 and 2021AGMs Robert discussed concerns about the possible implications of having the current Board Membership set at a 12 month term and proposed consideration of extending and staggering the tenure of Board Members to at least two years. He said this would minimise the risk of losing all Board Members and their skills and expertise in the same year.. However, he and the current Board have subsequently decided to put any change to the current situation on hold for the foreseeable future as there are higher priorities arising out of the pandemic situation to be attended to.

4.1.2 Joint House Working Group: The proposal, in 2021, to establish a joint Working Group with the Goonawarra Neighbourhood House Board to run a Feasibility Study into the delivery of neighbourhood house programs and services across the whole of Sunbury has been shelved by the Boards of both Houses at this time.

4.1.3 SNH Strategic Plan: This was completed and enacted last year.

5. Resolution - Membership Fees

Robert explained to the attendees that incorporated organisations must operate to a set of rules based on Consumer Affairs Victoria’s Model Rules. He noted that SNH Rules of Association, our Constitution, is based on these Model Rules and was last revised in 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 believe 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 2022/2023 financial year.

Motion: *That no Membership Fees be charged for the Sunbury Neighbourhood House for 2022/2023 financial year.*

- Motion: Andy Paul
- Seconded: Shannon Gould

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

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 to present her Manager's report which was emailed out and published on the SNH website.

Hope noted that during 2021-22, participation in the House activities attracted participants from a very wide area. Participation consisted of 81.6% of attendees being from Sunbury and the remaining 18.4% coming from outlying areas including Woodend, Romsey, Gisborne and Craigieburn, with the greatest distance travelled being 35 km from Woodend.

Hope noted that the past year had been a year of conversation with attendees due to the preponderance of online activity because of the Covid situation. She explained that she is still just as thrilled to be involved in such a wonderful local community and leading such an extremely committed and diligent team as she was years ago.

Hope recognised the dedicated efforts of Ebony Finin – Program Coordinator, and Cathy Grose – Community Development Officer in working to rebuild the House face to face programs as SNH transitioned out of the Covid. It was very pleasing for them all to see familiar faces returning to the House and the House being able to re-establish itself as the welcoming, safe and sustainable place envisaged as part of the House Strategic Plan.

Hope was pleased to receive feedback from a recent survey that people appreciated the role the House plays in offering alternative activities to sport which is well catered for elsewhere in the community. She noted that accessible and affordable programs including art, music, exercise and casual free unstructured programs continue to be well received in the community. She was also amused to note that the 'unofficial Covid baby boom' meant a sudden need to redesign and expand activities catering for the early years.

Hope was most pleased to note that the vision to reactivate the #SustainableSunbury programs has been realised with the return of Boomerang Bags, the Repair Café and the Neighbourhood Garden activities – all of which are led by enthusiastic and committed volunteers.

Hope concluded by saying how proud she is of the entire SNH family – Staff, Volunteers, Facilitators and Board of Management members who all play an important part in creating the safe, welcoming and sustainable place for community members to gather that SNH aims to be.

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

- Moved: Kate Paul
- Seconded: Meredith Heily

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 2021/22 financial year in the AGM Report Booklet.*

Denise Heffernan presented her third Treasurer's Report at tonight's meeting.

Her key points were:

- Hard work and collaboration between the SNH Board and Manager and JCJ Financial Services, and the welcome financial support from the government and Hume City Council grants continue to provide the cornerstone of SNH's financial stability.
- SNH finished the 2021-2022 financial year in a strong and stable position despite the Covid difficulties shutting down the House for substantial periods of time.
- Unexpectedly attendance and participation in our programs were above expectations so surprisingly we saw a pleasing increase in the combined income from program and room rental when compared with the previous 2020-2021 financial year which is being reinvested in House through more Drop-in programs
- Total revenue for 2021-2022 financial year was \$198,196 approximately 13% less than the total income of \$228,574 in the previous financial year.
- At the same time, SNH was able to minimise some expenses such as Advertising and Promotions, Internet, Program Equipment, and Training and Development. The total operating expenses increased by just 8% on the previous financial year from \$209,938 to a total of \$225,887.
- For the 2021-22 financial year, we had budgeted conservatively anticipating a deficit of over \$60,000 but with wise management, the expected deficit was reduced to less than half of what was expected, to an overall deficit for the financial year of \$28,291.
- The Board has voted not to increase SNH program fees during 2022, recognising that many members of our community are still recovering from the impact of COVID-19 and the increasing cost of living expenses.
- For Gross income, gross expenses and deficit figures, see the Treasurer's Report
- During the 2021-2022 financial year the Board has continued to work closely with Hope Jenkins and our bookkeeper Jacqui Marshall from JCJ Account Services Pty Ltd, to ensure we are on a solid financial footing going into the next financial year.

Motion: That the Treasurer's Report for 2021-2022 be accepted as tabled and presented.

- **Moved:** Ebony Finin
- **Seconded:** Peter Donlon

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

8. 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 fifth Annual Report, the report for 2021-2022, and noted that he has, once again, immensely enjoyed working with the Board and Staff Members of SNH. He referred the Members to the AGM booklet for his full report and proceeded to highlight some aspects of his report.

SNH Goals

He highlighted the fact that he felt the House had achieved its five primary goals as outlined in the current Strategic Plan despite the difficulties encountered with the Covid situation, that is, to:

1. **Profile:** be an accessible and trustworthy source of information and support within the Community.
2. **Community:** empower the development of Sunbury Community
3. **The Team:** be a suitably skilled, community minded, knowledgeable, empowered and empathetic team
4. **Programs:** provide quality programs that are inclusive and accessible to all members of the community
5. **Governance:** ensure high standards of governance and the on-going viability of the House

He noted that a many of the achievements in operation and performance of the House have already been covered by the Manager, Hope Jenkins, and the Treasurer, Denise Heffernan earlier in the Meeting. In his report he noted that it was extremely pleasing that a survey conducted by the Staff in March elicited very positive responses from the community in relation to many aspects of the House confirming the achievement of our goals. The survey elicited praise for the welcoming atmosphere of the House due to the friendliness and helpfulness of the Staff and the very pleasant and attractive presentation of the House facilities. Satisfaction was expressed in regard to the efforts the House made to accommodate activities and support for the community throughout the Covid lockdowns and into the transition period with opening up of familiar programs and new activities as well as the return of welcoming social activities such as the Drop-in Cuppa.

Robert particularly noted his pleasure in being able to work with a very dedicated, professional and caring group of volunteer Board Members and a fantastic Manager and Staff to continue to provide the highest possible standard of governance and oversight of SNH.

He also pointed out that none of our success would have been possible without support from numerous entities:

- The extraordinary State, Federal & local government grants and subsidies
- The support of our respective local members and councillors
- the ongoing generous support from various organisations and their valuable staff representatives:
 - Department of Family, Fairness and Housing (DFFH)
 - Hume City Council
 - NHVic
 - North West Neighbourhood Houses Network
 - Sunbury Cobaw Community Health(Chair - Peter Donlon)
 - Sunbury Stars Night Branch of the CWA
 - Local MP Josh Bull and Local government Councillor, Jarryd Bell
 - Our commercial service providers including
 - GICI(website) and
 - JCJ Accounting Services (Jacqui Marshall).

Looking to the future Robert noted that some of our immediate aims include:

- Increasing accessibility and inclusiveness
- Fostering closer ties with the Goonawarra Neighbourhood House
- Updating and improving our operational policies.
- Transitioning to using Microsoft Teams to improve administrative and communication efficiency.
- Improving security by petitioning Hume to install security cameras.

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

- **Moved:** Denise Heffernan
- **Seconded:** Shanon Gould

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 for providing an opportunity to recognise all those who have contributed to the operation and success of the House over the past year.

Board Acknowledgements

Rob noted that he has been very lucky to have had such a clear thinking, level-headed and considerate group of people working closely with him on the Board.

- He expressed appreciation to Shanon, Denise, Meredith, Win, Jenny, Andy and Tracey for:
 - ~ their stable, committed and dedicated leadership and guidance;
 - ~ their effective, efficient and professional approach;
 - ~ their patience, flexibility and willingness to adapt to changing circumstances including conducting meetings online;
 - ~ never losing sight of, or their focus on, caring and compassionate stewardship of the House and its people.

Board Nominations for 2022-2023

- He thanked the seven Board members who have re-nominated for the 2022-2023 Board for their volunteer contributions to the House which gives continuity and valuable stability to the governance of the House.
 - ~ He also thanked **Shanon Gould** for her valuable contributions to the Board and various sub-committees over the past three years. Shanon has reluctantly decided not to seek re-election to the Board at this time in order to focus more on family matters..

Staff Members Recognition:

Rob recognised the invaluable and energetic contribution Hope Jenkins makes in her dedicated and inspiring leadership of the Staff Team and in overseeing the Management of the House and guiding it towards achieving its objectives for the Community.

He noted that over the past 12 months the Board have been impressed to see our wonderful group of Staff Members, Hope (Manager), Ebony (Program Coordinator) and Cathy (Community Development) weather the difficulties of Covid to develop into an even more cohesive, dynamic and collaborative group who managed to keep communication open with the Community and to also take the opportunity to educate themselves in new skills through managing online activities and undertaking professional development activities. **Robert passed over to Hope** to recognise the valuable contributions of our Staff Members and Volunteers make to the success of the House.

Hope spoke highly of the enthusiasm, hard work, and dedication to the House by her Staff team – Ebony and Cathy, particularly during the Covid lockdown. She highlighted what a wonderful team they make and how effectively they all worked together to keep in touch with the Community under such difficult circumstances. She also highlighted how positively they have been working to re-establish more normal face to face House programs and activities in transitioning out of the Covid situation in the first half of this year including being willing and able to assist other Houses in transitioning out of Covid..

Volunteers: Hope also thanked all volunteers, including volunteer facilitators and gardening enthusiasts, who have played such an invaluable role in enabling the House to operate effectively and to achieve its objectives. She was pleased at how volunteers returned to support the House as it came out of Covid and are helping to re-establish normal activities.

Thank you to Robert: Jenny thanked Robert for his dedicated and excellent leadership of the Board over the past year. She noted particularly that he is always prepared to help out in any area the Staff Members need a Board presence for, and he is always very thoughtful and thorough in his stewardship of the Board.

10. Other Business

There was no other business.

ELECTION OF BOARD MEMBERS FOR 2022- 2023 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 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 2022/23 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 2022/23.

Motion: Robert moved that the number of non-Executive Board Members be set at four for the 2022/2023 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 when required.

- o **Moved:** Robert Hill
- o **Seconded:** Win Laing

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

12. Election of Board Members for 2022-2023

Robert emphasised briefly that those standing for the Board are all **volunteers** who are prepared to give their time and expertise freely to the House. Although this involved regular attendance at Board Meetings, Members actively worked over and beyond Board Meetings as members of various working groups charged with investigating and / or implementing projects for the House.

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 of SNH and the Community Partnership and Engagement Officer with the Sunbury Cobaw Community Health Centre, to oversee the appointment of the Board Members for the 2022/23 year.

Matthew thanked the Board for inviting him and noted that, as always, he is pleased to be able to take on this role for the House.

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 2022-23 Board year in the following order:

Chairperson: Robert Hill <i>(Board Member for five years and standing for re-election to the Position of President /Chairperson)</i>
Deputy Chairperson: Win Laing <i>(Board Member for four years standing for re-election to the Position of Vice President / Deputy Chair.)</i>
Secretary: Jennifer Orford <i>(Board Member for eight years and standing for re-election to the position of Secretary)</i>
Treasurer: Denise Heffernan <i>(Board Member for 7 years and standing for re- election to the position of Treasurer)</i>

ii) ELECTION OF NON-EXECUTIVE BOARD MEMBERS:

Three nominations were received from 2022/2023 Board Members standing for re-election to non-Executive positions on the Board.

Matthew introduced each nominee to the Meeting. The three nominees were duly declared elected as non-Executive Board Members for the 2022/2023 Board year:

- Meredith Heily
- Andrew Paul
- 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 confirm the date for the first meeting of the new Board – as proposed: The 3rd Monday, 21st November 2022.

14. Close of AGM

Robert Hill thanked everyone for attending via Zoom, wished everyone a happy end to the year and declared the meeting closed at 7:50 pm.

Documents Tabled at the Meeting

- ❖ 2021 AGM Minutes - Tuesday 26th October 2021
- ❖ SNH 2021– 2022 Audited Financial Reports
- ❖ 2022 SNH AGM Report Booklet – Including the Manager’s, Treasurer’s & President’s Reports

Minutes of Meeting Confirmed

Robert Hill – Chairperson _____ Date: _____

Jenny Orford - Secretary _____ Date: _____