

Sunbury Neighbourhood House AGM

Tuesday 24th October 2023

MINUTES

Opening Time: 7:00 pm

1. WELCOME

1.1. Quorum:

Robert noted that:

- We had a Quorum (more than 10% of around 140 members) which enabled him to declare the Meeting open.
- He was pleased with the continuing support of those attending the AGM and noted that that is vital to the success of our organisation.
- If anyone present was not yet a member they might consider joining SNH and pointed out that Membership forms are downloadable from the website.

1.2 Acknowledgements

Acknowledgement of Country by: Meredith Heily

Sunbury Neighbourhood House acknowledges the Traditional Owners of the lands on which our House is situated. We pay our respects to their Elders both past and present and extend that respect to all Aboriginal and Torres Strait Islander Australians who have made a contribution to the life of our community. We are one and we are many, from all the lands we come

Acknowledgement of those present:

Robert welcomed everyone to the AGM on behalf of Sunbury Neighbourhood House and specially acknowledged specific people representing organisations we collaborate with:

- Kier Patterson, CEO NHVic
- Peter Donlon, Chair of Sunbury Cobaw Community Health Board
- Lockie Flenley, Secretary of GNH BoM
- Jacqui Marshall, JCJ Accounting Services
- Volunteers from the Repair Café
- Christie McIntosh and other members of volunteer gardening group

2. APOLOGIES & PROXIES

2.1 Apologies

Apologies were listed from these members and guests:

<ul style="list-style-type: none">• Cr. Jarrod Bell• Josh Bull MP• Maria Callipari (HCC)• Yvonne Ching• Andrew Gould	<ul style="list-style-type: none">• Shanon Gould• Carolyn Hill (P)• Win Laing (P)• Sam Rae MP Hawke	<ul style="list-style-type: none">• Isabella Rosinsky (GNH)• Laura Mackie (GNH)
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2.2 Proxy Forms

See “(P)” above

3. CONFIRMATION OF 2022 AGM MINUTES

Robert drew attention to Minutes for 2021-22 AGM displayed on the screen and noted that they are included in the AGM Report Booklet, downloadable from the website.

There were no questions, or comments related to the Minutes.

It was moved to accept the 2022 Minutes

- Moved Denise Heffernan
- Seconded Andy Paul

Show of hands – **The motion was declared as carried**

4. BUSINESS ARISING FROM 2022 AGM MINUTES

None

5. RESOLUTION RE MEMBERSHIP FEES

Robert informed the Meeting that:

- SNH Inc.’s Rules of Association (Version 3 – February 2014) are downloadable from the AGM page on our new website.
- Section 12 of these Rules says that the Association, that’s us here tonight, representative of all SHN Members, must determine whether or not an annual subscription fee should be levied for the following financial year and if so, how much that fee should be and when it should be paid.
- The outgoing Board recommends that membership of SNH should remain open to everyone in our community without charge for the next Financial Year.
- Therefore, he moved the Motion below.

MOTION: That no Membership Fees be charged for the Sunbury Neighbourhood House Inc. for the 2023/24 Financial Year.

- Moved Meredith Heily
- Seconded Ken Wheeler

Show of hands – **The motion was declared as carried**

REPORTS FOR 2022 - 23

6. MANAGER’S REPORT (Hope Jenkins)

Robert introduced Hope to present the Manager’s Report for 2022-23 which is included in the AGM Report Booklet, downloadable from the website.

Hope gave an interesting overview of what has been happening in the House over the past twelve months noting that:

- Program offerings include numerous activities for all age groups from Early Years to Senior Years. The programs have been invaluable in providing opportunities for community members to learn, develop new skills, make new friends, and build stronger ties with one another. Over the past twelve months program offerings have included Play Groups, Music Play, Messy Play and Drop-in and Play and Singalong for the tiny ones and Guitar, a STEM

Lego club, and Stop Motion Animation classes for older children and Craft, Health and Wellbeing Programs including Yoga, Chair Yoga, and Tai Chi, Craft for adults.

- We also had great pleasure over the past year working with U3A Sunbury, Berry Street, Aim Big Employment, St. Johns, and Intelligent Training Solutions to provide beneficial programs to support the well being of our community.
- SNH also secured a Sunbury & Bulla Neighbourhood Fund grant, which enabled us to throw a very successful House Party at SNH that attracted over 1000 people from the community during Neighbourhood House Week. It was an unforgettable day with dancing and live music and numerous fun activities for the children and popcorn and sausages in bread for everyone to cap it off.
- Like everyone in the community Sunbury Neighbourhood House has felt the effects of the cost of living increases, in particular the cost of consumables and facilities have risen significantly. However, we are committed to providing affordable opportunities for community members to connect, learn, and grow and believe cost should not be a barrier. Hence, we will continue to advocate for increased funding opportunities.
- The success of SNH as an engaged, community focused and driven organisation would not be possible without the dedication and hard work of our volunteer Board of Management. Their unwavering commitment, enthusiasm and drive as demonstrated during events and during meetings has led to the smooth sailing during some difficult times over recent years.
- Our success is also very much dependent on the wonderful team of dedicated staff members we have who are passionate about serving our community – including Staff Members Ebony, Cathy, and Maddie who each bring their unique personalities, skills, and experiences to benefit of the house.

In closing Hope emphasised that SNH remains dedicated to promoting social, cultural, and economic participation, with the goal of empowering our community members each their full potential. With the dedication of the SNH team and community partners, we are excited about what we can achieve together moving forward.

MOTION: That the Manager's Report for 2022 – 2023 be accepted.

- Moved Peter Donlon
- Seconded Denise Heffernan

Show of hands – **The motion was declared as carried**

7. TREASURER'S REPORT & FINANCIAL STATEMENTS (Denise Heffernan)

Robert introduced Denise Heffernan to present her third Treasurer's Report to the meeting:

She noted that:

- SNH finished the year in a strong financial position due to a number of factors including: the Government's Covid financial support, our collaborative working arrangement with Jacqui Marshall and the team at JCI Accounting Services; and the close and very positive collaboration between Hope and the Board on financial matters.
- Participant numbers have increased gradually post-Covid.
- Enhancements have been made to the gardens through a dedicated team of Staff and volunteers.
- Update of technological equipment has been prioritised this year.

- There have been a number of successful grant applications though Hope's diligence in for applying for these. They supplemented the usual operational grants from the State Government and Hume City Council which we gratefully acknowledge.

Working to the Budget

Denise informed the attendees that our aim is always to break even as an absolute minimum. She went on to note that:

- Finances have been significantly impacted by Covid but also noted that the recovery process has been going well to date.
- there was a better budget outcome than expected as we didn't have to use our cash reserves.
- There was a positive audit outcome.
- There has been a 64% increase in revenue compared with last year - \$224,000 compared with \$128,000 previous year.
- There has been a 16% increase in costs despite efforts to reduce spending; this was mainly due to cost of living price increases.

Looking forward

Denise also noted that Government Covid support has stopped, so there maybe some financial uncertainty ahead. She noted that:

- The expected deficit was reduced by 25% which is a good outcome. However, it must be noted that the Board and Management acknowledge the deficit and are committed to working to reducing it.
- The Board has recommended all fees stay as they are until a review at the start of 2023 in recognition of the increasing cost of living, impact of inflation and post-Covid recovery

MOTION: That the Treasurer's Report for the 2022-23 Financial Year be accepted.

- Moved: Kate Paul
- Seconded: Ebony Finnin

Show of hands – **The motion was declared as carried**

8. CHAIR'S REPORT (Robert Hill)

Robert introduced his sixth Annual Report and first post Covid report which is downloadable from the website

He noted that SNH has, over the past financial year:

- worked closely to and achieved the objectives of the Strategic Plan.
- successfully weathered a period of unprecedented disruption to our operations and delivery of our services.
- maintained some ongoing programs, delivered important community support and kept the House on a stable and sound financial footing throughout the Covid crisis.

Role of the Board

Robert noted the important role of the Board and stressed that all Board Members are volunteers and contribute a significant amount of their own time to the House as both Board Members and volunteers in various programs.

He noted that, during the past Board year the Board:

- Passed 60 motions – three of which were done using online technology
- Conducted a successful strategic planning day early in the year which was also attended by Staff Members.
- Cr Jarrod Bell attended a Board Meeting in April and he informed us that Sunbury population is expected to more than double over the next 30 years.
- We assessed Hope's submission to update our staffing profile and agreed to upgrade Ebony's Program Coordinator position and create permanent part-time Community Development and Play Group Facilitator roles, which are now filled by Cathy Grose and Maddie Cross.
- During the year Board members actively represented SNH at a number of activities and events, including the NWNHN Strategic Planning Day, our own LGBTQI Workshop in February, Hume City Council's International Women's Day celebration and an Integrated Training Solutions First Aid Course.
- We approved updating of SNH technology equipment with Board Member Andrew Paul leading the project. Andrew has also been working on trying to get HCC to install a CCTV system for security reasons.

Programs

Robert briefly reviewed some of the programs that Hope and Denise had touched on earlier and added comment on:

- House Party Barbeque was very popular and that there is an increasing demand for vegetarian, kosher, and vegan sausages being served in gluten free bread which might have to be taken into account in the future.
- Messy Play – continues to be an extremely popular program and that:
 - our new Federal Government MP - Sam Rae visited us on a very busy Messy Play (Wednesday) morning and joined in some of the children's activities.
 - Board Members, Win Laing and Tracey Wheeler have provided invaluable and much appreciated assistance in Messy Play activities as volunteers.

Challenges

The Board confirmed the cost of programs have been increasing faster than income from them but decided to maintain charges at the current level for at least another 6 months.

Maintaining a very committed team of facilitators and volunteers who are absolutely essential to the success of the House's operations is a priority – so a very BIG thank you to all volunteers!

Rob concluded that none of what the House has achieved would have been possible without:

- The State, Federal & local government grants, and subsidies provided during Covid.
- The support of our respective local member Josh Bull, and MP Sam Rae.
- The ongoing generous support from various organisations and their valuable staff representatives listed below:
 - The Department of Families, Fairness and Housing (DFFH), our principal source of funding;
 - Hume City Council, our landlord and an important source of funding;
 - Our three Councillors, especially Cr. Jarrod Bell and the HCC staff who liaise with our staff and support the House's operations;
 - Jacqui Marshall and the team at JCI Accounting Services who keep our books accurate and up-to-date;

- Greg Ibbotson and the team at GICI Computer Services who manage and maintain our IT systems;
- Josh Bull, our local State MP and his staff;
- Sam Rae, our local Federal MP and his staff;
- The staff at Sunbury Cobaw Community Health and its Chair, Peter Donlon;
- Kevin Vivian, our recently retired Northwest Neighbourhood House Networker, and
- Keir Paterson and the team at NHVic (Neighbourhood Houses Victoria);

Looking Ahead

Robert noted that looking ahead into 2023-24 we will be focussing on:

- o Increasing our accessibility and inclusiveness;
- o Fostering closer ties with Goonawarra Neighbourhood House;
- o Continuing (finalizing) the update of our Policies and Procedures;
- o Furthering integration of our processes with Microsoft Teams;
- o Installing security cameras/CCTV to improve security for staff and clients;
- o Continuing recovery from the pandemic.

Robert concluded his report by noting that he is 'very optimistic about our future and looking forward to being part of it'.

MOTION: That the President's Report be accepted

- o Moved Angus Robertson
- o Seconded Melyssa Edmonds

By show of hands – **The motion was declared as carried**

9. RECOGNITION OF CONTRIBUTIONS TO SNH

Robert noted that the AGM is not only an important forum for reporting to the Members, but also an opportunity to recognise and acknowledge all those who have contributed to the operation and success of the House

Board Acknowledgements:

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

He acknowledged and thanked Shanon, Denise, Meredith, Win, Jenny, Andy and Tracey for:

- o their stable, committed and dedicated leadership and guidance;
- o their effective, efficient and professional approach;
- o their patience, flexibility and willingness to adapt to changing circumstances including conducting meetings online;
- o never losing sight of, or their focus on, caring and compassionate stewardship of the House and its people.
- o confirming their willingness to step up to the plate again and renominate for the positions they held on the 2022/2023 Board

Robert advised that seven Board Members have nominated to stand for re-election and thanked them for their willingness to continue on the Board.

Robert went on to thank Shanon Gould who reluctantly decided not to continue on the Board in order to focus on family matters. He thanked her for her valuable contributions to the Board and various sub-committees over the past three years.

Recognition of staff contributions:

Robert offered sincere thanks to our Manager, Hope, for her capable, calm, measured and committed leadership and management and her invaluable and positive collaboration with the Board. She works extremely hard and efficiently to manage the House operations whilst also working tirelessly and successfully to develop community connections for the House.

Robert asked Hope to thank the Staff (Ebony Finnin and Cathy Grose), Volunteers and Facilitators.

Hope thanked Ebony and Cathy for their dedicated work, particularly their adaptability and online leadership and the importance of their work in maintaining close connections to the community during the Covid crisis.

She also recognised the valuable contributions of volunteers, in particular those dedicated to the gardening program and the welcome volunteer work done by Board Members Win Laing and Tracey Wheeler.

Hope also made special mention of the numerous facilitators who have exhibited incredible patience through Covid disruptions and their willingness to continue to support the House activities.

10. OTHER BUSINESS

Address by Keir Patterson, CEO of Neighbourhood Houses Victoria.

Keir noted that:

- He attended last year's SNH Zoom AGM which he found informative.
- SNH is the 120th House visited since he started as CEO. He noted that there are 420 houses and all of them are different, because communities are different.
- Quite a large percentage of Houses are now in deficit (like SNH) coming out of COVID.
- Participation in House activities across the State are down. There were over 200,000 participants across all NHs pre-Covid, but this has reduced to 160,000 participants at moment – possibly due to some having gotten used to staying at home.
- Houses need to find new financial resources.
- The isolation of Covid has emerged as a real problem to address.
- 150 Houses are engaging in **social prescribing programs** – ie when an Allied Health professional is being brought in to provide services and programs. This has developed out of the recognition that isolation is a real problem so that it is really important to improve social connections in the community. The Federal Government has started a feasibility program to address these health issues.
- Keir also noted that the Enterprise Agreement and pay and conditions in the sector need to improve. He said that it is not so much about being undervalued in regard to community support, but more in terms of remuneration as a lot of unpaid work is being done and there is too much reliance on volunteers.

Keir concluded by noting that various sectors of the charity community depend very much on volunteers for their ongoing operations and how pleasing it is that volunteers in the Neighbourhood House sector have returned in greater numbers than in other sectors.

ELECTION OF NEW BOARD MEMBERS

11. RESOLUTION: NUMBER OF BOARD MEMBERS

Robert explained our Rules of Association state that the Board of Management will consist of:

- A President / Chairperson)
 - A Vice President / Deputy Chairperson
 - A Secretary
 - A Treasurer **and**
 - An unspecified number of Ordinary/non-Executive Members.
- Rule #53 states that the AGM must decide the number of non-Executive Board members it wishes to hold office for the next 12 months by resolution.
 - At least the past four AGMs have resolved that the number of non-Executive Members be set at four with the option of co-opting an additional non-Executive member as and if deemed necessary by the Board.
 - To simplify this process, the outgoing Board approved a motion recommending that the AGM approve a maximum of up to FIVE non-Executive positions for the Board.

It was therefore moved:

MOTION: That the AGM approve a maximum of up to five non-Executive Board Members for the 2023/24 year.

- Moved Tracey_Wheeler____
- Seconded Maddie Cross

By show of hands – **The motion was declared as carried**

Having passed the resolution, under Item #50 of the current Rules of Association, Robert as the Chairperson of the Meeting, declared all positions on the Board VACANT.

12. ELECTION OF NEW BOARD (Robert Hill & Matthew Gleeson)

Robert explained that:

- Item #52 of our Constitution specifies that separate elections must be held for each of the four Executive positions (Item 52. 1 a-d). Item #52 (2) goes on to state that if only one member is nominated for any one of the four positions she or he must be declared elected to that position.
- Item #53 specifies that a single election can be held to fill all of the non-Executive positions. Item #53 (3) goes on to state that if the number of members nominated for the non-Executive positions is less than or equal to the number of vacancies – in this case 5 –they must be declared elected to the respective positions.
- **In the interest of transparency and integrity, the outgoing Board has recommended that our elections be managed by an independent Returning Officer who is not standing for any of the vacant positions on the Board.**
- Robert introduced Matthew Gleeson, Sunbury Cobaw Community Health Centre’s ‘Community Partnership & Engagement Officer’, an ex-SNH-Board Member, to oversee the election of the 2023-2024 Board.

MATTHEW: Returning Officer

Matt Gleeson introduced himself and his interest in building health initiatives in the community and reiterated that:

- All Board Members are required to stand down at the AGM but are eligible for re-election. Nine of the 2022-2023 Board Members have opted to stand for re-election to the 2023/24 Board.
- As agreed earlier in this meeting there are NINE vacant Board member positions for the 2023/24 year; and as specified in Item #55 (1) of your Constitution, each of these elected Board members will hold office until all Board positions are declared vacant at the next AGM.
- Matthew listed each nominee by name and asked each of them to raise their hand briefly when their name was called to identify themselves to Members.

i) EXECUTIVE POSITIONS:

We have received **one nomination** for each of the four Executive positions.

<p>Chairperson</p> <ul style="list-style-type: none"> ○ Nomination: Robert Hill <p>As there was only one nomination for the position of Chairperson, Matthew declared Robert elected as the Chairperson of the Sunbury Neighbourhood House Board for the 2023-2024 year.</p>
<p>Deputy Chairperson</p> <ul style="list-style-type: none"> ○ Nomination: Win Laing <p>As there was only one nomination for the position of Vice President, Matthew declared Win elected as the Deputy Chairperson of the Sunbury Neighbourhood House Board for the 2023-2024 year.</p>
<p>Secretary</p> <ul style="list-style-type: none"> ○ Nomination: Jennifer Orford <p>As there was only one nomination for the position of Secretary, Matthew declared Jennifer elected as the Secretary of Sunbury Neighbourhood House Board for the 2022-2023 year.</p>
<p>Treasurer</p> <ul style="list-style-type: none"> ○ Nomination: Denise Heffernan <p>As there was only one nomination for the position of Treasurer, Matthew declared Denise elected as the Treasurer of Sunbury Neighbourhood House Board for the 2022-2023 year.</p>

ii) NON-EXECUTIVE BOARD MEMBERS

<p>Five members have nominated for the five non-executive Board Member positions. The nominees are:</p> <ul style="list-style-type: none"> ○ Melyssa Edmonds ○ Shalini Nair ○ Meredith Heily ○ Andrew Paul ○ Tracey Wheeler <p>As there are up to FIVE positions and <u>five</u> nominees, Matthew declared all nominees elected as non-Executive Board Members for the 2023-2024 Board year.</p>
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Matthew handed the Meeting back to Robert Hill as the Chairperson for the 2023 – 2024 Board / Financial Year.

13. CONCLUSION OF AGM

13.1 Next Meeting (New Chair/President)

- The first meeting of the new Board will be held at a time to be agreed by the new Board.
- All newly elected Board Members were asked to remain briefly after the close of the meeting to set the date for the first meeting.

14. CLOSE OF AGM (New Chair/President)

The AGM was declared closed at 8:04 pm.

Documents Tabled at the Meeting

- The Agenda for this meeting
- The Minutes from the 2022 AGM
- The SNH 2022-23 Annual Report including the Chair's, Manager's, Treasurer's and Auditor's respective Reports.
- Attendee List – See next page

Minutes Confirmed:

Robert Hill –Chairperson _____ Date: _____

Jenny Orford – Secretary _____ Date: _____

SNH AGM 24/10/2023 - ATTENDEES	
Members	Non-voting attendees
Andrew Paul – Board Member	Keir Paterson, CEO NHVic
Angus Robertson	Bernadette Young
Cathy Grose - Staff	Brian Boyd
Denise Heffernan – Board Member	Christie McIntosh
Ebony Finin - Staff	Jayde Wood, HCC Sunbury Event Supervisor
Fred Orford	Jill Gray
Hope Jenkins - Staff	Jim Lang
Jenny Orford – Board Member	Leigh Martin
Kate Paul	Madeline Carr
Ken Wheeler	Pat Dunn
Matthew Gleeson, SCCHC	TOTAL ATTENDEES: 29
Meredith Heily – Board Member	
Melyssa Edmonds	
Peter Donlon,	
Robert Hill – Board Member	
Shanon Gould – Board Member	
Tracey Wheeler – Board Member	
Win Laing (P)– Board Member	
Carolyn Hill (P)	