

BOARD OF DIRECTORS

Annual General Meeting

Minutes

Meeting: Annual General Meeting **Date:** Thursday, 17 October 2024

Meeting No.: 01/2024 **Time:** 4.33pm

Chair: Phil Drummond **Venue:** Boardroom, Morwell office

Board Members In Attendance:

Phil Drummond	Board Director/Chair
Leisa Harper	Board Director/Secretary
Edwin Vandenberg	Board Director/Acting Treasurer
Emma Vandenberg	Board Director
Gary Dore	Board Director
Jo Harris	Board Director
Kate Yeowart	Board Director

Apologies:

Andrea McVicar	Lisa Patching
Ben Munro	Shay Pitt
Debra O'Keefe	Louise Walsh
Jemma Dowling	Vannessa Estigarribia

In Attendance (in person):

Jenelle Henry	Chief Executive Officer
Wendy Matthews	General Manager
Debbie Lee	Operations Manager
Nicky Levey	Support Coordination Manager
Lora Moulton	Executive Assistant & Minute Taker

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In Attendance (via Microsoft Teams):

Colin Matthies	Thelma Kingwill
Lisa Kuhne	Tiana Arnold
Lyndon Bate	Victoria Kee
Shirley Cowling	

Agenda No.	Subject
1.	<p>Official Acknowledgement <i>Presented by Phi Drummond</i></p> <p><u>Acknowledgement</u></p> <p>I acknowledge the traditional custodians of the land we are meeting on today, the Gunnai Kurnai people, and pay my respects to their Elders, past present and emerging.</p> <p><u>Apologies</u></p> <p>Members: Debbra O'Keefe</p> <p>Staff: Andrea McVicar, Ben Munro, Jemma Dowling, Lisa Patching, Louise Walsh, Shay Pitt, Vannessa Estigarribia</p> <p><u>Confirmation Of Previous Minutes</u></p> <p>Motion: That the minutes of the previous Annual General Meeting, held on Thursday, 19 October 2023, be accepted (see attached).</p> <p>Moved: Leisa Harper</p> <p>Seconded: Edwin Vandenberg</p> <p>All in favour, motion carried.</p>
2.	<p>Welcome <i>Presented by Phil Drummond</i></p>
3.	<p>Chairpersons Report <i>Presented by Phil Drummond</i></p>

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	<p>The Chairperson highlighted several key points from his report. He discussed the various issues faced throughout the year, which required significant strategic efforts. He acknowledged the crucial role of the Executive team in navigating these challenges.</p> <p>He expressed special thanks to the Executive team for their assistance and dedication. He also extended gratitude to the sub-committees and their chairs, Leisa and Gary, for their contributions. Additionally, he appreciated Jenelle and her team for their unwavering support and commitment to the Board and the organisation.</p> <p>The Chairperson also acknowledged the resignation of Edwin Vandenberg, the Treasurer, expressing thanks and appreciation for his service and extending best wishes for his future endeavours.</p>
<p>4.</p>	<p>Chief Executive Officer Report <i>Presented by Jenelle Henry</i></p> <p>The CEO expressed thanks to the various teams (Executive, Support Coordination, Administration Support team) and the participants who chose our services throughout the year.</p> <p>Noting that changes are happening at a rapid rate with the NDIS, despite these changes, Headway has stayed true to the values of the scheme, which has sometimes hindered our opportunities for growth. However, our values remain the same as always, and all decisions are considered carefully when planning for the future.</p> <p>She explained the current AGM format and the rationale behind it, emphasising that the AGM is now focused on meeting reporting requirements, and we will build or community connections in other ways. The CEO highlighted that the focus on participants has shifted to holding other events throughout the year for them to attend.</p>
<p>5.</p>	<p>Financial Report <i>Presented by Edwin Vandenberg</i></p> <p>The finance report noted that the auditors found no particular issues, and the balance sheet looks very healthy. Questions from attendees were addressed.</p> <p>Motion: That the annual financial report for the year ended 30 June 2024, be accepted (see attached).</p>

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	Moved: Kate Yeowart Seconded: Edwin Vandenberg All in favour, motion carried.
6.	<p>Appointment Of Positions <i>Presented by Jenelle Henry</i></p> <p><u>Nominations</u></p> <ul style="list-style-type: none"> • Emma Vandenberg • Jo Harris • Kate Yeowart • Phil Drummond <p>New nominations were also called for, but none received.</p> <p><u>Elections</u></p> <p>As a result, all current nominees were elected unopposed. Therefore, the above individuals are declared duly elected:</p>
7.	<p>Presentations <i>Presented by Jenelle Henry</i></p> <ul style="list-style-type: none"> • <u>Years Of Service</u> (both 5 years) <ul style="list-style-type: none"> ○ Ben Duffy (not present) ○ Katie Sinnott (not present) • <u>Volunteer Appreciation</u> <ul style="list-style-type: none"> ○ Judy Hall (not present) ○ Sue Box (not present) • <u>Board Service Awards</u> <ul style="list-style-type: none"> ○ Phil Drummond ○ Leisa Harper ○ Edwin Vandenberg

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	<ul style="list-style-type: none"> ○ Emma Vandenberg ○ Gary Dore <p>Kate and Jo who joined us just recently were also thanked, as well as special thanks to Edwin for his service to the Board and well wishes for the future (upon his resignation).</p> <ul style="list-style-type: none"> • <u>Life Membership</u> <ul style="list-style-type: none"> ○ Maxine Davies
8.	<p>Wrap Up & Close Annual General Meeting <i>Presented by Phil Drummond</i></p>

Meeting Closed	
Date:
Time:	4.54pm
Chair:	Phil Drummond
Signature:
Date signed: