

## BOARD OF DIRECTORS

### Annual General Meeting

#### Run Sheet

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

**Meeting No.:** 01/2024 **Time:** 4.30pm

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

Agenda No.	Subject
1.	<p><b>Official Acknowledgement</b>  <i>Presented by Phil Drummond</i>  <i>Start 4.30pm, finish 4.35pm</i></p> <p><u>Acknowledgement</u>            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>Housekeeping</u>            Toilet location (only necessary if anyone other than staff is present).</p> <p><u>Apologies</u>            Members: Debra O’Keefe, Thelma Kingwell            Staff: Andrea McVicar, Ben Munro, Jemma Dowling, Lisa Patching, Louise Walsh, Shay Pitt, Vannessa Estigarribia</p> <p><u>Confirmation Of Previous Minutes</u>            Motion: That the minutes of the previous Annual General Meeting, held on Monday, 14 November 2022, be accepted (see attached).  <i>Ask for Board members to move and second the above motion.</i></p>
2.	<p><b>Welcome</b>  <i>Presented by Phil Drummond</i>  <i>Start 4.35pm, finish 4.40pm</i></p> <p>Welcome Members, Management and guests, including those online, to the 2024 Annual General Meeting and overview of the year for Headway Gippsland Inc.</p>

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3.	<p><b>Chairpersons Report</b>  <i>Presented by Phil Drummond</i>  <i>Start 4.40pm, finish 4.45pm</i></p>
4.	<p><b>Chief Executive Officer Report</b>  <i>Presented by Jenelle Henry</i>  <i>Start 4.45pm, finish 4.55pm</i></p> <ul style="list-style-type: none"> <li>• Annual Report and how you can get one (email/website)</li> <li>• Thanks to Board Of Directors.</li> <li>• Keeping It Simple</li> <li>• Talent &amp; Art Expo (4-Dec at Morwell Senior Citizens Centre)</li> <li>• Christmas lunch (11-Dec at Morwell RSL)</li> </ul>
5.	<p><b>Financial Report</b>  <i>Presented by Edwin Vandenberg</i>  <i>Start 4.55pm, finish 5.00pm</i></p> <p>Motion: That the annual financial report for the year ended 30 June 2024, be accepted (see attached).</p> <p><i>Ask for Board members to move and second the above motion.</i></p>

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6.	<p><b>Appointment Of Positions</b>  <i>Presented by Jenelle Henry</i>  <i>Start 5.00pm, finish 5.03pm</i></p> <p><u>Nominations</u>  <b>Wording to be advised by JH</b></p> <ul style="list-style-type: none"> <li>• Edwin Vandenberg</li> <li>• Emma Vandenberg</li> <li>• Jo Harris</li> <li>• Kate Yeowart</li> <li>• Phil Drummond</li> </ul> <p><i>Open the floor for any additional nominations for Board members.</i></p> <p><u>Elections</u>            Ballot for elections to be run by <b>tba</b>, if required.            “Therefore, I declare the following duly elected.”</p>

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7.	<p><b>Presentations</b></p> <p><i>Presented by Jenelle Henry</i></p> <p><i>Start 5.03pm, finish 5.10pm</i></p> <p><i>Certificates will be either placed on the table, next to Jenelle, or handed by Lora, depending on how the room is setup.</i></p> <p><i>Recipients will be called up individually to receive their certificate.</i></p> <ul style="list-style-type: none"> <li>• <u>Years Of Service</u> (both 5 years)           <ul style="list-style-type: none"> <li>○ Ben Duffy (not present)</li> <li>○ Katie Sinnott (not present)</li> </ul> </li> <li>• <u>Volunteer Appreciation</u> <ul style="list-style-type: none"> <li>○ Judy Hall (not present)</li> <li>○ Sue Box (not present)</li> </ul> </li> <li>• <u>Board Service Awards</u> <ul style="list-style-type: none"> <li>○ Phil Drummond</li> <li>○ Leisa Harper</li> <li>○ Edwin Vandenberg</li> <li>○ Emma Vandenberg</li> <li>○ Gary Dore</li> </ul> <p>Also thank Kate and Jo who joined us just recently?</p> </li> <li>• <u>Life Membership</u> <ul style="list-style-type: none"> <li>○ Maxine Davies</li> </ul> </li> </ul>
8.	<p><b>Wrap Up &amp; Close Annual General Meeting</b></p> <p><i>Presented by Jenelle Henry</i></p> <p><i>Start 5.10pm, finish 5.12pm</i></p> <p>Thank you to all who attended.</p> <p><i>Specify closing time.</i></p>