

# MINUTES

## Annual General Meeting



17 Fleetwood Court,  
Warrnambool, VIC, 3280

<b>Date:</b>	Saturday 28 <sup>th</sup> October 2023	<b>Time:</b>	10.30 am – 12.30 pm
<b>Location:</b>	Warrnambool Neighbourhood Community Centre, 17 Fleetwood Court, Warrnambool or Online		
<b>Attendees:</b>	Georgina Bedford (GB) - Chair Patrina Markey (PM) - Treasurer Margaret Draffen (MD) - Board Member Belinda Crichton (BC) - General Member Sheryl Baldwin (SB) - General Member Liam Sanderson (LS) - General Member		
<b>Apologies:</b>	Kathleen Farrell (KF) - Board Member		
<b>Guests:</b>	Michelle Shearer (Centre Manager) Katrina Carrod (Centre Receptionist) Dianne Stewart (DFFH)		

No.	Item:	Action Item:	Assigned To:
1.	<b>Welcome and Introductions</b> As above, a quorum is achieved.	NA	NA
2.	<b>Apologies</b> As above, Kathleen has nominated Michelle Shearer to act as proxy	KF has initiated Proxy rights to vote in her absence	MS
3.	<b>Review Actions from previous Annual General Meeting and Special General Meetings held since 2022 AGM</b> The Minutes of the previous AGM and minutes of Special General Meeting held on 11 <sup>th</sup> July 2023 were presented to the members by GB.	NA	NA
4.	<b>Acceptance of previous Annual General Meeting and Special General Meeting minutes</b> Minutes of previous AGM and Special General Meeting were approved by the members.  MOVED: PM SECONDED: MD	NA	NA
5.	<b>Chairpersons Report – included in Annual Report</b> Chair report presented to the members by GB and is included in WNCC's 2023 Annual Report.  ACCEPTED BY: PM	NA	NA

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6.	<p><b>Acting Managers Report – Included in Annual Report</b> The Acting Managers report presented to the members by GB and is included in WNCC's 2023 Annual Report.</p> <p>ACCEPTED BY: MD</p>	NA	NA
7.	<p><b>Treasurer's Report – Included in Annual Report</b> The Treasurer presented key financial outcomes and circulated financial statements. DS clarified for the members financials have been reviewed by principal Auditors, Sinclair &amp; Wilson and not audited as stated. PM confirmed recommendation for auditing to occur every 2 years.</p> <p>ACCEPTED BY: MD</p>	NA	NA
8.	<p><b>Acceptance of Financial Statements</b> Financial Statements presented to the members. Discussion was held to clarify previous staffing structures and leave entitlement payments have been made in the current financial year (23/24) and does not affect WNCC's current financial position.</p> <p>MOVED: MD SECONDED: SB</p>	NA	NA
9.	<p><b>Acceptance of annual report</b> Annual Report presented and accepted by the WNCC members.</p> <p>MOVED: BC SECONDED: SB</p>	NA	NA
10.	<p><b>All seats on the board declared vacant</b> All positions vacated and declared open for nominations. KC was allocated as returning officer.</p>	NA	NA
11.	<p><b>Election of WNCC Board</b> Nominations announced and accepted by the members without contest as follows: <b>Chairperson:</b> Kathleen Farrell (self-nominated via proxy) <b>Secretary:</b> Belinda Crichton <b>Treasurer:</b> Liam Sanderson <b>Board Member:</b> Sheryl Baldwin</p>	NA	NA
12.	<p><b>Confirm or vary amounts of membership/joining fee and annual subscription - circulated to new board.</b> MS proposed that WNCC consider an annual membership fee of \$5 per person for a period of 1 full year commencing in February until January the following year. MS proposed that a waiver of fees could occur for new members joining after September. Discussion was held regarding length of waiver with consensus determined for 3-month waiver (November, December and January) for new members joining in this period.</p>	Copy of AGM minutes to be forwarded to current WNCC members to communicate introduction of annual fees.	MS/BC

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	Discussions held regarding communication of fees to current members. BC proposed that AGM minutes could be distributed via email or post to allow members fair notice of approved fees.  APPROVED by Majority Vote		
13.	<b>Appoint Accountant/Auditing Firm for 2023/2024 financial year.</b> Sinclair & Wilson were nominated and appointed as principal financial Auditors for the 2023/2024 financial year.  APPROVED by Majority Vote	NA	NA
14.	<b>Meeting closed</b> Meeting declared closed at 11.20 am. Members invited to enjoy cake in celebration of WNCC's 35-year history.		

Instructions to the NAB Bank - On completion of the AGM and the election of a new board of governance.

Please remove the following signatories and access to all WNCC accounts as they are no longer associated with the Centre.

1. Angela Alexander
2. Claire Prentice
3. Sharon Umbers
4. Elizabeth Lane

Please add the following persons who will provide identification within 14 days from the AGM

1. Kathleen Farrell – Incoming WNCC Chairperson
2. Liam Sanderson – Incoming WNCC Treasurer
3. Michelle Shearer – Center Manager Warrnambool Neighbourhood Community Centre Inc.

Please remove the following people after 14 days from the date of the AGM.

1. Patrina Louise Markey (McConnell)
2. Margret Draffon

Margaret Draffen

Patrina Markey (McConnell)

Outgoing WNCC Board Member

Outgoing WNCC Treasurer