

MINUTES

Annual General Meeting



17 Fleetwood Court,
Warrnambool, VIC, 3280

Date:	Saturday 26 th October 2024	Time:	2pm-3.30pm
Location:	Warrnambool Neighbourhood Community Centre, 17 Fleetwood Court, Warrnambool		
Attendees:	Kathleen Farrell (KF) - Chair Belinda Crichton (BC) - Secretary Sheryl Baldwin (SB) – Board Member Val Shearer – General Member Shirley Sy – General Member Di Membery – General Member Debra King – Network Manager, SW Neighbourhood House Network		
Apologies:	Liam Sanderson – Treasurer, Dianne Stewart (DFFH), Anne Taylor – General Member, Anne Anderson – General Member		
Guests:	Michelle Shearer (Centre Manager) Katrina Carrod (Centre Administration)		
No.	Item:	Action Item:	Assigned To:
1.	Welcome and Introductions As above, a quorum is achieved.	NA	NA
2.	Apologies Liam Sanderson – Treasurer, Dianne Stewart (DFFH), Anne Taylor – General Member, Anne Anderson – General Member	NA	NA
3.	Review Actions from previous Annual General Meeting and Special General Meetings held since 2023 AGM The Minutes of the previous AGM and minutes of Special General Meeting held on 28 th of October 2023 were tabled and it was noted that Debra King who was an apology at 2023 minutes had not been noted on the minutes.	Include Debra King as apology on 2023 Minutes	BC
4.	Acceptance of previous Annual General Meeting and Special General Meeting minutes Minutes of previous AGM and Special General Meeting we approved by the members. MOVED: SB SECONDED: MS	NA	NA
5.	Chairpersons Report – included in Annual Report Chair KF spoke to her Chairs Report. MOVED: KF SECOND: MS	NA	NA
6.	Managers Report – Included in Annual Report The Managers presented her Managers report to the meeting as included in WNCC’s 2024 Annual Report. MOVED: MS SECOND: BC	NA	NA

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7.	<p>Treasurer's Report – Included in Annual Report The Chair presented Treasurers Report, key financial outcomes and circulated financial statements. KF advised the financials have been audited by principal Auditors, Sinclair & Wilson.</p> <p>MOVED: KF SECOND: MS</p>	NA	NA
8.	<p>Acceptance of Financial Statements Financial Statements as tabled were presented to the members by KF</p> <p>MOVED: KF SECONDED: SB</p>	NA	NA
9.	<p>Acceptance of annual report Annual Report presented and accepted by the WNCC members.</p> <p>MOVED: BC SECONDED: SB</p>	NA	NA
10.	<p>All seats on the board declared vacant All positions vacated and declared open for nominations. KC was allocated as returning officer.</p>	NA	NA
11.	<p>Election of WNCC Board Nominations announced and accepted by the members without contest as follows:</p> <p>Chairperson: Kathleen Farrell Moved: BC Second: MS</p> <p>Secretary: Di Membery Moved: MS Second: SB</p> <p>Treasurer: Shirley Sy Moved: KF Second: SB</p> <p>Board Member: Sheryl Baldwin Moved: KF Second: BC</p> <p>Board Member: Belinda Crichton Moved: MS Second: VS</p>	NA	NA
12.	<p>Confirm or vary amounts of membership/joining fee and annual subscription MS proposed that WNCC consider retaining annual membership fee of \$5 per person per year. Payable from February each year.</p> <p>APPROVED by Majority Vote</p>		

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13.	Appoint Accountant/Auditing Firm for 2024/2025 financial year. Sinclair & Wilson were nominated and appointed as principal financial Auditors for the 2024/2025 financial year. APPROVED by Majority Vote	NA	NA
14.	Meeting closed Meeting declared closed at 2.30pm Members invited to enjoy afternoon tea together.		

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. Liam Sanderson – outgoing Treasurer

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

1. Shirley Sy – Incoming Treasurer

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

1. Liam Sanderson – outgoing Treasurer

Kathleen Farrell

WNCC Chair

Liam Sanderson

Outgoing WNCC Treasurer