

Minutes 09 May 2023 – Annual General Meeting

EPPING HEIGHTS Out of School Hours Care Inc ABN: 83425978102

PRESENT: Adam Pearson, Jeremy Brittan, Doug McKenzie, Tamara Browne

Attendance via Zoom: Dean Woodham, Amin Dadvar, Kate Valentine, Deanna Mangan, Paul Croaker

CHAIRPERSON: Adam

MINUTES TAKEN BY: Amanda

COMMENCEMENT: 6.30pm

CONCLUSION: 6.50pm

No	Item	Note/Issue	Status	Who	By When
1	Welcome	Acknowledgement of Country - Read by Adam <i>We acknowledge the Traditional Owners of this land and pay respects to the Elders, past present and future, for they hold the memories, the traditions, the culture and the hopes of Aboriginal Australia. We remember that we are gathering on traditional Aboriginal land.</i>	Complete	Adam	
2	Apologies	Ruth Neal, Amanda Pearson, Pat Piyaporn Phairintrapha			
3	Previous Minutes	Minutes of AGM 10 May 2022 previously adopted electronically without amendment.			

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4	Previous Action Items	AGM 2022-8 Email regarding mould	Complete	Adam	
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No	Item	Note/Issue	Action	Who	By
5	<p>Becklyn Report</p> <p>Jeremy Brittan</p>	<p>- In advance of the meeting, all members received the Profit & Loss Report, Balance Sheet, Staff to Child Ratios, Training Report, Audit Report & notes for the year ending 31 December 2022.</p> <p>Financial Report - 2022 Calendar Year Ending (aligned to the school year).</p> <p>- Another year upset by the Covid situation. Overall result trading loss of \$36,708 on a turnover of \$704,650 which was an increase in revenue compared to \$689,427 in 2021.</p> <p>- The audited report shows accounting loss of \$36,708 which was capital expenditure that gets put into an accounting loss.</p> <p>- The audit report has been sent out and states no events need to be reported and the accounts are fair for the calendar year ending 2022. With committees permission lodge with Department of Commerce and bring everything up to day</p> <p>- Total Assets of \$685,388, (\$207,932 main bank account, \$440,000 term deposit) liabilities of \$181,072 (annual leave accrual of \$42,300, long service leave provision of \$27,166 and unused BASC vouchers of \$68,606) leaving Net Assets of \$541,024.</p> <p>For more information please refer to Becklyn Financial Reports attached to email.</p>	<p>AGM 2023-01 Audit reports to be given to Megan Bridekirk</p>	<p>Adam</p>	

No	Item	Note/Issue	Action	Who	By
6	<p>Coordinator's Report</p> <p>Adam Pearson</p>	<p>Thanked Committee members and Becklyn for their support throughout the year.</p> <p>Work Health & Safety and Maintenance</p> <ul style="list-style-type: none"> - Tamara is the WHS Officers on staff, with Pat the Committee rep. - Still meeting with the school once a term and trying to attend P&C Meetings as often as possible. <p>Staffing</p> <ul style="list-style-type: none"> - Resignations from Mia and Ned. - Employed Bianca, Tamara, Hannah, Tom and Lauren. Total staff now 14. <p>General Report</p> <ul style="list-style-type: none"> - New centre computer has been established. - Vacation care numbers are at capacity. Changes for next year to potentially add a drop down section in enrolment for parents to select whether or not the child attend EHPS or other for reporting. Also to allow EHPS families to have first preference. - Programming news, our You Tube channel, Online Photo Blog, Online Journal are all continuing. - Staff Reward and Recognition Scheme is helping diversify our program. - Children enrolments are up to over 330 families 	<p>AGM 2023-02 Look into amending the form for vacation care for next year</p>	Adam	
7	<p>President's Report</p> <p>Deanna Mangan</p>	<p>- NIL</p>			
8	<p>Treasurer's Report</p> <p>Dean Woodham</p>	<p>- NIL</p>			

No	Item	Note/Issue	Action	Who	By When
9	Election of Committee Members	<ul style="list-style-type: none"> - All committee positions were vacated and declared open for nominations. - All nominated persons accepted the nomination at the meeting, or in advance via email correspondence with Adam. - The following office bearers and general committee members were nominated, seconded and individually elected unopposed. <p>PRESIDENT – <u>Deanna Mangan</u> (Nom Adam, 2nd Kate)</p> <p>VICE PRESIDENT - Nil.</p> <p>STAFF LIAISON OFFICER - <u>Amin Dadvar</u> (Nom Adam, 2nd Deanna)</p> <p>TREASURER - <u>Dean Woodham</u> (Nom Adam, 2nd Kate)</p> <p>SECRETARY – <u>Amanda Pearson</u> (Nom Adam, 2nd Dean)</p> <p>WHS OFFICER - <u>Pat Piyaporn Phairintrapha</u> (Nom Adam, 2nd Amin)</p> <p>PUBLIC OFFICER –<u>LETITIA McCUBBIN</u> (Nom Adam, 2nd Kate)</p> <p>GENERAL COMMITTEE</p> <ul style="list-style-type: none"> - <u>Kate Valentine</u> (Nom Adam, 2nd Dean) - <u>Ruth Neal</u> (Nom Adam, 2nd Dean) - <u>Kathleen Smith</u> (Nom Adam, 2nd Kate) - <u>Paul Croaker</u> (Nom Adam, 2nd Amin) <p>AUDITOR - <u>Elite Business Partners</u> (Nom Harry, 2nd Adam)</p>			
10	General Business	<ul style="list-style-type: none"> - Nil. - Meeting closed – 6:50pm for General Committee Meeting to follow. 			

Certified true and correct:

President (sign):D.Mangan.....

Secretary (sign): *Pearn* ..

Name: ...Deanna Mangan..... **Date:**.....16 May 2023....

Name:Amanda Pearson..... **Date:**11 May 2023.....