

Minutes 14 May 2024 – Annual General Meeting

EPPING HEIGHTS Out of School Hours Care Inc ABN: 83425978102

PRESENT: Adam Pearson, Ram, Doug McKenzie, Ramprasad Govindasmay

Attendance via Zoom: Amin Dadvar, Kate Valentine, Deanna Mangan, Paul Croaker , Pat Piyaporn Phairintrapha

CHAIRPERSON: Adam

MINUTES TAKEN BY: Amanda

COMMENCEMENT: 6.40pm

CONCLUSION: 6.56pm

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, Dean Woodham			
3	Previous Minutes	Minutes of AGM 09 May 2023 previously adopted electronically without amendment.			
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4	Previous Action Items	AGM 2023-1 Audit reports to be distributed to Megan Bridekirk	Complete	Adam	

No	Item	Note/Issue	Action	Who	By
5	<p>Becklyn Report</p> <p>Doug McKenzie</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 2023.</p> <p>Financial Report - 2023 Calendar Year Ending.</p> <p>- Reasonable Year. Overall result trading loss of \$11,031 in comparison to a loss of \$36,708 in 2022 on a turnover of \$880,807 which was an increase in revenue compared to \$704,650 in 2022.</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 \$619,164, (\$110,296 main bank account, \$470,000 term deposit) liabilities of \$125,879 (annual leave accrual of \$50,300, long service leave provision of \$33,214)</p> <p>For more information please refer to Becklyn Financial Reports attached to email.</p> <p>-Next AGM 14 May 2025</p> <p>-Thanked Committee members and Becklyn for their support throughout the year</p>			

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6	Coordinator's Report Adam Pearson	Work Health & Safety and Maintenance - Tamara is the WHS Officers on staff, with Pat the Committee rep. - All new educators receiving induction and training. WHS representative does quarterly audit for service. - Major clean once per term. Continuing to liaise with school in regard to WHS matters. Staffing - Resignations from bunch of people who finished degrees, Corrine, Lara, Evie, Brittany and Jack. - Employed Julia and Joshua. General Report - Vacation care numbers are very good. Past staff members will help - Programming news, our You Tube channel, Online Photo Blog, Online Journal are all continuing. - Staff Reward and Recognition Scheme is helping diversify our program, going very well. - Children enrolments are up to 274 active families. Last year at the same time it was 330.			
7	President's Report Deanna Mangan	- Thanking the team for their hard work			
8	Treasurer's Report Dean Woodham	- NIL			

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> (abeyance, confirm next committee meeting)</p> <p>SECRETARY – <u>Amanda Pearson</u> (Nom Adam, 2nd Deanna)</p> <p>WHS OFFICER - <u>Pat Piyaporn Phairintrapha</u> (Nom Adam, 2nd Deanna)</p> <p>PUBLIC OFFICER – (abeyance, confirm next committee meeting)</p> <p>GENERAL COMMITTEE</p> <ul style="list-style-type: none"> - <u>Kate Valentine</u> (Nom Adam, 2nd Paul) - <u>Ruth Neal</u> (Adam to check) - <u>Ram Govindasamy</u> (Nom Adam, 2nd Paul) - <u>Paul Croaker</u> (Nom Adam, 2nd Kate) <p>AUDITOR - <u>Elite Business Partners</u> (Nom Harry, 2nd Adam)</p>			
10	General Business	<ul style="list-style-type: none"> - Nil. - Meeting closed – 6:56pm for General Committee Meeting to follow. 			

Certified true and correct:

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

Name: ...Deanna Mangan..... **Date:**...19.6.24.....

Secretary (sign): *Pearn*

Name:Amanda Pearson..... **Date:**13 June 2024.....