

## 2020 Annual General Meeting Agenda

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To be held Thursday 28<sup>th</sup> May 2020 commencing at 7:30pm.

1. Welcome
2. Apologies
3. Minutes of previous Annual General Meeting – 15<sup>th</sup> May 2019
4. Presentation of reports
  - a) Board
  - b) Manager
  - c) Treasurer – audited financial reports
5. Appointment of auditor
6. Election of Board of Governance
7. Conclusion

## 2019 Annual General Meeting Minutes

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15th May 2019 commencing 12.15pm

Present

Cr Geoff Gledhill, Cr Ron Brownlees OAM, Cr Rosemary West OAM, Steve Strange, Arna O'Connell, Tammy Rowed, Sam Forsyth, Diane John, Rebecca Harvison, Anne Spoelder, Terri Balema, Judith Haskins, Ruth Parker, Lynne Anastasi, Sara Ganderton-Spencer, Ruth Hall, Lily Huang, Angeta Hesshles, Priya Paranthaman, Thi Nguyen, Jan Farrer, Tatiane Goosheva, Carolyn Urquhart, Edna Ortell, Binh Nguyen, Donna Lomagno, Ali Fathelbab, Doug Smith, Norma Gibson, Shirley Oddy, Fay Sheppard, Petra Procter, Sauja Milojevic, Sam von Gleichenstein, Sharon Bourke, Nat Lapham, Ali Street, Amal Fathelbab, Scott Harrison, Rita Ying

### 1. Welcome

The President, Steve Strange, paid respects to Elders Past, Present and Emerging of the Bunurong people of the Kulin Nation. He thanked everyone for attending, with a special mention of dignitaries Cr Geoff Gledhill, Cr Rosemary West and Cr Ron Brownlees.

### 2. Apologies

Clare O'Neil MP, Murray Thompson MP, Mark Dreyfus QC MP, Mary Cunnington, Nicole Battle, Chris D'Arcy, Bronwyn Mann, Lynne Pocknee, David Brooker, Robyn Downie, Mia Barnes, Emma Robinson, Pam Gates, Karyn Scott, Philippa Caris, David John, Andrew Williams, Molly Templeton

### 3. Minutes of Previous Annual General Meeting

The minutes of the 2018 AGM were incorporated in the current annual report. The motion to accept the minutes was moved by Bill Moss, seconded by Sam Forsyth. Carried.

### 4. Presentation of Reports

#### (A) Report by the President – Steve Strange

Steve referred to the Message from the Board in the annual report and added some personal comments. The Board of Governance at CCC is a volunteer one whose members share the values of an advanced society in the way vulnerable people who need support are treated, and who recognise the amazing relationships that can be formed with an understanding of their stories – factors which bind us as a community.

Steve expressed CCC's appreciation of its relationship with Southern Community Church of Christ and their sharing of resources for over 30 years. He also thanked his predecessor, Noel Boyd, for his leadership as President and went on to give special congratulations from the Board to Arna in managing long hours and family responsibilities while being a tremendous contributor to the community. While CCC has a great Board with many skills, without its great Manager CCC would be so much less and Arna cannot be thanked enough.

He gave special thanks to Bill Moss for being Treasurer over recent years, doing an amazing job and overseeing a fiscal turnaround. CCC is Not for Profit but can't make losses or it won't survive. It is necessary to have some retained earnings to keep going forward, grow and do more good work in the community. He commented that fiscal performance, strategy and approach include, but are not

limited to governance. The execution of strategies and CCC's amazing turnaround is predominantly thanks to Arna and CCC staff.

Steve also expressed his sincere thanks to all CCC volunteers. Without volunteers, including the volunteer Board, CCC couldn't do what it does so well.

#### (B) Manager's Report – Arna O'Connell

Arna welcomed Board members, students, CCC members, and invited guests representing Kingston Council, other Community Centres and groups, and organisations with which CCC has special relationships. She mentioned in particular Rita and her Chi Yoga students who moved their class so they could be at the AGM.

She went on to discuss the 2018 highlights before showcasing activities through a slideshow, commenting that the report is full of facts and figures: the missing ingredients are the stories of people who come to CCC like -

- someone who might come to do a hospitality class with Sharon for the very first time;
- Kim, who has attended Literacy for Living for 15 years every Tuesday to improve maths and literacy;
- the 10 and 11-year-old girls who struggle in classroom at school but joined CCC Bolts team and are developing confidence, team work and skills they have for life.

As part of her report Arna said she would later invite Sharon, CCC's newest employee, to tell her story.

Arna said 2018 had been an amazing year and 2019 would be too.

#### **Adult Education**

CCC has a great team with Sara, the new Adult Education Coordinator, who joined last year and teamed up with Donna and Joy. Together they:

- Over-delivered on the ACFE contract
- Started new courses in partnership with Outlook, which is an NDIS provider
- Started a social group Let's Meet Up program for students, designed especially for multicultural students to meet up out of the classroom and do something fun together - coffee at Southland, visit Cheltenham Library, catch a train to the city. CCCC was pleased to have City of Kingston support for the initiative with an annual grant for the year. The program has been so successful it will continue this year.

#### **World Wednesday Lunches**

After the meeting, a special World Wednesday Lunch would be served, made by lunch coordinator Sharon and her team of amazing volunteers. The program commenced five years ago and has attracted more than 100 volunteers over that time who generously share their cultural cuisine with our community.

Arna acknowledged five special volunteers who supported Miharuru, the lunch coordinator last year: Margareta (Videle), Amal and Ali (Fathelbab), Serif (Tugglaci) and Jelyn (Yano Tablatin), giving a special thank you to Margareta who has volunteered since the beginning of the program, as well as Amal and Ali.

### **Community Development Coordinator Role**

A highlight this last year was the appointment of Martha (Michelson) to the new role of Community Development Coordinator. Martha breathed new life into the recreation programs, coordinated volunteers and student placements, and started the Health and Wellbeing expo with Kellie Saunders. The expo was on for the second year at CCC coinciding with the AGM.

Martha, CCC's youngest staff member, got the Centre on trend with fermentation, macramé and started mosaic classes. She put on a great CCC display for Neighbourhood House Week at the Kingston Arts Centre. At the end of the year Martha went to England to pursue her dreams.

CCC was excited to have our best yet student placement Kendra (Pernat) apply for and get the role of Community Development Coordinator and staff are looking forward to working with her.

### **Netball**

Last year CCC continued to work with KDNA and the 16 teams enjoyed new courts at Dales Park. Netball Coordinator, Ruth - another exceptional staff member - was invited to a big funding announcement of a \$5million female-friendly pavilion to be built over the next couple of years.

### **Childcare**

Another highlight for 2018 was the result of a lot of hard work for CCC's Childcare Coordinator, who is also Holiday Activities Coordinator, and Acting Manager when Arna is away – Tammy. She registered the Childcare Centre with the new Child Care Subsidy (CCS) which will increase access for families in the community to CCC's childcare services.

Tammy and her team continue to run a quality child care service that's known for its caring and nurturing staff, together with a program that develops these young children through play and interactions with each other and special events, such as Santa arriving with presents for all the children at the end of the year party. CCC's wonderful partners assisted last year - Robyn Daff of SCCC was the first female Santa Arna had ever seen, but definitely one of the best and she's lined up for next year (Robyn loved it).

Arna gave special recognition to the partnership with Southern Community Church of Christ. It had been a pleasure working with Anne Spoelder, Team Leader at SCCC, with the aligned goals of the two organisations in strengthening community and developing alongside one another to give the community the best of both organisations.

The Church provides the buildings in which CCC conduct all their programs, activities and events under a partnership/lease agreement and has a joint customer service area with staff and volunteers responding to everyone who walks in the door. Last year a new garden project group was initiated with 20 volunteers signing up to help develop, maintain and improve the facilities' garden surrounds.

One of the many highlights of the past year was a 2nd round of three- year funding for Youth Leadership programs in conjunction with Mordialloc Community Centre. Ruth is the Project Coordinator and it's exciting to have received this funding again to engage youth in the community through activities and programs such as coaching, holiday program leadership, cooking workshops and health and wellbeing workshops. It gives CCC an opportunity to work with another vibrant, very different community centre in Kingston. Arna thanked Rebecca, the Manager of MCC, for her support.

In summary, it had been an amazing year of growth, new initiatives and partnerships.

Arna then introduced Sharon Bourke who shared her personal story illustrating how CCC's support and the opportunity to contribute her own skills had bolstered her confidence and wellbeing.

#### (C) Treasurer's Report – Bill Moss

Bill referred to the Treasurer's Report and Financial Statements on page 37 of the annual report. He highlighted the surplus of just under \$20,000 which added to accumulated funds provides enough to cover debts and to keep CCC running in 2019 – a fantastic result.

The previous year's income was \$866,000 with expenses just over \$846,000.

Motion: That the Treasurers report be accepted. Moved Sam Forsyth, seconded Steve Strange. Carried.

#### **5. Appointment of Auditor**

Motion: To re-elect Kidman Partners as CCC's Auditors for next year. Moved Bill Moss, seconded Sam Forsyth. Carried.

#### **6. Acknowledgement of 2018-2019 Board of Governance**

Arna expressed thanks to the outgoing 2018/2019 Board of Governance and mentioned that Bill would be stepping down as Treasurer this year. Presentations were made to the outgoing Board members present - Steve, Sam and Bill and City of Kingston Councillors Gledhill, Brownlees and West to also acknowledged the volunteers.

Arna commented that Bill Moss, retiring after three years as Treasurer and a Board member for the past four years (plus from 2007 to 2013) must be due for Long Service Leave. In 2011 Bill signed up with Ray Davis as a CCC Childcare Licensee which was an important role and enormous help. CCC is grateful to him for carrying out that role for all that time.

She thanked continuing Board members present - Steve, current President who is re-nominating for that role; and Sam for two years on the Board so far - as a Chartered Accountant he will be a great Treasurer. A group photo was taken

Steve and Arna both gave recognition to Judith Haskins who was on the Board for several years, and who proofs and edits CCC's AGM Report.

#### **7. Election of Board of Governance**

Cr Gledhill then conducted the election, thanking everyone at CCC, on behalf of himself and Crs Brownlees and West. He said that year after year it had been a pleasure to see what CCC does for the community, how it has grown, how the report continues to get bigger and that the Council is fortunate to have a connection with the Centre. He also acknowledged Rebecca at Mordialloc Community Centre and the way these two groups work together.

Moving to the election of the new Board, Cr Gledhill noted that the Rules of Association of CCC provide for election of a Board of Governance comprising a President, Vice President, Secretary, Treasurer, and a number of ordinary members to be determined by the AGM plus two members appointed by the Southern Community Church of Christ (SCCC).

Motion: The recommendation of the Board is to provide for the election of up to four ordinary members for the next 12 months. Moved Steve Strange, seconded Bill Moss. Carried.

Nominations for the new Board were received from:

President: Steve Strange

Secretary: Kellie Macnaughtan (apology received for the meeting but her nomination and background experience were read out by Cr Gledhill)

Treasurer: Sam Forsyth

Ordinary Members: Jack Noonan, Jenni Flew

No nomination was received for Vice President but this will be addressed by the Board at a later date.

SCCC: Judy Oakes is the SCCC representative under the Rules of Association

Motion: That all Board positions be voted on as one. Moved: Geoff Gledhill, seconded Jan Farrer. Carried.

Cr Gledhill added that he went to many events but would be hard pressed to find a group like CCC that is always looking to do more.

## **8. Conclusion**

Steve concluded the meeting saying CCC looked forward to a tremendous New Year, with a well-qualified Board. He thanked everyone for attending and invited them to participate in lunch.

The meeting closed at 1.00pm