

**YANGEBUP FAMILY CENTRE INC. (YFC Inc)**  
 AGM Meeting Minutes: Tuesday 25<sup>th</sup> October 2016

**Open:** The Annual General Meeting of the YFC Inc was opened at 7.30pm in the meeting room.

**Present:** Maria Quaggan, Kerry Fryers, Joni Gephart, Michelle Pozzi, Helan Pereira, Julie Taylor, Clory Carrello, Jane Miller, Amanda Wright, Samara Jelinek, Anna Agnew, Minghui Yan, Kelly Brown, Ann Gerlach, Joanne McGillivray, Samantha Williams.

**Apologies:** Sharon Tourtouris, Kathryn Maric

**Correspondence:** None

**Confirmation of Previous Minutes:** Ann Gerlach and Samara Jelinek confirmed the minutes of the AGM held Tuesday 27 October 2015 to be a true and proper record.

<b>Business Arising from Previous Minutes:</b>		
Item	Action	Committee Resolution
None		<i>None required</i>

<b>Chairpersons Report:</b>		
Item	Action	Committee Resolution
Chair expressed thanks and gratitude to the YFC Inc team and committee. Confirmed YFC Inc as being in a position of partnership not service duplication and believes that will present the advantage when facing industry change and challenges.	Refer to the YFC Inc Annual Report 2015/2016 for full report.	<i>None required</i>

<b>Treasurers Report:</b>		
Item	Action	Committee Resolution
Treasurer presented the financial position for YFC Inc as at 30 June 2016.	Refer to the YFC Inc Annual Report 2015/2016 for full report, including (1) Income and Expenditure Statement and (2) Statement of Financial Position as at 30 June 2016	<i>None required</i>

<b>Managers' Report:</b>		
Item	Action	Committee Resolution
Manager provided an acknowledgement to those who support the YFC Inc, including staff, committee, user groups and major partners.	Refer to the YFC Inc Annual Report 2015/2016 for full report.	<i>None required</i>

<b>Children's Services Report:</b>		
Item	Action	Committee Resolution
Children's Services Coordinator expressed thanks to management, YFC Inc team and committee for their support and leadership. Acknowledgement of the outcome of a National Quality Standards audit in March was highlighted.	Refer to the YFC Inc Annual Report 2015/2016 for full report.	<i>None required</i>

<b>Election of New Committee</b>		
Item	Nomination Process	Committee Resolution
Present committee stood down from positions and new nominations for all positions were called.	Thank you to Jane Miller from Connecting Community for Kids who assisted as Returning Officer.	
Chairperson Election	Nomination: Clory Carrello Moved: Joni Gephart and Seconded: Ann Gerlach	Vote: Carried Unanimously
Vice Chairperson Election	Nomination: Joni Gephart Moved: Ann Gerlach and Seconded: Samara Jelinek	Vote: Carried Unanimously
Secretary Election	Nomination: Kerry Fryers Moved: Amanda Wright and Seconded: Joni Gephart	Vote: Carried Unanimously
Treasurer Election	Nomination: Samara Jelinek Moved: Kelly Brown and Seconded: Clory Carrello	Vote: Carried Unanimously
Committee Member Election	Nominations: Ann Gerlach, Sharon Tourtouris, Anna Agnew, Kathryn Maric, Michelle Pozzi, Kelly Brown, Maria Quaggan, Amanda Wright Moved: Joni Gephart and Seconded: Clory Carrello	Vote: Carried Unanimously

<b>Authorisation for signatories of bank accounts:</b>		
Item	Action	Committee Resolution
Authorised signatories: Clory Carrello, Joni Gephart, Samara Jelinek, Samantha Williams and Julie Taylor.	Nil Change Required	Vote: Carried Unanimously

<b>Appointment of Auditor for 2016/2017:</b>		
Item	Action	Committee Resolution
Proposed Auditor: Conley Manifis, William Buck	Conley Manifis, William Buck to be engaged for YFC Inc for 2016/2017.	Moved: Joni Gephart and Seconded: Samara Jelinek Vote: Carried Unanimously
Audit Requirement for 2016/2016 – Proposed: Full Audit	YFC Inc to progress full audit requirements for 2016/2017.	Moved: Joni Gephart and Seconded: Maria Quaggan Vote: Carried Unanimously

<b>Special Resolution to Alter the Rules (Constitution):</b>		
Proposed Item	Proposed Alteration (Action)	Committee Resolution
9.7.1 Notice of Meeting	Notice of meetings will be provided by email to members. No less than seven (7) clear days' notice, and in the case of a proposed alteration of the Rules of the Association, twenty-eight (28) days' notice shall be given to the members of any General Meeting, and in the case of a Special General Meeting, the general nature of the business to be carried out at the meeting.	Moved: Amanda Wright Seconded: Anna Agnew Vote: Carried Unanimously
18 Payments to Committee Members	A committee member is entitled to be paid out of the funds of the Association for any out-of-pocket expenses for travel and accommodation properly incurred – 18.1 in attending a committee meeting or 18.2 in attending a general meeting; or 18.3 otherwise in connection with the Associations business	Moved: Kelly Brown Seconded: Michelle Pozzi Vote: Carried Unanimously
6.9 Register of Members	6.9.1 The Secretary shall cause to be kept in his or her possession a current register of members showing names and residential or postal addresses. This shall be made available on request to any member of the Association at all reasonable times.	Moved: Kerry Fryers Seconded: Ann Gerlach Vote: Carried Unanimously
20.2 The Association shall not be dissolved...	20.2 The Association shall not be dissolved unless the Association resolves by Special Resolution that it be wound up voluntarily. Approval of not less than three quarters of the members present and voting at the general meeting called for the purpose of which not less than 28 days' written notice including notice of the proposed dissolution has been given to all members.	Moved: Ann Gerlach Seconded: Maria Quaggan Vote: Carried Unanimously

<b>Meeting Closed:</b>	Meeting Closed at 8:10pm
<b>Next Meeting</b>	Next Ordinary Committee Meeting: 22 <sup>nd</sup> November 2016 and Next Annual General Meeting: 24 October 2017