

# ANNUAL GENERAL MEETING

## MINUTES

Friday 10<sup>th</sup> November 2017 7pm – 9 pm

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Meeting opened at 7.15 pm

### 1. WELCOME

Marj Ellis, Chief Executive Officer, extended a warm welcome to everyone.

It was acknowledged that we were meeting on Kurna land, noting the significance of elders past and present.

VIP guests were welcomed.

- Phillip Beddall (Dignity Party Board Member representing Vice Patron, the Hon. Kelly Vincent)
- Peter Hoppo (NDS SA)
- Tim Jackson, Lea Stevens, Matthew King, Corey Martin (Board Members)
- Maurice Corcoran (Guest Speaker)
- Sue Andrews and Richard Bruggemann (Life Members)
- Members of Lighthouse Disability
- Clients/Customers, Families, Staff and Volunteers

#### Lighthouse Disability Members Present

Sue and Chris Andrews, Barry Bishop, Professor Richard Bruggemann, Karen Collins, Barbara Davis, Steve Denholm, Marj Ellis, Gill Halliday, Tim Jackson, Matthew King, Kathleen Kuhn, Dennis and Raelene Luestner, Corey Martin, Judi Prosser, Inge van Rens, Lea Stevens, Bev Thiele.

Members of Lighthouse Disability were reminded to sign in so that entitlement to vote is clear, as per the Constitution.

#### Apologies from Lighthouse Disability Members

- Ken Algate, Mark and Jo Burns, Antonio Dottore, Jane and Sam Hyde, Tony Russo, Sarah Scammell, Dana Shen, Kaye and Phil Turner

#### Other Apologies

- Hon. Kelly Vincent (Vice Patron)
- Fiona Kelly (CEO Uniting Care Wesley Bowden)
- Hon. Tony Piccolo
- Karen Polkinghorne, Kirsty Lees, Sophia Tsorakildis, Bianca Priasca (Staff)
- Gail Sulicich (Northern Futures)
- Mark Kulinski (Community Living Australia)

It was noted with great sadness, the absence of Chairperson Brenton Wright, given his unexpected passing on 2<sup>nd</sup> of November. His significant contributions to Lighthouse Disability as a Director and Chair of the Board were acknowledged.

Draft minutes of the AGM held on Friday 11<sup>th</sup> November 2016 had been distributed to members prior to the meeting. Members were invited to seek clarification on any matters in the minutes.

In the absence of none, Lea Stevens moved that the Minutes be accepted and Karen Collins seconded this motion. Members were asked to indicate if there was support for this motion and if anyone was opposed to this motion. The motion was carried.



## **CHAIRPERSON'S REPORT**

Tim Jackson, Acting Chairperson, presented the Chairperson's report acknowledging that the report had been prepared by Brenton Wright as reflected in the Annual Report. Tim reiterated comments about the sad loss of Brenton.

Key points made by Tim were;

- Acknowledgement of, and thanks to, CEO Marj Ellis for her dedication, due diligence and tireless hard work for Lighthouse Disability.
- The Board welcomed the introduction of the National Disability Insurance Scheme (NDIS) and has, over the last twelve months focussed on Lighthouse Disability's transition to the NDIS environment. As part of this process the Board were committed to ensuring quality and the development of strategic alliances to build our viability as a business.
- The Board recognised that our clients, their families and staff were key to marketing our business.
- The Board was very aware of the challenges and complexities of the changes required of staff.
- Staff were thanked for their contribution to provision of high-quality services while managing the huge change process.
- The considerable expertise, commitment and leadership of Directors of Lighthouse Disability was acknowledged at this time of unprecedented change.

Tim was thanked for delivering the Chairperson's report. Questions were invited, and as there were none, a call was made for a Motion to accept the Chairperson's Report.

Moved by Karen Collins and seconded by Sue Andrews. Members were asked to indicate whether they endorsed the report. There were no votes against. Motion carried.

## **2. FINANCIAL REPORT – Matthew King (Treasurer)**

### **2016/17 Financial Report**

Matthew stated that it was a privilege to present his first report as Treasurer for the first full financial year of Lighthouse Disability (LD) operations as a Company Limited by Guarantee.

The members were referred to the Annual Report distributed earlier that week. Matt reported that LD had achieved a modest surplus of \$149,510, representing just under 1% of the total income of \$19.6m.

The Finance Committee and Board were acutely aware of the importance of achieving a financial surplus to ensure that;

- LD is sustainable in the long term;
- LD can invest in providing quality services to our clients; and
- LD can invest in providing opportunities, resources and training for our staff in addition to attracting and recruiting new talent.

Other financial highlights for the past year included:

- Cash generated from LD operations of \$1.3m; and
- Properties that are owned by LD contributed an additional \$620k of equity to the balance sheet. LD net asset position now exceeds \$3.6m.

In addition to reviewing the financial position and performance of LD, there had been a significant focus on understanding what LD's finances would look like in the future under NDIS.

It was acknowledged that transitioning to the NDIA was very new territory and considerable work had already been carried out to understand NDIS funding models and the implications of moving from block funded payments in advance to receiving funds only after services have been provided.



Matt emphasised the importance of LD being prepared to adapt, move quickly and be nimble in response to a rapidly changing sector. Also the need to understand what our clients and potential clients want and enable our frontline staff to do what they do best. A solid financial foundation would be required to ensure that LD can achieve these goals and assure that we are well prepared.

Matt thanked fellow Finance Committee members, Brenton and Tim, for their contribution and commitment in dealing with the various financial issues that arose during the year, reiterating that Brenton will be sorely missed.

He also thanked Marj and the Finance team headed by Karen Polkinghorne (Manager, Finance and Administration) for their hard work and effort over the past 12 months. LD has had a challenging year and would undoubtedly face further challenges however the Board and Finance Committee were confident that LD would continue to be a successful and financial sustainable organisation well into the future.

Questions were invited, and being none, a call was made for a Motion to accept the Financial Report. Moved by Judi Prosser and seconded by Sue Andrews. Members were asked to indicate if they endorsed the report. There were no votes against. Motion carried.

### **3. INTRODUCTION OF LIGHTHOUSE BOARD MEMBERS**

The appointment and retirement of Directors, was duly noted, as per the Constitution.

During the past financial year, Jane Hyde retired in November 2016, Lea Stevens commenced in August 2016; Tim Jackson in September 2016; and Matt King in November 2016.

As required by the Constitution, two initial members were required to stand down. It was noted that the following Board members would not stand for the 2017-18 year;

- Dana Shen, made the decision not to stand for re-election after serving over 3 years on the Board. Dana was thanked for her valuable contribution to the Board.
- Brenton Wright was planning to stand for re-election. As mentioned previously, the Board feel Brenton's loss keenly.

Board Directors for the forthcoming year were acknowledged:

- Corey Martin
- Lea Stevens
- Tim Jackson
- Matthew King
- Sarah Scammell
- Tony Russo
- Antonio Dottore

### **4. COMMITTEES OF THE BOARD**

The various sub-committees of the Board were acknowledged.

- Family Advisory Committee
- Finance Committee
- Risk Management Committee
- Commercialisation Committee – wound up in October 2016,
- Nominations and Appraisals Committee
- Consumer Reference Group



### **CONSUMER REFERENCE GROUP**

It was recognised that the format of this group had not an effective feedback mechanism for clients. Accordingly the group has been in abeyance since August 2016, pending advice about how to enable it to realise its terms of reference. Important changes will be made to the provision of support for the group and it is expected to be operational in the new financial year.

### **FAMILY ADVISORY COMMITTEE.**

During the past year, membership of the Family Advisory Committee (FAC) continued to grow, with eleven people giving their time each month for a regular meeting. A Board member is also a member of this committee which ensures a direct link to Board deliberations.

Aside from generously sharing concerns and perspectives about service delivery, members of the FAC have been willing to present consumer perspectives. A member of the FAC has also been a committed member of a service delivery Evaluation Reference Group.

On occasions, the FAC has taken an advocacy role by writing to key people about the implications of certain government policy decisions.

Committee members were recognised and thanked.

- Chris Andrews
- Barbara Davis
- Barry Dwyer
- Judith Ferguson
- Gill Halliday
- Elice Herraman
- Karren Kelly
- Kathleen Kuhn
- Dennis & Raelene Luestner
- Corey Martin
- Alice Woods (O'Loughlins Lawyers)

Parents who may be considering membership of this Committee were encouraged to contact Marj Ellis.

### **5. GUEST SPEAKER - MAURICE CORCORAN (SA Community Visitor Scheme)**

Maurice was warmly welcomed as the Principal Community Visitor. He provided insights on the Governance and core objectives of the Scheme. Since 2014 there have been in total (55) visits from the SA Community Visitor Scheme to LD.

Maurice highlighted the high ratings that LD had received for;

- staff responsiveness to clients' needs 90%
- standard of buildings and facilities 90%
- standard of equipment in facilities 90%
- quality and choice of food 90%
- communication between staff and clients 80%
- activities for clients 75%
- transport for clients 60%
- emergency procedures and practices 35%

Maurice briefly explained his journey of becoming a quadriplegic and his experience of rehabilitation.

At the end of the presentation all staff were encouraged to stand and be applauded for their commitment and hard work, as reflected in the statistics reported by Maurice.



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## **6. LENGTH OF SERVICE AWARDS**

Staff who have worked for LD for 10 years were acknowledged with a brief testimonial of each person's contributions during their service.

- Christine Gurney (Pauls)
- Angelina Hewison (Alawa)
- Clarita Hudson (Alawa)
- Elizabeth Pentason (Mayfield)
- Romeo Thomas (Payneham)
- Janet Toe (Pauls)

Tim Jackson presented the Award Certificates.

## **7. RECOGNITION OF STAFF**

Frontline staff were thanked for their dedicated and caring support to our clients, as were office staff who demonstrated huge commitment in providing administration and program support.

There was an extended thanks to all staff for their commitment to providing high quality care while managing the huge change process. Volunteers were also recognised and thanked for their contribution, providing a significant 'value add' to the lives of our clients.

## **8. CLOSE OF MEETING**

The official part of the AGM was declared closed 8.00pm.

The Dance Down Performance Team were warmly welcomed and Jane Erlandsen introduced the dancers. Following their entertaining performance, supper was provided.