

ANNUAL GENERAL MEETING MINUTES



FRIDAY 17 OCTOBER 2014 – 7.00 PM

Meeting opened at 7.00 pm

1. WELCOME

Judith Hodson (General Manager Service Delivery) extended a warm welcome to everyone, acknowledging Board Members, Leveda members, people supported, family members, friends, staff and volunteers. (Refer to Appendix for complete list of attendees)

2. APOLOGIES

Apologies were received from:

Kelly Vincent	<i>Vice Patron</i>
Brenton Wright	<i>Board Member</i>
Dana Shen	<i>Board Member</i>
Jane Hyde	<i>Board Member</i>
Will Spargo	<i>Board Member</i>
Deb James	<i>Retired Board Member</i>
Jo Podoliak	<i>Retired Board Member</i>
John & Carlien Mildrum	<i>Parents</i>
Trevor Herraman	<i>Parent</i>
Phil Bunyon	<i>Staff Member</i>
Terella Rosen	<i>Staff Member</i>
Sharon Williams	<i>Staff Member</i>
Jo-Ann Teh	<i>Staff Member</i>
Kirsty Lees	<i>Staff Member</i>
Kate Martin	<i>Staff Member</i>

3. MINUTES OF ANNUAL GENERAL MEETING 2013

June Smit moved that the Minutes be accepted, seconded by Rikki Starr. All in favour.

4. CHAIRPERSON'S REPORT

Sue Andrews read the Report and extended thanks to all staff. For full Chairperson's Report please refer to page 4 of our 2013/14 Annual Report.

Karen Collins moved that the Chairperson's Report be accepted, seconded by Barry Dwyer. All in favour.

5. FINANCIAL REPORT

Tony Russo read the Financial Report.

- Total overall income for the 2013-14 financial year increased by approximately \$2.2M or 14.2% to \$17.7 M.
- Grant funding now represents 68% of total overall income, compared to 71% last year.
- Total overall expenditure increased \$1.5M or by 9.6% from the previous financial year.
- Leveda finished the year with an overall surplus of approximately \$608,000 compared to the previous year's deficit of \$91,000.
- Leveda's total equity increased by \$608,000 to \$2.598 M.
- In summary, a very pleasing result, a great improvement and return to surplus from the deficit of the previous financial year.

June Smit moved that the Finance Report be accepted, seconded by Amanda Morgan. All in favour.

6. INTRODUCTION OF LEVEDA BOARD MEMBERS

Sue Andrews acknowledged the contributions of Deb James and Jo Podoliak who retired from the Board in March and May respectively. She also acknowledged Barb Davis who retired from the Board at our last meeting having completed her term and is not standing for re-election.

During the year Brenton Wright and Dana Shen were welcomed to the Board.

The Board Members for 2014-15 are;

- Jim Young – Community Representative (final year)
- Tony Russo – Professional Representative (final year)
- Sue Andrews – Chairperson and Community Representative (final year)
- Jane Hyde – Community Representative (2 years to go)
- Sarah White – Professional Representative, still to be ratified by the Board (replacing Will Spargo, 2 years to go)
- Brenton Wright – Community Representative (3 year term)
- Dana Shen – Professional Representative (3 year term)
- One professional position vacant – currently recruiting.

Judith thanked Sue for her valuable contribution as Chairperson throughout the year and invited Danielle from Salmon Court to present a bouquet of flowers.

7. PEOPLE FIRST COMMITTEE

Sue acknowledged the valuable work of the People First Committee (PFC), a subcommittee of the Board that offers a voice to the people we support. Sue invited Rikki Starr, PFC Chairperson for the past two years, to speak.

Rikki reported on the highlights and achievements of the PFC throughout the year;

- Special Function at Government House in December 2013 with our Patron Rear Admiral Kevin Scarce AC CSC RANR and Mrs Liz Scarce to celebrate our 25th year
- PFC involvement to draft an easy read complaints process that everyone is happy to use
- PFC endorsement of the resurrection of the Fundraising Committee
- Our 25th Anniversary Celebration Party, a huge milestone for any disability organisation
- Special Guest Speaker Natasha Steen, Assistant Director of NDIA, spoke to an open PFC meeting about the NDIS.

Rikki acknowledged the contributions of the PFC members for 2013-14;

- Mark Whittle
- Tim Hanley
- Jasmine Jones
- Colin Blenkinsop
- Val Fraser
- Wendy Smith
- Gerry Maile
- Frances Trestrail
- And new member Carl Layton.

Rikki thanked the Leveda Board for making it possible for people supported to have their own committee. In closing, he asked for a round of applause from people supported to all staff for their kind support and excellent care over the last 25 years.

8. FAMILY ADVISORY COMMITTEE

CEO Marj Ellis reported that the Family Advisory Committee had been established during the year to give a voice for family views to be conveyed to the CEO and other senior staff at Leveda.

Marj acknowledged and thanked Committee Members;

- Julie Kalms
- Elice Herraman
- Dennis & Raelene Luestner
- Chris Andrews.

She encouraged family members to contact her if they'd like to consider joining this committee.

9. LENGTH OF SERVICE AWARDS

Marj congratulated the following staff celebrating significant milestones for Length of Service;

- Julie Meiers – 25 years of service
- Jane Ralston and Shane Taylor – 20 years of service
- Merdeliza Cerna, Rebecca Maxwell and Susanne Doecke – 10 years of service.

Sue Andrews presented the Certificates for Length of Service.

10. STAFF RECOGNITION AWARDS

Marj reported that our Staff Recognition and Reward Scheme provides an avenue to acknowledge exceptional commitment and quality care. There are so many service staff who provide dedicated and caring support to people supported, and equally office staff who demonstrate huge commitment in providing administration and program support.

She recognised the following staff who received awards and gift vouchers during the year;

Leticia Saldavia, Cullford
Heather Bryant, Alawa
David Pike, Cullford
Julie Stansbury, Recreation Officer
Phil Jennings, Maintenance Officer
Kylie Tilley, Receptionist
Paula Musker, Developmental Practitioner
Hayley Culloff, Cullford
Caroline Simpson, Finance

Marj thanked all staff for their commitment to quality care.

11. CLOSE OF MEETING

Marj declared the official part of the AGM closed at 7.50 pm.

Marj introduced the Dance Down Performance Team - Robyn, Sarah, Danah, Matthew, Brendan and Joel - who entertained us with some great dancing and inspired others to join them on the dance floor.