

The Sanctuary Women and Children's Refuge.

Annual General Meeting 27th July 2017.

The meeting was held at Burleigh Surf Club, Qld, at 6.30pm.

Present: Simone Patterson, Nigel Patterson, Michelle Dunlop, Marian Evans, Susan Kelly, Gae York, Mick Gerard, Kathleen Simpson, Anje Craft, Sharon Milligan.

The CEO Simone Patterson welcomed all to the meeting.

The minutes of the previous (initial) AGM were read by Secretary Michelle.

Business Arising. (See separately attached.)

It would appear that the meeting actioned very little, as most of the suggestions were too ambitious for a small group of time poor people.

Moved Michelle Dunlop, **seconded** Gae York that the minutes of the previous meeting be accepted as true and correct. **Carried.**

CEO'S REPORT. Simone Patterson

This report is tabled separately and was very comprehensive.

Simone **moved** that her report be accepted. **Seconded:** Sharon Milligan. **Carried.**

Questions to the CEO regarding her report were left in abeyance until the meeting following the AGM.

Secretary's Report. Michelle Dunlop

This report is tabled separately.

Moved Michelle Dunlop, that her report be accepted, **seconded** Susan Kelly. **Carried**

Treasurers Report. Sharon Milligan

This report is tabled separately.

Specific questions were asked of the Treasurer, Copies of the report were circulated and answers were given from the Balance sheet and the Profit and Loss statement, regarding the lease arrangements, current financial state, and differentials between donations and fund raising.

Moved Sharon Milligan, that her report be accepted, **seconded** Marian Evans. **Carried**

Administration Officers Report. Gae York

This report is tabled separately.

Moved Gae York that her report be accepted, **seconded** Susan Kelly. **Carried.**

ELECTION of OFFICE BEARERS for the financial year 2017/2018.

All positions were declared vacant. The previous Administration Officer then took the floor to conduct the elections.

All nominees submitted their official nomination forms to Gae York.

All forms were examined as being correct. All candidates spoke to their nomination.

No position was contested. The results were as follows.

1. **CEO.** Simone Patterson (Evans/Kelly). Unanimous.
2. **Treasurer.** Sharon Milligan (York/Kelly). Unanimous. After this election, the CEO took the floor to elect the Administration Officer.
3. **Administration Officer.** Gae York (Evans/Dunlop). Unanimous. Gae then reoccupied the chair to conclude the elections.
4. **Maintenance.** Nigel Patterson (Dunlop/York). Unanimous
5. **Marketing.** Mick Gerrard (S Patterson/York). Unanimous
6. **Non-Executive Director.** Marian Evans (Kelly/Dunlop) Unanimous
7. **Non-Executive Director.** Michelle Dunlop (Kelly/N Patterson). Unanimous
8. **Non –Executive Director.** Anje Craft (S Patterson/York). Unanimous
9. **Non-Executive Legal Advisor.** Kathleen Simpson (Evans/S Patterson). Unanimous

There being no further business, the meeting concluded at 9.05pm.

General Meeting

General Business

1. The CEO was asked several questions from the floor regarding the situation of where we were up to in relation to conflict of interest and the ACNC. The Administration Officer has this in hand. Compliance issues in relation to state government housing department are pending and being dealt with by the CEO.
2. Simone requested permission to get quotes for an Eco Septic system for the family units, and to be able to spend up to \$20,000 on this system. **Moved** M Evans **seconded** K Simpson. **Carried.**
3. Simone requested permission to get quotes for a second hand bus, and permission to spend up to \$25,000. **Moved** M Dunlop **seconded** S Milligan. **Carried.**
4. Simone indicated her intention to legally change the name of The Sanctuary Women and Children's Refuge, to The Sanctuary Women, Children and Pet's Refuge. Until such time as that happens, we must legally continue to operate under our registered name.

5. The Administration Officer reported that she has 4 grant submissions in hand for next week, and that she has organised with ETC to provide resumes for a part time counsellor and grounds person, for subsidised employment through a Qld government initiative to hire mature age workers. She also reported that through Fair Trading rules, we **must grant permission for anyone to fund raise on our behalf. This will eliminate the possibility of fraud. Our logo cannot be used without our permission at a Board meeting.** Gae's contact at Fair Trading also agreed that it is a very good idea to have the Board information on our website. As Administration Officer, Gae has photos of the previous Board, and biopics ready to post. She would need information from new Board members, and to relinquish information from previous members.
6. Gae requested permission to change the constitution to reflect the new executive, and to add the words "at least" before "9", to enable more than 9 people to be on the Board of Directors. She will bring these changes to the next meeting.
7. Gae once again brought up the notion of volunteers being registered. So far she still has no concrete evidence, in the form of paper work, to indicate that we have any volunteers at all, which does not sit well with grant submissions. She was authorised at the last meeting to register a business name within which to formally document the existence of our volunteers. The name of that business is **Retreat For Kids Inc – Volunteers**. She reminded the meeting that her preference for "Friends of The Sanctuary" was soundly opposed as it sounded like the Wild Life Park.
8. The High Tea which had been planned for 12th August will be held in abeyance as a matter for the future Fund Raising Committee to deal with. Thanks to Susan and Marian for their work in getting quotes for this event.
9. Simone is in the process of organising such a fund raising committee, which will take fund raising out of the hands of the Board, except for Simone and Mick.

There being no further business, the meeting closed at 9.40pm.

The next meeting will be held on 21st August 2017 at The Burleigh Surf Club. Simone will organise for finger food to be delivered by the restaurant.

These minutes are an accurate record of the General Meeting held after the AGM on 27th July.2017

Moved: _____

Seconded: _____

Carried: _____

Date: _____

