**Annual General Meeting (AGM) Minutes - 2020**

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| **Meeting Title:** | Annual General Meeting 2020 |
| **Date & Time:** | 8.30am 29th September 2020 |
| **Location:** | Aromas Fine Foods 272 Charles Street LAUNCESTON |
| **Chair:** | Jess Greene - President |

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| **No** | **Items for Discussion** | **Actions** |
| 1 | **Attendees and Apologies**  Attendees: Andrea Porte, Jess Greene, Rob Foggo, Linda Richardson, Justine Brooks, Elise Whitmore, Julia Garcia, Elise Frost, Eliza Jones, Nicole Crook, Debra Freeman, Anette Kortenhaus, Kate Schmidt and Lisa O’Toole  Apologies: Ali Bell | Nil |
| 2 | **Acknowledgement of Country**  Jess acknowledged that the AGM was being held on the land of the Tasmanian Aboriginal People. | Nil |
| 3 | **Presentation of the 2019-20 Annual Report and Audited Financial Statements**  **President’s report:** Jess spoke to her written report in the 2019/2020 Annual Report. She noted that it was a year of growth for Laurel House with extra funding and a demonstration of the organisation's adaptability in responding to the COVID-19 situation including the transition to online service delivery. Thanked the Department, board members, staff and especially CEO, Justine Brooks. Jess noted that the organisation is moving forward to a good place.  **Treasurers Report:** Rob spoke to his written report in the 2019/2020 Annual Report. Rob noted a significant surplus that will need to be expended prior to the end of June 2021 to avoid needing to return funds to the Department. | Nil |
| 4 | **Appointment of Office Bearers and Board Members**  All positions were spilled, and nominations received.  Appointed at meeting:   * President: Jessica Green – nominate self and unanimously elected * Vice President: Andrea Porte – nominated self and unanimously elected * Secretary: Elise Whitmore – nominated self and unanimously elected * Public Officer: Justine Brooks – nominated self and unanimously elected * Treasurer: Rob Foggo – nominated self and unanimously elected * Board member: Elisa Jones – nominated self and unanimously elected * Board member: Elise Frost – nominated self and unanimously elected * Board member: Nicole Crook – nominated self and unanimously elected * Member of Association: Ali Bell and Julia Garcia   No other nomination papers were received.  Filled Positions: 9  Vacant position: Board member – Aboriginal and Torres Strait Islander Representative | Nil |
| 5 | **CEO Report**  Justine spoke to her report within the 2019/2020 Annual Report. Client numbers will need to be checked. 20% increase, working harder & faster. AH’s will hopefully down for next year. Justine thanked Linda Richardson for her help moving to work from home during the COVID-19 period. Thank you to all staff. Audit Report is positive with very little to report on. An increase of grants in 2019-2020 and this week received confirmation of a new grant worth $62,000. Thank you to the Board for all the effort and support. | Nil |
| 6 | **Acceptance of previous Minutes - AGM 2018/2019**  Motioned by Jess Greene, Seconded by Andrea Porte | Nil |
| 7 | **Staff invited to speak**  **Kate Schmidt:** Currently of student placement for her Masters in Social Work. Enjoying her time with The Service. Working with NDIS project officers, working with Jen and Penny in the Ashley Youth Detention Centre Program and with Joanne in the intake role.  **Anette Kortenhaus:** Project Officer working with Linda. Moved from Victoria so had 2 weeks quarantine in Devonport. Developing tools for professionals and doctors in the disability field. Broad approach including all Tasmania. Working on the new Website. Exciting to be working with Linda, recently meet with The Flying Doctors and went very well.  **Robyn Freeman:** After Hours (AH) worker gave a brief overview of AH - works one week out of three. It is isolated work as you are on your own. Collect the AH bag on a Monday and then drop off the following Monday, so on-call from 5pm to 8.30am Monday to Friday and 24hrs weekends. Role involves supporting clients and provide options. Calls received from clients, hospitals and Police. Confronting but rewarding work. | Jess Greene would like to explore further with the AH team regarding the isolation. |
| 8 | **Close of Meeting**  Meeting was closed at 9.30am | Nil |