

Merredin Community Resource Centre - Management Committee Meeting
Annual General Meeting
Tuesday 20th September 2016
MINUTES

1.0 Meeting opened by Chairperson 6.15pm

2.0 Present

Committee Sue Olcorn, Diane O'Dowd, Bill Mottershead, Jasmin Cockram, Wendy Porter, Christine Campbell
Staff Debbie Morris, Corey Tucker, Kirsty Rochford
Visitors

3.0 Apologies Gemma Romeo

4.0 Confirmation of Minutes from previous Annual General Meeting held on 15th September 2015
Moved Wendy Porter Seconded Diane O'Dowd
That the Minutes of the Merredin Community Resource Centre Management Committee AGM held on 15th September 2015 be deemed a true and correct record of proceedings.
CARRIED

5.0 Reports

5.1 Chairperson's Annual Report (Sue Olcorn)

Report circulated. Sue made additional comments – thanking the Committee, Executive Committee, Coordinator and staff for the support and dedication.

Moved Diane O'Dowd Seconded Bill Mottershead

That the Chairperson Report be accepted.

CARRIED

5.2 Coordinator's Annual Report (Debbie Morris)

Report circulated.

Moved Jasmin Cockram Seconded Bill Mottershead

That the Coordinator's Report be accepted.

CARRIED

5.4 Auditor's Report (Gemma Romeo)

Report circulated and discussed.

Moved Wendy Porter Seconded Diane O'Dowd

That the Auditor's Report be accepted.

CARRIED

6.0 Election of Office Bearers

Debbie Morris appointed Returning Officer for Election

Call for nominations for Chairperson
Diane O'Dowd nominated Sue Olcorn Seconded by Wendy Porter
Sue accepted the nomination
No further nominations received, Sue was declared Chairperson.

Call for nominations for Vice Chairperson
Sue Olcorn nominated Diane O'Dowd Seconded by Wendy Porter
Diane accepted the nomination
No further nominations received, Diane was declared Vice Chairperson.

Call for nominations for Secretary
Sue Olcorn nominated Christine Campbell Seconded by Wendy Porter
Christine accepted the nomination
No further nominations received, Christine was declared Secretary.

Call for nominations for Treasurer
Diane O'Dowd nominated Wendy Porter Seconded by Sue Olcorn
Wendy accepted the nomination
No further nominations received, Wendy was declared Treasurer.

Call for nominations for Committee
Sue Olcorn nominated Jasmin Cockram Seconded by Wendy Porter
Jasmin accepted the nomination
Diane O'Dowd nominated Bill Mottershead Seconded by Wendy Porter
Bill accepted the nomination

Election of Office Bearers completed and meeting handed over to Chairperson, Sue Olcorn.

7.0 General Business

7.1 Appointment of an Auditor for the 2016/17 Financial Year

The 2015/16 Financial Audit was undertaken by Toni Angelevski, from Acnode Corporate. Toni conducted the audit on site over a period of 2½ days in August and the process was relatively easy and the draft report was presented before he left.

Recommendation

That Acnode Corporate be appointed Auditor for the 2016/17 Financial Audit.

Moved Diane O'Dowd Seconded Christine Campbell
That Acnode Corporate be appointed Auditor for the 2016/17 Financial Audit.
CARRIED

7.2 Annual Report

Under the current contract arrangement with the Department of Regional Development, an Annual Report is required to be submitted to the Department by 30th September 2016.

A Draft Annual Report is currently being finalised and will be presented to the Committee at the meeting for consideration and adoption.

Recommendation

That the Annual Report as presented at the meeting be adopted and submitted to the Department of Regional Development by 30 September 2016.

Moved Bill Mottershead

Seconded Christine Campbell

That the Annual Report as presented at the meeting be adopted and submitted to the Department of Regional Development by 30 September 2016.

CARRIED

8.0 Meeting closed 6.43pm