



WA HEALTH PROMOTING
SCHOOLS ASSOCIATION (INC.)

Supporting Student Health

www.wahpsa.org.au

Minutes of the Annual General Meeting

Date: Wednesday 25 March 2015
Time: 3.00pm – 3.30pm
Venue: Cancer Council WA,
15 Bedbrook Place, Shenton Park
Chairperson: Sally Blane
Minute Secretary: Michelle McIntosh

1. Welcome and Apologies

Meeting opened at 3:00pm. Chair welcomed members and office bearers.

Present:

Office Bearers:

President	Sally Blane	Cancer Council WA
Vice President	Miranda Chester	Foodbank WA
Secretary	Jill Darby	ECU
Treasurer	Jen Day	Community Development Foundation
Committee Member	Megan Neeson	WASCA
Committee Member	Chrissy Halton	CACH
Executive Officer	Michelle McIntosh	WASCA

Other Members:

Agnes Weymouth	Parents & Friends Federation WA
Ashleigh Easthope	Mental Health Carers Arafmi (WA) Inc.
Leisha Aberle	Foodbank WA
Lindi Pelkowitz	Ear Science Institute
Marcelle Coakley	Stephanie Alexander Kitchen Garden Foundation
Meagan Roberts	Dept of Health, Communicable Disease
Phoebe Joyce	Curtin University
Rose Turner	Oral Health Promotions
Steve Fragomeni	Dept of Health, Communicable Disease
Siobhan Cadogan	Child & Adolescent Community Health
Alex Kirk	Student – Notre Dame
Jacqui Lanarus	Stephanie Alexander Kitchen Garden Foundation

Apologies:

Jess Richards (Kidsafe WA); Ann Barblett (SMHPU); Suzi Barnes (Mt Lawley SHS); Sue Dimitrijevic (SRHWA); Deborah Gordon (Continence Advisory Service); Melanie Preen (Asthma Foundation WA)

2. Acceptance of Previous Minutes

Motion to accept the minutes for the 2014 AGM by Sally Blane and seconded by Megan Neeson.

3. President's Report

Presidents' report disseminated to members and read by Sally Blane.

3.1. Sally acknowledged past members of the WAHPSA executive committee, in particular, the previous president, James Stewart for getting the ball rolling; Dora Olivia (formally Heart Foundation); Sarah Bright (formally DOH) and Stephanie Godrich (formally Foodbank WA) for their strong contributions to the Executive Committee.

3.2. A special thank you was extended to Jen Day for all her tireless work as WAHPSA Treasurer and unofficial role as planner, inspirer and go-getter!

3.3. All current members of the Executive Committee – Miranda Chester (Vice President), Jen Day (Treasurer), Jill Darby (Secretary), Michelle McIntosh (Executive Officer), Jessica Richards, Chrissy Halton and Megan Neeson (Executive Committee members) were acknowledged and thanked for their enthusiastic, tireless and inspirational contribution over the past year.

3.4. 2014 achievements include:

Strategic Plan 2014-1017

Provided WAHPSA with a clear direction by clarifying our vision and set a purpose and strategy for the next 3 year period.

Student placement – Katie Scarterfield

Katie's project centered on investigating the relevance, benefits and barriers to health promotion practices in WA schools.

Guest presentations

Sara Kononen (Sports Medicine Australia), Melanie Preen (Asthma Foundation WA), Jessica Richards (Kidsafe), Mick Jackson-Pierce (SDERA) and Chrissy Halton (Child & Adolescent Service).

Networking Breakfast

Our final meeting for 2014 began with a networking breakfast followed by the launch of our Strategic Plan and Katie Scarterfield's presentation of her student placement project. A panel Q&A session consisting of Suzie Barnes (Mt Lawley SHS), Kylie Catto (WACSSO President), Megan Neeson (WASCA) and Anita Moyes (Child & Adolescent Community Health) discussed the implications on student health with the Year 7 students transitioning to high school in 2015.

3.5. Future Directions

New WAHPSA website

Funding from Healthway has allowed us to engage Lethal Graphics to develop a new website which will be launched at the WA Healthy Schools Forum in May. The aim of the website is to be a hub for school health promotion programs and information.

WA Healthy Schools Forum

In partnership with the WA Healthy Schools Project, WAHPSA is involved in the Healthy School Forum on 22 May at the Bendat Centre in Wembley. This is an exciting opportunity for promote and sustain the Health Promoting Schools Frameworks to school staff. WAHPSA members are encouraged to participate in the expo section and can complete a registration form asap.

25th Birthday

2015 marks WAHPSA's 25th birthday. We began as the WA School Health Coalition in 1990. Further celebrations later in the year.

Action:

Motion to accept the Executive Report by Miranda Chester and seconded by Jill Darby.

4. Treasurer's Report

Treasurers' report disseminated to members and read by Jen Day.

- 4.1. HLB Mann has conducted annual audit on a pro-bono basis.
- 4.2. Audited financial statements received and circulated.
- 4.3. Balance of total assets held at 31 December 2014 was \$10,551, made up of funds held in the operating account (\$2,695) and the term deposit (\$7,850).
- 4.4. Expenditure comprised mainly of administration costs as no major events were undertaken.
- 4.5. 22 organisations were paid members in 2014.
- 4.6. Whilst our expenditure remains small and WAHPSA remains in a strong financial position, our regular sources of income (membership fees and bank interest) were not sufficient to cover operating expenses, with a deficit of \$1,864 being realized. As a result, membership fees have increased for 2015 for \$60 to \$70 per year.
- 4.7. It is estimated that there will be higher expenditure in 2015 with the development on WAHPSA's website and the WA Healthy Schools Forum in May. These costs will be covered through a combination of existing funds from the Term Deposit account and a Healthway grant that WAHPSA has successfully secured.

Motion to accept the Treasurer's report by Sally Blane and seconded by Megan Neeson.

5. Election of Returning Officer

Michelle McIntosh was nominated as Returning Officer.

6. 2015 Committee

The chair stepped down, declared that all committee positions were now vacant and that seven nominations had been received for the 2015 committee.

Chair was handed to returning Executive Officer Michelle McIntosh, who read the nominations:

- 6.1. Sally Blane nominated by Miranda Chester for **President** and seconded by Chrissy Halton. All in favour.
- 6.2. Miranda Chester nominated for **Vice President** by Sally Blane and seconded by Chrissy Halton. All in favour.
- 6.3. Jill Darby nominated for **Secretary** by Sally Blane and seconded by Miranda Chester. All in favour.
- 6.4. Chrissy Halton nominated for **Executive Member** by Miranda Chester and seconded by Sally Blane. All in favour.

- 6.5. Jessica Richards nominated for **Executive member** by Jen Day and seconded by Chrissy Halton. All in favour.
- 6.6. Leisha Aberle nominated for **Executive member** by Miranda Chester and seconded by Sally Blane. All in favour.
- 6.7. Phoebe Joyce was nominated for **Executive member** by Sally Blane and seconded by Miranda Chester. All in favour.
- 6.8. Hanna Matanda was nominated for **Executive member (non-financial)** by Sally Blane and seconded by Miranda Chester. All in favour.

The above nominations were put to the meeting and unanimously accepted. The position of Treasurer is currently vacant and members are invited to nominate before next meeting. Chair was vacated by Michelle McIntosh and handed back to Sally Blane.

7. Nomination of and election of Auditor

- 7.1. Jen Day proposed to continue to use the services of HBL Mann as auditor of WAHPSA Inc for 2015.

Motion to accept HBL Mann as auditor by Miranda Chester and seconded by Sally Blane.

8. Membership Fees

Motion to increase 2016 membership fees by \$5 to \$75 by Sally Blane and seconded by Jill Darby. All in favour.

Meeting closed at 3:30 pm by Sally Blane.