



WA HEALTH PROMOTING  
SCHOOLS ASSOCIATION (INC.)

Supporting Student Health

[www.wahpsa.org.au](http://www.wahpsa.org.au)

## Minutes of the Annual General Meeting

Date: Wednesday 22<sup>nd</sup> March 2017  
Time: 2.00pm – 3.00pm  
Venue: Foodbank WA  
23 Abbott Road, Perth Airport  
Chairperson: Sally Blane  
Minute Secretary: Scarlett Duncan

### 1. Welcome and Apologies

Meeting opened at 2:00pm. Chair welcomed members and office bearers.

#### **Present:**

##### Office Bearers:

President	Sally Blane	Cancer Council WA
Vice President	Leisha Arberle	Foodbank WA
Secretary	Amanda Ferguson	WA School Canteen Association
Treasurer	Phoebe Joyce	Mentally Healthy WA
Committee Member	Jess McKenna	Kidsafe WA
Committee Member	Miranda Chester	Foodbank WA
Committee Member	Jill Darby	ECU
Committee Member	Marcelle Coakley	Stephanie Alexander Kitchen Garden Foundation
Executive Officer	Scarlett Duncan	Mentally Healthy WA

#### **Apologies:**

Suzi Barnes (Mt Lawley SHS); Sharelle Tulloh (SHQ); Suzi Barnes (Mount Lawley SHS); Megan Neeson (WA School Canteen Association); Ruth Wallace (ECU); Jess McKenna (Kidsafe WA)

## **2. Acceptance of 2016 AGM Minutes**

Motion by Sally Blane to accept the 2016 AGM minutes as true and accurate, passed by Leisha and seconded by Jill Darby.

## **3. President's Report for 2016 (Annual General Meeting – 22<sup>nd</sup> March 2017)**

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

2015 was a great year for the WA Health Promoting Schools Association and I am proud of our achievements. Our successes were made possible by an enthusiastic and hardworking executive committee. I would like to acknowledge the work of Leisha Aberle (vice-president), Amanda Ferguson (secretary), Phoebe Joyce (treasurer), committee members Marcelle Coakley, Jill Darby, Miranda Chester and Jess McKenna, and Executive Officer Scarlett Duncan. Thanks too to Michelle McIntosh who was our EO for part of 2016.

I am proud to describe our many achievements here.

### **3.1 WAHPSA Website**

After launching in 2015, the WAHPSA website continues to be an important feature of our organisation. The website has been a success (see the attached Google Analytics reports) and continues to grow. The website is dependent on receiving regular content from members, particular in regards to program descriptions, events and news items. We have noticed an increase in enquires from school staff in through the website and teachers are particularly interested in the site.

### **3.2 2016 Meetings**

In 2016 we had guest presentations from Ashleigh Easthope (Helping Minds), Prue Lane (RAC), Carol-Ann Prinsloo (Transperth), Jenny Tartaglia (Foodbank WA) and Karen Lombardi (SNAC – ECU).

### **3.3 WAHPSA events**

WAHPSA held a meeting at Cyril Jackson Senior Campus before their Health Festival in May 2016. This meeting had high attendance from non-WAHPSA members and provided an opportunity for agencies to collaborate and network. This will be repeated in 2017.

Our final event for the year was our networking breakfast in October. We were honoured to have four fantastic presenters, including two school members; Deb Fitzsimons from Cyril Jackson Senior Campus, Rachel Clarke from Bertram Primary School. In addition to this, we had two Academics from the University of Antwerp, Belgium; Dr Charlotte De Backer and Dr Karolien Poels. Two students, Tanty and Ghulam from Cyril Jackson also shared their education experience with us.

### **3.4 Communications**

11 electronic newsletters were created and delivered to approximately 250 subscribers in 2016. Content in the newsletters included WAHPSA meeting details and news, agency events and news items.

## **Summary**

While 2016 was a quieter year for WAHPSA, we have continued to foster positive relationships between organisations and schools, and support the Health Promoting Schools framework in WA. Our strength is in our members, and we increased our school membership in 2016. We expect this to continue to grow in 2017.

Thanks again to all members and those who support of the work of WAHPSA. It has been a privilege and pleasure to lead such a passionate group of people whose aim is to improve the health of young Western Australians.

Thank you,  
Sally Blane  
President  
WA Health Promoting Schools Association

#### **4. Acceptance of Presidents Report**

Motion by Sally Blane to accept the presidents report as true and accurate, passed by Leisha Arberle and seconded by Phoebe Joyce.

#### **5. Treasurer's Report**

**4.1** Copies of the audited financial statements for the period 1 January 2016 to 31 December 2016 are attached. The balance of total assets held at 31 December 2016 is a value of \$7,679. This is made up of funds held in the operating account (\$1,454) and funds held in the term deposit \$6,225). There is also accrued interest on the term deposit, not included in the 2016 balance sheet as the deposit maturity date was 2 June 2017. This interest amount will be added to the 2017 accounting.

**4.2** The accounts show an operating deficit of \$2,723. Once again, no income was received from the Copyright Agency Ltd in 2016 and 19 organisations were paid members. Expenditure in 2016 was mainly on administration, insurance and website domain.

**4.3** A new membership payment system was set-up and used for 2016 called BPOINT, an online merchant system where members could call up and pay with their membership over the phone using a credit card. No major events were held during 2016, this is something we will explore in 2017.

**4.4** While our expenditure remains small and WA Health Promoting Schools Assoc Inc remains in a strong financial position, it is important to note that our regular sources of income (membership fees and bank interest) were not sufficient to cover operating expenses.

Sincerely,  
Phoebe Joyce

Motion to accept the Treasurer's report by Marcelle Coakley and seconded by Miranda Chester.

#### **6. Election of Returning Officer**

Scarlett Duncan was nominated as Returning Officer.

#### **7. 2015 Committee**

The chair stepped down, declared that all committee positions were now vacant and that seven nominations had been received for the 2017 committee.

Chair was handed to returning officer Scarlett Duncan, who read the nominations:

7.1. Leisha Aberle nominated by Phoebe Joyce for **President** and seconded by Scarlett Duncan. All in favour.

- 7.2. Sally Blane nominated by Amanda Ferguson for **Vice President** and seconded by Mirander Chester. All in favour.
- 7.3. Phoebe Joyce was nominated by Leisha Aberle for **Treasurer** and seconded by Scarlett Duncan. All in favour.
- 7.4. Amanda Ferguson nominated by Sally Blane for **Secretary** and seconded by Marcelle Coakley. All in favour.
- 7.5. Ruth Wallace nominated by Amanda Ferguson for **Committee Member** and seconded by Sally Blane. All in favour.
- 7.6. Marcelle Coakley nominated by Miranda Chester for **Committee Member** and seconded by Amanda Ferguson. All in favour.
- 7.7. Miranda Chester nominated for **Committee Member** and seconded by Sally Blane. All in favour.

The above nominations were put to the meeting and unanimously accepted. Chair was vacated by Scarlett Duncan and handed back to Sally Blane.

#### **8. Nomination of and election of Auditor**

- 8.1. Sally Blane proposed to continue to use the services of HBL Mann as auditor of WAHPSA Inc for 2017.

Motion to retain HBL Mann as auditor passed by Sally Blane and seconded by Phoebe Joyce.

#### **9. Membership Fees**

Motion by Sally Blane for membership fees to remain the same at \$75 for 2017, and that the option of a 2 year membership of \$150 be added, passed by Phoebe Joyce and seconded by Miranda Chester. All in favour.

Meeting closed at 3:22 pm by Sally Blane.