



WA HEALTH PROMOTING
SCHOOLS ASSOCIATION (INC.)

Supporting Student Health

www.wahpsa.org.au

Minutes of the Annual General Meeting

Date: Tuesday 26 March 2018
Time: 9.30am - 10.00am
Venue: Foodbank WA
23 Abbott Road, Perth Airport
Chairperson: Leisha Aberle (Foodbank)
Minute Secretary: Amanda Ferguson (WASCA)

Present: as per attendance book
Apologies: as per attendance book

Meeting opened at 9.30am

1. Welcome and apologies

Leisha welcomed all in attendance and thanked everyone for coming to Foodbank.

2. Confirmation of minutes

Annual General Meeting held 22 March 2017. Minutes were confirmed.

Motion to accept minutes, moved by Leisha Aberle, seconded by Miranda Chester. Carried. Motion No. AGM 2018/01.

3. Business arising

No business arising

4. Presidents report

See page 4

Motion to accept the Presidents report, moved by Leisha Aberle, seconded by Phoebe Joyce. Carried. Motion No. AGM 2018/02.

5. Treasurers report

See page 6

Motion to accept the Treasurers report, moved by Phoebe Joyce, seconded by Miranda Chester. Carried. Motion No. AGM 2018/03.

6. Election of Returning Officer

The President Leisha Aberle nominated Foodbank Project Officer, Michelle McIntosh as returning officer. This was seconded by Sally Blane, carried, Motion No. AGM 2018/04.

The President vacated the chair.

7. Nomination and election of Office Bearers and Executive Committee

Completed nomination forms were handed to the Returning Officer.

The Returning Officer asked if there were any further nominations from the floor for the vacant positions; there being no further nominations, the Returning Officer tabled the nominations for each position:

- 1) President
 - Leisha Aberle, nominated by Sally Blane, seconded by Amanda Ferguson
- 2) Vice President
 - Amanda Ferguson, nominated by Leisha Aberle, seconded by Ruth Wallace
- 3) Secretary
 - Reearna Morgan, nominated by Sally Blane, seconded by Phoebe Joyce
- 4) Treasurer
 - Sally Blane, nominated by Amanda Ferguson, seconded by Leisha Aberle
- 5) Committee Member
 - Ruth Wallace, nominated by Jill Darby, seconded by Phoebe Joyce
- 6) Committee Member
 - Jill Darby, nominated by Ruth Wallace, seconded by Phoebe Joyce
- 7) Committee Member
 - Sabrah Imtiaz, nominated by Miranda Chester, seconded by Phoebe Joyce
- 8) Committee Member
 - Shannon Wright nominated by Miranda Chester, seconded by Phoebe Joyce

There being no further nominations for the vacant positions, the committee election concluded.

A motion to accept the persons nominated for the above positions was moved by Amanda Ferguson, seconded Sally Blane. The motion was put and carried unanimously. Motion No. AGM 2018/05.

The President, Leisha Aberle, resumed the chair and congratulated all on their appointments.

8. Appointment of 2018 annual financial reviewer

Motion to appoint Digby Claydon (CPA) to review the WAHPSA accounts, moved by Phoebe Joyce, seconded by Sally Blane, carried. Motion No. AGM 2018/06.

9. Membership fees

- 9.1 As per the resolution at the previous General Meeting membership fees have risen to \$80 for one year and \$150 for two years. Membership to be updated on the website accordingly.

10. General Business

- 10.1 Miranda Chester thanked everyone for being such a great committee to work with, she has been a part of WAHPSA since 2012. She is looking forward to taking maternity leave and hopes to be back with WAHPSA and Foodbank in January 2019.

Leisha and the committee wished Miranda all the best for the coming months.

Meeting closed at 10.00am
Next Meeting: TBC

WAHPSA President's report to the Annual General Meeting, March 27, 2018, Foodbank WA, 23 Abbott Rd, Perth Airport

2017 was a busy and productive year for the WA Health Promoting Schools Association and I am very proud of our achievements. Our successes were made possible by an enthusiastic, dedicated and hardworking executive committee. I would like to acknowledge the work of Sally Blane (Vice President), Amanda Ferguson (Secretary), Phoebe Joyce (Treasurer), committee members Ruth Wallace, Jill Darby, Miranda Chester and Marcelle Coakley, and Executive Officer Scarlett Duncan.

I am proud to describe our many achievements here.

WAHPSA Website

The WAHPSA website continues to be an important feature of our organisation. This success is dependent on receiving regular content from members, particular in regards to program descriptions, events and news items. Upon renewal of membership website information is confirmed as accurate and up to date. 2017 saw an increase in traffic from other agencies and external stakeholders.

2017 Meetings

In 2017 we had guest presentations from Jessica McKenna (Kidsafe) and Stephanie Godrich (ECU). A new segment known as "Hot Topic" as part of general meetings was introduced. Key topics discussed amongst members included the controversial TV series documentary "13 Reasons Why", sharing strategies for cross sectoral collaboration with schools and learnings from WAHPSA's presentation at the Mandurah Schools Conference.

WAHPSA events

Following the success of the WAHPSA meeting held at Cyril Jackson Health Festival in May 2016, the event was repeated in 2017. This meeting had high attendance from non-WAHPSA members and provided an opportunity for agencies to collaborate and network. This will be repeated in 2018.

President (Leisha) and Vice President (Sally) presented on behalf of WAHPSA at the Mandurah Schools Conference. The inaugural event engaged agencies and provided further experience in presenting the WAHPSA at these type of events.

The Action on Nutrition event aimed to engage and assist school staff to identify gaps in their school environment and present strategies and tools to support implementation of the Health Promoting Schools Framework in their setting. This collaborative partnership event was supported by ECU, Cancer Council WA, Foodbank WA and the WA School Canteen Association.

Our final event for the year was the annual networking breakfast in October. We were honoured to have two fantastic presenters, Matt Shields from Department of Education and Donna Barwood from ECU. Matt discussed the Department's online platform "Connect" while Donna presented on the 'What's new and why?' of Health and Physical Education in WA.

Communications

11 electronic newsletters were created and delivered to approximately 300 subscribers in 2017. Content in the newsletters included WAHPSA meeting details and news, agency events and news items.

Governance

The Executive committee participated in day long strategic and operational planning workshops. As per updates to the WA Incorporations Act, the committee is currently reviewing WAHPSA's Constitution to ensure relevance and compliance.

Summary

Committee activities increased during 2017 in terms of both events and operational activities. We have continued to both foster and strengthen 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 membership in 2017. We expect this to continue to grow in 2018.

I wish to extend my sincere thanks again to all members and those who support of the work of WAHPSA. It has been an absolute privilege and pleasure to lead such a passionate group of people whose aim is to improve the health of young Western Australians. Moving forward WAHPSA will be experiencing several changes to our Executive with two key people stepping down, namely Miranda Chester (previous committee member and Vice President) and Phoebe Joyce (previous committee member and Treasurer). These ladies have done a tremendous job serving WAHPSA and we greatly value their hard work and dedication, thank you very much ladies and we wish you all the very best in your future endeavours.

Thank you,

A handwritten signature in black ink, appearing to read 'Leisha Aberle', written in a cursive style.

Leisha Aberle
President
WA Health Promoting Schools Association

WAHPSA Treasurer's report to the Annual General Meeting; March 27, 2018, Foodbank WA, 23 Abbott Rd, Perth Airport

ATTN: Members of the WA Health Promoting Schools Association

Copies of the reviewed financial statements for the period 1 January 2017 to 31 December 2017 are attached. In summary, the balance of total assets held at 31 December 2017 is a value of \$8,317. This is made up of funds held in the operating account (\$1,994.63) and funds held in the term deposit \$6,322).

The accounts show an operating surplus of \$675 for the year of 2017. This surplus was largely due to the two-year membership option introduced in April of 2017. The Executive Committee will keep in mind that with 8 of our 22 paid members opting for the two-year membership option, a deficit may be experienced in operating funds for the 2018 year. Other income included interest from the Gold Term Deposit account and through one non-member registration at the networking event in November.

Expenditure in 2017 was majority on Executive Officer services, followed by Workers Compensation insurance for this employer. Due to an operational deficit for the past few years, the decision was made by the Executive Committee during 2017 that the Executive Officer role will no longer be continued into 2018 to reduce costs. Expenditure also included website hosting and domain fees, catering for events and online merchant (banking) fees.

With the first operational surplus experienced in a number of years, the Executive Committee, along with consultation of all members, will discuss the opportunity to develop some new resources promoting the Health Promoting Schools Framework and WAHPSA in general.

Sincerely,

Phoebe Joyce

Treasurer
13/3/2018