



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: Monday 21 March 2016  
Time: 3.00pm – 3.30pm  
Venue: Mentally Healthy WA, Curtin University  
10 Selby Street, 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	Phoebe Joyce	Mentally Healthy WA
Committee Member	Jessica Richards	Kidsafe
Committee Member	Leisha Aberle	Foodbank WA
Executive Officer	Michelle McIntosh	Foodbank WA

##### Other Members:

Amanda Ferguson	WA School Canteen Association Inc.
Ashleigh Easthope	Helping Minds, Arafmi (WA)
Marcelle Coakley	Stephanie Alexander Kitchen Garden Foundation
Debra Fitzsimons	Cyril Jackson Senior Campus
Prue Lane	RAC WA
Carol-Ann Prinsloo	Transperth WA
Graham Ferguson	Curtin Business School, School of Marketing

#### **Apologies:**

Suzi Barnes (Mt Lawley SHS); Agnes Weymouth (Parents & Friends Federation WA)  
Mary Rose Baker (WA Health); Jacqui Bruce (Nutrition Australia); Jacqui Lanarus  
(Stephanie Alexander Kitchen Garden Foundation).

## **2. Acceptance of Previous Minutes**

Motion to accept the minutes for the 2015 AGM by Sally Blane and seconded by Miranda Chester.

## **3. President's Report**

The Presidents' report disseminated to members and read by Sally Blane (printed below).

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 Miranda Chester (Vice-President), Jill Darby (Secretary), Phoebe Joyce (Treasurer), committee members Leisha Aberle and Jess Richards, and Executive Officer Michelle McIntosh. I would also like to acknowledge the work of Chrissy Halton who sat on the executive committee in 2015.

I am proud to describe our many achievements during 2015.

### **WAHPSA Website**

My highlight of 2015 was the development and launching of a new WAHPSA website. This was worth the wait and made possible by a \$5000 grant from Healthway. Website design and development was done by Lethal Graphics and its usability is a huge improvement on the old site. The website has several purposes:

- to provide details on WAHPSA
- to provide schools and agencies with information on the Health Promoting Schools Framework
- to be a platform for information from agencies.

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.

### **Healthy Schools Forum**

In partnership with the WA Healthy Schools Project, WAHPSA was involved in the Healthy Schools Forum on 22 May 2015 at the Bendat Centre in Wembley. This was an amazing, well attended and well organized event featuring quality speakers.

WAHPSA's role included:

- administration of a \$15 000 Healthway Capacity Building Scholarship Scheme to cover travel bursaries for health and education professionals to attend the event. This enabled 14 regional delegates to attend the Forum
- health agency expo with 13 agencies
- launch of the WAHPSA website.

### **2015 Meetings**

In 2015 we had guest presentations from Chrissy Halton (Child and Adolescent Health Service), Phoebe Joyce (Act Belong Commit), Ana Dimoska (Healthy Choices/Healthy Futures, WASCA), Sue McLennan (Headwest), and Marcelle Coakley (Stephanie Alexander Kitchen Garden Foundation).

### **WAHPSA Showcase**

The WAHPSA Showcase was held on Friday 30 October 2015 and was our final meeting of the year. Almost 50 teachers, school health nurses, and health professionals promoting school health shared their ideas and programs that support the Health Promoting Schools framework. Speakers included Ross Williams, Academic Chair, Health and Physical Education, Murdoch University and Hayley Robertson, WA Project Manager, Better Health Company.

Subsequent guest speakers provided 3 minute lightning talks showcasing programs and resources available for educators and health professionals to promote and support health in schools. Speakers included:

- Animal Fun – Sue McLaren, Curtin University;
- Sexual & Blood Bourne Virus Program – Maryrose Baker, Department of Health;
- Pebbles – Stella Chan, Continence Advisory Service;
- Changing Minds & SMILES – Ashleigh Easthope, Helping Minds (previously Arafmi);
- Kitchen Garden Program – Marcelle Coakley, Stephanie Alexander Kitchen Garden Foundation;
- Protecting children from injury – Jess Richards, Kidsafe;
- School Breakfast Program, Food Sensations, Fuel your Future – Leisha Aberle, Foodbank WA;
- SunSmart and Crunch&Sip – Sally Blane, Cancer Council WA

### **Communications**

11 electronic newsletters were created and delivered to approximately 250 subscribers in 2015. Content in the newsletters included WAHPSA meeting details and news, agency events and newsitems.

### **Future Directions**

2016 will see WAHPSA re-assess our strategic direction and review our 2014-2017 plan. We are currently assessing events and resources that are required and feasible. Stay tuned or get involved! Thanks again to all members and support of the work of WAHPSA.

2015 was a year of growth for the Association and very busy! While there is still much to do and potential to influence the health of WA children, our achievements are many and significant. I look forward to seeing the association grow in the future.

Motion to accept the Presidents Report by Miranda Chester and seconded by Leisha Aberle.

## **4. Treasurer's Report**

Treasurers' report disseminated to members and read by Phoebe Joyce.

- 4.1. HLB Mann is currently conducting annual audit on a pro-bono basis. WAHPSA Executive apologises for the audited statements not being ready for the AGM.
- 4.2. The audited 2015 Financial Statements will be uploaded to the news section of the WAHPSA website as soon as they are available. Members will also be sent a link in the next electronic newsletter.
- 4.3. 2015 financial statements received and circulated.
- 4.4. Balance of total assets held at 31 December 2015 was \$10,402, made up of funds held in the operating account (\$4,340), the term deposit (\$6,055), and petty cash (\$7).
- 4.5. Income comprised from membership fees, term deposit interest, Healthway grants and the Healthy Schools forum.
- 4.6. Expenditure comprised administration costs, website development and hosting, Healthy Schools forum and WAHPSA networking breakfast.
- 4.7. A deficit of \$149 is recorded.
- 4.8. 22 organisations were paid members in 2015.

Motion to accept the Treasurer's report by Sally Blane and seconded by Miranda Chester.

## 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 2016 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 Leisha Aberle. All in favour.
- 6.2. Leisha Aberle nominated for **Vice President** by Miranda Chester and seconded by Sally Blane. All in favour.
- 6.3. Phoebe Joyce was nominated for **Treasurer** by Jessica Richards and seconded by Miranda Chester. All in favour.
- 6.4. Miranda Chester nominated for **Executive member** by Sally Blane and seconded by Jessica Richards. All in favour.
- 6.5. Jessica Richards nominated for **Executive member** by Miranda Chester and seconded by Sally Blane. All in favour.
- 6.6. Jill Darby nominated for **Secretary** by Phoebe Joyce and seconded by Jessica Richards. All in favour.
- 6.7. Ashleigh Easthope nominated for **Executive Member** by Sally Blane and seconded by Jill Darby. All in favour.
- 6.8. Marcelle Coakley was nominated for **Executive member** by Jill Darby and seconded by Sally Blane. All in favour.

The above nominations were put to the meeting and unanimously accepted. The position of Secretary 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. Sally Blane proposed to continue to use the services of HBL Mann as auditor of WAHPSA Inc for 2016.

Motion to accept HBL Mann as auditor by Leisha Aberle and seconded by Phoebe Joyce.

## 8. Membership Fees

Motion for membership fees to remain the same at \$75 for 2017 by Sally Blane and seconded by Jill Darby. All in favour.

Meeting closed at 3:28 pm by Sally Blane.