



WA HEALTH PROMOTING  
SCHOOLS ASSOCIATION (INC.)  
Supporting Student Health  
www.wahpsa.org.au

## Minutes of the Annual General Meeting

Date: Wednesday 27<sup>th</sup> March 2019  
Time: 2:30pm - 3:00pm  
Venue: Boardroom, Bendat Parent & Community  
Centre,  
36 Dodd St Wembley 6014

Chairperson: Leisha Aberle  
Minute Secretary: Reearna Morgan

Present:

### Office Bearers:

President	Leisha Aberle	Foodbank WA
Vice President	Amanda Ferguson	WA School Canteen Association
Treasurer	Sally Blane	Cancer Council WA
Secretary	<i>Vacant after Executive Committee appointed.</i>	
Committee Member	Phoebe Joyce	Mentally Healthy WA
Committee Member	Reearna Morgan	Foodbank WA
Committee Member	Shannon Wright	Cancer Council WA
Committee Member	Ruth Wallace	ECU
Committee Member	Jessica Marmoy	Helping Minds
Committee Member	Jill Darby	ECU

### Other attendees:

Sue Dimitrijevic	Private consultant
Agnes Weymouth	Parents and Friends Federation of WA
Des Duguid	DOE: Road Safety & Drug Education
Joanne Graham-Smith	Healthway
Anita Tsvetkov	Kidsafe WA
Regina Cruickshank	Yogazeit
Megan Sauzier	WASCA
Sharelle Tulloh	Department of Health: SHBBUP
Jenny Duggan	Donate Life

### Apologies:

Deborah Gordon	Bladder & Bowel Health
Deborah Fitzsimons	Cyril Jackson Senior Campus
Marie Tyrrell-Clark	Child and Adolescent Health Service

Meeting opened at: 2:33pm.

### 1. Welcome and apologies

Leisha welcomed all in attendance and thanked everyone for coming to the Bendat Centre.

**2. Confirmation of minutes**

Annual General Meeting held 20 February 2018. Minutes were confirmed.

Motion to accept minutes, moved by Jill Darby, seconded by Sue Dimitrijevich. Carried. Motion No. AGM 2019/01.

**3. Business arising**

No business arising.

**4. Executive/Presidents report**

See President's report on page 4

Motion to accept the Presidents report, moved by Leisha Aberle, seconded by Sharelle Tulloh. Carried. Motion No. AGM 2019/02.

**5. Treasurers report**

See Treasurer's report on page 6

Motion to accept the Treasurers report, moved by Sally Blane, seconded by Amanda Ferguson Carried. Motion No. AGM 2019/03.

**6. Election of Returning Officer**

The President Leisha Aberle nominated WA School Canteen Association Executive Officer, Megan Sauzier as returning officer. This was seconded by Sally Blane, carried, Motion No. AGM 2019/04.

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 Ruth Wallace, seconded by Reearna Morgan

2) Vice President

- Amanda Ferguson, nominated by Shannon Wright, seconded by Jessica Marmoy

3) Secretary

- No nominations received.

4) Treasurer

- Sally Blane, nominated by Phoebe Joyce, seconded by Leisha Aberle

5) Committee Member

- Phoebe Joyce, nominated by Jill Darby, seconded by Jessica Marmoy

6) Committee Member

- Jill Darby, nominated by Jessica Marmoy, seconded by Phoebe Joyce

7) Committee Member

- Jessica Marmoy, nominated by Jill Darby, seconded by Phoebe Joyce

8) Committee Member

- Reearna Morgan, nominated by Shannon Wright, seconded by Amanda Ferguson

9) Committee Member

- Shannon Wright, nominated by Jessica Marmoy, seconded by Amanda Ferguson

10) Committee Member

- Ruth Wallace, nominated by Leisha Aberle, seconded by Reearna Morgan

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 2019/05.

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

## **8. Appointment of 2019 annual financial reviewer**

See 2018 financial report on page 9.

Motion to accept a financial reviewer will not to be appointed for 2019 due to WAHPSA being a Tier 1 organisation with income below \$250,000 and instead the Treasurer will seek annual review of finances by the Executive committee was moved by Leisha Aberle seconded by Jessica Marmoy carried. Motion No. AGM 2019/06.

## **9. Membership fees**

### **9.1 Changes to membership options, including:**

- Individual financial members \$30 for one year, \$50 for two years.
- Organisational members \$80 for one year, \$150 for two years.

Motion to change membership fees for Individual Financial members to \$30 for one year and \$50 for two years and Organisational Financial members \$80 for one year and \$150 for two years, moved by Leisha Aberle seconded by Phoebe Joyce carried. Motion No. AGM 2019/07.

## **10. General Business**

10.1 On behalf of the committee Leisha thanked Reearna for her dedication and hard work in the role of Secretary for the 2018 year.

Meeting closed at 2:56pm

Next Meeting: Networking Breakfast

Date: Wednesday 15th May

Venue: Cyril Jackson Senior Campus (Bassendean)

Time: 8.15am - 9.15am

## WAHPSA President's Report for 2018

### Annual General Meeting - 27 March 2019

2018 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 hard working executive committee. I would like to acknowledge the work of Sally Blane (Treasurer), Amanda Ferguson (Vice President), Reearna Morgan (Secretary), committee members Jessica Marmoy, Jill Darby, Ruth Wallace and Shannon Wright.

I am proud to describe our many achievements here.

#### 2018 meetings

In 2018 we had guest presentations from Karen Forde (ECU), Phoebe Joyce (Mentally Healthy WA), Grace Thusso (Holyoake), Sharelle Tulloh (DOH) and Jenny Duggan (Donate Life WA).

#### WAHPSA events

Following the continued success of holding the WAHPSA May meeting at the Cyril Jackson Health Festival, the event was repeated in 2018. This meeting had high attendance from non-WAHPSA members and provided an opportunity for agencies to collaborate and network. This will be repeated in 2019.

The WAHPSA committee also supported the Action on Nutrition team in presenting at the WACSSO state conference event. The event was aimed at engaging and assisting 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, Stephanie Alexander Kitchen Garden Foundation and the WA School Canteen Association.

President (Leisha), Vice President (Amanda) and Treasurer (Sally) presented on behalf of WAHPSA at the Primary Physical Education one day professional development workshop for teachers who work at Department of Education, Catholic and Independent schools.

Treasurer (Sally) also attended the annual ACHPER 3 day conference in November. WAHPSA was promoted to 150 delegates consisting of mostly Physical Education teachers and academics and also fielded enquiries at the WAHPSA stand.

Our final event for the year was the annual networking breakfast in October. We were honoured to have three fantastic presenters, Dr Gina Trapp and Dr Karen Lombardi from Telethon Kids Institute and Dr Kylee Cox from Child & Adolescent Health. Gina presented on 'How obesogenic is the food environment around Perth schools?' while Karen discussed 'Supporting parents to delay and reduce adolescent alcohol use' and Kylee provided an update from the 'School-aged Health Service review'.

#### Communication

10 electronic newsletters were created and delivered to approximately 295 subscribers in 2018. Content in the newsletters included WAHPSA meeting details and news, agency events and news items.

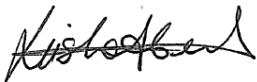
### Governance

Following the 2017 strategic and operational planning workshops, the executive committee finalised and presented the new strategic objects to members at a general meeting with members present accepting the new objects. The new WAHPSA Strategic Plan 2018 - 2020 has also been designed as a one page infographic and is available on the website.

In keeping with the Associations Incorporations Act, the WAHPSA executive committee commenced a review and update of the constitution to ensure relevance and compliance. The proposed new constitution incorporates changes made to our objects. These new objects and constitution aim to be endorsed by WAHPSA members and lodged with the relevant authority in 2019.

Committee activities increased during 2018 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 2018 welcoming new financial members Carers WA, Department of Health - CACH, EON Foundation and Sue Dimitrijevic Consultancy. We expect membership to continue to grow in 2019.

I wish to extend my sincere gratitude again to all members and those who support the work of WAHPSA. It continues to be an absolute privilege and pleasure to lead and support such a passionate group of people whose aim is to improve the health of young Western Australians. I look forward to exploring the exciting opportunities ahead for WAHPSA which we will embrace whole heartedly in 2019.



Leisha Aberle

President

WA Health Promotion Schools Association Inc

## WAHPSA Treasurer's report to the Annual General Meeting

March 27, 2019, Bendat Centre, 36 Dodd Street Wembley WA 6014

ATTN: Members of the WA Health Promoting Schools Association

Copies of the reviewed financial statements for the period 1 January 2018 to 31 December 2018 are attached. These financial statements have been reviewed by Rene Zongxian Wang, Certified Practising Accountant. See attached report.

In summary, the balance of total assets held at 31 December 2018 is \$9509.99. This is made up primarily of funds held in the operating account (\$2976.12) and funds held in the term deposit (\$6433.87).

Income sources are membership fees (\$1775) and bank interest (\$111.18). Main expenditure items are resources, website hosting, bank charges and events.

The accounts show an operating surplus of \$1137.88 for the year of 2018.

## WESTERN AUSTRALIAN HEALTH PROMOTING SCHOOLS ASSOCIATION INC

Balance sheet as at 31 December 2018

### MEMBERS FUNDS

Balance as at January 1, 2018	8372.61
Plus surplus year ended 31 December 2018	1137.38
Funds held at December 31, 2018	<u>9509.99</u>
<b>Represented by:</b>	
Current assets:	
Cash at Bank (reconciled operating account as at December 31, 2018)	2976.12
Plus term deposit at 31 December 2018	6433.87
Plus petty cash float	100
Total assets at 31 December 2018	<u>9509.99</u>

Notes:

Petty cash of \$100 is held

## WESTERN AUSTRALIAN HEALTH PROMOTING SCHOOLS ASSOCIATION INC

### Statement of income and expenditure for year ended 31 December 2018

INCOME DETAILS	Debit \$	Credit \$	Total 2018 \$
Membership fees banked		1775	
Interest received - term deposit		111.18	
<b>Total income</b>			<b>\$1,886.18</b>
<b>LESS EXPENDITURE</b>			
Resource printing	229.9		
Networking breakfast	224		
Website hosting	140.6		
Petty cash	19		
Bank charges	135.3		
<b>Total expenditure</b>			<b>\$748.80</b>
<b>Operating surplus</b>			<b>\$1,137.38</b>



## AUDITORS REPORT

### To the Members of The WA Health Promoting Schools Association Incorporated

I have examined the accounts of the WA Health Promoting Schools Association Incorporated comprising the attached Statement of Income and Expenditure for the year ended 31<sup>st</sup> December 2018.

My examination has been conducted in a manner consistent with the surety to provide reasonable assurance as to whether the financial report is free of any material misstatement; and whether the financial report is presented fairly in accordance with the cash basis of accounting, whereby, income is recorded when it is received, expenses are recorded when they are paid, and no assets or liabilities, other than cash and bank balances are recorded. Accounting Standards and other professional reporting requirements are not applicable to the cash basis adopted by the Association.

The financial report has been prepared for distribution to the members of the Association for the purpose of fulfilling reporting requirements of the Association. I disclaim any assumption of responsibility for any reliance on this report to any person other than the members, or for any purpose other than for which it was prepared.

The audit opinion expressed in this report has been formed on the above basis.

In my opinion the financial report presents fairly, in accordance with the cash basis of accounting, as described above the income and expenditure of the Association for the year ended 31<sup>st</sup> December 2018 and the Association cash and bank balances as at that date.



Rene Zongxian Wang  
Certified Practising Accountant  
07/03/2019