



## Minutes of the Annual General Meeting

Date: Wednesday 17<sup>th</sup> June 2020  
 Time: 3:30pm - 4:00pm  
 Venue: Online via Zoom

Chairperson: Leisha Aberle  
 Minute Secretary: Laura Dent

Present:

### Office Bearers:

President	Leisha Aberle	Foodbank WA
Treasurer	Sally Blane	Cancer Council WA
Secretary	Vacant	
Committee Member	Reearna Morgan	Foodbank WA
Committee Member	Shannon Wright	Cancer Council WA
Committee Member	Ruth Wallace	ECU
Committee Member	Jill Darby	ECU
Intern	Laura Dent	ECU

### Apologies:

Vice President	Amanda Ferguson	WA School Canteen Association
Committee Member	Phoebe Joyce	Mentally Healthy WA (ABC)

### Other attendees:

Sue McLaren	Animal Fun
Mikala Atkinson	Cancer Council WA
Va Bola	Department of Health (CAHS)
Lauren Buckels	Epilepsy WA
Noelene Swain	Fresh Finesse
Andrea Preiato	Helping Minds
Anita Stephen	Kidsafe WA
Ivana Posa	Kidsafe WA
Bernie Foley	Life Education
Desi Duguid	Department of Education, Road Safety & Drug Education Branch
Sue Dimitrijevic	Sue Dimitrijevic Consultancy
Amanda Grimby	WA Child Safety Services
Megan Sauzier	WA School Canteen Association
Regina Cruickshank	Yogazeit

### Apologies:

Deborah Fitzsimons	Cyril Jackson Senior Campus
Annette Nisbet	Department of Health (CAHS)
Jenny Duggan	Donate Life
Sharelle Tulloh	Department of Health: SHBBVP

Meeting opened at: 3:30pm.

**1. Welcome and apologies**

Leisha welcomed all in attendance and gave a brief overview of online meeting protocol.

**2. Voting in public**

Leisha explained the rules of voting in public as per the WAHPSA constitution.

*“I move the motion that voting will occur according to the rules of the WAHPSA Constitution [1 vote/member organisation] and to cast a vote in public, you must either raise your right hand to indicate you vote in favour of the proposed motion or not raise any hands to indicate you vote against the proposed motion”.*

Moved by Leisha Aberle, seconded by Sally Blane. Carried. Motion No. AGM 2020/01.

**3. Confirmation of minutes**

Leisha shared her screen to display the 2019 Annual General Meeting Minutes held 27.3.2019.

*“I move the motion to accept the Minutes of the Annual General Meeting held 27.3.2019 to be an accurate and true record”.*

Motion to accept minutes, moved by Leisha Aberle, seconded by Reearna Morgan. Carried. Motion No. AGM 2020/02.

**4. Executive/Presidents report**

See President’s report on page 5.

*“I move the motion to accept the 2019 Presidents Report as an accurate and true record”.*

Motion to accept the Presidents report, moved by Leisha Aberle, seconded by Megan Sauzier. Carried. Motion No. AGM 2020/03.

**5. Treasurers report**

See Treasurer’s report on page 8. Sally noted in accordance with the Incorporations Act, this year the Treasurer’s report was checked by two WAHPSA executive committee members in place of a certified accountant/auditor.

*“I move the motion to accept the 2019 Treasurer’s Report as an accurate and true record”.*

Motion to accept the Treasurers report, moved by Sally Blane, seconded by Jill Darby. Carried. Motion No. AGM 2020/04.

**6. 2020 General Committee positions**

Leisha noted that there has been a lot of interest in committee positions for 2020 and thanked those that nominated. As WAHPSA has received six nominations for General Committee members and has the option to nominate the number of people that can be appointed to General Committee roles (as per the constitution), Leisha proposed the following motion. Leisha asked members for any commentary for or against the motion. No comments of concerns were raised.

*“I move the motion that the 2020 WAHPSA committee includes six General Committee Positions”.*

Moved by Leisha Aberle, Seconded by Sue Dimitrijevic. Carried.  
Motion No. AGM 2020/05.

## **7. Election of Returning Officer**

The President Leisha Aberle nominated WA School Canteen Association Executive Officer, Megan Sauzier as returning officer.

The President vacated the chair.

## **8. Nomination and election of 2020 Office Bearers and Executive Committee**

The Returning Officer tabled the nominations for each position:

### **2020 Executive Committee Nominations**

#### **Office Bearer Nominations:**

President: Leisha Aberle, Pilbara Team Lead - Foodbank WA  
Nomination supported by: Sally Blane

Treasurer: Sally Blane, SunSmart/School Program Coordinator - Cancer Council WA  
Nomination supported by: Leisha Aberle

Vice President: Amanda Ferguson, Project Coordinator - WA School Canteen Association  
Nomination supported by: Shannon Wright

Secretary: Noelene Swain, Director - Fresh Finesse  
Nomination supported by: Leisha Aberle

#### **General Committee Member Nominations:**

1) Mikala Atkinson, Schools Nutrition Program Coordinator - Cancer Council WA  
Nomination supported by: Shannon Wright

2) Va Bola, Health Promotion Officer - Child Adolescent Health Service  
Nomination supported by: Sally Blane

3) Jill Darby, Lecturer Public Health and Health Science Placement Coordinator - Edith Cowan University  
Nomination supported by: Leisha Aberle

4) Ruth Wallace, Lecturer & Coarse Coordinator Health Science - Edith Cowan University  
Nomination supported by: Leisha Aberle

5) Reearna Morgan, Public Health Nutritionist - Foodbank WA  
Nomination supported by: Leisha Aberle

6) Phoebe Joyce, Health Promotion Coordinator (Schools) - Mentally Healthy WA  
Nomination supported by: Sally Blane

The committee election concluded. Megan welcomed new Secretary Noelene Swain to the committee for the first time.

A motion to accept the persons nominated for the above positions was put forward by Leisha.

*“I move the motion to accept each of the nominations for the 2020 WAHPSA Committee as presented by the Returning Officer”.*

Motion moved by Leisha Aberle, seconded by Anita Stephen. Carried. Motion No. AGM 2020/06.

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

## **9. Membership fees**

Treasurer Sally Blane proposed that in light of recent changes and challenges due to the Covid-19 pandemic, 2021 membership fees should remain the same as they are currently being:

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

*“I move the motion to keep membership fees for Individual Financial members at \$30 for one year and \$50 for two years, and Organisational Financial members to be \$80 for one year and \$150 for two years”.*

Motion moved by Sally Blane seconded by Megan Sauzier. Carried. Motion No. AGM 2020/07.

## **10. General Business**

No business arising.

Meeting closed at 3:50pm.

## WAHPSA President's Report for 2019

### Annual General Meeting - 17 June 2020

2019 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 (Treasurer), Amanda Ferguson (Vice President), committee members Jill Darby, Ruth Wallace, Shannon Wright, Reearna Morgan, Phoebe Joyce and Jessica Marmoy.

I am pleased to describe our many achievements here;

#### 2019 meetings

In 2019 we had guest presentations from Andrew Higginbottom (Department of Education), Sarah Bright and Va Bola (Child & Adolescent Health Service) and Paul Searle (SDERA).

#### WAHPSA hosted events

The annual Cyril Jackson Senior Campus (CJSC) Health Festival in May continues to be a fabulous networking event for our members, and provides the opportunity for non-members to become familiar with our organisation over a delicious breakfast served by the talented CJSC students. Last year's breakfast included a panel consisting of two students and three representatives from our member organisations with 20 attendees present. Students Brenton Hughes and Nazeera Badoola shared their life story and challenges they had overcome along their journey; their resilience was palpable and very inspiring. Jessica Marmoy (Helping Minds), Ben Durrant (Blueearth) and Reearna Morgan (Foodbank WA) fielded questions from attendees regarding the affects physical activity and nutrition have on mental health and connectedness.

On November 15<sup>th</sup>, it was a morning of reflection and celebration as WAHPSA celebrated our 30<sup>th</sup> Anniversary at the Bendat Speech & Hearing Centre. Megan Sauzier acted as Master of Ceremonies for the morning and reflected on her own fond memories of being involved in the committee and in her role as President. The celebration event began with reflections from the current President, of the vast changes and significant achievements witnessed over the past 30 years, albeit from a volunteer organisation. Following this, special school themed awards were announced, including Honorary Life Member being awarded to Jill Darby and Sue Dimitrijevic.

We were honoured to have two fantastic key note speakers, Dr Erica Davison (First WAHPSA President) and Dr Robyn Johnston from Edith Cowan University join us in celebrating the milestone. Erica presented on what had changed in the past 30 years within the health curriculum and shared her perspective on their being a natural alignment between the current priorities within the WAHPSA Strategic Plan and the 'LEADS' model. Robyn provided a broad overview of the wins achieved in the area of school health promotion and learnings she and her team had identified from their involvement in the Friendly Schools Project (Telethon Kids Institute). Following this, Erica and Robyn joined Sue Dimitrijevic and Deb

Fitzsimons to form a panel to discuss the opportunities on the horizon for WAHPSA for the next 30 years. Member agencies had the opportunity to share information and resources relating to their programs and engage with colleagues involved with WAHPSA over the years. A delicious spread of healthy breakfast options were enjoyed by all, followed by cutting the homemade celebration cake (prepared by Treasurer Sally).

#### Events/meetings attended by WAHPSA Committee

Representatives Phoebe Joyce (general committee member) attended the 'Growing and Developing Healthy Relationships 2019: Supporting Schools to Deliver Effective Sexuality and Relationships Education' symposium on behalf of the committee in July.

Leisha and Sally met with Danica Keric from the Alcohol Programs team at PHAIWA to discuss their draft key priorities for action on alcohol in the school setting project. Feedback was provided on the priority areas in line with a health promoting schools approach and valuable contacts were passed between the two organisations.

Treasurer (Sally) also attended the annual ACHPER three day conference in November. WAHPSA was promoted to 200 delegates consisting of mostly Physical Education teachers and academics. This event also provided the opportunity to engage with conference attendees at the WAHPSA stand. In December, Sally met with Dr Michalis Stylianou from The University of Queensland to discuss a Healthway funded project entitled 'A sustainable strategy for improving school physical activity practices' to contribute WAHPSA's voice to the project. Never one to shy away from promoting the WAHPSA cause, Sally also shared WAHPSA's purpose and vision in three presentations delivered to 2<sup>nd</sup> and 4<sup>th</sup> year pre-service teaching students at ECU.

#### WAHPSA Letters of Support

Following Dr Gina Trapp's presentation at our 2018 end of year networking breakfast, Gina approached the WAHPSA President in 2019 for a letter of support towards a Healthway Exploratory Grant for her project entitled: 'How healthy (or unhealthy) is the food environment around Perth schools?'. I presented the project brief to the committee who agreed to support this project and subsequently prepared a letter of support for the funding application. WAHPSA was listed as a collaborative partner agency among other organisations including: WALGA, WA Department of Health, East Metro Health Service, National Heart Foundation (WA Division), Cancer Council WA, Department of Education, WACOSS and WA School Canteen Association.

Edith Cowan University (ECU)'s School of Medical and Health Sciences, in collaboration with the Public

Health Advocacy Institute of WA, have conducted the South West Food Community project in South West WA since mid-2018. The project aimed to identify current initiatives focusing on healthy, affordable food availability, access and use and understanding how they functioned as a system. The project also aimed to co-design strategies to further enhance how projects supported healthy food availability, access and use in the region. Dr Stephanie Godrich from ECU contacted the WAHPSA President seeking a letter of support for a Healthway funding application to enable the development of the proposed Food Community website. I presented the project brief to the committee who agreed to support this project and subsequently prepared a letter of support for the funding application. The funding grant was successful and WAHPSA

committee members were also invited to complete a website development survey to provide their input towards what aspects would be most useful to include in a website.

#### Student Internship

In October the committee agreed there was an opportunity for a student intern to assist the committee with a variety of tasks including website review and modifications, resource development, exploring the use of social media accounts for WAHPSA to extend our reach and profile, and assisting with administrative duties for meetings. We partnered with ECU to advertise the student internship position in November.

#### Communication

11 electronic newsletters were created and delivered to approximately 316 subscribers in 2019. Content in the newsletters included WAHPSA meeting details and news, agency events and news items.

#### Governance

The WAHPSA Strategic Plan 2018 - 2020 and associated infographic has continued to receive positive feedback from member agencies who have found it easy to understand and communicate WAHPSA's vision and priorities to their colleagues. The infographic is available on the WAHPSA website: (<http://wahpsa.org.au/about-us/>)

Following the intensive review and update of the WAHPSA constitution throughout 2018 to ensure relevance and compliance, and in keeping with the Associations Incorporations Act, the WAHPSA executive committee moved a special resolution at the WAHPSA 2019 AGM to accept the new constitution which was passed with a majority vote. The new constitution was subsequently lodged with the Department of Mines, Industry Regulation and Safety and was subsequently granted approval.

Committee activities increased during 2019 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 2019 welcoming new financial members including Animal Fun, Blueearth, Carers Australia WA, Life Education, Royal Life Saving Society WA, WA Child Safety Services and Yogazeit.

We expect membership to continue to grow in 2020.

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 2020.



Leisha Aberle

President

WA Health Promotion Schools Association Inc



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

17 June 2020 via Zoom.

ATTN: Members of the WA Health Promoting Schools Association

Copies of the reviewed financial statements for the period 1 January 2019 to 31 December 2019 are attached. These financial statements have been reviewed by members of the WAHPSA Executive Committee, in line with the WAHPSA Constitution and the Associations Incorporation Act 2015. See attached report.

In summary, the balance of total assets held at 31 December 2019 is \$10 083.87. This is made up primarily of funds held in the operating account (\$3 383.48) and funds held in a term deposit (\$6 600.39).

Income sources are membership fees (\$2 740) and bank interest (\$166.52). Main expenditure items are events, insurance, resources, website costs, bank charges and constitution submission fee.

The accounts show an operating surplus of \$573.88 for the year of 2019.

Sally Blane

Treasurer

WA Health Promoting Schools Association



# WA HEALTH PROMOTING SCHOOLS ASSOCIATION INC

Balance sheet as at 31 December 2019



## MEMBERS FUNDS

### **Balance as at January 1, 2019**

Term deposit opening balance	6433.87
Trans account opening balance	2976.12
Petty cash	100

Plus surplus year ended 31 December 2019 573.88

Funds held at December 31, 2019 **10083.87**

### **Represented by:**

#### Current assets:

Cash at Bank (reconciled operating account as at December 31, 2019) 3383.48

Plus term deposit at 31 December 2019 6600.39

Plus petty cash 100

Total assets at 31 December 2019 **10083.87**



**Statement of income and expenditure for year ended 31 December  
2019**

<b>2019 INCOME DETAILS</b>	<b>Credit</b>
Membership fees banked	\$2,740
Interest received - term deposit	\$166.52
<b>TOTAL</b>	<b>\$2,906.52</b>
<b>2019 LESS EXPENDITURE</b>	<b>Debit</b>
Petty Cash	\$173.55
Insurance	\$600.00
Printing - postcards	\$253.00
Website domain and hosting	\$182.36
Merchant fees	\$137.04
Events (catering and room booking)	\$912.69
Constitution submission	\$74.00
<b>TOTAL</b>	<b>\$2,332.64</b>
<b>OPERATING SURPLUS</b>	<b>\$573.88</b>