



## Minutes of the Annual General Meeting

Date: Wednesday 24<sup>th</sup> March 2021  
Time: 10:30am - 11:30am  
Venue: Albert Facey House, Department of Transport  
and via zoom  
Chairperson: Leisha Aberle  
Minute Secretary: Noelene Swain

### **Present:**

#### Office Bearers:

President	Leisha Aberle	
Vice President	Amanda Ferguson	WA School Canteen Association Inc.
Treasurer	Sally Blane	Cancer Council WA
Secretary	Noelene Swain	Fresh Finesse
Committee Member	Jill Darby	ECU
Committee Member	Ruth Wallace	ECU
Committee Member	Mikala Atkinson	Cancer Council WA
Committee Member	Va Bola	Child and Adolescent Health Service

#### Other attendees:

Sue McLaren	Animal Fun
Sue Dimitrijevic	Sue Dimitrijevic Consultancy
Sharelle Tulloh	Department of Health
Sophie Nolan	WA School Canteen Association Inc.
Corey Chalmers	Cancer Council WA
Carine Rowlands	Mentally Healthy WA
David Paddon	Department of Transport

### **Apologies:**

Gemma West	Foodbank WA
Jenny Duggan	Donate Life

Meeting opened at: 10:35am.

### **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.

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 Mikala Atkinson. Carried. Motion No. AGM 2021/01.

### **3. Confirmation of minutes**

Leisha shared her screen to display the 2020 Annual General Meeting Minutes held 17.6.2020 and as displayed on the association website.

Motion to accept the Minutes of the Annual General Meeting held 17.6.2020 to be an accurate and true record, moved by Leisha Aberle, seconded by Sue Dimitrijevic. Carried. Motion No. AGM 2021/02.

### **4. Executive/Presidents report**

See President's report on pages 5-6.

Motion to accept the 2020 Presidents Report as an accurate and true record, moved by Leisha Aberle, seconded by Sally Blane. Carried. Motion No. AGM 2021/03.

### **5. Endorsement of WAHPSA Strategic Plan 2021-2023**

See Proposed Strategic Plan 2021-23 on page 7.

Leisha outlined the process undertaken during 2020 to review WAHPSA's previous strategic plan and develop the future plan which has resulted in the proposed Strategic Plan for 2021- 2023. Leisha asked members for any commentary for or against the motion. No comments of concerns were raised.

Motion for the WA Health Promoting Schools Association to adopt the 2021-2023 Strategic Plan, as circulated to members, moved by Leisha Aberle, seconded by Amanda Ferguson. All members present both in person and online voted in favour of the above motion. Carried. Motion No. AGM 2021/04.

### **6. Treasurers report**

See Treasurer's report on pages 8-10.

Sally noted in accordance with the Incorporations Act, this year the Treasurer's report was checked by three WAHPSA executive committee members in place of a certified accountant/auditor.

Motion to accept the 2020 Treasurer's Report as an accurate and true record, moved by Sally Blane, seconded by Leisha Aberle. Carried. Motion No. AGM 2021/05.

### **7. 2021 General Committee positions**

Leisha noted that there has been interest in committee positions for 2021 and thanked those that nominated and called for any final nominations. As WAHPSA has received four 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.

Motion that the 2021 WAHPSA committee includes up to 6 General Committee Positions, moved by Leisha Aberle, seconded by Mikala Atkinson. Carried. Motion No. AGM 2021/06.

### **8. Election of Returning Officer**

The President Leisha Aberle nominated Sharelle Tulloh, as Returning Officer.

The President vacated the chair.

## 9. Nomination and election of 2021 Executive Committee

The Returning Officer tabled the nominations for each position:

### 2021 Executive Committee Nominations

All positions are vacant and are up for nomination for a 1 year term.

#### Office Bearer Nominations:

President: Leisha Aberle, Individual Member  
Nomination supported by: Sally Blane

Vice President: Amanda Ferguson, WA School Canteen Association  
Nomination supported by: Leisha Aberle

Sue McClaren, Animal Fun  
Nomination supported by: Leisha Aberle

Following discussion and agreeance between Amanda and Sue, Sue withdrew her nomination for this position and Amanda Ferguson was elected unopposed to the role of Vice President.

Secretary: Ruth Wallace, ECU  
Nomination supported by: Jill Darby

Noelene Swain, Fresh Finesse  
Nomination supported by: Leisha Aberle

Following discussion and agreeance between Noelene and Ruth, Noelene withdrew her nomination for this position and Ruth Wallace was elected unopposed to the role of Secretary.

Treasurer: Noelene Swain, Fresh Finesse  
Nomination supported by: Leisha Aberle

#### General Committee Member Nominations:

- 1) Mikala Atkinson, Cancer Council WA  
Nomination supported by: Leisha Aberle
- 2) Va Bola, Child Adolescent Health Service  
Nomination supported by: Sally Blane
- 3) Jill Darby, Edith Cowan University  
Nomination supported by: Ruth Wallace
- 4) Corey Chalmers, Cancer Council WA  
Nomination supported by: Sally Blane
- 5) Sophie Nolan, WA School Canteen Association  
Nomination supported by: Sally Blane
- 6) Sue McLaren, Animal Fun  
Nomination supported by: Leisha Aberle

The committee election concluded and new committee members were welcomed to the committee

Motion to accept each of the nominations for the 2021 WAHPSA Committee as presented by the Returning Officer, moved by Leisha Aberle, seconded by Sue Dimitrijevic. Carried. Motion No. AGM 2021/07.

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

## **9. Membership fees**

Outgoing Treasurer Sally Blane outlined that in light of challenges due to the COVID-19 pandemic no membership fees were charged in 2020 and proposed 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

*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, moved by Noelene Swain, seconded by Amanda Ferguson. Carried. Motion No. AGM 2021/08.*

## **10. General Business**

No business arising.

Meeting closed at 11:05am.

## WAHPSA President's Report for 2020 Annual General Meeting - 24 March 2021

Although COVID-19 presented challenges in 2020 for both the committee and our member agencies, it was still a productive year for the WA Health Promoting Schools Association (WAHPSA). I am very proud of our achievements during such a challenging time, which were made possible by an enthusiastic, dedicated and hardworking executive committee. I would like to acknowledge the work of Amanda Ferguson (Vice President), Sally Blane (Treasurer), Noelene Swain (Secretary), committee members Jill Darby, Ruth Wallace, Va Bola, Mikala Atkinson, Reearna Morgan and Phoebe Joyce. I am pleased to describe our many achievements below.

### Meetings, Events and Promotion

COVID-19 restrictions resulted in the March AGM being postponed and cancellation of the May networking breakfast at the Cyril Jackson Senior Campus Health Festival. The committee quickly adapted to the new working environment and held the AGM in June via zoom with terrific attendance including a guest presentation from Andrea Preiato (Helping Minds). The opportunity to reconnect in person at the August meeting was a refreshing change and members enjoyed learning from Lauren Buckels (Epilepsy WA) about some of the misconceptions about Epilepsy.

The Annual Networking Breakfast was held at the Bendat Parent and Community Centre and was even more special as we all acknowledged how lucky we were to be together in the one room and not holding another virtual meeting. We were honoured with two very special guests who provided their insight into creating supportive healthy environments for students and staff in schools; Deana Leahy (Monash University) discussed kids co-designing healthy places and John Burke shared experiences of student and community engagement throughout his career to date and in his current role as Principal of Bob Hawke College.

10 electronic newsletters were created and delivered to approximately 277 subscribers in 2020. Content in the newsletters included WAHPSA meeting details and news, agency events and news items. Committee members also shared information about WAHPSA as part of presentations to the following groups:

- Edith Cowan University 2<sup>nd</sup> year Bachelor of Education students
- Murdoch University 3<sup>rd</sup> year Bachelor of Education students
- School health nurse professional development
- Australian Council for Health Physical Education and Recreation conference delegates

The Public Health Association of Australia CEO Terry Slevin asked WAHPSA to hold a pre-conference workshop at the Public Health Association of Australia's preventative health conference in May 2020, in partnership with the Australian Health Promotion Association. Due to COVID-19 this conference was subsequently postponed.

### Partnerships and Advocacy

As a collaborative partner, the WAHPSA provided a letter of support for the Healthway project entitled: The MINDSPAN project: Mentally and physically strong kids through COVID-19. In-kind support for the study was offered and included:

- Advisory support on alignment with existing relevant policies, whole school health promotion projects and research to strengthen the MINDSPAN program.
- Involvement in collaborative partner meetings to strengthen implementation of the intervention and translation strategies.
- Assistance with widespread translation strategies so that the co-designed MINDSPAN project material can be offered to all children, their families, teachers and schools.

The WAHPSA was also listed as a key stakeholder supporting Telethon Kids Institute researcher Dr Gina Trapp's application for a Healthway Senior Research Fellowship provided funding for an additional three years. This application would enable Dr Trapp to continue implementing and

expanding upon the research proposed in the WA Children's Health Research Fund Grant, titled 'Growing the evidence to tackle 'obesogenic' food environments around Perth schools', previously supported by the Association.



The proposed research within the Healthway Fellowship application aimed to:

- Map, measure and monitor the food environment near WA schools (and across Perth) each year for the next three years;
- Comprehensively investigate how the food environment near schools impacts on children's eating behaviours; and
- Co-develop an online mapping tool for Local Governments to better manage food provision near schools across Perth.

WAHPSA was also listed as a member of the Project Translation Advisory Committee for this project, among other organisations including: WA Local Government Association, WA Department of Health, East Metropolitan Health Service, National Heart Foundation (WA Division), Cancer Council WA, Department of Education, WA Council of Social Services and the WA School Canteen Association.

### **Governance**

The WAHPSA Strategic Plan 2018 – 2020 underwent extensive review in October to December 2020 as part of the committee's work to develop the Strategic Plan 2021 – 2023. An external facilitator Del McGuinness was appointed to guide the committee in reviewing the current strategic priorities and working through the process of formulating a new three year plan. A four hour strategic planning workshop was held in October, with four proposed strategic priorities selected. A half day operational planning workshop was held in December to explore the specific strategies the committee would prioritise over the next three years to ensure we fulfilled our commitment to our proposed strategic priorities. These proposed Strategic Plan 2021 – 2023 has been shared with members in the March e-news and made available on the WAHPSA website. During the 2021 AGM a motion to endorse the Strategic Plan 2021 - 2023 will be presented to members.

### **Student Internship**

In October 2019 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. WAHPSA partnered with ECU to advertise the student internship position in November 2019 and student Laura Glenn commenced her internship in February 2020. Laura progressed important projects for the committee and had the opportunity to engage with member agencies albeit remotely, until the completion of her internship in June 2020. On behalf of the committee I would like to sincerely thank Laura for her passion, perseverance and dedication she demonstrated throughout her internship.

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 expect membership to continue to grow in 2021.

In light of 2020, I wish to extend my sincere gratitude to all members and those who support the work of WAHPSA, especially during such a challenging year for us all. To the Executive Committee members stepping down from their role, thank you for your immense and significant contribution to WAHPSA. It continues to be an absolute privilege and pleasure to lead and support such a passionate group of people. I look forward to exploring the exciting opportunities ahead for WAHPSA as we venture forth with our new strategic direction.

Leisha Aberle - President

WA Health Promotion Schools Association Inc

# STRATEGIC PLAN 2021 - 2023



## VISION

A whole of school approach to health promotion is embedded in the ethos of Western Australian schools.

## MISSION

Strengthen the understanding and implementation of the Health Promoting Schools Framework.

## STRATEGIC PRIORITIES

Over the next three years we will work towards achieving our mission by focusing on the following priorities

1

Enhance collaboration between stakeholders involved in the delivery of health promotion in school communities.

2

Promote the WA Health Promoting Schools Association as the peak body advocating for health promotion in schools.

3

Engage a range of strategies to improve access to evidence based health promotion information, by schools and agencies.

4

Strengthen and diversify the business model to ensure the sustainability of the WA Health Promoting Schools Association.

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

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

March 24, 2021

ATTN: Members of the WA Health Promoting Schools Association

Copies of the reviewed financial statements for the period 1 January 2020 to 31 December 2020 are attached. These financial statements are prepared in accordance with the Associations Incorporations Act 2015 and the WAHPSA Constitution.

In summary, the balance of total assets held at 31 December 2020 is \$7979.33. This is made up primarily of funds held in the operating account (\$1206.40) and funds held in the term deposit (\$6709.93).

Main expenditure items included website upgrades and the end of year networking breakfast event.

The accounts show an operating **deficit** of \$2164.50 for the year of 2020.

### Notes on 2020 income and expenditure

1. Accounts for WAHPSA ordinary (paid) memberships are usually issued annually in March/April. However, due to operational changes for many of our members due to COVID-19, the WAHPSA Executive Committee made the decision to suspend membership payments for 2020. Reasons for this include:
  - An operating surplus in WAHPSA for the past 2 financial years
  - An expected decrease in WAHPSA expenditure in 2020 due to the inability to hold face-to-face events
  - Change in circumstances for ordinary members which may mean a loss of income
  - Wanting to maintain current WAHPSA members who otherwise may not renew membership due to financial pressures

WAHPSA memberships are payable for either 12 or 24 months. 12 member organisations were due to pay membership in 2020, equating to \$960 in membership fees. These members were contacted and have been given the option of paying membership fees if they are able to do so, however membership will not cease if payment is not made.

2. Due to an error made by WA School Canteen Association's bank, a deposit of \$170,728.42 was made into WAHPSA's transaction account on 2 January 2020. This amount was transferred back to WASCA on 8 January 2020 after a written explanation and request from Megan Sauzier, WASCA EO. This error is not shown in the 2020 income and expenditure statement.



## WESTERN AUSTRALIAN HEALTH PROMOTING SCHOOLS ASSOCIATION INC

### Balance sheet as at 31 December 2020

#### MEMBERS FUNDS

Balance as at January 1, 2020	10083.73
Minus deficit year ended 31 December 2020	2104.4
Funds held at December 31, 2020	<b>7979.33</b>

#### Represented by:

Current assets:	
Cash at Bank (reconciled operating account as at December 31, 2020)	1206.4
Plus term deposit at 31 December 2020	6709.93
Plus petty cash	63
Total assets at 31 December 2020	<b><u>7979.33</u></b>

## Statement of income and expenditure for year ended 31 December 2020

<b>2020 INCOME DETAILS</b>	<b>Credit</b>
Membership fees banked	\$490
Interest received - term deposit	\$49.68
<b>TOTAL</b>	<b>\$539.68</b>
<b>2020 LESS EXPENDITURE</b>	<b>Debit</b>
Petty Cash	\$37.00
Insurance	\$600.00
Website domain and hosting	\$290.27
Merchant fees	\$82.31
Website upgrades	\$1,045.00
Catering	\$174.50
Venue hire	\$475.00
<b>TOTAL</b>	<b>\$2,704.18</b>
<b>OPERATING DEFICIT</b>	<b>-\$2,164.50</b>