**Minutes of the Annual General Meeting**

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| Date: | Monday 13 March 2023 | | |
| Time: | 3.00pm – 3.30pm | | |
| Venue: | Online via Teams | | |
| Chairperson: | Ross MacKenzie | Minute Secretary: | Amanda Ferguson |

**Meeting opened at:** 3.05pm chaired by President Ross Mackenzie

1. **Acknowledgement of Country**
2. **Welcome and apologies**

Online: Ross Mackenzie, Bronte Wang, Va Bola, Nicole Toia, Amanda Ferguson, Noelene Swain, Reearna Morgan, Skye Lombardi, Rebecca Banksia Park PS, Olivia Christmas, Mikala Atkinson, Sally Blane, Caitlin Kameron, Jodie Harris, Aisling Pawlowski, Bernie Foley, Sarah Goodyear, Peri Hawks, Paul Searle.

Apologies**:** Sue Dimitrejivich, Jill Darby

1. **Acceptance of previous minutes**

Annual General Meeting held 22 March 2022.

Motion to accept the Minutes of the Annual General Meeting held 22 March 2022, moved by Ross Mackenzie, seconded by Noelene Swain. Carried. Motion No. AGM 2023/01.

1. **Business arising from previous minutes**

*No business arising*

1. **Presidents Report, see report page 4**

Motion to accept the Presidents report, moved by Ross Mackenzie, seconded by Noelene Swain. Carried. Motion No. AGM 2023/02

1. **Treasures report, see report page 7**

Noelen Swain presented the 2022 - 2023 Financial review.

In accordance with the Incorporations Act, the Treasurer’s report was checked by Ross Mackenzie (President) and Bronte Wang (Vice President) in place of a certified accountant/auditor.

Motion to accept the Treasures Report, moved by Noelene Swain, seconded by Bronte Wang. Carried. Motion No. AGM 2023/02

1. **Election of Committee members**

All positions vacated, to be held for one year. Ross Mackenzie Chairperson tabled the nominations for each position and discussed available roles. With no roles contested no voting was required. The committee positions for 2023are:

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate:** | **Member Organisation/Individual Member:** | **Nominated Role** | **Supported By** |
| Ross Mackenzie | Department of Education, Teacher Mount Barker Community College | President | Amanda Ferguson |
| Amanda Ferguson | WA School Canteen Association Inc | Vice President | Rozz Mackenzie |
| Noelene Swain | Fresh Finesse | Treasurer | Amanda Ferguson |
| Nicole Toia | Cancer Council WA | Secretary | Mikala Atkinson |
| Va Bola | Child and Adolescent Health Service | General Committee Member | Amanda Ferguson |
| Bronte Wang | Foodbank WA | General Committee Member | Amanda Ferguson |
| Olivia Christmas | Kidsafe | General Committee Member | Ross Mackenzie |
| Sarah Milnes | Mount Barker Community College | General Committee Member | Ross Mackenzie |
| Reearna Morgan | Act Belong Commit | General Committee Member | Ross Mackenzie |

The committee election concluded.

Motion to accept the nominations for Executive Committee and General Committee for the 2023 WAHPSA Committee as presented, moved by Ross Mackenzie, seconded by Bronte Wang. Carried. Motion No. AGM 2022/03.

1. **Membership fees**

Individual financial members: $30 for one year, $50 for two years.

Organisational members: $80 for one year, $150 for two years.

Associate members including Schools and Tertiary Students: free

Proposal by Noelen Swain 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”. All agreed.

Motion moved by Noelene Swain seconded by Amanda Ferguson. Carried. Motion No. AGM 2023/04.

1. **Other business**

Ross thanked all agencies for attending and paid particular thanks to the committee who have stepped up this year to ensure tasks were achieved and shared amongst the committee.

He looks forward to seeing everyone at the following General Meeting and at other events throughout the year.

1. **Meeting closed at: 3.35pm**

**WAHPSA President’s Report for 2023**

**Annual General Meeting 13 March 2023**

[www.wahpsa.org.au](https://url.avanan.click/v2/___http://www.wahpsa.org.au/___.YXAzOmZvb2RiYW5rd2E6YTpvOjY1ZmI0N2M3NDI5MTkyZWEwNmFmMTQyMGJjMGJhMDdjOjY6MzA3MToyMTQ3MGMwYzI3ODY4YWE4MDBkMzQzNmI4MjhkZmJjOGFlZTFjMjc3ZjAyY2E4Y2E3M2E2MjExZjdmYWE5MWRhOnA6VA) / wahpsa@gmail.com

WA Health Promoting Schools Association (WAHPSA) has had a productive year notwithstanding some significant, and sometimes unexpected, changes to the board. Over this year, we also managed a gradual transition from COVID-19 conditions early in the year to a return towards a more standard operating environment later in 2022 culminating in a successful face-to-face Networking Brunch in November 2022.

I would like to being by acknowledging the work of Ms Leisha Aberle who resigned as President of WAHPSA at last year’s AGM. Leisha made significant contributions from 2018 to 2022, particularly in the area of governance, and her knowledge, enthusiasm and commitment to WAHPSA have been greatly missed. Thank you, Leisha, for the detailed handover and for all of your work while President of WAHPSA.

I would also like to thank members of the board including Bronte Wang (Vice President), Noelene Swain (Treasurer), Phoebe Joyce (Secretary), Amanda Ferguson (Secretary), and committee members Va Bola, Nicole Toia and Reearna Morgan. I would particularly like to thank Amanda for stepping in as secretary late in the year during what was a very busy time. The board has worked very hard to continue WAHPSA’s work in Western Australia and I thank you all for your ongoing support.

**Promotion, Meetings and Events**

Nine electronic newsletters were created and delivered to approximately 268 subscribers in 2022. Content in the newsletters included WAHPSA meeting details, news, member agency events and news items. Over the course of the year’s meetings, we enjoyed presentations on Talk Soon. Talk Often., Nature Play WA, and DonateLife Week Campaign and Jersey Day 2022.

Throughout this year, meetings were conducted online and in person depending on circumstances. While the Cyril Jackson event could not occur this year, the Networking Brunch on 10 November 2022 provided an opportunity for members to meet and network in person. The theme for the Brunch was “Promoting Health in Schools: Old Idea, New Opportunities”. The keynote speaker was Professor Susan Sawyer who spoke to the development of the first global standards on health promoting schools for WHO and UNESCO. This set the tone for a range of speakers including presentations from Marble Bar Primary School, Transfolk of WA, Better Health Company and SCSA, all of whom challenged attendees on how health promoting schools might look in a post-COVID era and into the future. A highlight was the Marble Bar virtual reality presentation which showcased how health promotion could occur in virtual environments providing rural and remote students with access to important health information.

**Partnerships and Advocacy**

We have continued to foster and strengthen positive relationships between organisations and schools, and support the Health Promoting Schools framework in WA.

Key advocacies included:

1. letter of Support to Minister Sanderson in relation to Curtin University’s school of Public Health, Faculty of Health Science in relation to the Western Australian Future Health Research & Innovation Fund awarded to My Vital Cycles at Stage One to scope an app connecting mental and menstrual health in a school-based setting;
2. attending LIVELIGHTER Celebrating 10 years and their new campaign on 9 September 2022; and
3. letters to the Department of Health and the Minister for Health in relation to Changes in healthy Food and Drink in Schools Support Services Funded by the Department of Health and a Freedom of Information request in relation to the same. This resulted in a knowledge-sharing discussion in relation to tender applications was provided to all members.

**Governance**

Following the WAHPSA website going down unexpectedly midway through 2022, the board approved Lethal Digital in June 2022 to set up hosting and to manage the site. A review and update of the WAHPSA website content commenced to ensure information is up-to-date and relevant. The transfer of records from a memory stick to the WAHPSA Google Drive has been partially completed with the remaining documents to be transferred by the end of this month.

The Strategic Plan 2021 – 2023 is due to be reviewed this year. In 2022, discussions in relation to WAHPSA’s ongoing work in promoting health in schools included an informal review in August of the strategic priority areas:

1. Enhance collaboration;
2. Promoting WAHPSA as the peak body advocating for health promotion in schools;
3. Engaging a range of strategies to improve access to evidence-based health promotion information, by schools and agencies; and
4. Strengthen and diversify the business model to ensure the sustainability of WAHPSA.

This review showed that while progress has been made in each of the above areas, there is still a lot of work to be done. One option being considered is to extend the current Strategic Plan until 2024, however, it is also noted that following the Network Brunch and the presentation by Professor Sawyer that WAHPSA needs to ensure that the Strategic Plan aligns with the WHO 2030 Implementation Guidance on “Making every school a health-promoting school”. Accordingly, a half day of strategic planning is scheduled for the July school holidays 2023 to review and finalise a Strategic Plan that will ensure WAHPSA

continues to foster and strengthen positive relationships between organisations and schools supporting the Health Promoting Schools Framework in WA.

Given this was my first year connected with WAHPSA and in the role of president, I wish to extend my gratitude to all members who supported the work of WAHPSA this year. To Executive Committee members stepping down from their roles, thank you for your significant contributions to WAHPSA. As an organisation managed by people often volunteering significant time, WAHPSA could not function without you and it continues to be a privilege and pleasure to lead and support people passionate about helping WA youth to be healthy and happy people.



Ross Mackenzie

President WA Health Promoting Schools Association Inc.

**WAHPSA Treasurer’s report to the Annual General Meeting 2023**

March 13, 2023

To: Members of the WA Health Promoting Schools Association

Copies of the reviewed financial statements for the period 1 January 2022 to 31 December 2022 are prepared in accordance with the Associations Incorporations Act 2015 and the WAHPSA Constitution.

In summary, the balance of **total funds held at 31 December 2021 is $9,066.97** - being made up primarily of funds held in the operating account ($2,227.84) and in a Term Deposit ($6791.13).

Main expenditure items included website hosting, insurances and the end of year networking breakfast event. The accounts show an operating loss of $1,027.89 for the year of 2022.

**Notes on 2022 income and expenditure**

1. WAHPSA ordinary memberships were issued annually in March/April, resuming normal memberships after the pause on membership payment in 2020 due to the impact of COVID-19 restricting normal services to the organization and to members. We currently have 32 paid members, 2 associate members and 1 complimentary life member. There were 7 new members in 2022 and 6 members who did not renew membership.
2. The operating loss recorded this year was primarily because many members pay a bi-annual membership with a majority of subs becoming due again in 2023. Additionally, cost of website hosting and the major networking event were the most significant expenses.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Balance sheet as at 31 December 2022 | | | |  | |  |  | |  |  |
|  | | |  |  | |  |  | |  |  |
| **MEMBERS FUNDS** | | |  | **2022** | |  | **2021** | |  | **2020** |
|  | | |  |  | |  | Previous | |  | Previous |
| Balance as at January 1, 2022 | | |  | **10,094.86** | |  | **7,979.33** | |  | **10,083.73** |
|  | | |  |  | |  |  | |  |  |
| Plus Surplus/Loss year ended 31 December 2022 | | |  | -1,027.89 | |  | + 2,115.53 | |  | - 2,104.40 |
|  | | |  |  | |  |  | |  |  |
| Funds held at December 31, 2022 | | |  | **9,066.97** | |  | **10,094.86** | |  | **7,979.33** |
|  | | |  |  | |  |  | |  |  |
| **Represented by:** | | |  |  | |  |  | |  |  |
| Current assets: | | |  |  | |  |  | |  |  |
| Cash at Bank (reconciled operating account at Dec 31, 2022) | | | | 2,227.84 | |  | 3,286.48 | |  | 1,206.40 |
| Plus term deposit at 31 December 2022 | | |  | 6,791.13 | |  | 6,760.38 | |  | 6,709.93 |
| Plus petty cash | | |  | 48.00 | |  | 48.00 | |  | 63.00 |
|  | | |  |  | |  |  | |  |  |
| Total assets at 31 December 2022 | | |  | **9,066.97** | |  | **10,094.86** | |  | **7,979.33** |
| Statement of income and expenditure for year ended 31 December 2022 | | | | | | | |
|  |  | 2022 | | | 2021 | | |
| **2022** | **INCOME DETAILS** | **Credit** | | | **Credit** | | |
|  | Membership fees banked | $1,663 | | | $3,500 | | |
|  | Interest received - term deposit | 30.75 | | | $50.45 | | |
|  |  |  | | |  | | |
|  | TOTAL | **$1,693.81** | | | **$3,550.45** | | |
|  |  |  | | |  | | |
| **2022** | **LESS EXPENDITURE** | **Debit** | | | **Debit** | | |
|  | Petty Cash |  | | | $15.00 | | |
|  | Insurance | $600.00 | | | $600.00 | | |
|  | Website domain and hosting | $1,320.00 | | | $432.66 | | |
|  | Merchant fees |  | | | $112.26 | | |
|  | Venue hire | $520.00 | | | $275.00 | | |
|  | Admin (PO Box, FIO fees) | $135.00 | | |  | | |
|  | Member refund | $146.70 | | |  | | |
|  | TOTAL | **$2,721.70** | | | **$1,434.92** | | |
|  |  |  | | |  | | |
|  | **OPERATING LOSS** | **-$1,027.89** | | | **$2,115.53** | | |