

## Minutes of the Committee Meeting

<b>Date:</b>	16/04/2024		
<b>Time:</b>	10.30am		
<b>Venue:</b>	Department of Health – 189 Royal St		
<b>Chairperson:</b>	Ross Mackenzie	Minute Secretary:	Nicole Toia

**Meeting opened at:** 10.30am

### 1. Welcome and apologies

Acknowledgement of Country

Apologies: Reearna M, Sue M., Jennifer D., Noelene S., Bernie Foley

Attendees: Mikala A., Sally B., Laura B., Alex C., Jill D., Amanda F., Roisin GC., Kristen J., Himani J., Ross M., Megan S., Candice S., Nicole T., Sharelle T., Natalie W., David L., Sue D., Jordi Q., Kellie M., Olivia C., Shauna J., Louise J., Madelaine C., Sam B., Cassie C., Palee H.

### 2. Introduction

The meeting started with a welcome and brief introduction from President Ross Mackenzie followed by an introduction from each attendee.

### 3. Acceptance of previous AGM minutes

Annual General Meeting held 13 March 2023.

No Business arising. Motion to accept the Minutes of the Annual General Meeting held 13 March 2023, moved by Amanda Ferguson, seconded by Ross McKenzie. Carried. Motion No. AGM 2024/01

### 4. Presidents report (Ross Mackenzie)

Each attendee received a copy of the Presidents report, see Appendix A.

Ross acknowledged that this is a volunteer organization and we rely on individuals volunteering their time to get things done. There was a call out for support and help when needed.

The report highlights events and meetings that WAHPSA held over the year, advocacy that was carried out and communication and website updates that were undertaken.

Motion to accept the Presidents report, moved by Ross Mackenzie, seconded by Sue Dimitrijevic. Carried. Motion No. AGM 2024/02

### 5. Treasurers report (presented by Ross Mackenzie on behalf of Noelene Swain)

See the Treasurer's report at Appendix B.

Ross stated that the account was holding steady, with funds in the positive. However, due to increasing costs, particularly website maintenance which is a vital part of our service delivery and communication, it was the treasurers recommendation that membership fees would have to increase slightly. The

membership fees have not changed for over five years, and therefore have not accounted for any changes in inflation.

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

Motion to accept the Treasures Report, moved by Ross McKenzie, seconded by Nicole Toia. Carried. Motion No. AGM 2024/03.

## 6. 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 2024 are:

Candidate:	Member Organisation/Individual Member:	Nominated Role	Supported By
Ross Mackenzie	Department of Education	President	Amanda Ferguson
Amanda Ferguson	WA School Canteen Association Inc	Vice President	Ross Mackenzie
Noelene Swain	Fresh Finesse	Treasurer	Ross Mackenzie
Jordi Quain	Department of Health	Secretary	Amanda Ferguson
Himani Jog	Cancer Council WA	General Committee Member	Nicole Toia
Laura Bryce	Foodbank WA	General Committee Member	Ross Mackenzie
Reearna Morgan	Act Belong Commit	General Committee Member	Ross Mackenzie

Ross welcomed the new Committee members, thanked those who are staying on and expressed gratitude to Nicole for her role as Secretary as she steps down.

## 7. Supporting roles

Mikala Atkinson is happy to be photographer for events.

## 8. Guest Speaker – David Lawerance.

David presented on Australian Child Maltreatment Study  
See slides attached to minutes (Appendix C)

## 9. Cyril Jackson Health Festival

The next event is the Cyril Jackson Health festival – 8<sup>th</sup> of May, 2024.  
Amanda encouraged members to come along to the networking meeting prior to the Health Festival .  
See event details attached to minutes (Appendix D)

**Close meeting. Next meeting: Cyril Jackson Health Festival and network meeting 8<sup>th</sup> May 2024.**

## Appendix A.

[www.wahpsa.org.au](http://www.wahpsa.org.au) / [wahpsa@gmail.com](mailto:wahpsa@gmail.com)

### **WAHPSA President's Report for 2023**

#### **Annual General Meeting 16 April 2024**

WA Health Promoting Schools Association (WAHPSA) has continued to rely on its volunteer committee to provide opportunities for agencies to meet and discuss current issues in WA schools. As always, people are balancing work and life, and so it is with a deep sense of gratitude that I thank the following people for their contributions.

Amanda Ferguson has been acting in the role of Vice-President of WAHPSA for the 2 years I have been President, but has been involved in WAHPSA in various ways for much, much longer. There is no doubt that Amanda is the 'engine room' that keeps our organisation on track and striving each year to connect organisations and promote health in our schools.

Noelene Swain has been treasurer for the 2 years I have been President. Noelene's professionalism and diligent approach ensure that bills are paid on time, insurances are in place, and memberships are up-to-date. Her efficiency, positivity and humour make volunteering with WAHPSA a delight.

Nicole Toia has been secretary of WAHPSA this year and has managed to keep up with all of the various documenting that organisations such as this require, often with little notice, and – to my knowledge – without complaint. With all of us very busy, Nicole has always been able to remind us of where WAHPSA has come from and where it is going.

In addition to these key roles, the following people have all assisted the committee by taking on various functions. Olivia Christmas has been instrumental in website updates this year, such an important and valuable contribution. Laura Bryce has managed the eNews and the Eventbrite since Bronte Wang left earlier this year so that our members kept up-to-date and informed. Reearna Morgan has somehow managed to balance contributions to committee meetings, work and completing her teacher training, which has been an amazing effort.

Last year was a challenging year for me personally, and so I would like to thank the board who have all worked so very hard to continue WAHPSA's work in Western Australia.

#### **Promotion, Meetings and Events**

Electronic newsletters were created and delivered to approximately 268 subscribers in 2023. Content in the newsletters included WAHPSA meeting details, news, member agency events and news items. Over the course of the year's meetings, we have focused our meetings on dealing with issues in WA schools as much as possible.

One of the new initiatives that we tried in the last year was a breakfast event at Mindarie College. This event formed part of the health expo for upper secondary school students at the college, many of whom were studying health promotion. The feedback from the College was very positive, they enjoyed having access to agencies connected to WAHPSA and their students enjoyed being able to network with professionals. However, the feedback from agencies was that it was really important that speakers did not just present only on their programs, but also considered how presentations might assist all agencies in supporting health promotion in WA schools.

The annual breakfast event, in that regard, was far more on point. We had keynote the presidents from WA Primary Principal's Association and WA Secondary School Executives Association present on how agencies could better support WA schools. These speakers enabled agencies to ask questions about gatekeepers, current issues in schools and other barriers. Both of the speakers articulated they had also found the session useful and were keen to return to speak to our agencies in the future.

Generally, there were fewer general meetings this year than last which is mostly explained by how busy everyone is. One of the key goals for the 2024 year is to engage more schools, school nurses and other allied educational professionals in general meetings so that even if they are less frequent, they still provide great value for agency members.

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 providing letters of support for several agencies, the most notable being in relation to alcohol education that was funded by alcohol companies. WAHPSA joined other agencies in condemning this practice and reminding state and independent schools to consider where the information is coming from to ensure best practice education programs in schools.

A review and update of the WAHPSA website content commenced to ensure information is up-to-date and relevant. This had been on the WAHPSA agenda for some time, and so it was great to see that it started happening! The transfer of records from a memory stick to the WAHPSA Google Drive was completed so that records remain accessible irrespective of who is on the board.

The Strategic Plan 2021 – 2023 was reviewed this year. It was decided that given the strategic direction was still relevant to extend the plan into 2024. Our strategic priorities remain:

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.

The WHO 2030 Implementation Guidance on “Making every school a health-promoting school” remains a focus for our next strategic plan. This year we look forward to engaging with member agencies to ensure alignment between the WAHPSA strategic plan, agency plans, WA schools and the WHO guidance.

A significant piece of work this year, in that regard, has been the application for a Healthway Grant to redraft and publish WA Health Promoting School Framework booklet for WA Schools. Should the grant application be successful, this will not only ensure this important publication is realised, but also provide for website and staff support through the remainder of this calendar year. A special thank-you to Amanda Ferguson for her hard work on this application for, without her, it simply would not have occurred.

Overall, this year can be described as ‘steady as she goes’. Moving forward, if we are to grow as an organisation, especially as people are so busy, is a willingness for member agencies to understand that every small contribution is helpful. The more people who support WAHPSA the more effective that it can be. It is a great organisation, important for WA schools and for agencies to get together and network, and entirely (at least for now) dependent on people carving out a little bit of time to contribute. We hope that others will see this as a fun opportunity to meet with colleagues and to participate in an engaging and worthwhile WA Schools Health Promotion agency!

Kind regards



Ross Mackenzie

President WA Health Promoting Schools Association Inc.

## Appendix B

# WESTERN AUSTRALIAN HEALTH PROMOTING SCHOOLS ASSOCIATION INC



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

March 1, 2024

Copies of the reviewed financial statements for the period 1 January 2023 to 31 December 2023 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 2023 is \$9,758.71** - being made up primarily of funds held in the Bank of Queensland operating account (\$2,777.03) and in a Term Deposit account (\$6,933.68).

Main expenditure items included website hosting, insurances and the end of year networking breakfast event. The accounts show an operating profit of \$691.74 for the 2023 year.

### Notes on 2023 income and expenditure

1. WAHPSA ordinary memberships were issued annually in March/April. We currently have 32 paid members, 2 associate members and 1 complimentary life member. There were 3 new members in 2023 and 3 members who did not renew membership.
2. Members have the option to pay a bi-annual membership which creates an imbalance of membership income on a biannual basis. 2023 was a higher membership income year. 2024 is projected to be a lower income year as approx. half the membership have already prepaid for 2024.
3. Cost of administration has increased over recent years. In particular insurance and website hosting and maintenance has increased significantly. As the website is a primary means of disseminating information to members and schools it is considered an important service to maintain. A heavy discount was negotiated with the supplier for 2023 but fees will increase sharply for 2024.
4. In order to maintain a balanced budget amidst rising costs it is proposed to review membership fees for the first time in over 5 years. A review of other opportunities will be investigated to continue to maintain a minimal membership fee.
5. Proposed Membership fees for 2024 are
  - a. Member – 1 year \$100
  - b. Member - 2 year \$190
  - c. Individual Member – 1 year \$40
  - d. Individual Member – 2 year \$70



## WESTERN AUSTRALIAN HEALTH PROMOTING SCHOOLS ASSOCIATION INC

### Balance sheet as at 31 December 2023

MEMBERS FUNDS	2023	2022	2021	2020
		Previous Yr		
Balance as at January 1, 2023	<u>9,066.97</u>	<u>10,094.86</u>	<u>7,979.33</u>	<u>10,083.73</u>
Plus Surplus/Loss year ended 31 December 2023	691.74	- 1,027.89	2,115.53	- 2,104.40
Funds held at December 31, 2023	<u>9,758.71</u>	<u>9,066.97</u>	<u>10,094.86</u>	<u>7,979.33</u>
<b>Represented by:</b>				
Current assets:				
Cash at Bank (reconciled operating account at Dec 31, 2023)	2,777.03	2,227.84	3,286.48	1,206.40
Plus term deposit at 31 December 2023	6,933.68	6,791.13	6,760.38	6,709.93
Plus petty cash	48.00	48.00	48.00	63.00
Total assets at 31 December 2023	<u>9,758.71</u>	<u>9,066.97</u>	<u>10,094.86</u>	<u>7,979.33</u>

### Statement of income & expenditure for year ended 31 December 2023

	2023	2022	2021
<b>2023 INCOME DETAILS</b>	<b>Credit</b>	<b>Credit</b>	<b>Credit</b>
Membership fees banked	\$3,080	\$1,663	\$3,500
Interest received - term deposit	\$142.55	\$30.75	\$50.45
<b>TOTAL</b>	<b>\$3,222.63</b>	<b>\$1,693.81</b>	<b>\$3,550.45</b>
<b>2023 LESS EXPENDITURE</b>	<b>Debit</b>	<b>Debit</b>	<b>Debit</b>
Petty Cash			\$15.00
Insurance	\$800.00	\$600.00	\$600.00
Website domain and hosting	\$1,373.99	\$1,320.00	\$432.66
Merchant fees			\$112.26
Catering – networking event	\$203.90		\$0.00
Venue hire		\$520.00	\$275.00
Admin (PO Box)	\$153.00	\$135.00	
Member refund		\$146.70	
<b>TOTAL</b>	<b>\$2,530.89</b>	<b>\$2,721.70</b>	<b>\$1,434.92</b>
<b>OPERATING PROFIT or LOSS</b>	<b>\$691.74</b>	<b>-\$1,027.89</b>	<b>\$2,115.53</b>