

## MINUTES OF ANNUAL GENERAL MEETING

**HELD ON:** Tuesday 7<sup>th</sup> April 2009

**LOCATION:** Concord Cubby  
Unit 2 60 Flavelle Street  
North Strathfield

**MEETING OPENED:** 6.30pm

**PRESENT:** Mary Cottee, Kathy Murphy, Jenny Durey, Jann Griffiths, Lee Best, Jann Griffiths, Kathryn Barker, Kristina Lisica, Jennine Blackburn, Debbie Hayes,

**APOLOGIES:** Emma Healey, Riri Treweeke, Oriana Woomack, Margie Abbott

**CHAIR:** Mary A Cottee

**MINUTE TAKER:** Kathy Murphy

### **MOTION:**

The minutes from the previous Annual General Meeting held on the 8<sup>th</sup> April 2008 be accepted as true and correct.

**MINUTES ACCEPTED:** LEE BEST

**SECONDED BY:** JENNINE BLACKBURN

### **WELCOME:**

Mary welcomed and thanked everyone for attending. She introduced and thanked our guest speaker, Leah from the Autism Spectrum Australia who gave the attendees an overview of the Autism Advisor Program.

### **President's Report:**

Mary read her Presidents report to the attendees. See copy of report attached.

### **MOTION:**

That the **President's report** be accepted as true and correct.

Moved by: LEE BEST

Seconded by: JENNY DUREY

### **Financial Report:**

Lee as treasurer read the financial report and stated that our financial status is poor due to the lack of funding. See copy of financial report attached.

### **MOTION:**

That the **Financial report** be accepted as true and correct.

Moved by: JANN GRIFFITHS

Seconded by: JENNINE BLACKBURN

No business arising from previous minutes.

**GENERAL BUSINESS FOR DISCUSSION**

- Due to the financial situation of the Association the meeting discussed a variety of fundraising opportunities to raise much needed funds, such as Bunning's BBQ, raffles etc. Also it was suggested for the committee to continue to investigate any opportunities for applying for any funding to aid the Associations financial difficulty. Another suggestion was to draft a letter to businesses for funding. Next meeting Committee resolved to write this letter at next meeting.
- Discussions were made about the Association being registered as a Charity, as businesses can make monetary donations, and then use the donations for their Tax. Lee Best will find out how the Committee can find this information.
- **Hubworks-** Ruby O'Rourke, CEO of HubWorks sent a Proposal to OCCA in regards to the managing the service. Please read the enclosed letter from her.
- **Conference -** the financial situation of the Association, made for much discussion in regards to the best price options for the Annual Conference. Jann suggested perhaps a one day conference. To increase attendance, the suggestion was made to invite non members from other early childhood sectors.
- **Department of Fair Trading –** All relevant documentation needs to be completed and forwarded to the Department

### **OTHER NEW BUSINESS:**

Debbie Hayes and Gladys Maier asked Mary and the Committee many questions in regards to CCMS: Child Care Management Systems. This item is only relevant to Formula Funded occasional child care services and is not a NSW issue.

*ALL MANAGEMENT POSITIONS WERE DECLARED VACANT*

Nominations were put forward and all relevant forms were completed

### **EXECUTIVE POSITIONS**

<b>President:</b>	Mary A Cottee
<b>Vice President:</b>	Lee Best
<b>Secretary:</b>	Kathy Murphy
<b>Public Officer:</b>	Kathy Murphy
<b>Treasurer:</b>	
<b>Vice Treasurer:</b>	Jenny Durey
<b>Committee Members:</b>	Jann Griffiths Jennine Blackburn Kathryn Barker Oriana Woomack Kristina Lisica Margie Abbott

**Meeting closed 8.30pm**

**Next meeting Tuesday 19<sup>th</sup> May 2009  
OCCA Office, Lane Street, Wentworthville.**