

Grays Point Activity Centre Inc.

ANNUAL GENERAL MEETING - 2020	
Date	13 May 2020
Time	7.07pm
Location	Online with Microsoft Teams
Attendees	Tim Robinson, Kate Foster, Laura Applebee-Jones, Narelle Betts-Smith, Jonathan Elcombe, Felis Bourke, Karen Graham, Teri Criticos, Nicole Giezekamp, Rick Anastas, Ann Martyn, Emma Hayward, Christine McMordie, Charmaine Mirigliani, Andrey Vasnev, Cassie Griffiths, Justine Williams
Apologies	NIL received
Item	Action Items
<p>1. Welcome and Apologies</p> <p>Meeting opened at 7.07pm. Chair welcomed the Committee and Parent Members.</p> <p>Introduction by Karen Graham of everyone and thanking everyone given the difficulties of having an online AGM that we were all doing to the Team meeting to accommodate our current climate.</p>	
<p>2. Approval of minutes from last AGM (27th March 2019) are confirmed and accepted as a true record and account of the proceedings of this meeting – Tim Robinson and Kate Foster</p>	Minutes of meetings accepted
<p>3. President's Report</p> <p>President thanked everyone for making the effort to attend this AGM under difficult circumstances.</p> <p>Given the fact that we were doing this AGM by way of online it was recommended that the voting portion of the AGM be undertaken at the outset so that community members did not have to stay for the full length of the AGM if they did not want to. This was agreed to by all parties.</p> <p>Election of Office Bearers and Ordinary Members</p> <p><u>Association Management Committee & Office Bearers</u></p> <p>The Grays Point Activity Centre depends on the parent volunteer management committee to run. The Management Committee for 2019</p>	

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comprised:

- (a) President – Tim Robinson
- (b) Vice President – vacate
- (c) Treasurer – Kate Foster
- (d) Secretary & Public Officer – Justine Williams
- (e) IT Operations – vacate
- (f) HR Director – Laura Applebee-Jones
- (g) Jonathan Elcome - non office bearing member
- (h) Nicole Giezekamp - non office bearing member
- (i) Karen Graham as non office bearing member

Thank you to all members of the Committee for their hard work and efforts in this very busy year. We appreciate all of the work as we know you all have very busy lives outside of your volunteering for these roles.

Positions going forward will be as follows:

- (j) President – vacated - Tim Robinson stood down his position. Justine Williams nominated by members of the Committee
- (k) Vice President – vacate
- (l) Treasurer – Kate Foster to stand again as nominated by members of the Committee
- (m) Secretary & Public Officer – Justine Williams to stand again as nominated by members of the Committee
- (n) IT Operations – vacate
- (o) HR Director – vacated - Laura Applebee-Jones stood down her position. Position currently vacate.
- (p) Jonathan Elcome continue as non office bearing member
- (q) Nicole Giezekamp continue as non office bearing member
- (r) Karen Graham continue as non office bearing member

It was noted that all of the above nominations were unanimous and no objections were raised. All nominations were made by at least two members of the Association and consented to by the nominees. It is further noted that pursuant to the Constitution members can hold multiple office-bearing roles. It is further noted that as no new members are holding office it goes without saying that all office holding members do not have any personal relationships and/or interests that constitute a conflict of interest nor any business interests that constitute a conflict of interest.

After the vote had been completed any members of the Association who did not wish to continue for the entire AGM were given the opportunity to leave. Offer to all members to stay for the duration should they so desire to do so.

President thanked all of those that had taken on positions in the Committee. Committee thanked Tim Robinson for all of his work as the President of the Committee during the past two terms.

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President then proceeded with this Presidents Report.

President stated that two things were particularly prevalent during this part year. These were resilience and growth.

The resilience of GPAC has been amazing. Lots of things have been challenging but both the Committee and the Staff (and particularly Karen as the Business Manager) have risen to these challenges.

We have been trying to grow and provide a service that is second to none. We have had some challenges in the last 12 months but we believe that we are on the right path moving forward. A lot of work has been done in reviewing policies and procedures for the protection of the service, staff and students. This has entailed getting some outside assistance but this has been necessary to ensure that we are compliant in all areas. All updates as suggested have been incorporated.

It is noted that we have been collaborating closely with the P & C to ensure that the service that we provide is second to none and in line with the school's policies. The President thanked both Narelle Betts-Smith and Jonathan Elcombe in this regard. It is important to note that almost $\frac{3}{4}$ of the school's population utilise our service, we are a community based service, and it is therefore important that our goals are aligned.

President thanked Laura Applebee-Jones for her time as HR Director for the service. Laura has been invaluable as a Committee member and a large support to Karen Graham. Whilst Laura is stepping down as HR Director, we also have a dedicated service that is available to our staff and compliments our service well. Laura thanked the President for his kind words and reiterated that she will be available on an advisory level – just not day to day.

We are also looking to introduce an Employee Assistance Programme. This will initially be open to our staff but at a later date may be available to parents that use our service.

We are also looking at an online system for rosters etc. This will make the way we run the business and processes to be more streamlined and will also assist the finance team to make things more workable.

4. Business Manager's Report - Summation

Business Manager commenced by thanking everyone who has served on the Committee and those who continue to serve moving forward.

It was noted that the Centre relies upon the Committee for many different areas and this year we will move towards more infrastructure being put into place to see the Committee to work towards a more supervisory role.

It has been a very big year for the Centre with many challenges and

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changes that needed to be made. We have finalised some things that were outstanding and have worked very hard towards compliance issues and policies and procedures to ensure that the Centre is in line with best practice.

Business Manager commented that moving forward we want to keep being the great Centre that we are and to see what we need to do for the year ahead.

It is noted that the full Business Managers Report (Part 1 and Part 2) in its entirety are attached to the Minutes of this AGM for ease of reference.

5. Treasurer's Report - Summation

The Centre is sitting in a good place with a surplus of \$38K for the year. The difference from last year is we have now firmed up the ratios and have not only more staff but also more senior staff.

Challenges recently has been the JobKeeper subsidy. Literally overnight we have had to re-roster the organisation, refinance and do the funding for JobKeeper.

This has been a challenge but well worth it financially and we will continue to do so as long as the Government allows. We have 9 employees that are eligible for JobKeeper so we are receiving the \$1,500 per fortnight subsidy of their salaries.

In March we made a loss but the JobKeeper subsidy put us into the position of almost nett neutral. It is noted that the Government is now seeking advice of what is going to happen post June but at present it is really helping out our bottom line.

As of today we are \$170K in the bank – shortly \$220K. If we continue to keep things nett neutral then we would like to pay the loan off of \$89K sometime this year. It would have been earlier this year but COVID-19 put a bit of a delay in our plans.

Proposal put forward of considering (once we have paid off the loan) a more closer alignment with the P & C. How this would be envisaged would be a closer and mutually beneficial working relationship by way of infrastructure to assist both parties where duplication or similarities may exist.

An example of this would be the day to day running of financials, payroll, policies and procedures, contracts etc. It was noted that with over $\frac{3}{4}$ of the school's population utilising the service there are quite a number of aspects where the community is in alignment and we offer to pool resources with GPAC financing this. An example of this is the Treasurer role to assist with the day to day running of the Centre and assistance if the P & C requires such.

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We believe that the way to move forward is to invest some financials into the infrastructure to assist Karen to operationally run the Centre and that this overflow would assist the P & C operationally as well. It is further noted that it is not a consignment of authority but merely a sharing of resources and affinities where appropriate.

This suggestion was put forward for members and attendees of the school and P & C to consider. Once we have looked at engaging some of this infrastructure some consultation will occur between the parties. Jonathan agreed that this was a good move forward given how closely aligned GPAC and the P & C could be in certain areas.

Narelle commented that GPAC has set the foundations for a great centre.

It was noted that the signing of the Accounts has been completed. These audited and signed accounts will be put up onto the website so that they are made available in a public forum to all parent members. Karen to attend to this.

It is further noted that these signed accounts will go to the accountant to then be lodged with Fair Trading.

It is noted that the documents in support of the Treasurers Report (in their entirety) are attached to the Minutes of this AGM for ease of reference, being :

- Financials Update
- Profit & Loss and Balance Sheet
- Signed 31 December 2019 Financials (audited account)

6. Education Leader's Report

As usually with the AGM the Education Leader's Report is submitted prior to the AGM and is attached for review.

7. Correspondence In/Correspondence Out

There was no correspondence in or out that was relevant to discuss at the AGM.

8. General Business

Team Leader Role

Discussion had in relation to ramping up recruitment for this role. It is suggested that it be a 30hr week education role. It is a permanent position and should be advertised now. Approval given by the Committee for Karen to proceed with this recruitment.

Audited accounts to be posted on Website

Audited accounts to be lodged with Fair Trading

Karen to proceed with recruitment

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Numbers of children using the service

Discussion had in relation to the difficulty at the moment of forecasting for children coming back to school. We are really working on a two week cycle and June might see us back at full capacity. GPAC is not always going to be able to do 2 week predictions. We are at a place at the moment (where most businesses are at) that we have to be reactive and change quickly dependent upon Government stipulations.

Narelle commented that the School has had to change and respond to some things on almost a daily basis. We are hoping that more clarity will emerge as we continue on but it is something that you can't plan for and have set in stone.

Vacation Care

Discussion had in relation to vacation care and that at the moment it will be planned as it was last done without excursions or incursions and kept strictly on the grounds. The comments were made by a number of parent members that the kids all seemed to enjoy it even with the limitations. GPAC is endeavouring to ensure that social distancing measures are in place so the usual capping on vacation days will occur – usually at 30 or 40.

It was noted that when modelling the programme for just on the premises that the majority of the intake is the younger kids. This will continue on for most of the year if most of the businesses are not going to be back completely until the new year. We anticipate seeing the continued drop in attendance of the older children.

Online Timesheets

Discussion had in relation to online timesheets being a focus moving forward. Suggestion made for Karen to ask Sabrina & Lucy (who do our bookkeeping) what their clients use that can click into our system.

Computer Games

Discussion had in relation to the computer games that are currently not working. Richard Talbot has looked at this and it is a cost of approximately \$600 to fix everything. Approval by the Committee for Karen to arrange for this to be done.

IT Solutions

Discussion had in relation to our service and that it is well above time to get an IT provider to work on this rather than relying solely on Richard Talbot (volunteer) to provide this for us. The Committee thanked Richard for all of his assistance to date.

Kate knows Sydney IT Solutions. It is noted that they might be a bit big for our purposes. Kate is going to contact them to see if they are interested or if they can let us know any alternatives. Kate will

Educations & Karen to programme and plan for onsite only

Discussion with bookkeepers for their advice

Authority given to proceed with this

Kate to contact IT company

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investigate and then provide Karen with the details to liaise directly. Richard would be a good resource to “handover” to another IT provider to assist Karen.

Segway – Rick Anastas contacted Justine Williams after the meeting to state that he might have an IT person (local) as well. Justine suggested that Rick could provide the details to Karen so that she could liaise as well.

Authority level for Business Manager

Discussion had in relation to the level of authority for Karen for expenditure to ensure more autonomy rather than Committee approval for various expenditure. Direction that the limit of the authority will be reviewed by the Treasurer and approved moving forward.

Website Platform

Discussion had in relation to the limitations of our current platform for the website. Website will need to go onto Wordpress.

Maternity Leave

We currently have Kiara on maternity leave. Kiara needs to advise the Centre if she is planning on coming back in June. Suggestion that given the fact that it is mid-May now – Karen to contact so that rosters can be planned accordingly.

Week 11 charges

Discussion had in relation to the charges for Week 11 and the subsidies that has been paid for this week. Decision made that GPAC is not charging parents for this week. We will take the loss of \$3K.

If a parent member requests a refund then we can do so – otherwise it will be left as a credit on their account and will be an offset against any future bookings.

Collaboration between GPAC & P & C

Discussion had in theory in relation to the collaboration or closer alignment between GPAC and P & C and to gain some clarity on that this could look like. Laura Applebee-Jones has a sister in law who does this. Laura will contact her to see what that OOSH does and how the cross polunation looks like.

Infrastructure of Committee / Centre

Discussion had in relation to the infrastructure of the Centre as it grows, what is necessary and what could be put in place.

Justine Williams to make contact with Gynea Bay OOSH to see what their infrastructure looks like by way of a modelling design.

Rick to provide details of IT company

Kate as Treasurer to review and approve

Discussion to be had with Kiara

Laura to contact

Justine to contact

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9. Apologies

No apologies received prior to the AGM

Meeting was closed at 8.30 pm.