

Minutes of Annual General Meeting

Concord OSHC



Meeting Date: 21st May 2024

Proposed Agenda

1. Meeting opened by Chair (attendees and apologies identified)
2. Review and acceptance / rejection of prior minutes
3. Actions from prior meeting discussed.
4. Director Reports
 - a. Attendance Term 4 / Vacation care
 - b. Forward Bookings (Scheduled)
 - c. Current Financial Position
 - d. Other
5. Other Business
6. Meeting Closure

Attachments provided ahead of meeting (on Microsoft Teams invite):

- CO Minutes of General Committee Meeting
- Financial Report
- Directors Report

Attendees

Wade Needham	Lee Becker
Leigh Ditu	Christina Chami
Sarah Eccleston	Doug McKenzie (Becklyn)
Wing Kwok	Nicole
Karin Martin	Emily Gould

Apologies

Vicky Avery	Lana Orechow
Karen Taare	Anna Vountoulas
Julie Taare	Jeremy Brittan
Roslyn Doyle (Becklyn)	

AGM:

Meeting open at 1806

President Report:

- Positive year, holiday programs of high quality, compliance requirements completed.

Directors Summary:

- Positive year, valued committees input and was a positive year for the team

Financial Summary:

- SURPLUS / (LOSS): For the 2023 calendar year the Centre has a surplus of \$9,156 in comparison to a surplus of \$46,345 in 2022. The Centre's surplus was on a turnover of \$418,384 which was a decrease in revenue compared to \$420,088 in 2022.
- Assets: The centre has a total of \$198,582 in assets which is mainly made up of \$110,091 in Cash at Bank and \$70,000 in Term Deposit.
- Liabilities: The centre has a total of \$107,336 in liabilities.
- Annual Leave Accrual of \$51,272 and LSL Provision of \$37,705 is the amount held

Minutes of Annual General Meeting

Concord OSHC



- on the balance sheet to cover all staff leave entitlements as at 31st December 2023.
- Auditor's Opinion: The auditor has agreed the financial reports are presented fairly and in line with the requirements of the Associations Incorporation Act NSW.

Recommendations:

1. Audited financial reports to be sent to Anna Vountoulas as a positive
2. Wade to continue to support approvals in the interim as a backup

At 1812 all committee positions were made open

President

1. Nomination/s: Sarah Eccleston
2. Resolved: Sarah Eccleston

Treasurer

1. Nomination/s: Lee Becker
2. Resolved: Lee Becker

Secretary Nomination/s:

1. Nomination/s: Wing Kwok
2. Resolved: Wing Kwok

General Member Nomination/s:

1. Nomination/s: Karin Martin & Nicole Hobson
2. Resolved: Karin Martin & Nicole Hobson

Christina welcomed all new committee members and prior members were thanked for their service.

The current auditor was re-appointed to provide services for the coming financial year

No general business was received to work through

Annual General Meeting was closed at 1823

Minutes of Annual General Meeting

Concord OSHC



General Committee Minutes for 21/05/2024:

1. Meeting opened by Chair (attendees and apologies identified) at 1824 via Microsoft Teams (*Virtual meeting*) and in person meeting at Concord Primary

Attendees

Wade Needham	Lee Becker
Leigh Ditu	Christina Chami
Sarah Eccleston	Doug McKenzie (Becklyn)
Wing Kwok	Nicole Hobson
Karin Martin	Emily Gould

Apologies

Vicky Avery	Lana Orechow
Karen Taare	Anna Vountoulas
Julie Taare	Jeremy Brittan
Roslyn Doyle (Becklyn)	

2. Review and acceptance / rejection of prior minutes
 - a. Lee Becker accepted.
 - b. Wing Kwok seconded.
3. Actions from prior meeting discussed.
 - a. No price increases for enrollments.
 - b. Anna has documents for Centre increase in size
 - c. Lana and Wade will resign from the Committee at the AGM and new Committee members will be required.
 - d. Scrapbook to be issued in coming weeks
4. Director Report
 - a. Commentary as per directors' report from Christina
5. Current Financial Position outlined by Doug (Becklyn)
 - a. The financial report attached to the agenda confirmed all had read the document.
 1. SURPLUS / (LOSS): The Centre has had a trading surplus for Term 1 of \$4,298 on a turnover of \$133,202. Split B&A surplus of \$4,326 and VC a breakeven loss of \$28.
 2. YTD the Centre has a trading surplus of \$4,298 against a budgeted surplus of \$5,306.
 3. DEBTORS: Families with outstanding fees for Term 1 as at 2nd May is \$512.
 4. CASH POSITION: The bank balance as at 3rd May is \$93,978 and No 2 (card) account \$3,785.
 5. TERM DEPOSIT: Term Deposit of \$70,000 matures in May 2024.
 6. RECOMMENDATIONS: Recommendation to be produced closer to Term Deposit maturity.

Minutes of Annual General Meeting

Concord OSHC



7. Recommendation to continue trading.
6. Software
 - Incident Management module to be rolled out in coming term
7. Incident
 - School had a WHS audit, and some actions will be discussed with Centre management
3. Other Business
 - a. Karin made comment as to what could be undertaken to increase Centre numbers. Typically comes from references from parents to parents and child to child. Where committee member can refer parents that would be positive. Typically, another ~10 children enrolled would be positive.
 - b. Contracts have been issued to Emily & Christina to be sent 21/05, with revised changes to contract commencing on July 1, 2024. Roz has a copy of contracts and issued on templates.
 - c. Discussion from Committee to talk to Anna re: buzzer solution if technology and processes could change to support a easier process for COOSH staff and parents
 - d. Afternoon tea request, could the menu incorporate warm / hot food – Management to take under advisement and come back to committee.
4. Meeting Closed at 1852h

Next meeting is 30th of July at 1800h (*Tuesday*) – *Secretary to issue Placeholder.*