



# Minutes

## Annual General Meeting

5.00 pm Monday 28<sup>th</sup> November 2022

Level 1, 75 Woods Street, Darwin NT 0800

1	<b>Meeting Open</b>
1.1	<b>Attendance (Quorum = 5)</b> 1. Julie Davis 2. Peggy Cheong 3. Alastair Shields 4. Tom Korecki 5. Lucy Markoff 6. Kimmy Jongue 7. Rachael Bowker
1.2	<b>Apologies</b> 1. Julie Hansen
2	<b>Minutes of Previous Meetings</b>
2.2.1	<b>Adoption of minutes of AGM held 22nd November 2021</b>  <b>MOTION:</b> The members resolved to adopt the minutes of the Annual General Meeting held 22 <sup>nd</sup> November 2021 as distributed to members. <b>CARRIED.</b>
2.2.2	<b>Adoption of minutes of SGM held 27<sup>th</sup> June 2022</b>  <b>MOTION:</b> The members resolved to adopt the minutes of the Special General Meeting held 27 <sup>th</sup> June 2022 as distributed to members. <b>CARRIED.</b>
2.2.3	<b>Business Arising from Previous Meetings</b>  The Chairperson called for members to raise any business from previous meetings. No business was raised.

<b>3</b>	<b>Reports</b>
3.1	<p>Chairperson's Report – Julie Davis</p> <p>Ms Davis addressed the meeting and thanked board members, staff and volunteers for their service across the year. Ms Davis recorded that Ms Bowker, CEO and all the DCLS staff had worked very hard this year in the recovery to normal services from COVID restrictions and implementing major upgrades to the database. Ms Davis noted Ms Hansen would not be re-nominating for a position on the board and recorded a special vote of thanks to Ms Hansen for the more than 8 years she had service as a board member. Ms Davis referred to her written report in the annual report and invited questions from members. No questions were raised.</p>
3.2	<p>Chief Executive Officer's Report – Rachael Bowker</p> <p>Ms Bowker spoke to her written report in the DCLS Annual Report 2022 and thanked board members, staff and volunteers for their work throughout the year.</p>
3.2.1	<p>DCLS Annual Report 2022</p> <ul style="list-style-type: none"> <li>DCLS Annual Report 2022 – distributed electronically.</li> </ul> <p>The Annual report 2022 was noted.</p>
3.3	Treasurer's Report – Kimmy Jongue
3.3.1	<p>Audited Financial Statements 2021-22</p> <ul style="list-style-type: none"> <li>DCLS Financial Statements 2021-22 – distributed electronically.</li> </ul> <p>The Chairperson thanked Ms Jongue for her assistance and called for members to raise questions in relation to the audited financial Statements 2021-22. No questions were raised.</p> <p><b>MOTION:</b> Members resolved to accept and adopt the audited Financial Statements 2021-22 as distributed. <b>CARRIED.</b></p>
3.3.2	<p>Appointment of Auditor</p> <ul style="list-style-type: none"> <li>Audit Quotes – distributed electronically.</li> </ul> <p>Ms Bowker advised that further quotes from auditors had been received but were not available in time for distribution to members. It was suggested that the appointment of the auditor be delegated to the Board for consideration of all the quotes at the next Board meeting.</p> <p><b>MOTION:</b> Members resolved to delegate the appointment of an auditor to the Board after consideration of further quotes. <b>CARRIED</b></p>
<b>4</b>	<b>Election of Board of Directors for 2022/2023</b>
4.4.1	<p><b>Appointment of Returning Officer</b></p> <p><b>MOTION:</b> Members resolved to appoint Ms Rachael Bowker as Returning Officer. <b>CARRIED.</b></p>

4.4.2	<p><b>Declaration of Positions Vacant</b></p> <p>The returning officer declared the following positions vacant:</p> <ul style="list-style-type: none"> <li>(i) Secretary (2 year term)</li> <li>(ii) Treasurer (2 year term)</li> <li>(ii) 3 Directors ( 2 year term)</li> </ul>
4.4.3	<p><b>Nominations Received</b></p> <ul style="list-style-type: none"> <li>(i) Secretary (2 year term) – Ms Peggy Cheong</li> <li>(ii) Treasurer (2 year term) – Ms Kimmy Jongue</li> <li>(ii) 3 Directors (2 year term) – Mr Alastair Shields, Ms Clarissa Phillips.</li> </ul>
4.4.4	<p><b>Declaration of Election</b></p> <p>There being only 1 nomination for each vacant position the Returning Officer declared all nominees elected unopposed as follows:</p> <ul style="list-style-type: none"> <li>(i) Secretary (2 year term) – Ms Peggy Cheong</li> <li>(ii) Treasurer (2 year term) – Ms Kimmy Jongue</li> <li>(ii) 3 Directors ( 2 year term) – Mr Alastair Shields, Ms Clarissa Phillips</li> </ul> <p>The Returning Officer handed the meeting back to the Chairperson. The Chairperson congratulated those members elected to the board and thanked them for their service.</p>
5	<p><b>Close of meeting</b></p> <p>There being no further business, the Chairperson declared the meeting closed at 6.08 pm.</p>