



Annual General Meeting

Havelock Housing Association Incorporated

Monday 16th November 2020

and

Monday, 23rd November 2020

Meeting opened at 4.30pm on 16th November, via WebEx video session, by CEO Andrew Rowe.

Attendance:

Management Committee members:

Christine Murray	Committee member
Adrian King	Treasurer
Carol Croce	Committee member
Louise Gray	Committee member
Dan Carton	Committee member
Daniel Landon	Committee member

Members:

Andrew Rowe (CEO), AdrianaX Boisen, Bruce Inkpen

Visitors:

Geoff Wood, Michelle Anderson, Geoff Buchanan, Sue Allan

1. Discussion

Our Constitution requires a quorum of 10 members. We are required to wait for 30 minutes before adjourning the meeting. CEO Andrew Rowe, opened the floor to questions, while we wait.

Michelle Anderson (ACT Govt contract liaison) plans to have a series of questions, but will address these directly to the CEO out of session. The Government is always interested in case studies and keen to hear the stories and experiences of tenants. Andrew highlighted that a number had already been delivered as part of the Service Funding Agreement reporting. While there have been a number of challenges this year, with Covid and the high needs of Havelock occupants, the Association has added to its support services, including Mental health support availability, to assist tenants through some very demanding times.

At 5.00pm, a quorum had not been achieved. In accordance with our Constitution, the meeting was adjourned for one week.

Meeting adjourned.

The meeting recommenced Monday, 4.32pm, 23rd November 2020, via WebEx video

Attending:

Committee members: Adrian King, Carol Croce, Louise Gray, Dan Carton, Daniel Landon
Christine Murray.

Members: Andrew Rowe (CEO), Pauline Everson

Visitors: Geoff Wood, Michelle Anderson, Geoff Buchanan

2. **Opening**

Adrian King, Committee member and Treasurer, acknowledged the Traditional Owners of the land we meet, paying respect to Elders past, present and future. Adrian provided apologies for Chairman Craig Shannon who is currently interstate. With the permission of those present, Adrian offered to Chair the meeting.

Chair Adrian, welcomed participants to the first video AGM for Havelock Housing Association. A brief outline was provided of the logistics to ensure the smooth operation of the meeting, how the voting/polling would work, to ensure members have access and input to decision making.

3. **Apologies**

Craig Shannon (interstate),

4. **Previous Minutes**

Chair Adrian, mentioned the minutes of the previous Annual General meeting, held on 18th November 2019, were made available via the web site and recommended to the meeting:

Motion: The minutes of the 2019 AGM minutes be accepted.

Moved: by Chairman, Adrian King

Polled result: Carried

5. **2019/2020 Annual report**

The Annual report was available via the Association web site. Some hard copies had been sent to stakeholders. The Chair recognised the work undertaken by the CEO and contribution by the team over the last year, through some difficult times. Adrian thanked the team members and stakeholders for their continued support. The financial statements reflect that the Association funds are in good hands, showing a healthy surplus and strong balance sheet.

CEO Andrew Rowe provided a snapshot of some of the statistics of the Association managing tenancies across a number of programs. Andrew provided information relating to key activities undertaken during the year, including the focus of protecting tenants from Covid. The Association's response has been well considered and thorough and Andrew appreciated the cooperation, input and support from the relevant Government agencies. The employees undertook a number of formal training sessions, improving organisational strength during the year. Financially the Association is doing well and we have some reserves we plan to devote to increasing housing, when the right opportunities arise. Andrew encourages stakeholders and members to read the Annual report.

Motion: The 2020 Annual Report and Statement of Accounts be accepted as presented.

Moved: Andrew Rowe

Polled result: Carried.

6. **Appointment of Auditors**

RSM Bird Cameron were the auditors for 2019/2020 and are prepared to continue in that capacity. Mr King recommended they be appointed as Auditors for the 2020/2021 year.

Motion: That RSM accountants be appointed as the Auditors for 2020/2021.

Moved: Adrian King

Polled result: Carried

7. **Election of Directors**

The Returns Officer had prepared a report on nominations for Management Committee positions.

The Returns Officer, Geoff Wood, referred to the Constitution that outlines there were three Committee members deemed vacant at this AGM. There were three nominations received, from the incumbents: Craig Shannon, Christine Murray and Adrian King. In accordance with Section 9.4(e) of the Constitution, the three nominations are deemed to be elected to the Management Committee.

The Management Committee now consists of:

Craig Shannon	Previous Chairperson
Christine Murray	Previous Vice Chair
Adrian King	Previous Treasurer
Carol Croce	Committee member
Daniel Landon	Committee member
Dan Carton	Committee member
Louise Gray	Committee member

Motion: The 2020 Returns Officer's Report be accepted as presented.

Moved: Geoff Wood

Polled result: Carried

The Chair welcomed the renominated Committee members and looks forward to a busy year ahead.

8. Other Business

There had been no general business items brought to the attention of the Association prior to the meeting. The Chair asked if there was any other business from participants.

There being no further business, the Chair closed the meeting at 4.52pm.