



**2021 Annual General Meeting Minutes
4.00pm-6.00pm, Wednesday 27 October 2021
Via Zoom webinar**

PRESENT: Board members: Meredith Carter (Chair), Dan Barron, Kris Peach, Sarah Witty, Judy Gouldbourn, Chris Lockwood, Roslyn Rule, Naomi Colville

PCA Families staff: Amanda Bresnan and Deborah Hunt

IN ATTENDANCE: Please see [attached](#) attendance list of members and non-members

APOLOGIES: Dr Lisa Griffiths, Luke Rumbold, Amanda Stone

Item	Minute
1	<p>Welcome Naomi Colville, acknowledged the lands on which we meet and all the lands from which we gather and welcomed all Board members and PCA Families members as well as Argiri Alisandratos, Liana Buchanan and Sue Kelsall.</p> <p>Naomi advised that as in the PCA Families constitution, a quorum for a general meeting is 20 members entitled to vote and who are present personally or who have submitted the proxy vote. Naomi confirmed there was a quorum for the AGM.</p>
2.	<p>Review of the year – Chair The president, Meredith Carter, spoke to the work of PCAF in 2021.</p>
3.	<p>Guest Speaker Argiri Alisandratos, Deputy Secretary, Children, Families, Communities and Disability Division, Department of Families, Fairness and Housing addressed the meeting. Meredith Carter thanked Agiri.</p>
4.	<p>Guest Speaker Liana Buchanan, Commissioner for Children and Young People addressed the meeting and launched the research report “Permanence and Stability – the missing ingredients for Victoria’s most vulnerable children” Agiri and Liana answered questions from members. Kris Peach thanked Agiri and Liana.</p>
5.	<p>Research Report Overview - Sue Kelsall, Rapid Impact addressed the meeting on the PCA Families research report. Dan Barron thanked Sue Kelsall.</p>
6.	<p>Apologies and Minutes of the 2020 Annual General Meeting</p> <p>The Secretary Chris Lockwood noted apologies for the meeting had been received by Dr Lisa Griffiths and Luke Rumbold.</p> <p>Chris Moved that “the minutes of the PCA Families Annual General Meeting held on 24 February 2021 are a true and accurate record and be accepted.” and confirmed the seconder for the motion was Ros Rule.</p>



Item	Minute
	The returning officer John confirmed that motion to accept the minutes was passed.
7.	<p>Acceptance of 2021 Annual Report</p> <p>The Chair Meredith Carter talked to the tabled the 2021 Annual report.</p> <p>Meredith moved “that the tabled 2021 PCA Families Annual Report be accepted” and noted that Sarah Witty seconded the motion.</p> <p>The returning officer John confirmed that the motion was passed.</p>
8.	<p>Presentation of Annual Financial Statements</p> <p>The Board Treasurer, Roslyn Rule provided a brief overview of the key points of the audit and financial reports. Noting that the financial position for next 12 months is in good shape.</p> <p>Roslyn confirmed that Members were provided a copy of the 2021 Auditor’s report and the financial statements.</p> <p>Roslyn moved “That the that the PCA Families financial statements, including the directors’ declaration and auditor’s report, for the year ending 30 June 2021 be accepted.” and noted that Judy Gouldburn seconded the motion.</p> <p>On the advice of the returning officer, Roslyn confirmed that the motion was passed.</p>
9.	<p>Board member elections</p> <p>The returning Officer John Milburn-Clark outlined the process for the Board election and noted:</p> <ul style="list-style-type: none"> - that 7 nominations were received for the Board - Proxies received by the Returning Officer are included in the vote. - For those who had already submitted a proxy, that the PCA Families Constitution outlines the process required, where: <ul style="list-style-type: none"> o The appointment of a proxy or representative is not revoked by the appointer attending and taking part in the general meeting but, if the appointer votes on a resolution in person, the person acting as proxy or representative for the appointer is not entitled to vote, and must not vote, as the appointer’s proxy on the resolution, and o A person who has cast a vote by notice prior to a meeting is entitled to attend the meeting. If a member attempts to cast more than one vote on a particular resolution, the vote cast in person at the meeting prevails over the vote cast by notice prior to the meeting. <p>John also noted that</p> <ul style="list-style-type: none"> - Only members could vote in the poll. - Candidate information provided by each of the nominees was included with the AGM papers



	<ul style="list-style-type: none"> - The vote is calculated on a first past the poll basis. - The Board election poll was for members in attendance at the AGM and that members were only to only select from 1-3 the three candidates to vote for and that if a vote for more than three candidates was received that the vote would be informal - The votes were to be calculated while the guest speaker is speaking with results to report back after the guest speaker. <p>John opened the poll for the Board election.</p>
<p>10.</p>	<p>Guest Speaker – Tayarna Cole – Young consultant CREATE Foundation, addressed the meeting.</p> <p>Tayarna answered questions from members.</p>
<p>11.</p>	<p>Outcome of Election</p> <p>The returning officer advised that the following 3 candidates received the most votes for election to the Board:</p> <ul style="list-style-type: none"> • Dan Barron • Chris Lockwood • Meredith Carter <p>The returning officer declared these members elected.</p>
<p>12.</p>	<p>Annual general meeting closed at 5:52pm</p> <p>Naomi Colville thanked:</p> <ul style="list-style-type: none"> - The returning Officer, John Milburn-Clark - the PCAF patron Dorothy Scott - special guests and speakers – Liana, Argiri Sue and Tayarna; - Andy Dao for his work as PCAF Book Keeper - Ros for her work as Treasurer - Jaclyn Letts for her work as Company Secretary - Meredith Carter for her work as Chair - All staff including interim CEOs Amanda Bresnan and Kris Peach, returning CEO Lisa Milani, Deb and all PCAF staff - All Board members for their work for PCAF - All members and guests who took the time to join the AGM <p>Naomi declared the meeting closed at 5:52pm</p>