



Permanent Care and Adoptive Families Inc.  
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# Notice of PCA Families 2023/2024 Annual General Meeting

**Hybrid meeting, Face to Face and via Zoom (link provided on the morning of AGM)**

Notice is hereby given that the Annual General Meeting of Permanent Care and Adoptive Families (PCA Families) for the year ending 30 June 2024 will be held:

**Date:** Tuesday 22<sup>nd</sup> October, 2024

**Time:** 3.00p.m. to 5.00p.m.

**Guest Speaker:** Neil Milton, Founder of the Table Talk Project and General Manager of ChildSafe Australia

**Venue:** Rosstown Hotel Function Room, 1084 Dandenong Road, Carnegie 3163

**Register:** Register your attendance via <https://www.trybooking.com/CVOWZ> and select to attend in person or online. For those attending online, a link will be sent to you on the morning of the AGM.



## Guest Speaker

The meeting will feature guest speaker Neil Milton. Neil is the Founder of The Table Talk Project and the General Manager of ChildSafe Australia. He brings over 25 years of experience in the not-for-profit sector. As a social entrepreneur, Neil founded The Table Talk Project, dedicated to fostering meaningful family conversations. His career reflects a deep commitment to community service and innovative social change. Neil's leadership, vision, and dedication make him an inspiring person and a compelling speaker.

**Whilst only members can vote at the AGM, we invite all interested parties to attend.**

Proxy voting form:

We hope to see you at the AGM, however, if you cannot attend the AGM in person, you may still vote by providing your proxy to PCA Families Chair or any other person attending the meeting, either in person or virtually. Members will be voting on appointments to the PCA Families Board. The biographies of the nominees are included in the proxy form. The proxy form is available on the PCA Families [website](http://www.pcafamilies.org.au).

As required in the PCA Families Constitution:

A member may appoint a proxy by giving written notice to the association no later than 48 hours before the time of the meeting in respect of which the proxy is appointed, and an incorporated member (a body corporate) may appoint a proxy or a representative, to attend a meeting and vote on behalf of the member. The Constitution can be accessed on the PCA Families [website](http://www.pcafamilies.org.au).


Proxies must be received **19<sup>th</sup> October at 4.00 pm** via email to [chair@pcafamilies.org.au](mailto:chair@pcafamilies.org.au) or posted to PCA Families, Suite 6, Level 1, 69-71 Rosstown Rd, Carnegie, Victoria 3163.



## 2023-2024 Annual General Meeting Agenda

Wednesday 22<sup>nd</sup> October 2024, 3.00pm –5.00pm

Hybrid meeting, Face to Face and via Zoom (link provided on morning on AGM)

Item	Description	By whom
1.	<b>Acknowledgement of Country and child safe statement</b>	
	<p>PCA Families acknowledges the First Nations peoples of all Country throughout Australia. We are grateful for continued connections to lands, waters, seas, and communities. We pay respect to Elders past and present as we express our intention to move together to a place of justice and partnership. We acknowledge sovereignty has never been ceded and Australia was, and always will be, Aboriginal lands.</p> <p>PCA Families has a zero tolerance of child abuse, and we are committed to establishing and maintaining child safe environments.</p> 	Chris Lockwood
2.	<b>Welcome and apologies</b>	Naomi Colville
3.	<b>Guest Speaker</b>	Neil Milton
	Neil Milton, Founder of the Table Talk Project and General Manager of ChildSafe Australia.	
4.	<b>AGM Business</b>	Chris Lockwood
4.1	<b>Minutes from 2023 AGM</b>	
	<p>Confirmation of minutes from 2023 AGM.</p> <p><b>Resolution:</b> That the minutes of the PCA Families Annual General Meeting held on Wednesday 2<sup>nd</sup> November 2023 are a true and accurate record.</p> <p><a href="#">Read</a> 2023 AGM minutes</p>	Chris Lockwood
4.2	<b>Chair and CEO Report and Annual Report</b>	Naomi Colville and Wendy Mason
	<p>Tabling of 2023-2024 Annual Report and acceptance including CEO report.</p> <p><b>Resolution:</b> That the PCA Families 2023-2024 Annual report tabled be accepted.</p>	Chris Lockwood
4.3	<b>Finance Report and Audited Financial Statement</b>	Judy Gouldbourn
	<p>Chair, Finance, Audit and Risk Committee report and presentation of audited financial statements.</p> <p><b>Resolution:</b> That the PCA Families Audited Financial Statements, including the directors' declaration and auditor's report, for the year ending 30 June 2024 be accepted.</p> <p><a href="#">Read</a> Audited Financial Statements</p>	Chris Lockwood

4.4	<b>Appointment of Auditor</b>	Judy Gouldbourn
	<p>Appointment of auditor for 2024/2025.</p> <p><b>Resolution:</b> That Crowe Australasia be appointed as the 2024/2025 Auditor</p>	Chris Lockwood
4.5	<b>Appointment of Directors</b>	Lynette Landy
	<p>The Constitution requires a minimum of seven and a maximum of nine directors, with a minimum of five with close personal or family connection and a minimum of two without.</p> <p>The Board currently has 7 directors meeting the Constitution’s minimum requirements. Given the skills and experience of the current Board and the importance of setting our next strategic plan, the Board is recommending there should be 9 directors for 2025.</p> <p>At the 2024 AGM 2 existing directors will retire in accordance with the constitution: Kellie Burns and Chris Lockwood have renominated, and both have a close personal connection to permanent care and adoption. Tracey McKay who was appointed as a casual vacancy in 2024 has nominated for election and has no close personal or family connection.</p> <p>There are four other directors not subject to election at this AGM:</p> <ul style="list-style-type: none"> <li>• Three with close personal and family connection to permanent care or adoption, Naomi Colville, Judy Gouldbourn, Lynette Landry and</li> <li>• One without, Kris Peach.</li> </ul> <p><b>There are five vacancies to achieve the maximum of nine directors, with a minimum requirement of two directors with close personal and family connection and one without.</b></p> <p>We have received five nominations for the Board. Candidate statements from the five nominees are included with the proxy <a href="#">form</a>.</p> <p>The Board recommends the appointment of:</p> <ul style="list-style-type: none"> <li>• 3 directors with close personal and family connection, Chris Lockwood, Kellie Burns, and Anson Le and</li> <li>• 2 directors without a close personal and family connection, Tracey McKay and Dashiel Lawrence.</li> </ul> <p>The Board recommends all the nominating directors be appointed for terms of 3 years, which will result in the maximum of nine directors, six with close personal and family connections and three without, which provides the Board with an appropriate mix of needed skills and experiences.</p> <p><b>Resolution:</b> The Board recommends the 5 nominees for director be appointed as follows:</p> <ul style="list-style-type: none"> <li>• Casual vacancy appointment Tracey McKay be appointed as Permanent Care and Adoptive Families Inc. Board director in accordance with the Constitution Section 10.2 for a term of 3 years.</li> <li>• Chris Lockwood be reappointed as Permanent Care and Adoptive Families Inc. Board director in accordance with the Constitution Section 10.2 for a term of 3 years.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Kellie Burns be reappointed as Permanent Care and Adoptive Families Inc. Board director in accordance with the Constitution Section 10.2 for a term of 3 years.</li> <li>• Anson Le be appointed as Permanent Care and Adoptive Families Inc. Board director in accordance with the Constitution Section 10.2 for a term of 3 years.</li> <li>• Dashiel Lawrence be appointed as Permanent Care and Adoptive Families Inc. Board director in accordance with the Constitution Section 10.2 for a term of 3 years.</li> </ul>	
<b>4.6</b>	<b>Other business:</b>	
	Acknowledgements	Naomi Colville
<b>4.7</b>	<b>Meeting close</b>	Naomi Colville