



Minutes of the 45th Annual General Meeting

Thursday 29th October 2020 at 3.00pm

Microsoft Teams Videoconference

Present: C Ross (Chair), S Medson (CEO and Company Secretary), J Wilson, R Cooney, J Mulcahy, A Stuart-Murray, C Turner, J Miller, L Bakker (DHHS), S Morsink (GPHN), C Barry (BRHS), R Hayles (BRHS), S Gilham (EGPCP), G Robertson (Crowe), D Tindall (Cowe) and 13 members and staff.

INTRODUCTION

Sue Medson, Chief Executive Officer (CEO) and Company Secretary, opened the 2020 Annual General Meeting (AGM) of Gippsland Lakes Complete Health Limited (GLCH). The AGM is being held online due to the COVID-19 pandemic and social distancing requirements.

WELCOME AND APOLOGIES

The CEO/Company Secretary conducted Acknowledgement of Country and welcomed members of GLCH, fellow Directors, staff and guests to the 45th AGM of GLCH. The CEO/Company Secretary acknowledged the attendance of:

- Lynette Bakker, Department of Health and Human Services
- Shantel Morsink, Gippsland Primary Health Network
- Chris Barry, Chair of Bairnsdale Regional Health Service
- Robyn Hayles, CEO of Bairnsdale Regional Health Service
- Selena Gillham, Executive Officer of East Gippsland Primary Care Partnerships
- Gordon Robertson and Deryck Tindall, our auditors from Crowe

Apologies have been received from:

- Members of Parliament Darren Chester and Tim Bull
- Lisa Giblin (Chair) and Paula Morgan (Executive Officer), Lakes Entrance Aboriginal Health Association
- Director Glenn Hodges

GENERAL BUSINESS

The CEO/Company Secretary handed over to the Chair, Carol Ross, to present the Annual Report 2020.

Annual Report 2020 Overview

The Chair presented the 45th Annual Report, which is the first Annual Report under our new name Gippsland Lakes Complete Health. The overview included:

- Impacts of the drought, bushfire and pandemic.
- Launch of new name and brand – Gippsland Lakes Complete Health.
- Opening of the new building in Bairnsdale.
- Acknowledged the work of volunteers, board directors, management and staff.
- Strong financial performance.

Moving on to the formal proceedings, the meeting was handed back to the CEO/Company Secretary, as the Chair is involved in the Director election process.

Endorsement of the Resolutions

The CEO/Company Secretary advised that there are 15 members in attendance and 33 proxy voting forms have been received, therefore we have a quorum.

Resolution 1. To receive the operational reports for the year 2019-20, including:

- **confirm the minutes of the previous AGM held October 31, 2019**
- **receive the Annual Report of the Board of Management**
- **receive the Audited Financial Statements for the year ended June 30, 2020, and**

The minutes of the previous AGM, the Annual Report and the Audited Financial Statements were made available on our website earlier in the month.

The organisation was audited by the Victorian Auditor General's Office (VAGO) for the first time this year. The Finance Committee and Board have approved the audited financial statements for 2019-20 and confirm that the company is in a sound financial position.

Motion to receive the operational reports for the year 2019-20.

Endorsed.

Resolution 2. To confirm the auditor for the year ending June 30, 2021.

As VAGO have not published the approved auditor panel at this time, we are unable to confirm the auditor for the year ending June 30, 2021.

Resolution 3. To confirm the election of Directors to the Board of Management

Each year, the terms of 2 elected Directors expire, which creates two vacancies. Nominations were called for from all eligible members and two nominations were received. Both nominations were from Board Directors wishing to renew their terms for another 3 years – Carol Ross and James Mulcahy.

As there are two vacancies and two nominations, an election is not required, however we are still required to accept the nominated candidates as Directors.

Motion to elect Carol Ross as a Director on the Board of GLCH.

Endorsed.

Motion to elect James Mulcahy as a Director on the Board of GLCH.

Endorsed.

Carol and James were congratulated on their elections to the Board.

There is no other business and the formal proceedings of the AGM are concluded.

The AGM closed at 3.15pm.

ACHIEVEMENTS

Scholarships

To achieve the aims of the Board Scholarship program for 2019-20, there were a number of group professional development sessions in Customer Service, Child Safe practice and Leadership training.

The following staff were awarded individual scholarships:

- Casey Howarth - Diploma of Counselling
- Cassandra Ford – Cert IV in Business Administration

- Bonnie Taylor – 4 weeks study leave towards the completion of her Bachelor of Education (Early Childhood)
- Kaitlin Clegg – Certificate IV in Leisure and Health

Staff Length of Service Acknowledgement

GLCH now has over 500 staff and quite a large number of them have been with the organisation for a significant period of time. The following staff have achieved milestone anniversaries with GLCH in the 2019-20 financial year:

10 years:

Lee Vague; Jo Phillips; Andrea Farley; Debbie Smith; Kendall Cameron; Sue Mitchell; Kylie Jones; Sharon Kennedy; Maureen Hanlon; Danielle Clifford; Amber Best

15 years:

Donna Standfield; Leanne Armistead; Rosemary De Leeuw; Helen Taylor

20 years:

Kerstin Bichel

These staff have been personally acknowledged outside of the AGM format this year.

ACKNOWLEDGMENTS

Farewell to Director Jeff Wilson

Director Jeff Wilson has retired from the Board after 22 years. Jeff's retirement was acknowledged in a video message created by the Board, the Executive Management Team and staff.

Meeting closed 3.30pm.