

ANNUAL GENERAL REPORT 2020/21



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Website: www.bhsnh.org.au
Reg No: A2592
ABN: 55 543 652 751**



ACKNOWLEDGEMENTS

Box Hill South Neighbourhood House would like to thank the following organisations and groups for their support during the year:

Department of Families, Fairness and Housing
Business Victoria
The City of Whitehorse
Neighbourhood Houses Victoria
Network of Inner East Community Houses
Whitehorse Community Houses
Box Hill Rotary Club
Umbrella Dementia Cafés
Whitehorse Urban Harvest



MISSION, VISION & STRATEGIC DIRECTION

Box Hill South Neighbourhood House is a not for profit, community owned and managed organisation that is governed by a voluntary Committee of Management. We offer a wide range of social, educational and recreational activities that reflect the needs of the local community in a welcoming, supportive environment.

OUR VISION

Our vision is to connect with, and respond to our diverse community.

MISSION STATEMENT

Box Hill South Neighbourhood House provides a friendly place for people to develop their interests, skills and a sense of belonging to a wider community.

STRATEGIC PLAN 2019 –2022

The strategic plan was developed by the Committee of Management and ratified in July 2019.

The broad goals of the strategic plan are:

Objective 1: Governance

To ensure good governance for the effective management of the House and reflect the needs of our community within the appropriate legal and ethical framework

Objective 2: Maintain participation and relevance to local community

To promote greater engagement within the local community in the activities of the House

Objective 3: Networking/Marketing

To broaden networking opportunities to enhance the progress of the House
To seek new marketing opportunities for the House

Objective 4: Partnerships

To strengthen and promote partnerships with Whitehorse Council and local businesses

Objective 5: Financial Viability

To keep the House operations financially viable



COMMITTEE OF MANAGEMENT –2020/2021

The Committee of Management in 2020/2021 consisted of six selected members, a minute secretary, and three staff members (with limited voting rights.)

The committee is to be commended on their commitment and dedication to the governance of the House. In particular it has focused on:

- Endorsement and updating of numerous policies and procedures
- Financial planning, budgeting and monitoring of the House income and expenditure
- Fundraising
- Advocating for the Neighbourhood House sector and supporting the relevant campaigns
- Ensuring the values and ethics of the House are maintained
- Developed COVID safe plans, policies, procedures, guidelines and checklists



General Members

Trish Bourke

Sheila Turner

Val Kendall – Volunteer Manager/ Staff member

Pamela Mills – Manager/Staff member



Office Bearers

Judith Buckingham – President

Ysolde Nichols – Vice President

Lesley Birks – Secretary

Sandra Robertson – Treasurer



Office Staff

Pamela Mills – Manager

Val Kendall – Volunteer Manager

Julia Wilson – Bookkeeper

Samantha Brown – Admin Assistant



COMMITTEE OF MANAGEMENT –2020/2021

TUTORS & GROUP LEADERS

We are privileged to have such talented and generous tutors working at our House. Thank you all for your warmth, dedication and support. The success of our classes and groups is very much due to the enthusiasm of these wonderful people and we look forward to working closely together in the coming year. During the COVID lockdowns, most of our programs and activities have been able to continue online, and I would like to sincerely thank all the tutors and group leaders for enabling this to happen. Your generosity and ongoing commitment to keep people connected has been truly wonderful.

VOLUNTEERS

We are grateful for our wonderful volunteers who work on many and varied tasks around the House. Volunteers are an invaluable asset to our organisation. We recognise that everyone has a contribution to make and encourage people to join in at any level.

SPECIAL MENTIONS

Judith Buckingham – President and policy writer extraordinaire, and COVID quiz master.

Sandra Robertson – Duties as Treasurer with financial knowledge and volunteering with the Umbrella Dementia Café.

Val Kendall and Julia Wilson for their exceptional talent and wisdom, and for all the additional volunteer hours they generously put in.

VAL KENDALL

Val officially retired from her paid position at the House, but is staying on in a volunteer capacity. She has dedicated much of her working life to the Neighbourhood House, starting as the co-ordinator in 1987 and then moving to the role of Assistant Manager when Geraldine Farrell took the reins. She remained in this role when Geraldine left in 2011, and the knowledge, wisdom and encouragement she has shared with me has been greatly appreciated. Val's enthusiasm, passion and seemingly endless energy is felt by all, and I would like to thank her sincerely on behalf of the whole Box Hill South Neighbourhood House community.

And once again to our wonderful tutors and group leaders who throughout the year of continued lockdowns, quickly reverted to Zoom classes, sharing their homes, warmth, humour and care.



PRESIDENT'S REPORT

Another year, another lockdown but we are still here alive and kicking!

We have all become proficient Zoom users and thus the House has been able to run every activity bar one on line throughout the year (even though the Walking Group reconfigured itself as a Trivia group).

More than just running activities the House has tried to keep the community in touch and thanks are due to wonderful volunteers like Sandra Robertson and Judith Hughes for telephone calls, exchanges of books, recipes, knitting patterns and advice to those who were housebound. I would also like to thank Urban Harvest for keeping up the plant exchange table throughout the pandemic.

The House owes much to Sam who joined us as Admin Assistant and has fitted so well into her role – in particular for her skills in hauling our IT system into the 21st century; and thank you also Natalie for your assistance in the office during the brief time it was able to be open this year.

We have been kept financially viable through generous Federal and State grants, which will also help us rebuild once we can open up and we are very grateful for this assistance. The City of Whitehorse has also contributed through its funding and has kindly given us a grant to redevelop the old children's playground into a sensory garden.

Thank you Julia, not only for managing our finances but ensuring that we understand them.

Throughout the year the Committee of Management has met monthly (via Zoom) to keep the governance of the House up to date and I would like to thank all of them for their wisdom and diligence.

Finally we owe an enormous debt of gratitude to our manager Pam. She is the heart of this House: she has held everything together through lockdowns and brief reopening, she has kept us COVID safe; she has always been available to listen and to innovate. She works far too hard, and apparently doesn't know how to say 'no', but we love her to bits. So thank you Pam for everything you have done this year



**JUDITH
BUCKINGHAM**



MANAGER'S REPORT

The 2020 –2021 financial year has again been unpredictable and disruptive due to the effects of the COVID 19 pandemic. Going in and out of lockdowns has had a significant impact on the House's operations. However, we have managed to keep our community together by quickly reverting to Zoom classes where possible. These connections have had a positive effect on people's mental health and wellbeing and many of our participants have expressed their gratitude to be able to continue to engage with others during this time. We provided regular communication to all our members during the Pandemic and when we were able to open safely again at the beginning of term 1, 2021, people were keen to return. In term 1, up until the start of lockdown 4, we resumed all our regular programs at the House. The Dementia Café was expanding, and we ran additional classes in Chess, Piano, as well as all of our regular programs (over 30 each week). The Japanese language group and the Bahai youth group met at the House. However, we didn't run any other external bookings, to ensure the COVID safety of our participants. People quickly adapted to the COVID protocols of signing in, sanitising and wearing masks. The sense of joy in being back together in person was palpable and wonderful to witness.

It cannot be overstated that the need for social connection is extremely important during these times of uncertainty, particularly after such a long period in lockdown. The continuation of supportive and regular programs that are accessible to all, will be crucial for positive mental health outcomes. Neighbourhood Houses play a significant role in local communities to give people a place to meaningfully engage and connect with each other. During all the lockdowns, groups within the House continued to care for each other through regular zoom sessions, phone calls and messages. This has provided great support to our entire community and has assisted in developing long term friendships.

I am aware that coming out of the extended lockdowns, there will be a need for more social interactions to enable people to recover and re-connect with their community. Through the Neighbourhood House, I am programming more social activities to support this with activities such as drop-in coffee and chat sessions, the Repair Café, pop-up craft sessions, free talks on wellbeing, and a variety of one-off workshops. These activities will be free or low cost, so anyone can join in, reducing financial barriers. We have also received some funding from Council to develop the area at the rear of the House into a sensory garden (which had to be put on hold due to COVID), and I am looking forward to working on this project in the new year.



MANAGER'S REPORT

There has been a change in staffing at the House with Samantha Brown starting at the beginning of Term 1, 2021 as an Administrative Assistant. She brought her knowledge of marketing and social media and has developed a new website and online presence for the House. Val Kendall has moved to a volunteer role at the House, and I thank her for her ongoing support and assistance. I would like to thank Julia Wilson for her ongoing commitment and dedication as Bookkeeper and Natalie Ward, Judith Buckingham and Sandra Robertson for volunteering and giving their time and expertise working in the office.

As well as a new website www.bhsnh.org.au we have a new logo and are in the process of developing an on-line booking system which will streamline some of our enrolment processes. The next step will be to update our data base so we can quickly communicate with our tutors, participants and volunteers, particularly if we need to go in and out of lockdowns.

I would sincerely like to thank the Victorian and Federal Governments for all their assistance during this time, and the Whitehorse Council for their ongoing support.

I'd also like to thank the team at Neighbourhood Houses Victoria for keeping the sector updated on the many changes and challenges that have happened over the past year. The regular weekly updates, Professional Development Zoom sessions and forums have been invaluable.

Partnerships

We have engaged with several organisations over the past 12 months including:

Umbrella Dementia Cafe

Victorian Seniors week

Be Connected

Whitehorse Festival—Global Fiesta

Whitehorse Urban Harvest

Eastern Writers

Health Ability – formerly Carrington Health

We began working in partnership with Health Ability, DFFS, City of Whitehorse and Louise Multicultural Community Centre to engage with the residents of the Wattle Hill Estate. This project was put on hold due to the pandemic restrictions, and it is hoped we can commence in 2022.



MANAGER'S REPORT

NIECH and Whitehorse Community Houses Network

I have been on the NIECH committee for the past 7 years and I am the Committee secretary. The NIECH network has been very dynamic and engaging thanks to our networker Nikki Maddern. I would like to sincerely thank her for her guidance, information distribution and support during the pandemic. When I was a sole worker, working from home, it was critical to be able to access current, reliable and accurate sources of information.

Through a Be Connected Grant, organised by NIECH, we were able to provide three of our participants with Digital Devices to use during the lockdown. This enabled them to keep connected and engaged with the community during this time, and I thank Nikki for organising this.

The Whitehorse Community Houses network has continued to meet during the lockdown and has provided support and shared knowledge to House managers.

Finally, I would sincerely like to thank all the staff and Committee, tutors and group leaders at BHSNH for all their support and assistance during this year. Keeping our community together during the lockdowns has been a team effort and shows how remarkable and resilient the people of Box Hill South Neighbourhood House have been in these tough times. Many of our participants have expressed how grateful they have been to the House for keeping them socially connected and mentally well. It is a credit to all of us, and demonstrates how important Neighbourhood Houses are in our local community.



**PAMELA
MILLS**



TREASURER'S REPORT

The House was closed for most of the 2020/2021 financial year with nearly all our classes and activities operating online through Zoom at little or no cost to our participants. However, our on-going financial commitments were all met. This would not have been possible without the support received through the government stimulus funding grants, and we are extremely grateful to those levels of Government that provided financial assistance during the pandemic.

Emerging from lockdown will no doubt continue to have an impact on our finances: density limits along with hesitancy to return to face to face activities will be challenges for some time. The BHSNH Committee of Management plan to use the 2020/2021 surplus to ensure that we can continue to support our community into the future. With our increased financial assets, we will be able to subsidise many of our classes and programs until they are once again self-sustaining, offering free or low-cost classes and events to keep the community engaged.

The pandemic has also highlighted our need to improve our current technology. Our dedicated office team have had to work with an outdated computer data base to contact all classes and participants during the pandemic: this has greatly increased their workload in providing communications and information to our community.

In closing I would like to convey my thanks to Pam and Julia. Pam has shown her expertise in identifying and applying for the Government grants that have formed the basis of our reported surplus. Julia has had the very difficult task of providing the accurate, underlying figures to qualify for the grants, and then accounting for this, especially when it meant we were going to post a large surplus for this financial year.



**SANDRA
ROBERTSON**



FINANCE REPORT

The following is the unaudited financial report for BHSNH, 2020/2021. The accounts have been presented to Misa Le Vo, Finance Officer, Neighbourhood Houses Victoria, and have been reviewed. Our regular auditors, CBS Accounting have been unavailable despite our very best efforts to contact them.

We gratefully acknowledge the regular financial support of the Department of Families, Fairness and Housing Services, and the City of Whitehorse. We are also grateful for the State and Federal Government's financial assistance during the extended period of lockdown, during which the House was closed. The Job Keeper assistance program in 2020 subsidised our office staff wages to the extent of \$73,200, and if not for that assistance the House would have made a loss of \$36,899.

Although the House was in lockdown for the first six months of the 2020/21 financial year, thanks to Government financial assistance we made a profit of \$36,301 compared with a profit of \$5,885 for the 2019/20 financial year.

The Classes and Programs section of the House made a profit of \$1,605 for 2021/21 compared with \$10,921 for the previous financial year. Classes continued during lockdown via zoom where possible, and although the Tutors were paid at the normal rate, there were no participant fees charged during the first six months of the year. Face-to-face classes resumed in February 2021 and continued during Term 1. Term 2, 2021 was again subject to lockdowns and provision was made for class fee refunds.

Administration, being the section of the House bearing staff wages and all running costs, uncharacteristically had a surplus of \$23,716 compared with a loss of \$20,161 for 2019/20. The Job Keeper wages subsidy has been applied to this section. Due to the House being unoccupied for the greater part of the year, utilities costs were considerably reduced.

Other House Income for the year was reduced because the decision was made not to hire the House for birthday parties, as we felt we were unable to guarantee Covid safety. The income of \$8,027 for the year, reduced from \$16,281 for 2019/20, includes grants totaling \$4,000 and regular room hires while the House was operational. We were not able to hold our usual Devonshire Tea weekend or annual Art Exhibition.



**JULIA
WILSON**



BOX HILL SOUTH NEIGHBOURHOOD HOUSE
(Reg No. A2592; ABN 55 543 652 751)
INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2021

	Note	2020/2021	2019/2020
		\$	\$
INCOME			
ADMINISTRATION GRANTS			
Health Department Grant		86,909	83,033
City of Whitehorse Grant		31,190	30,584
		<u>118,099</u>	<u>113,617</u>
CHILDREN'S PROGRAMS INCOME			
Fees collected		0	11,943
Equipment Levy		0	150
		<u>0</u>	<u>12,093</u>
CLASSES AND PROGRAMS			
Class Fees		13,745	26,114
House Fees		4,265	14,939
		<u>18,010</u>	<u>41,053</u>
OTHER INCOME			
Grants		2,000	0
House Hire		4,435	9,431
Fundraising		71	2,427
Casual hire insurance		-109	475
Donations		637	2,035
Interest		993	1,913
		<u>8,027</u>	<u>16,281</u>
TOTAL INCOME		<u><u>144,136</u></u>	<u><u>183,043</u></u>
LESS: EXPENDITURE			
ADMINISTRATION/MANAGEMENT			
Wages and superannuation		91,534	105,008
Long Service Leave		2,456	1,692
Office costs		5,403	5,697
Depreciation		949	1,468
Bank Charges		148	0
Audit		700	0
Professional development		355	714
Workcover		1,348	1,727
		<u>102,892</u>	<u>116,305</u>
CHILDREN'S PROGRAMS			
Wages and superannuation		0	13,076
Long Service Leave		0	91
Depreciation - Sun Umbrella		0	0
Equipment and consumables		0	83
		<u>0</u>	<u>13,249</u>
CLASS AND PROGRAM COSTS			
Tutor wages and superannuation		17,645	28,595
Long Service Leave		304	430
Programs and promotion		457	3,111
		<u>18,406</u>	<u>32,137</u>
HOUSE MAINTENANCE			
Insurance		1,290	1,250
Cleaning and maintenance		184	4,851
Utilities		2,942	4,152
Consumables		75	622
		<u>4,491</u>	<u>10,875</u>
PAYROLL EXPENSES			
JobKeeper		-17,953	4,595
TOTAL EXPENSES		<u><u>107,835</u></u>	<u><u>177,160</u></u>
SURPLUS/(LOSS) FOR THE YEAR		<u><u>36,301</u></u>	<u><u>5,883</u></u>



BOX HILL SOUTH NEIGHBOURHOOD HOUSE
(Reg No. A2592; ABN 55 543 652 751)

BALANCE SHEET AS AT 30 JUNE 2021

	<u>30 June 2021</u>	<u>30 June 2020</u>
	\$	\$
EQUITY		
General Reserve	82,209	82,209
Accumulated Surplus/(Losses) at beginning of year	2,984	- 2,899
Surplus for the year	36,301	5,884
	<u>121,494</u>	<u>85,194</u>
 Represented by:		
 Non-current Assets		
Plant and Equipment	933	1,846
 Current Assets		
Cash Assets	152,100	85,598
Term Deposit	77,990	77,027
Other receivables and prepayments	- 144	- 144
	<u>229,945</u>	<u>162,480</u>
 Total Assets	<u>230,879</u>	<u>164,327</u>
 Current Liabilities		
Revenue in Advance	65,837	32,158
Payroll Liabilities	5,064	8,140
GST Payable	1,891	1,859
Provision for Long Service Leave	31,592	31,975
Provision for Sick Leave Replacement	5,000	5,000
	<u>109,384</u>	<u>79,133</u>
 NET ASSETS	<u>121,494</u>	<u>85,194</u>



WHITEHORSE URBAN HARVEST – ZOOMING AWAY

As the end of 2021 arrives and freedoms increase we can look back at the year and our time as Urban Harvesters. Our basic purpose is to share produce, seeds, gardening ideas and to enjoy each other's company. This year our Forest Hill and Box Hill South groups, unable to meet in person, banded together and got to know each other through Zoom. We shared ideas, chatted and had some great presenters. Meanwhile, our gardens kept growing so we took produce and plants to the swap table outside the Box Hill South Neighbourhood House, for local people to take home and grow. We greatly appreciate the House's support this year and for many years. We must also thank Heather and Alison and teams for keeping us going and organising ideas and activities for our meetings.

We finished 2020 with a picnic in the park behind the House. (There is no need to blur any faces as we were all in the shade and wearing sun hats for this sunny meeting.) We enjoyed each other's company and the wisdom of many as we heard about ways of planning out a garden area to make the best use of any spaces. And of course, we shared produce, plants and seeds!



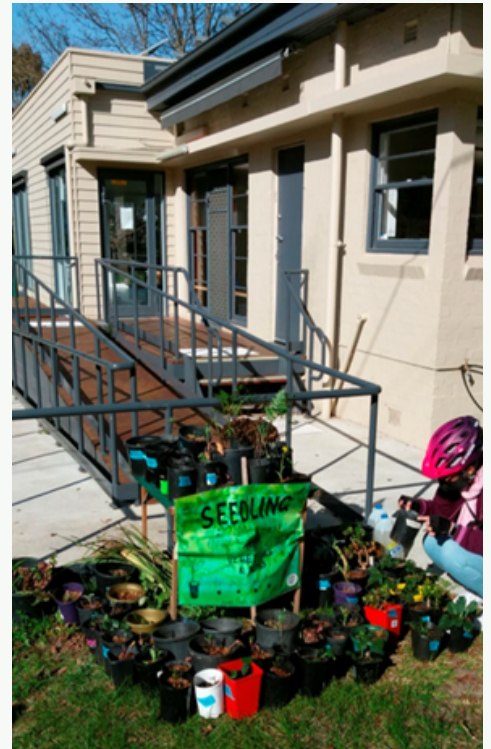
It was very evident that with the lockdowns that interest in gardens 'bloomed' with some places including Bunnings running out of seeds initially. Several of our talks over the next few months gave examples of where to buy seeds online and, from Alison, some ideas on Tomato seed saving. Once we all got used to Zoom we found it is an easy way to share ideas and to chat. It also gave us a chance to meet up and talk, something that we've all needed this year, and even to show our own gardens. Chrissie has been providing a running commentary of people's talks and their ideas with Zoom chat. Our on-site meetings have always been popular and with a wide range of community members we could sample many different types of produce. Who can forget the taste/smell of the Durian that one member brought along to share?



WHITEHORSE URBAN HARVEST...

One of the most important parts of the year were the talks about many things with presenters including Ian Moodie (Whitehorse Council), Kat Lavers, Ally and Ken Thompson, plus our own Alison, Heather, Chrissie, Dennis and Leanne, Gina, and others. Topics included seed collection, greenhouses, gardening beds, garden design, microclimates, sun mapping, soil improving, and growing as much as you can in a small space.

Our 'contactless' swap table in front of the Neighbourhood House has been a very successful alternative when we could not meet there ourselves. There's been a large range and quantity of produce left there and quickly collected by members of our group or the local community who could pop by during their allowed outings or exercise.



Thanks for everyone's enthusiasm and support, and special thanks to Pam and the House for your encouragement during a tricky year. We all hope to have a normal Christmas to finish off 2021 and to get back to meeting on-site as soon as possible.



UMBRELLA DEMENTIA CAFE – CAFE OF CONNECTIONS

Umbrella Dementia Cafés provide welcoming peer support environments, psycho-social support, information, awareness and education for individuals, their families and the local community, so that people can remain connected to their community for as long as possible, with the aim of delaying the move to residential aged care living. UDC charity is funded by philanthropic foundations and provide a café coordinator to support this group and our BHSNH volunteers who support the cafés.

Throughout 2020/21, our relationships with Box Hill South Neighbourhood House has become stronger and very adaptable to our changing needs throughout the COVID pandemic. Together we are constantly sharing knowledge and providing support for our local communities impacted by dementia.

With Vicki Barnes leading the Café of Connections dementia café team, this group has remained connected and achieved the seemingly impossible by supporting all our volunteers and members experiencing dementia to use various online communication (including zoom) to continue our peer support work. To date, the Café of Connections group has enjoyed over 50 online cafes and 26 physical cafes at the BHSNH.



Our success can be attributed to the continuous teamwork and contribution of every single one of our volunteers who never gave up helping all our local Box Hill South couples experiencing dementia to get online & keep socialising, even when they themselves were facing significant adversity.

The Café of Connections will continue the group at the BHSNH in 2022 whether it be online or in person.



MINUTES OF AGM 2020

MINUTES OF THE ANNUAL GENERAL MEETING OF BOX HILL SOUTH NEIGHBOURHOOD HOUSE, CONDUCTED VIA ZOOM ON TUESDAY, 17 NOVEMBER 2020, COMMENCING AT 10.00 A.M

Opening and Welcome:

Judith Buckingham as Chairperson opened the Meeting, recited welcome to country and welcomed all those present.

Present: Staff and Members:

Pam Mills (Manager), Val Kendall, Julia Wilson, Chrissie Macken (representing Urban Harvest), Diana Ferguson, Brenda Linsell, Helen Skinner, Judith Buckingham, Trish Bourke, Sheila Turner, Lesley Birks, Kheng Lau, Sandra Robertson, Jan Farr, Ysolde Nichols, Andrei Ratiu (Meditation Group leader), Judith Hughes.

Visitors:

Klaudia Lozo (Louise Multicultural Centre), Erin Hollis (City of Whitehorse), Gladys Liu (Federal Member for Chisholm), Dilnaz Bilimoria (Community advocate), Lucy Gunner (representing Will Fowles), Nikki Maddern (NIECH Networker), Tina Liu (Councillor for Sparks), Andrew Davenport (Councillor), Ian Forsyth.

Proxies:

Received from: Susan Mouer, Elizabeth Price.

Apologies:

Mark Tyrell (DHHS), Susan Hill, Susan Mouer, Nicole Battle (NHV), Veronica Ong, Margaret Gear, Tim Phillips, Ruth Smithson, Renee Andersson, Asami Ako (Japanese Language Group), Nicole Battle (CEO Neighbourhood Houses Victoria).

Minutes of previous Meeting:

The Minutes of the Meeting held on 17 September 2019, which had been included in the AGM Report, were taken as read.

Moved: Judith Buckingham

Seconded: Lesley Birks Carried

Matters arising from previous Minutes:

Nil

Reports: President's Report

Judith Buckingham summarised her report, which was included in the AGM Report, and moved that her report be accepted.

Seconded: Lesley Birks

Carried

Annual Report by House Manager

Pam Mills summarised her report, which was included in the AGM Report and thanked all those attending the meeting, also State, Federal and local Governments for their support during this difficult time, and moved that her report be accepted.

Seconded: Jan Farr

Carried



MINUTES OF AGM 2020

Reports: Finance Report (cont'd)

Sandra Robertson summarised the report contained in the AGM Report and thanked Government agencies for their financial support during this difficult year and moved that her report be accepted.

Seconded: Sheila Turner

Carried

Appointment of Auditor:

C.C. Beh Chartered Accountants had agreed to act as Auditor for the next year. Sandra Robertson moved that C.C. Beh Chartered Accountants be re-appointed.

Seconded: Val Kendall

Carried

Election of Committee Members and Office Bearers for 2020/21

Nikki Maddern assumed the Chair, and declared that all current positions had now become vacant, and called for any further nominations. As there were none, the following people who had nominated, been proposed and seconded, were re-elected unopposed.

Judith Buckingham, Sandra Robertson, Lesley Birks, Ysolde Nichols, Sheila Turner, Trish Bourke, Pam Mills (ex officio), Val Kendall (ex officio), Julia Wilson (ex officio).

Judith Buckingham was elected as President; Sandra Robertson was elected as Treasurer and Lesley Birks was elected as Secretary.

Nikki thanked all committee members for their work during this difficult time. Judith Buckingham then resumed the Chair.

General Business:

Gladys Liu addressed the Meeting, thanking the committee and especially Pam Mills who has done a fantastic job during this testing year.

Chrissie Macken, representing Whitehorse Urban Harvest, addressed the meeting and summarised the activities of the group during the year.

Sandra Robertson reported on the activities of the Umbrella Dementia Café, which had been holding monthly meetings in the House for 12 months.

Closure:

Judith Buckingham offered her thanks to all House staff, especially Pam for all her hard work and commitment.

There being no further business, the Meeting closed at 10:35 a.m.

Confirmed as a correct record.

.....
Chairperson

.....
Minute Secretary

.....
Date





**BOX HILL SOUTH
NEIGHBOURHOOD HOUSE**



BOX HILL SOUTH
NEIGHBOURHOOD HOUSE

ANNUAL GENERAL MEETING (ON ZOOM) 16 NOVEMBER 2021

AGENDA:

1. Opening and Welcome
2. Attendance and apologies
3. Minutes of previous AGM held on 17th November 2020 on Zoom
4. Matters arising from previous minutes
5. Presentation of President's report
6. Presentation of Annual Report by House Manager
7. Presentation of Finance report
8. Appointment of Auditor for 2021/22
9. Election of Committee Members for 2021/22
10. Election of Secretary
11. Election of Office Bearers
12. General Business
 - Umbrella Dementia Cafe
13. Meeting close



BOX HILL SOUTH
NEIGHBOURHOOD HOUSE

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