



SOUTH PORT DAY LINKS inc.(SPDL)

2022 ANNUAL GENERAL MEETING

3 NOVEMBER 2022

MINUTES OF MEETING

Meeting commenced at 12.35pm

1. INTRODUCTION AND WELCOME

Lea Pope (Chair) opened the meeting and welcomed all present and acknowledged the presence of: Mayor of the CoPP Marcus Pearl, Councillor Heather Cunsolo, Gunter Wachsmuth, Kay Rowan and introduced Committee Members Laura Meagher, Secretary, Mr Peter Waddell, Treasurer, Mary Pikas CoM, Ed Holmes, General Manager, Ivano Abram Volunteer Program Co-Ordinator and Linda Davey minutes. Welcomed the Guest Speakers – John Bone (client) and Margaret Kelly (volunteer)

Acknowledgement of Country

I would like to acknowledge the Traditional Owners of the lands on which we are meeting today. And I pay my respects to Elders, past, present and emerging and the Aboriginal Elders of any communities who may be with us today. We acknowledge and uphold their continuing relationship to this Land.

2. ATTENDANCE

Present: Ivano Abram, Ralph Bohemer, John Bone, Stephen Brennan, Beris Campbell, Heather Consolo (CoPP Councillor) Linda Davey (minutes), Clare Doyle, Kevin Doyle, Gail Forward, Ross Garrett, Carol Gordon, Bill Hanlon, Ramona Headifen, Ed Holmes General Manager, Cathie Keenan, Margaret Kelly, Mary Kikas, Doug Lay, Brian Logan, Peter Martin (CoPP), Diane Mathieson, Gillian McCarthy, Sally McInnes, Heather McKee, Laura Meagher, Cathy Noble, Lea Pope, Marcus Pearl (Mayor CoPP), Carly Pocock, Ron O'Shannessy, Kay Rowan, Gunter Wachsmuth, Peter Waddell and Graham Warren.

Apologies: Glenda Beale, John Bond, Rachel Bolton, Josh Burns MP, Rhonda Clark, Katherine Copey (CoPP Councillor), Fran Jackson, Martin Foley MP, Mario Galante, Pat Grainger, Laurie Horder, Sam Li, Susan Pitman, Alex Tarshis, Nick Van den Berg, Kathie Wachsmuth and Tim Williams

3. MINUTES OF THE 2021 ANNUAL GENERAL MEETING were circulated prior to the meeting

Motion to accept:

Moved Laura Meagher

Seconded Ron O'Shannessy

Motion approved.

4. CONSIDERATION OF 2021 ANNUAL REPORT:

- Chair's Report
- Treasurer's Report
- General Manager's Report
- Volunteer Program Coordinator's Report

4.1 CHAIR and GENERAL MANAGER REPORT (Full report in Annual Report)

Chair,s Report:

The past 3 years during the CoVid-19 pandemic has disrupted the lives of most people in our community and greatly affected the ability of many organisations to carry on with their services and support.

While the demands for SPDL services has been reduced over this period, it is pleasing to see that in the latter part of 2021/22 year our service volume started to return to a more "normal" level.

SPDL continued to respond in a practical way with the necessary safety measures to provide essential services to our community, which I think is a real achievement and a credit to our staff and volunteers. Not one day of service delivery has been lost during the pandemic. While the demand for our services has been reduced over this period, it is pleasing to see that in the latter part of the 2021/22 year that our service volumes are returning to more"normal" levels with increased demand for transport, steady demand for Pet Mates and increased interest in GardenMates.

In 2021 SPDL was successful in tendering to provide transport services into the City of Melb, which was identified by the Commonwealth as an area of need. This service has been running during 2022 providing a service to residents in the City of Melbourne and clients who live in the City of Port Phillip a service to be able to travel to destinations in the City of Melbourne. At this stage we have approximately 6 new clients who live in the City of Melbourne.

I advise that we successfully achieved our 2020/21 Business Plan. A new Strategic Plan for the next 3 years 2022-2025 has been completed. As this is some unce3rtainty as to what the Commonwealth funding model will be for the Support at Home Program in the future, we will continue to work with Government and provide feedback as the model is refined.

We have appreciated the continued support of our funders – Commonwealth and State Departments of Health and the City of Port Phillip who have shown us great flexibility again this year. As for a small organisation needing to continue operating in difficult times, this was both vital and appreciated. Thanks also to our donors, large and small as we greatly appreciate the support we receive.

Thank you again to our volunteers who have continued on enthusiastically in a complex environment and without whom SPDL wouldn't function.

As I will be standing down from the Committee after this AGM, I would like to take this opportunity to firstly thank the members for having me in this role but particularly the volunteers and staff for their great work and support. I would like to thank the Committee for their support. I do feel some sadness in moving on but there are always new things that we need to focus on. I will do my best to remain connected with SPDL as it is an organisation that I have grown very fond of.

I will now pass over to the General Manager, Ed Holmes

GENERAL MANAGER

Ed Holmes welcomed all to the 2022 AGM

Staff

Rimmi Singh left in late March and we welcome Ivano Abram 3 days per week and Maria Añes two days per week to share the volunteers coordinators position.

Clients

We received very positive feedback to the surveys that were conducted with a very high percentage of people very happy with the service we provide across both transport and Mates.

Services

We are experiencing high demand for transport, returning to pre COVID levels which is good to see. Waiting lists on most days, hoping a change in policy to car pooling will help alleviate this issue. Steady demand for Petmates and increased demand for Gardenmates. We are busy recruiting a few new gardening volunteers.

Expansion into City of Melbourne – The intake of City of Melbourne clients has been slow but is steadily on the increase. There has been an increase in the City of Port Phillip clients.

Community Transport Week

The inaugural Community Transport Week was celebrated in March 2022, noting 40 years of community transport in Victoria.

The SPDL quarterly newsletters have been well received. Please advise if you would like an article published or a copy mailed to you.

Aged Care Sector

The number of people on Home Care Packages increased steadily over the year and it has been great to support this group of people manage this transition.

Changes coming up in the sector with reforms as a result of the Royal Commission into Aged Care. Changes regarding funding and packages will come into practise from July 2024

Links Lunch

Trips were back to once a month to venues across South Melbourne, Port Melbourne, Yarraville and also even Taylors, led by Linda Davey and supported by our volunteer drivers. These are a favourite event for our clients!!

Staff & Volunteers

Rimmi Singh left in March to take up a position closer to home.

Welcome to Ivano Abram – Monday, Tuesday and Wednesday and Maria Añes Thursday and Friday.

The number of volunteers remained strong, and we witnessed significant interest from people wishing to volunteer which is particularly pleasing.

GardenMates have been in demand and we need more volunteers for this program.

PetMates where we support people with their dogs eg walking dogs

We maintained our COVID safe strategies and have had 0 incidents, a huge thank you to our staff & volunteers for your diligence.

SPDL reviewed the COVID safe plan and risk register to ensure the plan was up to date

All current volunteers and staff are vaccinated

Moved to the Cloud environment which enables being able to work from home.

SPDL has been fortunate to maintain a relatively consistent number of volunteers over the year with a slight decrease in the number of drivers. We have been successful in recruiting new drivers and also a few gardeners over the past 6 months, 20 in total.

A huge thank you to our staff & volunteers who remained positive and committed to our purpose over the year.

Vehicles

Awaiting release of E Vehicles (battery) and charging stations.

Strategic Plan

Compliance – Achieved most objectives laid out in the 2019-2022 plan with significant work in total.in around compliance with a review of all policies and procedures approximately .

Funding

Received funding from:

State Government Department of Health & Human Services

Federal Government Department of Health

City of Port Phillip funding and grants

Donors

4.2 TREASURER'S REPORT (full report in Annual Report)

Summary as follows:

The Treasurer presented the audit financial statements for 2021/22. The statements have been prepared in accordance with the recognition and measurement requirements of the Australian Accounting Standards.

The financial statements have been prepared on an accruals basis and are based on historical costs modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The statements were audited by J L Collyer & Partners.

Net assets of SPDL increased from \$472,492 in 2021 to \$479,830 in 2022. There was an increase in salary expenses in 2022 relating to having a full complement of staff and very little leave being taken.

Motion to accept the 2021-22 SPDL Inc. Annual Report

Moved: Peter Waddell

Seconded: Clare Doyle

Motion approved.

5. PRESENTATION OF VOLUNTEER AWARDS

Arthur Rowan Award for 5 years continuous volunteer service.

Awards were presented to the following Volunteers, by Kay Rowan:

Ben Marks

Sally McInnes

Graham Warren

Mark Muir

Ralph Bohmer

Janette Chrimes

Robyn Williams

Gayip Award for 10 years continuous volunteer service

The Gayip Award was presented to:

Kenneth Latchford

Ian McKay

Ron O'Shannessy

Brian J Sutton Foundation for 15 years continuous volunteer service

There were not any recipients for this award in 2022

Beris Campbell OAM Award for 25 years continuous volunteer service

There were not any recipients for this award in 2022

6. ACKNOWLEDGEMENT OF FINANCIAL AND IN-KIND CONTRIBUTIONS

The Chair noted the following donations and contributions in the last year:

Platinum Certificate

Silver Certificate - \$1,000 and over

Wachsmuth (Wachsmuth – Auden Trust)

Bronze Certificate - \$500 or more

Beris Campbell

Glenda Beale

7. ELECTION OF COMMITTEE MEMBERS

The rules relating to the appointment of members of the Committee of Management are outlined in the Rules of Association (2019).

Rule 49 describes the rotational retirement of what are described as “First Committee members” – they are those Committee members in office at the date of adoption of the new rules in November 2019.

The rules indicate that:

1. At the end of the first and second annual general meetings after the adoption of these rules, one third of the First Committee Members will retire from office.

They can be:

- (a) first, those who wish to retire;
- (b) secondly, those who have been longest in office since their original appointment as a Committee Member; and
- (c) thirdly, as between those persons who became Committee Members on the same day, determined by lot.

2. A First Committee Member retiring under this rule 49 may be re-elected.

In line with this, the Committee members who come up for re-election this year are:

I therefore declare 4 nominations for office bearer positions up for re-election with nominees being:

Lea Pope – Chair (Retiring)

Alec Tarshis – Deputy Chair

Peter Wardell - Treasurer

Laura Meagher - Secretary

Could each nominee please raise their hand.

In line with Rule 53, as there have been no more nominations and the number of nominations does not exceed the number of vacant positions, I can declare that the 4 vacancies on the Committee have been filled by: Carly Pocock, Nick Van de Berg, and Carol Gordon

Nominations for Office Bearers are:

There are 4 nominations for the 4 office bearer positions. As I am part of this process, I'll hand over the chairing of this part of the meeting to Ed Holmes, GM.

Carol Gordon – Chair

Carol lives in South Melbourne, currently works as an independent HR consultant predominantly in HR and organisational change. She is currently Deputy Chair of the Alfred hospital Consumer Advisory Committee (which reports to the Alfred Health Board) and also a member of their Medical Safety Committee

Alec Tarshis - Deputy Chair - current

Peter Waddell -Treasurer - current

Laugh Meagher -Secretary - current

General Manager- In line with Rule 52, as there is only one nomination for each of the 4 positions, I can declare that these 4 Committee members are elected to the respective officer bearer positions.

Nominations for general committee

Nick Van de Berg – Unfortunately Nick is an apology for the meeting as he is flying back from overseas.

Nick runs his own software start up company which he co-founded

He has previous board experience on a small NFP Board and is keen to contribute to the community.

Carly Pocock – Carly lives in Southbank and has been a PetMates volunteer for around a year. She works as a senior fleet planner with V-Line. She has significant management and supervisory experience.

Could each nominee please raise their hand

As there are not any other nominations I declare these to people elected.

Moved: Bill Hanlon

Secunder: Ron O'Shannessey

9. Guest Speakers

Lea interviewed Margaret Kelly (volunteer)

Margaret has been a PetMates and GardenMates volunteer for many years and provided an outline of ;her years volunteering.

Lea Interviewed John Bone (client)

John has been using Daylinks services for a number of years and expressed how satisfied he is with the service. He also told a couple of very interesting stories.

10. Close of Meeting

As there are not any further questions or further business, that brings us to the conclusion of proceedings.

The Chair thanked the CoM and Linda Davey for taking the minutes.

The meeting closed at 1.30pm.