

AGENDA

**Travellers Aid Australia
Annual General Meeting
Agenda**

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| Date: | 19 October 2023 |
| Time: | 1.00pm – 1.45pm |
| Place: | Virtual meeting via Zoom |

| Item | Description | Responsible |
|-------------|---|---|
| 1 | Welcome and introductions Acknowledgement of Country | Peter Gluskie, Chair |
| 2 | Apologies | Peter Gluskie, Chair |
| 3 | Acceptance of minutes of TAA's 106 th Annual General Meeting held 20 October 2022. | Peter Gluskie, Chair |
| 4 | Actions from previous AGM – none to report | Peter Gluskie, Chair |
| 5 | Chair & CEO reports | Peter Gluskie, Chair Elias Lebbos, CEO |
| 6 | Finance Report 2022/23 | Bruce Heron, Finance Committee |
| 7 | Acceptance of Financial Statements and Annual Report | Bruce Heron Finance Committee |
| 8 | Appointment of Auditors <i>William Buck be appointed as the Travellers Aid Australia auditors for 2023-2024.</i> | Bruce Heron Finance Committee |
| 9 | Questions to directors | Peter Gluskie, Chair |
| 10 | Election of directors: <u>Special Resolution Motion 1:</u> The following resolution is proposed as a special resolution. | Philip Cornish |

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| | <p><u>Background to the Motion:</u></p> <ol style="list-style-type: none"> 1. According to the constitution cl. 41.5 a director who has held office for a continuous period of nine years or more may only be re-appointed or elected by a special resolution. 2. As both Peter Gluskie and Paddy Oliver must retire at this upcoming AGM, and it is the desire of the Directors that both Peter Gluskie and Paddy Oliver be re-elected for a further term, the Directors recommend the passing of this special resolution. <p>It is moved:</p> <p><i>That Peter Gluskie be re-elected as a director; and</i></p> <p><i>That Paddy Oliver be re-elected as a director.</i></p> | |
| | <p>Election of Melita Ryan</p> <p>It is moved:</p> <p><i>Melita Ryan be elected to the TA Board for a 3-year term.</i></p> | |
| 11 | <p>Resolutions None received.</p> | Peter Gluskie, Chair |
| 12 | <p>Any other business – 14 days notice in writing must have been given</p> | Peter Gluskie, Chair |
| 13 | <p>Awards and Recognition</p> | |
| 14 | <p>Meeting Close</p> | Peter Gluskie, Chair |

MINUTES 106TH
AGM

TRAVELLERS AID 106TH ANNUAL GENERAL MEETING

Minutes

Thursday 20th October 2022 at 1.00 pm

via Zoom

| Agenda Item | Activity | People |
|-------------|---|---------------|
| Item 1 | <p>Welcome and Introduction</p> <p>Peter Gluskie welcomed all in attendance especially life members, members, staff, and Friends of Travellers Aid.</p> <ul style="list-style-type: none">• Acknowledgement of Country | Peter Gluskie |
| Item 2 | <p>Apologies:</p> <p>Peter Gluskie noted an apology from our Patron, Mr Anthony Howard, AM QC, Jantine Eddelbuttel, Board member, Margaret Carter, Life Member.</p> <p>In attendance:</p> <p>Anne-Marie Doyle Arunesh Choubey Bernie Delaney Bev Excell Bruce Heron Bryan Porter Corrine Sweeney Dan Feldman David Hanrahan Elaine Shallue Elias Lebbos Greta McMahon Judy Becher Maria Groner MaryJane Amos Melita Ryan Nicola Edwards Paddy Oliver Peter Gluskie Philip Cornish Sandy Bell Sandy Ross</p> | |

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| | Toni Clarke | |
| Item 3 | <p>Approval of the 105th AGM Minutes</p> <p>The minutes of the 105th Annual General Meeting were circulated to members prior to this meeting.</p> <p>Moved Peter Gluskie, seconded Bryan Porter:</p> <p>The minutes of the 105th Annual General Meeting be accepted as a true and accurate record. CARRIED</p> | Peter Gluskie |
| Item 4 - | <p>Actions from previous AGM.</p> <p>There were no actions from the 105th AGM.</p> | Peter Gluskie |
| Item 5 – 106 th Chair and CEO report | <p>Chair’s report:</p> <p>Peter Gluskie reported that Travellers Aid has continued to support travellers to cautiously re-engage with those around them. We have continued to deliver all our core services through these challenging times.</p> <p>We are seeing significant interest from major events to partner with TA, in part due to the successful assistance provided at this year’s Australian Open tennis tournament. To see TA showcased at one of Melbourne’s premier international sporting events was both a significant milestone in our strategic growth and a source of great pride for those involved.</p> <p>During the year one of our Board Directors, James Carroll, decided to step down from the Board. I would like to thank him for his contribution and wish him well as he focusses on his young family.</p> <p>We welcomed three new Board Committee members to the organisation. Melita Ryan, Toni Clarke and Sandy Ross bring strong and diverse backgrounds to their committee positions, and welcome their input.</p> <p>As a Board we took some time out to reconnect with the strategic plan, check in on our progress against its high level goals and provide Elias and the management team with our thoughts on what priority areas we saw as we emerge from the pandemic. Four years after preparing this strategy, it is still highly relevant and provides a fantastic forward roadmap.</p> | Peter Gluskie |

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| | <p>I would like to take this opportunity on behalf of the board to thank Elias and the team along with our fabulous volunteers who have supported TAA over the past year. Thank you for your dedication and enthusiasm.</p> <p>Chief Executive Officer's report:</p> <p>Elias acknowledged the attendance of Dan Feldman, Bernie Delaney, and Bev Excell.</p> <p>He stated that the annual report is inspiring and illustrates all the hard work of the last few years, coming to fruition.</p> <p>He then covered:</p> <p>Three C's of managing a pandemic; Capacity, Collaboration, Confidence.</p> <p>Capacity:</p> <ul style="list-style-type: none"> Rebuilding volunteer numbers and engagement Providing opportunities for CSO's outside of station environment Maintaining appropriate skill mix Increased revenue to reverse a projected deficit to a surplus. <p>Collaboration:</p> <ul style="list-style-type: none"> Sought new partnerships First time support at the Australian Open First time official accessibility partner at Moomba First time support at the MIFGS First time support at ANZAC Day NHP Electrical Engineering Community Partnership. Maintained close relationships with current partners Yarra Trams – disruption assistance V/Line – negotiated new regional service in Ballarat station. DFFH – partners of change | <p>Elias Lebbos</p> |

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| | <p>DFFH – time out, carer respite – non paid carers to take time out.</p> <p>City of Melbourne – event support and trials</p> <p>Confidence:</p> <p>TA support to events builds confidence</p> <p>Ready when you are campaign</p> <p>Support at sites</p> <p>Contribution to supporting recovery.</p> <p>Recovery:</p> <p>Underway</p> <p>Regional expansion opportunities</p> <p>Return to business</p> <p>2026 Commonwealth Games</p> <p>Growth opportunities</p> <p>Elias then thanked all TA’s volunteers, staff, board members, supporters, friends, partners and contributors. No doubt TA has returned to a better position than before the pandemic.</p> <p>TA has been nominated for the Melbourne Awards, and are finalists and has also been nominated for VTIC awards.</p> <p>Thank you to all those who have contributed.</p> | |
| <p>Item 6 - Financial Report</p> | <p>Due to technical issues, Peter Gluskie presented the Financial Report for 2021/22 in place of Sandy Bell, Director and Chair of the Finance Audit and Risk Management Committee.</p> <p>A modest surplus was achieved this year even though we had budgeted for a loss. Covid 19 continued to impact services at the start of the year but we are improving incrementally.</p> <p>TA’s financial position remains healthy.</p> <p>The FARM Committee thanked all staff and volunteers, particularly Elaine Shallue, the Finance Manager.</p> <p>Peter, on behalf of Sandy then thanked all members of the FARM committee.</p> | <p>Peter Gluskie</p> |
| <p>Item 7</p> | <p>Moved Peter Gluskie, seconded Paddy Oliver</p> | <p>Peter Gluskie</p> |

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| | <p>The Annual Report including the Audited Financial Statements for the year 2021/22 be accepted as true and accurate. CARRIED</p> | |
| Item 8 | <p>I would like to raise the appointment of an auditor for the Financial Year 2022-2023. It is good corporate practice to change auditors after five years, so we thank Accru Auditors for last few years, and now seek to appoint William Buck. Moved Peter Gluskie, seconded Paddy Oliver</p> <p>That we cease the services of Accru Melbourne as auditor and that William Buck, being qualified to act and having consented to do so, be appointed as the auditor of the Company with effect from the financial year commencing 1st July 2022, subject to ASIC's approval. CARRIED</p> | Peter Gluskie |
| Item 9 | <p>Questions for directors. No questions were received.</p> | Peter Gluskie |
| Item 10 - | <p>Election of Directors</p> <p>The Chair holds 1 proxy vote</p> <p><i>*Registered Members of Travellers Aid Australia are eligible to vote.</i></p> <p>The following two people have been nominated to join the Travellers Aid Board:</p> <p>Arunesh Choubey</p> <p>Bruce Heron</p> <ul style="list-style-type: none"> • Arunesh has been on the Finance Audit and Risk Management Committee for 4 years. • <p>Moved Peter Gluskie, seconded Philip Cornish:</p> <p>Arunesh Choubey, be elected to the TA Board for a 3 year term. CARRIED</p> <ul style="list-style-type: none"> • Bruce has also been on the Finance Audit and Risk Management Committee for 4 year • <p>Moved Peter Gluskie, seconded David Hanrahan:</p> <p>Bruce Heron, be elected to the TA Board for a 3 year term. CARRIED</p> | Peter Gluskie |

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| Item 11 | <p>Other Business</p> <p>No other business agenda items have been received.</p> | Peter Gluskie |
| Item 12 | <p>Acknowledgement of special contributions</p> <p>Paddy Oliver thanked staff and volunteers that had reached milestones:</p> <p>Staff 15 Years</p> <p>Maria Groner started as an ER officer (emergency relief) as locum for 6 weeks and is still here! Her background is in social work, and she has put those skills to use in all areas of Travellers Aid services. She is of course, now, the Operations Manager and shows empathy, compassion and problem solving in all she does. Maria is very capable.</p> <p>Evann Porozny Started in ER to cover Maria Groner during school holidays and didn't leave either! He then completed a Certificate IV in disability and is now a CSO at the sites. He continually shows compassion in his work.</p> <p>Volunteer 5 Years</p> <p>Gail Walsh is a companion service volunteer and has helped with disruptions and at the MCG. She is always willing to put up her hand up for other volunteer roles.</p> <p>Volunteer 10 Years</p> <p>Robyn McHugh has been a companion service volunteer from the start and has always been very reliable.</p> <p>Paddy then thanked all staff and volunteers for their commitment.</p> | Paddy Oliver |
| Item 13 | <p>CLOSE of AGM</p> <p>Peter Gluskie closed the 106th AGM of Travellers Aid and thanked all who had contributed in the last 12 months and thanked everyone for taking the time to attend.</p> | Peter Gluskie |

Signed as a true and accurate record of proceedings: _____

Peter Gluskie, Chair