

2024 AGM Meeting Minutes

Meeting:	The Kids Castle AGM	Date:	Tuesday 19 March 2024
Location:	The Shell, Castle Cove Public School	Time:	7:00pm
Attendees:	Name		
	Executive Members: Mayank Gupta (Co-President), Leonie Taylor (Co-President) and Stephen Hogg (Treasurer)		
	General Members: Natalie Wailes, Katie Paton, Vicky Lord-Carlyle, Araz Mirzaian, Rachelle Drouza and Leon Moran.		
	Staff: Roy Faulkner (TKC Director), Anna So (TKC Coordinator) and Alex Topp (TKC Administration)		
Apologies/ Absent:	Name		
	Katie Paton (Secretary) and Alexia Wellbelove		

Item	Topic and discussion points
1	<p>Welcome, Quorum and Apologies</p> <ul style="list-style-type: none"> Mayank Gupta opened the meeting at 7.04pm, advised of apologies and confirmed quorum.
2	<p>Meeting Minutes</p> <ul style="list-style-type: none"> Mayank Gupta approved last AGM minutes; Natalie Wailes seconded.
3	<p>Committee Member Reports</p> <ul style="list-style-type: none"> Each of the following committee members spoke to their Reports: <ul style="list-style-type: none"> Co-President's Report – Mayank Gupta and Leonie Taylor: <i>Congratulated the whole team on a successful year and reflected on the amount of work TKC aimed to achieve in 2023 and how well targets were hit, including WOW Wednesdays, the TKC survey (and the amazing feedback), move to the new centre, setting up the Homework Club, winning grants and reducing Centre losses. The room all recognised the success of the year.</i> Treasurer's Report – Stephen Hogg: <i>After budgeting for a large loss in 2023, the team has worked very hard to reduce the loss to less than \$14k, which is a great achievement. Looking towards a goal of breaking even, or maybe even a profit, in 2024 shows a real turn around for the Centre since Covid first impacted heavily in 2020.</i>

4	<p>Centre Update</p> <ul style="list-style-type: none"> ▪ Director's Report – Roy Faulkner <p style="margin-left: 40px;"><i>Roy recognised the work of team for a very successful year. Roy reported that Team Cohesion was an important aim for him this year, and he has been really pleased with the way the team has grown and bonded. There has been a focus on rewarding staff who show initiative and concerted effort towards the running of the centre. Unfortunately, we are losing two staff members to the central coast but Roy is working on the best way to replace and reinvigorate the team. Roy is working on his succession plan and is going to hire an assistant director this year.</i></p> <p>ACTION</p> <ul style="list-style-type: none"> - Roy: to put together a report on how this plan will play out by June 30 to share with the committee.
5	<p>Nominations and appointment of Committee members</p> <p>The current members stood down from their positions within the Committee and new members were nominated with agreement from all Committee members.</p> <ul style="list-style-type: none"> ▪ <u>President:</u> Mayank Gupta Nominated: Leonie Taylor Seconded: Rachelle Drouza ▪ <u>Vice President:</u> Leonie Taylor Nominated: Mayank Gupta Seconded: Vicky Lord-Carlyle ▪ <u>Treasurer:</u> Stephen Hogg Nominated: Araz Mirzaian Seconded: Leonie Taylor ▪ <u>Secretary:</u> Araz Mirzaian Nominated: Natalie Wailes Seconded: Mayank Gupta ▪ <u>General Members:</u> Natalie Wailes Vicky Lord-Carlyle Rachelle Drouza Alexia Wellbelove Katie Paton Leon Moran ▪ <u>Public Officer:</u> Rachelle Drouza ▪ <u>Grants Coordinator:</u> Araz Mirzaian

<p>6</p>	<p>Discussion of Updates to Constitution</p> <p>Summary of changes to be address in updated to the constitution:</p> <ul style="list-style-type: none"> ▪ Centre Director to be given a voting right. Equal weight as any committee member vote, no casting/veto right and no vote if a conflict is evident (ie director rem discussions). ▪ Confirm quorum is 5 members. ▪ Meetings per year to be reduced from 6 to 4 (one per school term). ▪ Address ability for technology to be included in meetings and for members utilising this can be used to reach quorum. ▪ TBC – looking for a way to safe guard both the centre against a committee not allowing fees to increase due to personal interest, and also to allow committee members to retain financial oversight and responsibility to the P&L. Will ask lawyer for a suggestion of wording around a fair and efficient way to safeguard both sides in relations to increase of fees. ▪ Confirmed approval of policies will not be required by committee members, however policies are to be sent to members in advance of publication and will be open to suggestions and questions from committee. <p>ACTION</p> <ul style="list-style-type: none"> - When a lawyer is engaged for the transition under the P&C they will also be engaged to update the constitution with above suggestions. Once suggested wording is drafted, it will be circulated for comments by committee, and then final amendments will be voted as required by current constitution. - Alex: current policies to be sent around to committee on Friday
<p>7</p>	<p>Discussion on P&C and Legal Quotes</p> <p>Alex is finding it difficult to find someone to ask further questions of in the government and to answer lawyer's questions in order to obtain a vote. Will continue to work on this and update as progression occurs.</p> <p>ACTION</p> <ul style="list-style-type: none"> - Alex: continue to research contacts in government, licencing or P&C organisations and put them in touch with the lawyer to obtain quote and next steps - Anna: to ask other centres and community organisations to see who else is going through the transition and if they have contacts or advice - Jeanette: will also ask through school systems to see if she can find any other schools going through this transition as well - Alex: will send an update at the beginning of term 2 and we will address progress
<p>8</p>	<p>Any Other Business:</p> <ul style="list-style-type: none"> ▪ <u>Sub-Committees:</u> Roy has suggested that it might be useful to create sub-committees throughout the year as specific input was required from committee members, and below this may be more efficient. Committee agreed they are happy to do this as needed.

9	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> ▪ Mid June 2024
	<p>Meeting Close</p> <ul style="list-style-type: none"> ▪ 9.20pm

Signed for approval:

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Name: Mayank Gupta

Position: President

Date:

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Name: Leonie Taylor

Position: Vice President

Date: