



SWAN Annual General Meeting
MINUTES
6:30pm Tuesday 7th December 2023
Zoom Online Meeting
 (Minutes compiled with the support of OtterAI Autopilot recording)

Agenda Item(s)

1	Meeting Opened @ 6:30pm Acknowledgement of Country Welcome & Introductions	Ant Pursell
2	Attendees: Ant Purcell, Grant Avery, Claire Gibellini, Luke Robinson, Stephanie Knox, Kate Heaslip, Amy Munro and Nick Avery (CEO)	Suresh Rajan (absent) Amber Donnelly (absent)
3	Apologies	Jenny Griffin
4	Acceptance of previous AGM 2021-2022 minutes	Accepted by: Stephanie Knox Seconded by: Ant Pursell
5	Presidents Report Key Points <ul style="list-style-type: none"> - Amazing feedback from externals receiving the autism resources developed by SWAN staff. - Major thank you goes out to all the staff who have work tirelessly through the year to accomplish all the work for the year. 	Tabled Accepted by: Claire Gibellini Seconded by: Grant Avery
6	Financial Reports - Treasurers & Financial Report Key Points	Tabled Accepted by: Luke Robinson

<ul style="list-style-type: none"> - Grant advised that he has available a Financial Report but not an Audited Report. - Traditional auditor is no longer able to continue in this role due to her being very unwell. - A replacement auditor is now being sought with Steph noting the following possible options of auditors who work with NFPs: <ul style="list-style-type: none"> o Anderson, Munro & Wylie – Martin Shoen see: https://www.amwaudit.com.au/ o William Buck see: https://williambuck.com/aboutus/about-western-australia/ - Grant noted that typical cost for auditing fees is ~\$8,000. - Nick advised that due to our current annual income falling under the ACNC threshold of \$500k SWAN is not required to get financials formally audited. - SWAN used to completed financial audits, however, this will change should SWAN be successful with the grant applications submitted earlier in the year. - Clare asked what qualifications is required to be a Financial Auditor which Grant advised it needed to be a Registered Company Auditor. <p style="color: red;">Action: Thank you gift/card to be sent to exiting auditor for all her valuable contribution over the years.</p> <ul style="list-style-type: none"> - Grant confirmed that there was a net profit \$44,000 for the year and that this was ok as charities are allowed to make a profit which is mainly made up of donations outside of grant funding. - Some income is starting to come in through training opportunities i.e. Youth Mental Health First Aid and some contract work from Every Australian Counts. - These external sources of funding are pleasing to see that knowledge of SWAN team is being recognised. - AutStars and YES Program did not progress this year due to lack of staff capacity. - JumpStart is finished for the year and will start back up again subject to staff availability. - Cash on hand \$210,000 at the end of last financial year. - Liabilities of \$17,000, comprising of insurances and superannuation still to be paid, leaving SWAN in a sound financial position. - Big thank you to Ant who has successfully attracted donations. - Grant acknowledged the generosity of people and their ongoing donations especially those like the Walsh family who give over and above each year in their support of SWAN. - Nick also noted the importance of formally acknowledging Ant for his donation of the Trailer which SWAN is very grateful to have available for hosting sensory zones and the SWAN Family Christmas Party. - Ant noted he was very happy to see that the trailer is being well used already. 	<p>Seconded by: Ant Pursell</p>
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	<ul style="list-style-type: none"> - Grant submissions to DSS for Consortium of (3) organisations with Every Australian Counts involving Self-Manager Hub, Nick advised it might be March through to June 2024 before we hear back if successful. <p>Action: Grant to follow up for a replacement auditor in preparation for increase in grant funding.</p>	
7	<p>Staff Report</p> <p>Key Points</p> <ul style="list-style-type: none"> - Dramatic increase in the numbers of people seeking support this year. - Reporting data includes all the information provided via social media. - Nick noted that data recording in previous years was inconsistent but is confident that data capture is now more reflective and confirms the high level of demand for SWAN supports. - Autism Go-To Guides are being widely distributed and now into its second print run. - Copies are to be distributed to various community groups, medical centres and hospitals. - Increasing contract work from Every Australian Counts (EAC) for SWAN to represent EAC in codesign and systemic advocacy to NDIA. - Nick also formally recognised the amazing support of Greg and Kathy Walsh and all the other community donors that Ant has sourced. - Ant's trailer contribution has enabled SWAN to run sensory zones around the South West. - Special thank you to Tina Williams (admin volunteer). She has been working with SWAN for a long time and is the backbone of the organisation. Nick commented 'We couldn't do what we do without Tina's support'. - SWAN is now being asked to give evidence and make submissions on a whole range of different things to both State and Commonwealth Governments. - Feedback from a Senior NDIS Executive on the submission which SWAN submitted last year. Our submission on 'early intervention for autistic kids' was fairly scathing in its content, however this executive was very complementary which was a welcomed surprise. - Ant commented that he was concerned about staff and in particular Nick 'burning out' - Nick noted that they do have an EAP program for staff and advised that she is getting better at spreading work over (7) days and not to overdo things. - Rickki advised that TAFE is winding down so she will be able to commit to 3 days a week which will also help with managing work loads. - Steph noted in the event that SWAN is successful in its grant submission then a full review of JDFs and remuneration is vital due to low level of salary, especially for CEO which is not typical of other like NFPs. 	<p>Tabled</p> <p>Accepted by: Luke Robinson</p> <p>Seconded by: Steph Knox</p>

	<p>Action: JDF & remuneration review to be completed 2024.</p> <ul style="list-style-type: none"> - Nick advised that SWAN also ran an ‘Understanding Autism’ webinar and 197 people registered to attend online with another 75 people attending in person. - Bunbury TAFE have requested that SWAN deliver this training on a regular basis to her students studying Education Assistance. - Plans to continue delivering under the JumpStart and Regional Toolkit projects through to 30th June 2024. - Rikki keen to continue delivering workshop content around the South West. <p>Action: Webinar has been recorded and Nick to send video link through to board members.</p>	
8	Acceptance of 2022-2023 Annual Report.	<p>Tabled</p> <p>Acceptance: Amy Munro</p> <p>Seconded: Luke Robinson</p>
9	<p>Questions to existing Board Members</p> <ul style="list-style-type: none"> - No questions from board members other than Clare’s congratulations on behalf of board members of all the amazing work which has been completed in the last 12 months. 	NIL questions were raised
10	<p>Election of Board Members</p> <ul style="list-style-type: none"> - Clare advised that she would continue in the Secretary role if no one else was interested in taking over. - Steph advised she was happy to take on this role given how busy Clare is in her many paid and voluntary roles both here in Perth and now Sydney. - The Board thanked Clare for her many contributions to date and accepted her nomination as general board member. - Nick thanked all returning board members, their work over the last year and expressed her appreciation for all the time which people give. - Nick welcomed Kate Heaslip as a new board member. - Nick sincerely thanked her husband Grant for continuing in the Treasurer role which he has held for a very long time now. - Ant suggested that an RSM junior might be encouraged to take over this role to give Grant a break. <p>Action: SWAN to see if they can attract a board member with financial skill set to take on the Treasurer role to give Grant a well-earned break.</p>	<ul style="list-style-type: none"> - Ant Purcell renominated for President - Amy Munro renominated for Vice President - Grant Avery renominated for Treasurer - Steph Knox nominated for Secretary - Jenny Griffin, Claire Gibellini, Luke Robinson and Kate Heaslip nominated / renominated as General Board Members - NIL objections to all nominations successfully appointed
10	<p>Meeting closed @ 7:35pm.</p> <p>Next Board Meeting: 6:30pm Tuesday 23rd January 2024 (online).</p>	

Minutes recorded by: Stephanie Knox

Position: Board Secretary

Date: 6th December 2023