

## **AGM 2023 Meeting Minutes**

**Date:** 30<sup>th</sup> May 2023

**Time:** 6pm

**Location:** Canberra Montessori School

**Attendees:**

1. Board Members Tim Bourke, Sean West Money, Christine Harrison
2. School Members  
Martin Drinkwater, Felix Pirie, Katarina March, Marion McEwin, Michael Skinner and Zaid Zakout, Halima Khurram,

**Opening:** The meeting commenced with Tim welcoming everyone and noting the presence of above quorum. The AGM was recorded for documentation purposes. Attendees were encouraged to take their seats punctually.

**Acknowledgement of Country:** We acknowledge the Ngunnawal people as the traditional owners of the land on which our school is built, as we share our knowledge and learning with power, respect to the Ngunnawal elders both past present, and show respect for the knowledge embedded forever within the aboriginal and Torris Strait Islander custodians of country.

**Agenda Overview:** Tim outlined the agenda items for the meeting, which included:

1. Welcome from Board Chair
2. Previous Minutes Review
3. Annual Report Presentation
4. Financial Statements Presentation
5. Membership Fees Discussion
6. Appointment of Auditor
7. Election of New Board Members
8. Subcommittee Expressions of Interest
9. Board Chair Q&A Session – Any other Business
10. Meeting Closure

**Statement:** Acknowledging the purpose and legal requirement of an annual general meeting.

**Purpose of meeting:**

1. Look at 2022 results
2. What happened in 2022

3. The financial statements and sign them off. Q&A session about this.

**Agenda point 1:** Tim expressed gratitude towards the current board members, Sean and Christine, as well as Anupam Malhotra who provided significant support. He also thanked the families for their support and acknowledged the school staff for their valuable contributions.

Tim distinguished the roles of the board, administration and compliance, and P&F. Restated that the focus of the AGM is for addressing regulatory requirements, the annual report, complaints and obligations. Clarification was given as to the way CMS is organised.

Tim stated the policy for how to become a member. The current price of \$120 is mentioned which also makes families a financial member.

The current board members are mentioned and who is up for election this year. The differences between Canberra Montessori Society and Canberra Montessori School were reiterated, mainly that the School is a registered business of the Society.

The membership fees were explained, and it was outlined what those fees cover and pay for, and how they're distributed. The process of escalation was mentioned.

**Agenda point 2:** The 2022 AGM minutes were accepted.

**Agenda point 3:** Tim summarised the 2022 annual report and thanked Halima for the message from the principal, also the message from P&F.

**Agenda point 4:** Financial Statements Review - A detailed discussion ensued regarding the financial statements for the year 2022, highlighting key figures such as school fees, government grants, employee expenses, and losses incurred. Concerns were raised regarding outstanding receivables and accrued expenses, necessitating strategic planning for financial sustainability.

**Agenda point 5:** Membership Fees - Proposals were made regarding membership fees. The board decision to maintain fees at \$120 was communicated.

**Agenda point 6:** Auditor Appointment: The auditor was reappointed with a view that consideration be given by the Board as to if a future change is required. Tim Allen the current auditor was thanked for his service.

**Agenda point 7:** Election of Board Members - Tim announced the upcoming election for board members, including incumbents and new nominees. Nominations were accepted, and candidates were invited to provide brief introductions. The new board members elected are Katarina March, Marion McEwin, Michael Skinner and Zaid Zakout, with Tim Bourke being re-elected for another term.

**Agenda point 8: Subcommittees** – Outlined the two current subcommittees, being the financial committee and compliance committee. Discussion ensued regarding the formation of subcommittees to address specific areas of governance and oversight. Tim emphasised the need for delegation and collaboration among board members to optimize efficiency.

**Open Forum and Meeting Closure:** The floor was opened for questions and general discussion. Tim reiterated the purpose of the Annual General Meeting (AGM) and concluded the formal proceedings. Attendees were invited to engage in further dialogue, and the meeting was officially adjourned.

A board member thanked Tim for his ongoing support and leadership to the society and school for the last few years.

**Action Items:**

- Review financial sustainability strategies and report back to the board.
- Review and consider the process for appointing a new auditor.
- Formulate plans for subcommittee formation and delegate responsibilities accordingly.

**Approved by:** Tim Bourke

[Note: These minutes serve as a summary of the proceedings and decisions made during the meeting.]