



Minutes for Record Keeping of the Society

Date: 26th March 2024

Location: Canberra Montessori School – 35 Mulley Street Holder ACT 2611

Attendees:

- Tim Bourke (Board Chair)
- Halima Khurram
- Michael Skinner
- Christine Harrison
- Marion McEwin
- Sean Money
- [Insert]

Apologies: No formal apologies.

Agenda:

1. Welcome and Introduction
2. Approval of Previous Minutes
3. Annual Report Presentation
4. Financial Report
5. Membership Fee Proposal
6. Appointment of Auditor
7. Election of Board Members
8. Subcommittee Expressions of Interest
9. Any Other Business

Minutes:

1. Welcome and Introduction:

- The meeting was called to order by the Board Chair and held within the constitutional timeframe (within the first 3 months of the year).
- A quorum was established with 10 members present and 1 proxy.

2. Approval of Previous Minutes:

- The minutes of the previous meeting were circulated and approved by the members.

3. Annual Report Presentation:

- The Board Chair presented the annual report, highlighting key achievements and challenges faced during the year. Reflecting on year of strong progress and turnaround following challenges 2022.
- Thanks were extended to Christine and Sean for their support and contributions, and Halima for her willingness to address difficult issues.
- The P&F report was received, with thanks to Anastasia, Michael, and all other volunteers.
- The annual report was adopted unanimously by attendees.

4. Financial Report:

- The Society reported a surplus of \$781,000 for the year 2023, a significant turnaround from the previous year's loss of \$548,000.
- Drivers of improved financial performance were: increased student enrolment and associated fee income, increased government funding, successful grant applications, growth in Early Childhood and after-school care services, and cost-savings (*unfilled deputy positions, reduced stationary costs, and reduced bad debts*).
- The financial statements for the Society were presented, discussed and unanimously endorsed.

5. Membership Fee Proposal:

- The proposal to continue the current membership fee of \$120 for the year 2025 was approved by the members.

6. Appointment of Auditor:

- The Chair advised the meeting that although the Society is exploring options for a new auditor, the recommendation was to retain the current auditor for 2024 to maintain consistency while Visory (third-party financial services provider) continues to be embedded.
- Motion passed to reappoint the current auditor, while reserving the right to change auditors during the year if deemed appropriate.

7. Election of Board Members:

- Christine concluded her term and decided not to stand for re-election, and her contributions were formally acknowledged.
- Sean was re-elected for another term on the board.
- The Board retains the ability to appoint additional members throughout the year as needed.

8. Subcommittee Expressions of Interest:

- Expressions of interest for subcommittee positions were invited from the members.

9. Any Other Business:

- No additional business was raised, and the meeting was concluded.

Recording duration: 25 minutes and 14 seconds (00:25:14)

Recorded by: Tim Bourke