



SUNNYFIELD

ACN 000 415 127

Minutes of the 69th Annual General Meeting of Members

Held on Wednesday, 28 October 2020 at 6.00pm

Via Zoom Videoconference

Present at the meeting

Board:	Karen Ingram (Chair), Tom Pockett, Melissa Hammel, Mike Nicholls, Ross Rathmell, Clare Sowden, Julian Gunn, Michael Brent, Vivian Quinn
Patrons:	Bryan Whiddon OAM, Air Chief Marshal Sir Angus Houston AK, AFC (Ret'd)
Apologies:	Matthew Daly (Director) – unable to connect to ZOOM
Members:	9 Family Members and 4 General Members were present at the meeting.
Management:	Caroline Cuddihy (CEO), Steve Russell (Acting CFO), Jennifer Luff, Steve Robb, Sandie Hogarth-Scott, Peter Dixon, Gary Smith, Simone Blumberg
Other invitees:	Vida Virgo (Ernst & Young); Campbell Hedley (Consultant - Company Secretarial)

1. Welcome and introductions

A quorum, being at least 10 members, was present and the meeting commenced at 6.00pm.

The Chair welcomed clients, members, families, and staff of Sunnyfield as well as other guests, and gave a special welcome to Bryan Whiddon, Sunnyfield's Patron and Life Member and Air Chief Marshal Sir Angus Houston AK, AFC (Ret'd) (Patron). The Chair introduced Sunnyfield's Directors.

Caroline Cuddihy, CEO, then introduced members of the management team.

The Chair welcomed Vida Virgo, of Ernst and Young.

2. Respect to passed clients and members

The Chair directed Members attention to a screen presentation of clients and members who had passed away since the last AGM and the meeting observed a minute silence.

3. Notification of new members

The Chair advised there were no new members to Sunnyfield in the last 12 months.

4. Presentations and questions

Sir Angus Houston delivered the Patron's Address.

The Chair and the CEO presented their reports. The Chair's report included a brief overview of

(i) the evolution of the NDIS and challenges of Covid-19 since the last AGM;

(ii) the FY18- 21 strategic themes - Strengthen, Grow & Innovate which have been at the centre of all business planning; and

(iii) confirmed the securing of site ownership of two Crown Lands being 2 Martin Luther Place and 185 Allambie Road, Allambie Heights.

The CEO's report summarised business activities which included FY20 achievements and FY21 plans as well as an overview of financial and business performance.

The Chair and CEO invited questions at the end of their presentations. There were no questions from the floor.

4.1 Minutes of 2019 Annual General Meeting

Campbell Hedley noted that a copy of the minutes of the 2019 Annual General Meeting had been included with the notice of meeting. It was noted that there was no requirement to vote on, approve or adopt the Minutes. Members were given an opportunity to ask questions and give comments on the minutes. No questions were raised.

4.2 Receipt of Annual Financial Statements

Campbell Hedley noted that summary financial statements had been included with the notice of meeting and copies of the full financial statements had been available on Sunnyfield's website since the notice of meeting was dispatched. It was noted that there was no requirement to vote on, approve or adopt the financial statements, Members would be given a reasonable opportunity to ask questions.

No questions were raised.

4.3 Election of Directors

Campbell Hedley noted that Directors Karen Ingram, Thomas Pockett, Ross Rathmell, Vivian Quinn and Matthew Daly were retiring at the meeting under article 17.13 & 17.11 of the constitution.

It was noted that Ross Rathmell was not seeking re-election to the Board and retires after 10 years as a Director.

Campbell Hedley invited each of the Directors standing for re-election to briefly address the meeting. He then provided a brief summary biography for Vivian Quinn and Matthew Daly, due to technical issues.

Members were advised the numbers of proxies received from Members in relation to the resolutions to re-elect the Directors were as follows:

	For*	Against	Abstain	Total
Resolution 4.3: Re-election of Karen Ingram	17	0	0	17
Resolution 4.4: Re-election of Thomas Pockett	17	0	0	17
Resolution 4.5: Re-election of Vivian Quinn	17	0	0	17
Resolution 4.6: Re-election of Matthew Daly	17	0	0	17

* Includes undirected proxy votes appointing the chair as proxy.

Election of Directors – Karen Ingram

The resolution to re-elect Karen Ingram was put to a vote and declared the resolution passed unanimously on a show of hands.

4.4 Election of Directors – Thomas Pockett

The resolution to re-elect Thomas Pockett was put to a vote and declared the resolution passed unanimously on a show of hands.

4.5 Election of Directors – Vivian Quinn

The resolution to re-elect Vivian Quinn was put to a vote and declared the resolution passed unanimously on a show of hands.

4.6 Election of Directors – Matthew Daly

The resolution to re-elect Matthew Daly was put to a vote and declared the resolution passed unanimously on a show of hands.

4.7 & 4.8 Special Business: Honorary life Membership – Heather Milnes and Dr John Carter

The meeting was asked to consider the nomination by the Board of Heather Milnes and Dr John Carter as Honorary Life Members for their outstanding service to Sunnyfield.

The Chair provided an overview of Heather Milnes and Dr John Carter's service to Sunnyfield.

Members were then referred to the screen showing that the numbers of proxies received from Members in relation to the resolutions to nominate Heather Milnes and Dr John Carter as Honorary Life Members were as follows:

	For*	Against	Abstain	Total
Resolution 4.7: Election of Heather Milnes as Honorary Life Member	17	0	0	17
Resolution 4.8: Election of Dr John Carter as Honorary Life Member	17	0	0	17

* Includes undirected proxy votes appointing the chair as proxy.

Election of Honorary Life Members – Heather Milnes

The resolution to elect Heather Milnes as an Honorary Life Member was put to a vote and declared the resolution passed unanimously on a show of hands.


Election of Honorary Life Members – Dr John Carter

The resolution to elect Dr John Carter as an Honorary Life Member was put to a vote and declared the resolution passed unanimously on a show of hands.

5. Close of formal business

The Chair closed the meeting at 7.30 pm.

Signed as a correct record

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Karen Ingram, Chair

Date: 01-Dec-2020 | 2:29 PM AEDT