

AGM 2022-2023

NCQ AGM Information Pack For Members



Wed 13 December 2023

← Please note this is a revised date!



11:00am - 12:15pm



Online via Zoom

Zoom link to attend AGM ↘

www.bit.ly/ncqagm2023-zoom

For more info, go to ↘

www.bit.ly/ncqagm2023

Introduction

Thank you for your support as members of Neighbourhood Centres Queensland (NCQ).

We are the peak body of Neighbourhood and Community Centres in Queensland and member of the Australian Neighbourhood Houses and Centres Association (ANHCA). NCQ has been working with Neighbourhood Centres across the state since 1983 in its previous iterations as CCFSNQ (Community Centres and Family Support Network Queensland) and QFCA (Queensland Families and Communities Association).

We are pleased to announce our AGM for 2022-23 financial year is to be held on Wednesday 13th December 2023. We welcome member organisations and other stakeholders to attend the online meeting. The link for the meeting is in this document.

This AGM Information Pack for Members is designed especially for our member organisations and prospective board members.

This AGM Information Pack for Members includes:

1.0 Introduction

2.0 Notice of Annual General Meeting 2022-23

3.0 AGM 2022-23 Agenda

4.0 Appointment of Member Representative Form

5.0 Information about NCQ board vacancies and application form



Acknowledgement

NCQ acknowledges the Aboriginal and Torres Strait Islander peoples as the traditional custodians of Country; we pay our respects to their Elders, Ancestors, land and seas.

Forms to be completed and returned:



Appointment of Member Representative Form

All ordinary member organisations wishing to vote at the AGM: 'Appointment of Member Representative Form' completed and submitted by 2pm Tuesday **12th December 2023**



Board Member Nomination Form

Applicants for the board of NCQ must complete a nomination form signed by yourself, nominated and seconded by another member of NCQ in your Zone (Metropolitan or Regional/Remote) to be completed and submitted by 2pm Tuesday **5th December 2023**.

Both forms are contained in this AGM Information Pack for Members and designed to be completed electronically, including signing.

For ease of use, please fill out the forms you require (see list above) and return the entire package to Neighbourhood Centres Queensland by emailing admin@ncq.org.au.

If you are unable to attend and do not have a member representative to attend the meeting, you can vote via proxy. Proxy forms and instructions will be sent out with the list of nominees on Wednesday **6th December 2023**.

Thank you for your participation in this important process.

Notice of Annual General Meeting 2022-23

Notice is given that the Annual General Meeting for Neighbourhood Centres Queensland for 2022 - 2023 will be held on will be held:



Wednesday 13 December, 2023



11:00am - 12:15pm



Online via Zoom

The Returning Officer is Jacob Amos.

Zoom link to attend AGM:

<https://www.bit.ly/ncqagm2023-zoom>

Meeting ID: 880 6556 0039

Passcode: 007234

Appointment of Ordinary Member Representative for voting purposes:

The NCQ constitution requires that each member organisation may only have one voting representative.

Each member organisation who wishes to vote at the 2022-23 AGM needs to appoint their preferred voting representative.

For your organisations vote to be recorded, you need to fill out the Ordinary Member Representative form.

Please complete, sign, and return the form on page 5 of this document to appoint a Member Representative to admin@ncq.org.au by 2pm Tuesday **12th December** 2023.

If you are unable to attend and do not have a member representative to attend the meeting, you can vote via proxy. Proxy forms and instructions will be sent out with the list of nominees on Wednesday **6th December** 2023.

Agenda for AGM 2022-2023

11:00	Welcome First Nations Acknowledgement Present and Apologies	<i>Alana Wahl, Chairperson</i>
11:05	2021-2022 AGM Minutes Confirmation of the Minutes of the 2022 Annual General Meeting held on 7 December 2022	<i>Alana Wahl, Chairperson</i>
11:10	Keynote Speaker	<i>Ana Greenfield, Nambour Community Centre</i>
11:20	Reports Chair Report Treasurer Report CEO Report	<i>Alana Wahl, Chairperson Louise Judge, Treasurer Em James, Chief Executive Officer</i>
11:40	Election & Announcement of NCQ Board 2024	<i>Jacob Amos, Returning Officer</i>
11:55	Setting of Membership Fees Appointment of Auditor for FY23/24	<i>Alana Wahl, Chairperson</i>
12:00	General Business Questions	<i>Alana Wahl, Chairperson</i>
12:15	Close of AGM	<i>Alana Wahl, Chairperson</i>



Appointment of an Ordinary Member Representative for Voting

For your organization to vote at the Neighbourhood Centres Queensland AGM, please fill in and return this form to admin@ncq.org.au by 2pm Tuesday 12th December 2023.

If you are unable to attend and do not have a member representative to attend the meeting, you can vote via proxy. Proxy forms and instructions will be sent out with the list of nominees on Wednesday **6th December** 2023.

Name of your organisation

Advises that, on (date)

It was resolved that (Representative Name)

is the appointed representative for the above NCQ Member Organisation to vote at the NCQ AGM 2022-2023.

Authorised by a member of the governing committee/board of your organisation:

Name

Position

Date

Signature

Note: If using Adobe Reader, you can use the 'Draw' tool to sign.
If using Adobe Acrobat Pro, you can use either of 2 signature tools to sign.
Printing and signing is also an option.

About Applications to join the NCQ Board

About the Board

Board members have the privilege of having input into the governance of the organisation and its support of Queensland's Neighbourhood Centre sector. There is a time commitment involved in becoming a NCQ Board Member, with monthly online meetings and weekly governance tasks and strategic work to ensure the strong future of our organisation and sector. Please ensure you can contribute 6 hours per month.

Board positions being elected in

According to NCQ's Constitution, there is a minimum of seven (7) and maximum of nine (9) committee members. This must include three (3) ordinary members from Metropolitan Zone and four (4) ordinary members from Rural/Regional Zone

Note: 'Metropolitan Zone' means SEQ, specifically metropolitan Brisbane, the Sunshine Coast and the Gold Coast.

'Rural/Regional Zone' means the remaining areas in Queensland that are not part of the Metropolitan Zone.

This year NCQ has one (1) vacancy in Metropolitan Zones and two (2) vacancies in Rural/Regional Zones.

Questions

If you are interested in nominating, please contact Caroline Cuckson, NCQ Secretary for more information by emailing carolinec@dbnc.org.au or phoning 0491 242 108.

How do I nominate to be on the Board of NCQ?

Nominees who are interested in joining the NCQ Board are encouraged to make further enquiries to Caroline Cuckson, NCQ Secretary for more information by emailing carolinec@dbnc.org.au or phoning 0491 242 108.

To apply for nomination:

1. Complete the Nomination Form, attach a 250 word biography and a photograph of yourself.
2. Submit via email to admin@ncq.org.au by 2pm Tuesday 5th December 2023.
3. You will need to find two people to nominate you. One of those people needs to be from outside of your organisation but in the same Zone (e.g. from Metropolitan Zone if you are based in Metropolitan Zone).

To complete the form, you will need a:

- Nominator: The Nominator must be from a Neighbourhood Centres Queensland member organisation in the same region as the nominee (Metropolitan or Regional/Remote). They can be from the same organisation as the nominee.
- Secunder: The Secunder must be from a different Neighbourhood Centre Queensland member organisation to the Nominator.

Timeframes

- Board Nominations close: 2pm Tuesday 5th December 2023
- If required, an online ballot will open and close during the AGM for Members to Vote
- An election will only occur if we receive more nominations than required

Application to join the NCQ Board

FORM



To apply for nomination to the Neighbourhood Centres Queensland (NCQ) Board, please fill in and return this form along with a 250 word biography and a photograph of yourself by 2pm Tuesday 5th December 2023.

Part 1: Nomination

To be completed by the 'nominator' i.e. the person who is nominating the proposed NCQ Board member. A 'seconder' is also required to support the nomination.

This nomination is for the following zone (please highlight which):

- Metropolitan Zone (means SEQ, specifically metropolitan Brisbane, the Sunshine Coast and the Gold Coast), or
- Rural/Regional Zone (means the remaining areas in Queensland that are not part of the metropolitan zone).

I (Nominator's Name)

Of (Member Organisation's Centre name - *must be in the same Zone as the nominee, e.g. Metropolitan or Rural/Regional*).

hereby nominate (nominees name)

of (Member Organisation's Centre name)

for the above position.

Signature of Nominator

Seconded by (name of seconder)

Date

Of (Member Organisation's Centre name - *must be different to the nominated person's organisation and in same Zone*)

Note: If using Adobe Reader, you can use the 'Draw' tool to sign. If using Adobe Acrobat Pro, you can use either of 2 signature tools to sign. Printing and signing is also an option.

Signature of Seconder

Date



Part 2: Acceptance of Nomination

To be completed by the member who is being nominated for Management Committee membership.

I (Member's full name)

Of (Member Organisation's Centre name)

At (Address)

Phone Number

Email Address

Signature of Nominee

Date

accept the nomination for Metropolitan Zone (means SEQ, specifically metropolitan Brisbane, the Sunshine Coast and the Gold Coast), or Rural/Regional Zone (means the remaining areas in Queensland that are not part of the Metropolitan Zone).

To be returned to admin@ncq.org.au by 2pm Tuesday 5th December 2023.

Note: If using Adobe Reader, you can use the 'Draw' tool to sign.

If using Adobe Acrobat Pro, you can use either of 2 signature tools to sign.

Printing and signing is also an option.

Neighbourhood Centres Queensland Annual General Meeting Minutes 2022-2022

Date: 7 December 2022

Location: On-line Zoom Meeting

Time: 11:05am

Present:

Chairperson:	Tomas Passeggi	Baringa Community Centre
Treasurer	Louise Judge	Chinchilla Family Support Centre
Secretary:	Tanya Stevenson	Hervey Bay Neighbourhood Centre

Members:

Alana Wahl	Laidley Community Centre
Caroline Cuckson	Deception Bay Neighbourhood Centre
Mel Hilditch	Community Plus+
Nicolette Ffrost	The Neighbourhood Hub
Corrie McColl	Bundaberg Neighbourhood Centre
David Cameron	Picabeen Community Centre
Ana Greenfield	Nambour Community Centre
Michael Henning	Maroochydore Community Centre
Tracey Dickinson	Community Support Centre Innisfail
Tony Christinson	Donald Simpson Community Centre
Dung Pham	Vietnamese Community Association
Fiona Hawthorne	Rainbow Beach Community centre
Miranda Woods	New Farm Neighbourhood Centre
Natalie Saroglia	Burdekin Neighbourhood Centre
Tracey Boulton	Cookstone District Community Centre
Sandra Notch	North Townsville Community Hub (NOTCH)
Tia Lancaster	Rosewood Community Centre
Chris Staines	Encircle Ltd
Sally Fischer	East Creek Neighbourhood Centre
Silvia Castillo	Caloundra Community Centre
Courtney Hart	Garbutt Community Centre/Community Gro
Julie Theakston	Mareeba Community Centre
Tania Kelsey	Elorac Place Community Centre
Brittany	Community Su
Melinda Reed	Neighbourhood Houses Tasmania
Michael Zgryza	Multilink Community
Miranda Mallett	Acacia Ridge Community Centre/Communify

Ex Officio:

Fiona Hunt	NCQ Appointed Board Member
Em James	Chief Executive Officer
Mersiha Causevic	NCQ
Melanie Maher	NCQ
Jane Hawthorne	NCQ
Geoff Roberson	NCQ
Taylor Bast	NCQ

Visitors:

Usha Sherwell (DCHDE), Michael Gordon (NHT), Melinda Reed (NHT)

Apologies:

Agenda	Discussion	Action Who/By when
Meeting Opened	<p>Noted: No recording of the meeting..</p> <p>Tomas welcomed all and acknowledged the Traditional Owners and Indigenous Leaders current and emerging.</p> <p>Tomas acknowledged guest speaker Michael Gordon, CEO of Neighbourhood Houses Tasmania.</p> <p>Em acknowledged Department representative (Usha Sherwell) and ANCHA representatives.</p> <p>House Keeping noted.</p>	
Committee conflicts of interest	None Declared	
Correspondence	None pertaining to the AGM	
Previous AGM Minutes	<p>Tabled with attachments via Zoom Chat.</p> <p>Motion: That the AGM Minutes of 8 December 2021 be accepted as a true and correct record:</p> <p>Moved: Louise Judge</p> <p>Seconded: Alana Wahl</p> <p>Carried.</p>	
Business arising from previous AGM	None Arising	
Guest Speaker	<p>Tomas invited Michael Gordon from Neighbourhood Houses Tasmania.</p> <p>Michael gave an overview: 35 member houses across 4 regions with 10 board members. They have a staff of 5 with some additional staff when projects are operating.</p> <p>Michael showcased the resources that are available to support NH in Tasmania including handbooks for Boards & Community Development. They also have a board game to help understand the difference between operations and board governance.</p> <p>Opened for questions.</p>	<p><i>Action:</i> NCQ to circulate resources from Tasmania.</p>

<p>2021-22 Annual Report</p>	<p>Tomas gave an overview of the year and thanked the staff for their work. Also, thanked the sector for the work that has been achieved. Tomas announced that he will be stepping down as Chair this year but will continue on the board for one more year.</p> <p>Lastly, thanked the Department for their proactivity in engaging with NCQ and the Management Committee for their additional support and dedication.</p> <p>Annual Report was posted on the chat and available on the website.</p> <p><i>Motion:</i> That the Annual Report has tabled been accepted. <i>Moved:</i> Natalie Saroglia <i>Seconded:</i> Caroline Cuckson Carried.</p>	
<p>Treasurer's Report and Audited Financial Reports</p>	<p>Louise discussed financials for the year. Louise explained the Management Committee had made additional financial investments that have been successful in now receiving additional funding.</p> <p><i>Motion:</i> That the Audited Financial Report be adopted. <i>Moved:</i> Louise Judge <i>Seconded:</i> Sandra Notch Carried.</p>	
<p>Strategic Plan</p>	<p>Em James presented the 2023-25 Strategic Plan.</p> <p>Community Development Conference to be held in October 2023 in Moreton Bay.</p> <p>Thanked the role of the Strategic Repositioning Committee for their work in shaping Neighbourhood Centres.</p> <p>Em James will be the Chair for ANCHA next year and Tomas will continue on the board.</p>	
<p>Election of Officers</p>	<p>Tomas stepped down as Chair and handed over to Returning Officer, Mersiha Causevic.</p> <p>This year NCQ has two (2) vacancies in Metropolitan Zones and three (3) vacancies in Rural/Regional Zones.</p>	

Tanya Stevenson, Hervey Bay Neighbourhood Centre - Rural and Remote has resigned as secretary after two years of service.
Val Edsall, The Neighbourhood Hub Mackay – resigned earlier this year as a committee member.

The following NCQ members were nominated for the Metropolitan Zone:

- Caroline Cuckson, Deception Bay Neighbourhood Centre Inc
- Mel Hilditch, Community Plus +

This is equal to the number of board vacancies to be filled for the Metropolitan Zone, so these nominees are elected unopposed to the Board. No nominations will be taken from the floor because there are enough nominations for the positions available.

Mersiha declared the following nominees

Caroline Cuckson and Mel Hilditch elected to the NCQ Management Committee.

The following NCQ members were nominated for the Rural/Regional Zone:

- Alana Wahl, Laidley Community Centre
- Nicolette Frost, The Neighbourhood Hub
- Sandra Elton, North Townsville Community Hub Inc
- Tracey Dickinson, Better Together Community Support

The existing rural/ regional representative on the committee for the time being shall retire from office but shall be eligible for re-election.

As there are more candidates nominated for the Management Committee than positions available, a secret ballot will be held.

Voting opened for all AGM attendees to registered to vote.

Voting closed and tally completed.

	<p>The Returning Officer declared the following 3 Rural/Regional Zone nominees elected to the NCQ Management.</p> <ol style="list-style-type: none"> 1. Alana Wahl 2. Sandra Elton <p>Tied vote for Nicolette and Tracey. Voting was sent again.</p> <ol style="list-style-type: none"> 3. Tracey Dickinson <p>In accordance with the NCQ Constitution, the following committee members will continue their appointment. Can each of the continuing Board members present please unmute themselves and say hello as their name is called so everyone can see who they are:</p> <ul style="list-style-type: none"> • Tomas Passeggi, Caloundra Community Centre - Metropolitan Zone • Louise Judge, Chinchilla Family Support Centre - Rural/Regional Zone <p>Mersiha handed back over to Tomas.</p> <p>Tomas thanked all the nominees and also Nicolette Ffrost for her casual role on the Board filling for Val Edsall over the past few months.</p> <p>Ballot results were shared on the chat. Ballot results: Alana Wahl 11 votes 30.56% Nicolette Ffrost 7 votes 19.44% Sandra Elton 11 votes 30.56% Tracey Dickinson 7 votes 19.44%</p> <p>Second ballot results: Nicolette Ffrost 4 votes 33.33% Tracey Dickinson 8 votes 66.67%</p>	
<p>General Business</p>	<p>Appointment of Auditors <i>Motion:</i> SPS audit be appointed to provide audit services for the NCQ. <i>Moved:</i> Louise Judge <i>Seconded:</i> Natalie Saroglia Carried.</p> <p>Membership fees</p>	

	<p>No changes to the membership fees for now – The membership fees will be revised within the financial year.</p> <p>Meeting opened for further questions.</p>	
Guest Speaker to Close	<p>Fiona Hunt - CEO of Basic Rights Queensland and appointed member of NCQ. Thanked board and chair and made special thanks to Tomas as Chair and Tanya as Secretary.</p>	
Meeting Closed	<p>Tomas officially closed the meeting. Time: 12:20pm</p>	

Minutes accepted by: Date/...../.....
President

Minutes accepted by: Date/...../.....
Secretary