

Annual General Meeting | 9 September 2024

Members: Marie Reeve (P, Chair), Ian Jeisman (T), Keith Sweatman (VP), Ruth Tregale (S), Anita Bain, Audienne Blyth, David Geale, Dawn Gerring, Marlene Hoskin, Steve Moran, June Nielsen, Martin Nielsen, Libbie Synnott, Meg Woods

Apologies: Sue Findlay, Liz Gaskin, Pete Synnott

Visitors: Cr David Law, Steve Franetic, Jutta Guenther, Damien Shanahan, Rebecca Swan

The Chair opened the meeting at 7:00pm, acknowledging the Gubbi Gubbi / Kabi Kabi peoples as the traditional custodians of the lands on which the meeting was being held.

1. **Proxies** – none received.
2. **Minutes of General Meeting of 13 May 2024.** Acceptance moved Meg/ Keith, Carried.
3. **Minutes of Annual General Meeting of 13 September 2023.** Acceptance moved Keith/Ian, Carried.
4. **President's Report.** Acceptance moved June/Ruth, Carried. (Report filed with minutes).
5. **Financial Report.** Financial Year Period 1 July 2023 to 30 June 2024. Current assets: \$13,276.98. Surplus of income over expenditure: \$141.03. Acceptance moved Ian/Marlene, Carried. (Report filed with minutes).
6. **Membership Fee and Applications.** Members agreed to keep the annual membership fee at \$10.00. Moved June/Libbie. Carried. The membership application of John Burgess, accepted at the previous YADCA forum, was formally ratified as per the YADCA Constitution. Moved Libbie/Ian. Current members were asked to confirm or update their contact details by completing the 2024-5 membership renewal form.
7. **QLD Office of Fair Trading: Annual Return of Association Fee (\$62.10).** Members agreed to the release of funds for the annual incorporation renewal fee, payable to the Office of Fair Trading within one month following the date of the AGM. Moved Marlene/Libbie. Carried.
8. **Election of Office-bearers.** The Chair declared all positions vacant, and passed the chairing of the meeting to Cr Law, who, on behalf of the wider Yandina community, congratulated YADCA for all that had been achieved in the past year. Cr Law then declared the following candidates elected unopposed:

YADCA Management Committee	Candidate	Proposed / Seconded
President	Marie Reeve	Keith / Ruth
Vice-President 1	Keith Sweatman	Marie / Ruth
Vice-President 2	Libbie Synnott	Marie / Ruth
Secretary	None	
Treasurer	Ian Jeisman	Marie / Ruth
Supporting Roles	Candidate	Members' Agreement
OSCAR Delegate	Keith Sweatman / Libbie Synnott	YES
SCEC Delegate	Keith Sweatman / Libbie Synnott	YES
Facebook & Web Manager	Liz Gaskin	YES
Media Liaison	Marie Reeve	YES
Development-i Monitor	Anita Bain	YES
Venue Manager	Ian Jeisman	YES
Refreshments Host	Meg Woods	YES

Noting that there had been no nominations for the role of Secretary, Cr Law reminded members that this role needed to be filled and registered with the QLD Office of Fair Trading for YADCA to continue to legally operate as an incorporated association. No nominations for the role of Secretary were forthcoming from the floor, and the President informed the meeting that options would be discussed in the forum following the AGM.

9. **Meeting Close.** Cr Law congratulated the incoming office-bearers and closed the AGM at 7:28pm.

Ruth Tregale
YADCA Secretary

President: _____

08.09.2025

Management Committee Meeting | 11 September 2024

Members: Marie Reeve (P, Chair), Ian Jeisman (T), Keith Sweatman (VP), Libbie Synnott (VP)

1. The Management Committee considered options for filling the vacant position of Secretary, as no further offers of assistance had been received from YADCA members at the AGM on 9 September 2024.

In order to avoid wrapping up the association, the Management Committee decided to implement Options 2 and 3 as discussed with YADCA members during the forum following the AGM, with the persons indicated taking on the tasks until a permanent Secretary can be found.

Option 2 - Reduce the role to a minimum:

Option 3 - Job share the reduced role:

- Be registered as Secretary with the Office of Fair Trading (Ruth)
- Maintain the official register of members (Ruth)
- Membership administration (Libbie)
- Send/receive and file correspondence (Keith, with Marie as backup)
- Prepare agenda and minutes of AGM (Ruth)

The Management Committee further discussed that, in order to facilitate job-sharing the role of Secretary, a dedicated YADCA laptop would be beneficial. This would also enable all YADCA correspondence and documents to be archived in one central location.

The Management Committee resolved to appoint Ruth Tregale as official Secretary in accordance with Section 15 of the YADCA Constitution.

The Management Committee resolved to apply for a grant, during the upcoming Sunshine Coast Regional Council Minor Grants round that opens on 16 September 2024, to purchase a laptop computer for YADCA business.