



Heritage Early Childhood Centre

2022 Annual General Meeting – Minutes of Meeting

The Heritage Early Childhood Centre 2022 Annual General Meeting was held at 5.00pm on Tuesday 26 April 2022, in person.

Present

Fleur de Crespigny (Chairperson), Suzie Alcorn, Ryan Bartley, Neil Dawson, Rohan Dayal, Megan Graham, Emily Hurley, Karen Ikin, Adrian Im, Anyao Liu, Hongyu Ma, Susan O'Reilly, Ben Parkin, Felicity Parkin, Son Pham, Adrian Plumb, Cassandra Steer, Yuxi Yang, Siyuan Zhao, Nan Zhu.

Item 1: Apologies and announcements

Apologies were received from:

- Penny Grewal-Sidhu
- Brendon Taylor

Item 2: Chairperson's report

The Chairperson:

- thanked the Director and all HECC staff for their effort and hard work in 2021, and for the fabulous care they provide to the children every day;
- thanked all committee members for their efforts in 2021; and
- provided an overview of the role of the committee, including that it:
 - reviews and approves HECC policies;
 - plays an important part in shaping the centre and contributed to HECC receiving the rating of 'exceeding' during the most recent accreditation process;
 - made a number of important decisions during the 2021 ACT lockdown;
 - worked hard to ensure the HECC environment was as safe as possible during the move to 'living with COVID'.

Item 3: Auditing of Finances

The meeting made the following decisions:

- approved the 2021 financial statements as presented at the meeting; and
- approved that PKF Australia be appointed to audit HECC financial records for 2022.

The meeting noted the following in relation to the financials:

- HECC was a not-for-profit organisation, and aims to be budget neutral, however some years there will be a small profit or loss which is acceptable;
- In 2021 there was an overall small loss of \$5,000, however HECC remained in a strong financial position;
- There had been far less government support during the 2021 lockdowns than there had been in the previous year;
- The financial statements had been reviewed by the management committee, and audited by PKF Australia;
- Due to the good financial position of HECC the increase in the daily fee for 2022 was able to be minimised, and the increase was kept in line with staff wage growth;

- Discussions commenced last year, and were continuing this year, on a capital expenditure plan and details would be communicated to the HECC community when further information as available;

The Director HECC advised that ANU was going to refurbish the HECC building (and other childcare centre buildings on the ANU campus) in the near future. Further information would be provided to the next newsletter.

Item 4: Warning register for 2021

No one was placed on the warning list during 2021.

Item 5: Appointment of a new management committee for 2022

Prior to accepting nominations for positions on the HECC management committee for 2022, attendees at the Annual General Meeting (AGM) were reminded that committee members must be able to hold a Working with Vulnerable People (WWVP) card, and not have bankruptcy on their record.

The following position holders were all unanimously appointed to the 2022 HECC Management Committee:

President/Chairperson – Fleur de Crespigny

Deputy Chairperson – Rohan Dayal

Treasurer – Adrian Plumb

Deputy Treasurer - Neil Dawson

Secretary – Suzie Alcorn

Public Officer – Karen Ikin

Human Resources Officer – Ryan Bartley

Fundraising Coordinator / Social and Cultural Officer – Susan O'Reilly

Grants Officer – Susan O'Reilly

The meeting noted its thanks to the management committee for the last year, and in particular, to outgoing member Emily Hurley who has been a committee member and the treasurer for many years.

Item 6: Other Business

There were no items of other business.

The meeting adjourned at 5.29pm