**HILTON HARVEST COMMUNITY GARDEN INCORPORATED**

**AGM HELD 09 October 2022**

**MINUTES**

1. **OPEN THE ANNUAL GENERAL MEETING (AGM)**

Karl Cabena, Co-Chairperson, calls the Hilton Harvest Community Garden Incorporated AGM for the Financial Year ended 30 June 2022 to order, and declares it open.

1. **CONFIRMATION OF CHAIR OF THE AGM**

Before the AGM can proceed, Britta Matthews must be confirmed as Chair.

**The following motion is put:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ moves, and**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ seconds**

**that Britta Matthews be confirmed as the Chair of the AGM.**

**Is the motion carried? Tick: YES or NO**

Then, Davina, on behalf of herself and the Management Committee:

* Welcomes all attendees to the HHCG AGM for the Financial Year ended 30 June 2021
* Declares that there is a quorum present
* Welcomes any invited persons
* Announces that \_\_Dave Bebbington\_\_\_\_\_ will be the minute taker

Davina then reads out the Agenda items to be considered.

1. **CHECK THE REGISTER OF MEMBERS**

The Register of Members must be made available for inspection (without charge) by members; the committee has accepted all the memberships listed on the register. Members attending the meeting have checked the entry for their membership and informed the association of any corrections that need to be made

**Then the following motion is put:**

Hannah Fitzhardinge**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ moves, and**

Clare Szmekura**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ seconds**

**that the Register of Members has been checked.**

**Is the motion carried? Tick: YES or NO**

1. **ATTENDANCES**

Davina Boyd informs the Meeting that those Members’ names which have been checked off the Register of Members are confirmed as attending the AGM.

1. **APOLOGIES**

Davina Boyd informs the Meeting that she has received apologies from:

| Tom Littlechild | Sasha Wray |
| --- | --- |
| Sarah Rule |  |
| Kat Sheedy |  |

1. **PROXIES (IF ANY)**

Davina Boyd informs the meeting that the Association’s Rule Book provides for Members to appoint a person as a proxy to attend the meeting and vote for that Member.

The following proxies were received:

| **MEMBER** | **PROXY** |
| --- | --- |
| Tom Littlechild | Karl Cabena |
|  |  |

1. **CONFIRMATION OF MINUTES OF THE PREVIOUS AGM HELD ON 25 August 2019**

Davina Boyd asks whether all Members have a copy of the Minutes of the past Annual General Meeting held on 13 September 2020.

**Then the following motion is put:**

Amy Warne**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ moves, and**

Sarah Nix**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ seconds**

**that the Minutes of the previous Annual General Meeting held on 13 September 2020 be confirmed.**

**Is the motion carried? Tick: YES or NO**

1. **BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING**

There is provision in the agenda for business arising from the previous annual meeting to be discussed. This meansitems which were nominated for action at the previous Annual General Meeting and recorded in the minutes. No items were recorded for action at the previous AGM.

1. **CHAIRPERSON’S REPORT**

Davina presents the Chairperson’s report.

**Then the following motion is put:**

Sal Downer**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ moves, and**

Karl Cabena**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ seconds**

**that the Chairperson’s Report for the financial year ending 30 June 2021, be adopted.**

**Is the motion carried? Tick: YES or NO**

1. **PRESENTATION OF ASSOCIATION’S REPORTS FOR THE FINANCIAL YEAR ENDED 30 JUNE 2020:**

Karl Cabena on behalf of the Treasurer Thomas Littlechild presents the Financial Report for the Association.

He notes that we have self-assessed as being exempt from any tax liability.

**Then the following motion is put:**

Tim Fitzhardinge**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ moves, and**

Davina Boyd**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ seconds**

**that the Financial Statement for the financial year 2020-2021, be adopted.**

**Is the motion carried? Tick: YES or NO**

1. **ELECTION OF COMMITTEE MEMBERS**

Davina Boyd explains to the meeting that the election of Committee Members is a very important task for Members. Members are the people who make up the governing body of the garden. They are appointed by the Members to govern the garden. Committee Members are not paid employees of the garden, and that although being a Committee Member is a challenging and rewarding role, Committee Members commit to a significant amount of time and effort to help the garden succeed and grow. **This year the committee has determined that the committee will have five ordinary committee members and four executives.** This reflects what seems to be a good number of people in terms of arranging meeting times/quorums and managing the committee’s work.

Davina informs the meeting that the following Committee Members have retired from the Committee:

| * Davina Boyd * Thomas Littlechild * Dave Bebbington | * Amy Warne * Sarah Nix * Salena Downer | * Britta Matthews * Karl Cabena |
| --- | --- | --- |

Davina then informs the meeting of the persons who have nominated as **OFFICE BEARERS**:

* VICE-CHAIRPERSON – Dave Bebbington
* VICE-CHAIRPERSON – Karl Cabena
* TREASURER – Thomas Littlechild
* SECRETARY – Dave Bebbington

There are no other nominations and Davina Boyd declares these people duly elected as office bearers of the management committee.

Davina then informs the meeting of the persons who have nominated as **ORDINARY Committee Members**. As noted earlier there are six positions:

1. Amy Warne
2. Sarah Nix
3. Salena Downer
4. Britta Banksia
5. Linda Adams
6. Chelsea Hetebry

Davina explains that as there are only 6 nominations these people are elected unopposed.

Davina informs the meeting of the individuals that have been duly elected as ordinary members of the management committee.

**Then the following motion is put:**

Tim Fitzhardinge**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ moves, and**

Adam Peck**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ seconds**

**that the following Members** [ as above ] **be appointed as the Committee Members of Hilton Harvest Community Garden Incorporated.**

**The motion is carried by show of hands/voting results. Tick: YES or NO**

1. **General Business**

Davina informs the meeting that according to the constitution (Section 16 (4)) a member desiring to bring any business before an Annual General Meeting may give notice in writing of that business. We did not receive any general business items from members. However, members are free to ask questions and raise any items after the meeting is closed.

**Davina Boyd declares the AGM for the Financial Year ended June 2021 has ended.**