

38th AGM 29th November 2022

Attendance (No – N Yes – Y)

Name	Position	Attended	Apology	Zoom
Alison Trevenen (AT)	President	Y		
Sue Craven (SC)	Snr Vice President	Y		
Malcolm Hull (MH)	Jnr Vice President	Y		
Bob Orr (BO)	Board Member	Y		
Richard Aino (RA)	Board Member	Y		
John Edwards (JE)	Board Member			Y
Karen Robinson (KR)	Board Member		Y	
Steve Bruechert (SB)	General Manager/secretary	Y		
Karen Farrington (KF)	Administration Support	Y		
Ray Hill (RH)	Finance Manager	Y		
Members in attendance: Margaret Orr, Joan Neil, Alan Hornsby, Sheila Cartledge, Neville Cartledge, Kieran Moore, Herb Sprenger, Mervin McKay, Val Mason, David Sewell, Tim Drylie				
Zoom attendees: Pat Kinnersly, John Edwards				
Non-Members in Attendance: Phyllis Wright, Anne Brennan, Ida Taylor, Lisa Clinnick, Lynne New, Glenda McKay, Don Henderson, Pat Kinnersly via zoom				
Apologies: Karen Robinson, Julie Moran, Barbara Merrifield				

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1	General Managers opening – Steve Bruechert	<p>Meeting opened and members welcomed by Steve Bruechert. Points raised</p> <ul style="list-style-type: none"> • Non-members – cannot vote but observe only • Updating of members register • Future motion to re-introduce a members levy to ensure register is kept up to date annually • Registration sheets to be completed for attendees both members and non-members • Questions provided will be endeavoured to be addressed in this meeting by representatives • ILU General Meeting 21th December at 2pm to be held in Huntly room JCAC • Proxy votes to be passed to Ray Hill Finance Manager prior to meeting start 	Members register to be updated by JCAC admin.	
2	Apologies	<p>Alison Trevenen invites Steve Bruechert (SB) to read the apologies Alison invites attendees to advise of any additional apologies. Apologies from following participants: Councillor Tim Drylie, John Edwards online via zoom, Barbara Merryfield, Karen Robinson, Julie Moran, Rosemary Bridges</p>	<p>“That the apologies as listed be received”</p> <p>Moved: Malcolm Hull Seconded: Bob Orr</p>	Motion carried
3	Minutes of 36 th AGM held on 27.1.2022 read – Steve Bruechert	<p>The minutes of the AGM held on 27th January 2022 have been emailed to members Bob Orr noted that he was in attendance at AGM 27.1.2022 and this was not noted on the minutes. Karen Robinson also omitted from the attendance notes of these minutes.</p>	<p>Steve Bruechert to amend minutes from AGM 27.1.2022 to reflect Bob Orr and Karen Robinson’s attendance. Motion: “That the minutes of the AGM 27th Jan 2022 with the amendments as noted be accepted”</p> <p>Moved: Alison Trevenen Seconded: Sue Craven</p>	Motion carried
4	Presidents Report – Alison Trevenen	<p>Alison shared some of the key issues being addressed by the Board. These included:</p> <ul style="list-style-type: none"> • Financial issues faced by JCAC and associated challenges in the past 4 years. 		

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	<ul style="list-style-type: none"> • The impact of Covid, Government policies and current funding structures • Alison advised the Board had worked closely with Management to achieve a more viable and regulatory compliant operation. • Staffing changes included General Manager, Steve Bruechert being appointed in August 2021 and Finance Manager, Ray Hill in April 2022. • Detailed handover did not occur with changing operational structures resulting in General Manager having a less than desirable introduction to operations • General Manager, as a former Board member, came with a high degree of understanding about some of the more serious concerns. • Our Technological capacity is an ongoing concern and finding specific material has been difficult and time consuming • Challenges of past 12 months could not be anticipated and the need to make many critical decisions “on the run”. • High level of satisfaction expressed by many families and residents • JCAC has had consistently high occupancy levels over the past 3 years • The Board has worked collectively to drive their goal to achieve greater financial stability in an extremely difficult environment. • Overheads have been reduced while maintaining a professional level of support to deliver the required level of administration. • At all times the need to maintain JCAC, its operations and the care of our vulnerable clients has been the Boards priority • The Board looks forward to addressing the more strategic aspects of their roles over the next 12 months • Board member role undervalued and voluntary and requires significant accountability particularly with pending accreditation. • Board members take their roles very seriously and recent allegations have impacted on most members • Board decisions have been made with JCAC being their primary consideration • Roles of Board members have changed over time to become an increasingly complex, legal, regulatory and compliance driven role. • Board members now have personal and collective accountability to a range of authorities. <p>Alison Trevenen expressed gratitude to the Board members present. Noting that John Edwards was</p>		

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	<p>attending online, and Karen Robinson apologised for being unable to attend. In addition Alison advised that Board skills review was still ongoing and subcommittee structures have been established to provide the Board with input from a broader group of members/skill sets.</p> <p>Acknowledgements:</p> <p>The work of the two Vice Presidents, Sue Craven and Malcolm Hull and to the Treasurer Richard Ainio for their commitment support and professionalism. The staff of JCAC for their work during Covid for achieving this given the huge pressure placed upon everyone. The work of Maintenance Manager Graham MacDonald for his work after the Creswick storms in January and ongoing issues,</p> <p>The future: Alison advised that early 2023 JCAC will undergo its accreditation process and will require demanding work to be undertaken by staff, Management and the Board. The Board will keep an open mind about what the best options are and ensure that at all times we maintain a focus on ensuring that the original purpose for establishing an Aged Care Facility in Creswick for its elderly and vulnerable is at the forefront of all deliberations.</p> <p>Steve Bruechert thanked Alison for her comprehensive report. Sue Craven in moving the acceptance of the report informed members of the degree of legislation that an agency like ours is subjected to. There are two levels of accountability</p> <ul style="list-style-type: none"> • Commonwealth legislation • State legislation <p>At the Commonwealth level as a registered Charity, we are Governed by the Australian Charities and Not for profit Act and the ACNAC Commission. Our financial reports are submitted to that organisation. The Aged Care Act 1997 and the regulatory body the Aged Care Quality and Safety Commission which undertakes our accreditation set out the basic standards, the funding arrangements that guide the running of Aged Care beds. The Australian consumer law and Fair-Trading Act which is regulated by consumer affairs Victoria also sets out the quality and statutory requirements for consumer affairs. There is the Fair work Act that governs employment conditions within the facility and the Corporations Act as well as the Australian Business registry which is the point to where we have to register as Directors. We are now formerly required to have Directors ID.</p>		

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	<p>At the State Level we OHS Act which is regulated by WorkSafe and the Retirement Villages Act 1986 which is regulated by Consumer Affairs Victoria.</p> <p>There are very complex networks of regulation requirements for an Agency such as “ours”.</p> <p>We have moved way beyond being a committee of managers and are now a Board with quite onerous responsibilities.</p> <p>Alison Trevenen and Steve Bruechert thanked Sue Craven for her explanation of the legislation requirements.</p>	<p>That the President’s report be received.”</p> <p>Moved: Sue Craven</p> <p>Seconded: Richard Ainio</p>	<p>Report accepted</p>
<p>5</p> <p>General Managers Report 2021/2022</p>	<p>Alison Trevenen invites Steve Bruechert to present the General Managers Report.</p> <p>GM presented his report noting:</p> <ul style="list-style-type: none"> • Zones within the facility were removed in August to make it more home like and allow residents back together to have their meals and rejoin friendship groups. • There is increased positive feedback by resident and families with regard to all aspects of operations. • Our biggest challenge for our organisation has been to recruit and retain enough quality and experienced staff to continue to provide quality care • A comprehensive staffing restructure was implemented to reduce overheads. • In the past we had a Director of Nursing and Operations Manager. These positions have now been replaced by a Clinical Manager, a General Manager and a number of key people on the Management Team. • The initial restructure put together by the consultants was “ too lean and mean” and not achievable. • Feedback indicates that we do provide quality care but there is a gap in recruiting experienced staff particularly those with leadership skills. • Neighbouring local facilities have state government funding for RN’s and EN’s and can pay them at a higher rate whereas we can only offer salary sacrifice as a not for profit. We need to come up with ways to attract experienced people. • These facilities do not have PCW’s but they are critical to our operations. 		

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	<ul style="list-style-type: none"> • To overcome staffing issues, we have started recruiting trainees for Cert 4 in Aged Care and Cert 4 in Disability. This allows us to get some Government funding and build our workforce • Staffing shortages is state-wide through a variety of business's not just Aged Care. Staff accommodation is another issue we are having in this district. We have helped staff with accommodation at times to get them here. • Our mission is to be the workplace of choice within Creswick • Customer service skills has been promoted to all staff in the last 12 months to create a stronger team approach in all areas. • We haven't had a Covid outbreak until May this year and training and procedures allowed us to control this in just 11 days • Covid cost us in staff shortages with the need to rely on Agency workers. Some staff worked double shifts which is also costly and takes it toll on workers. • We are enforcing break times for staff to ensure they are not fatigued, and their health and wellbeing is looked after. • Occupancy has gone up – we had 97% occupancy this month • Moving forward is about getting the right level of revenue to operate. ACFI funding was under funded. • Fairwork recently advised a 15% pay rise for carers warranted but we need to make sure it's not just the carers but all staff and we also need to find the funds to provide this. • New AN-ACC funding came in on 1st of October which appears to be making a big difference. • Our EBA is cuurenly being renegotiated and this maymean another CPI rise of about 5% • We have a new maintenance Team, and the overall structure of the building was found to be sound except for a few roofing issues. The team will concentrate on the appearance of the rooms and surrounds to make us more viable in comparison to others and is also investigating energy savings. • The ILU's planned maintenance has been held up due to losing a key maintenance person which put us 3 months behind. 		

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	<ul style="list-style-type: none"> We are confident that we will meet accreditation that has been extended form Noc vuntilo next May <p>Steve thanked Alison, all office bearers and the Board for their continuing support for both his role and in governing John Curtin through all the challenges.</p> <p>Alison acknowledged Steve’s hard work and what has been achieved during the past 12 months.</p>	<p>Motion: “ That the General Manager’s report as presented be accepted”.</p> <p>Moved: Malcolm Hull Second: Sandy Campbell</p>	<p>Report accepted Report received</p>
6	<p>Treasurer’s Report 2021/2022</p> <p>Alison Trevenen invites Richard Ainio to present the Treasure’s report for 2021/2022 Richard Ainio presented his report noting:</p> <ul style="list-style-type: none"> We have confidence in our costs for the size of the organisation We are within 1% of our budgeted figures Difficulty in getting the revenue under old model was an issue and negotiations commenced to find out why amounts we were entitled to were not being received. This was roughly half a million dollars. We have more confidence under the new AN-ACC in getting what we claim from the department We have broken even as at Year to Date The new funding model appears to have relieved the uncertainty of our government income. Refurbishment and redevelopment should be able to be addressed as planned. <p>The treasurer asked for any questions with regard to his report. Q. Are we were able to claw back some of the half a million dollars? A. Advised we have already received some and should still receive a further \$229,000 that we have quantified and are entitled to.</p> <p>Richard acknowledged MP Cathryn King our Federal member for assistance in this process.</p>	<p>Motion: “That the treasurer’s report and associated financial statements including the auditor’s report for 2021-2022 be accepted.”</p> <p>Moved: Malcolm Hull Seconded: Sandy Campbell</p>	<p>Motion carried</p>
7	<p>Recognition of service for retiring members,</p> <p>Due to circumstances in the previous 2 years this is the first opportunity we have had to publicly acknowledge a number of retiring board members whose term has expired, and did not re-nominate. As previously stated,</p>	<p>Certificates were presented to those members present – Neville</p>	<p>Remaining certificates to be forwarded to absent retiring</p>

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	<p>this role has become more demanding and comes with much greater expectations and responsibilities.</p>	<p>Cartledge, Mervyn McKay.</p>	<p>members Nick Cartledge, Trent Rutherford, Joyce Ryall.</p>
<p>8</p> <p>Election of Board members</p>	<p>4 members have completed their 3 year term of office, Richard Ainio, Sandy Campbell and Malcolm Hull. All have submitted signed nomination forms to serve a further 3-year term.</p> <p>As there was no opposition to their nominations they were declared re-elected to the board for a further 3 year term.</p> <p>Alison thanked each for their generosity in nominating to serve John Curtin as a Board Member.</p> <p>Mr Bob Orr nominated himself for membership of the board.</p> <p>An acknowledgement of Bob’s service was stated by David Sewell.</p> <p>An objection to this re-nomination was moved by Sandy Campbell with a number of grounds presented to support this objection.</p> <p>These were refuted by Mr Orr who submitted a request to be re-elected and called for a vote amongst members. Non-members left the room while the voting took place. Ray Hill, the nominated Returning Officer was in charge of the voting process.</p> <p>Members were invited to lodge their votes to either accept Bob’s nomination (accept) or to not accept (not accept) Bob’s nomination to remain on the board.</p> <p>Ray Hill distributed paper to all members present, and all were collected by Ray Hill for counting.</p>	<p>Motion: “That the nomination by Mr Bob Orr to be re-elected to the Board not be accepted”</p> <p>Moved: Sandy Campbell Seconded: Richard Ainio</p> <p>Ray Hill as Returning officer was delegated to count the votes including all proxies and rescinded proxies.</p>	<p>As a result of the votes counted by the Returning Officer including the proxy votes, the re-election of Mr Orr to the board was not accepted by the majority of the voting members.</p>
<p>MEETING CLOSED: 2030 HRS</p>	<p>After the declaration of the ballot the Alison Trevenen president thanked everyone and closed the AGM meeting.</p> <p>NEXT MEETING: TBA</p>		