



Advancing the sustainability of Indigenous languages & increasing the participation of Indigenous peoples in all aspects of language documentation & revitalization

Annual General Meeting (AGM) MINUTES

Date: Tuesday 28th November 2023
 Time: 6.00pm Australian Eastern Daylight Time
 Location: Zoom

No	Item	Estimated Time
1.	<p>Officiation</p> <p>1.1 Identify Meeting Officials</p> <p style="margin-left: 20px;">1.1.1 <i>Chair: Mr Lee Joachim</i></p> <p style="margin-left: 20px;">1.1.2 <i>Deputy Chair: (position vacant)</i></p> <p style="margin-left: 20px;">1.1.3 <i>Treasurer: Robert Torresan</i></p> <p style="margin-left: 20px;">1.1.4 <i>Secretary: Penelope Schmidt</i></p> <p>1.2 Acknowledgement of Country</p> <p style="margin-left: 20px;">An Acknowledgement of Country was provided by the Chair, acknowledging Yorta Yorta Elders, and Traditional Owners of all the lands on which we were meeting</p>	3 Minutes
2.	<p>Opening</p> <p>2.1 Record all who are in attendance – <i>Chair: Lee Joachim, Treasurer: Robert Torresan, Secretary: Penelope Schmidt, CEO Anna Ash, Amy Parncutt, Jonathan Lilley, Coleen Sherratt, Ebony Joachim, Emma Murphy, Michelle Warren, David Nash, Robert Amery, Desiree Johnson</i></p> <p style="margin-left: 20px;"><i>Proxies: Mark Turin, Alice Gaby, Hiroko Shioji</i></p> <p>2.2 Apologies – <i>Stephen Morey, Nick Thieberger, Lauren Gawne, Lesley Woods</i></p> <p>2.3 Acceptance of Minutes from previous AGM</p> <p style="margin-left: 20px;">2.3.1 <i>Board Paper: RNLD minutes AGM 28.11.2022</i></p> <p style="margin-left: 20px;">2.3.2 Move that the minutes are true and correct and be accepted by the members</p> <p style="margin-left: 40px;">Moved by: Lee Joachim</p> <p style="margin-left: 40px;">Seconded: Coleen Sherratt</p> <p style="margin-left: 40px;">Carried</p> <p style="margin-left: 20px;"><i>N.B. At this point there was some confusion over whether Coleen attended the previous AGM – she thought she had but was not listed in the minutes as being in attendance. Secretary has since checked emails from that date and can see that Coleen put in an apology with the CEO.</i></p> <p>2.4 Matters arising from previous AGM</p> <p style="margin-left: 20px;">2.4.1 Nil matters arising</p>	5 Minutes

3. Matters for discussion

40 Minutes

3.1 Present Chair's Report

Chair Lee Joachim spoke about the year. He noted that on a personal level it had been an arduous year – COVID followed by floods which affected both him personally and the work he does in Early Childhood Education. He talked about how he and the CEO try to have contact on a regular basis, and have worked hard on getting an all-Indigenous Board, which has been achieved – he is proud of that. The focus has been on moving forward: current CEO is interested in their position being filled by an Indigenous person. Chair also brought up a concern with the roll-on of expenditure. *(Secretary had unstable Internet connection during this report and may have missed some extra detail.)*

3.2 Present Treasurer's Report and Audited Financial Statements

3.2.1 *Board Paper: Treasurer's report 2022-23*

Chair introduced Robert, new Treasurer (also introduced Jonathan, new Board member).

Robert Torresan presented the Treasurer's Report, with the following points:

- Treasurer introduced self – cousin of Board member Lesley Woods, with finance background (not accounting). Only joined last week so knowledge of finances based on info provided to him.
- Treasurer's opinion is that Living Languages is in a good position
- There are some concerns to be discussed down the track
- There is an issue with unexpended funds for a variety of reasons. Funds of \$94,000 or so have been carried over from previous year. CEO has approval to use these (usually would need to be returned to provider). These have to be used shortly, can't carry further. Need to come up ideas on how to use. There are restrictions on how can spend.
- \$29,000 increase in accounting fees over previous year – CEO has had to call on them for advice and every time there is phone call, they give a bill
- Rent has reduced to \$0 – but this will be discussed going forward
- A loss of \$3631 for the year, which shows quite responsible use of funds
- Treasurer congratulated CEO and team for spending, looks like spending in correct areas
- Auditors are happy with the organisation
- Major concern in terms of finance is the sole source of income – Living Languages works on good graces of one government body, needs to diversify

3.3 Present Operational Report

3.3.1 *Board Paper: CEO Report AGM 2022-23*

CEO Anna Ash presented the Operational Report, addressing the achievements of the 22-23 FY, some challenges including a request from staff for more Board oversight of the CEO role, a note on our legal name still being Resource Network for Linguistic Diversity, and some thoughts for consideration regarding staffing in the new year. Refer written report.

3.4 Questions to Board Members

A member asked if there is a current strategic plan and if so, can it be sent out?

The answer from the Chair was no, there is no current strat plan. Some work was done around 2 years ago and a lot of time was spent, but the Board is so changed, we need to give current members an opportunity for input. The organisation will look at transitioning current CEO out and how to deal with one form of funding, also how we work with staff across the country. Once the strat plan is done, it will be shared with all members. It needs

to be prioritised for next year.

A member noted that the CEO report mentioned looking at increasing hours for trainers. This raises the question of whether Living Languages needs to attract funds, or is there room in the current budget?

The answer from the CEO was yes, there are sufficient funds. If existing trainers are happy with the hours they have, there is room for 1-2 more trainers at 4 days/week. In coming weeks, CEO will need to sit down and examine options, asking Treasurer for input. Also need to consider employing people beyond a year (most positions are permanent part-time).

Chair extended an invitation to members to get in touch if they have further questions.

3.5 Proposed resolutions / special

3.5.1 *Nil received*

4.	Matters for decisions 4.1 Acceptance of Financial Statements 4.1.1 <i>Move that the Financial report be accepted by the members</i> <i>Moved by: Michelle Warren</i> <i>Seconded: Ebony Joachim</i> <i>Carried</i> 4.2 Acceptance of 2022-23 Audited Statement – Treasurer 4.2.1 <i>Board Paper: 2023 Audited Financial Statements</i> 4.2.2 <i>Move that the 2022-23 Audited Statement be accepted by the members</i> <i>Moved by: Michelle Warren</i> <i>Seconded: Ebony Joachim</i> <i>Carried</i> 4.3 Move any proposed resolutions or special resolutions – <i>if any</i> 4.3.1 <i>Nil received</i> 4.4 Appoint an auditor for FY2023 – Treasurer 4.4.1 <i>Motion: That Ulton be appointed auditor for FY2023-24</i> <i>Moved by: Coleen Sherratt</i> <i>Seconded: Lee Joachim</i> <i>Carried</i> 4.5 Elect Deputy Chair The decision was made for the Board to do this amongst themselves at a regular Board meeting.	15 Minutes
5.	Matters for noting	5 Minutes

N.B. The below matters were on the agenda but were not discussed at the meeting.

5.1 Welcome and announce successive and reinstated Board Members

- 5.1.1 New Board members: Jonathan Lilley, Louise Manas, Myree Sam, Jakelin Troy and Robert Torresan
- 5.1.2 Reinstated members: Lee Joachim, Coleen Sherratt, Hiroko Shioji
- 5.1.3 Board members who stepped down this financial year: Senan Gibson, Alice Gaby, John Mansfield

5.2 Acknowledge and celebrate that we now have 100% Indigenous Board membership

5.3 Resignation of member Mark Turin (as received by Secretary)

6.	Meeting finalisation 6.1 Chair to close AGM 6.2 Record time of meeting closure Meeting closed at 6.35pm AEDT	2 Minutes
-----------	--------------------------------------------------------------------------------------------------------------------------------------	-----------