

DRAFT MINUTES
2022 ANNUAL GENERAL MEETING
Thursday, 1 December 2022
6:17 pm
Teachers Federation & Online

Welcome to Country by Aunty Joan Bell (Metropolitan Aboriginal Land Council), and the Audrey Lamb Community Forum presentation by Simone Strasser preceding the AGM.

Present: 23 people were present as per the attendance register – comprising 15 members and 8 non-members as listed at Attachment 1.

Welcome

Steven Drew welcomed and thanked everyone for attending the Hepatitis NSW 31st Annual General Meeting.

It was reported that 4 valid proxy forms had been received from members who are unable to attend the meeting. All 4 proxies authorised the President to vote on behalf of these members on motions to be put at the meeting. The proxy votes will be cast in favour of the motions to be put.

No other members present at the AGM held proxies to be cast.

Open

Hepatitis NSW President, Denise Jarratt, opened the Annual General Meeting at 6:48 pm following the Audrey Lamb Community Forum.

It was noted that the Constitution requires a quorum consisting of a minimum of 15 members or 5% of total members - whichever is the lesser - to be present. A total of 15 members are recorded as present therefore the AGM could proceed.

It was noted that 4 valid proxies have been received with the President appointed to cast votes on the motions to be considered. These will be cast in favour of the motions to be put.

1. Apologies:

HNSW received four (4) apologies, all from members as listed at Attachment 1.

2. Confirmation of minutes (formal notes) of AGM held on 25 November 2021

Minutes were taken as read. No amendments were forthcoming.

MOTION 1 (General resolution)

That the minutes of the previous AGM held 25 November 2021 be accepted as a true and accurate record of proceedings.

Moved: Sally-Ann Joseph. Seconded: Tracey Jones.

The motion was put and at the close of the poll, the results recorded were:

FOR	17 (including 4 proxy votes)
AGAINST	0
ABSTAIN	2

THE MOTION WAS CARRIED

3. President's report on activities for 2021-2022

Denise Jarratt provided a summary of HNSW activities for 2021-2022. It was reported that despite the challenges caused by COVID-19, HNSW has adapted and readapted and have met or exceeded their service goals and activity targets agreed with the Ministry of Health.

The key areas of Hepatitis NSW's focus are:

- NSW Hepatitis C Communications Strategy
 - Two campaigns were delivered during the year in partnership with Local Health Districts, NUAA and the Ministry of Health.
 - Clearing the Path - July to November 2021; and
 - Mobile Mural – This was rolled out in March 2022, visited 64 towns or sites with 33 peer worker activations and distributed 14, 650 merchandise items as conversation starters for engagement with service users
- Hepatitis B Initiatives: (list these)
 - Hepatitis NSW continues to be active in the Hepatitis B space and continues to provide education workshops to the Chinese and Korean communities, as well as having developed in language websites and resources
 - 563 people were reached through 17 events or sessions
 - 13,673 views of our hep.b.org.au site
 - Speakers' video recorded their stories of their lived experience of hepatitis B, podcasts were recorded and blogs created
 - There was the production of the tri-lingual book; "Write to be Heard"
- Community Support:
 - Peer workers working to support people living with or affected by hepatitis to navigate the health system for treatment, management and cure
 - 28 peer workers were trained and employed by HNSW reaching 884 people for testing and treatment
 - Infoline handled 2,146 calls with 1,605 being calls from correctional centres
 - Hep Connect supported 48 people to complete treatment
 - 37 speaker sessions were held over the year
- Aboriginal & Torres Strait Islander Peoples
 - Ongoing implementation of HNSW's Reconciliation Actions Plan
 - We attended the Yabun festival in January with our partners and spoke with over 100 people
- Health Promotion
 - 270 people increased their hepatitis C knowledge by attending our training and workshops, with most being delivered in custodial settings
 - Tx! Mag continues to provide information about viral hepatitis to support people living with hepatitis C into treatment
 - Our monthly e-newsletter The Champion continues to keep people informed of developments across the viral hepatitis sector
 - Our website now offers in language pages and links to videos on our You Tube channel
 - 122,058 resources were distributed 213,866 views of our websites and 216,000 views of our video 'Get tested, Get cured'.
 - 976 Hepatitis Infoline Packs were sent to people in custody

- Policy, Advocacy, Engagement and Research
 - Numerous submissions were made to state and federal governments as part of national and state consultation processes
 - Through committee representation, Hepatitis NSW advocated strongly on behalf of our communities of interest to support their improved quality of life and to help reduce hepatitis transmission

Denise encouraged all present to read HNSW’s 2021-2022 HNSW Services & Annual Report presented tonight and available on the Hepatitis NSW website.

Denise Jarratt expressed thanks to 2021-2022 current and past Board and staff members, HNSW members, volunteers, donors, funders and collaborators.

4. Treasurer’s report and presentation of the Annual Financial Statements for year ended 30 June 2022

Board Treasurer Satyajit Patra presented a summary and key points of Hepatitis NSW financial performance described fully in the tabled Financial Statements for the year ended 30 June 2022.

An operating surplus of \$29,021 of income of \$2.39 million was achieved. Cash balances are healthy at year end.

The vast majority of organisational income comes from the NSW Ministry of Health, supplemented by project funding from several Local health Districts (LHDs), Primary Health Networks (PHNs), the Justice Health and Forensic Mental Health Network (JHFMHN), Department of Corrective Services.

Major expenditure areas include salaries, the NSW hep C communications strategy, resource production, superannuation and ICT.

5. Annual Financial Statements

A positive audit report had been received from the independent, external auditor.

The audited Annual Financial Statements for the 2021-2022 financial year were presented by the Treasurer for approval.

MOTION 2 (General resolution)

That following Board of Governance approval of the Annual Financial Statements for the year ended 30 June 2022, Hepatitis NSW Incorporated adopt the Financial Statements, and that the President and Treasurer be given authority to sign the Annual Financial Statements for the year ended 30 June 2022 and to sign the Certification by members of the Board of Governance, on behalf of Hepatitis NSW, as required by the Associations Incorporation Act 2009

Moved: Satyajit Patra. Seconded: Alex Southcott.

The motion was put and at the close of the poll, the results recorded were:

FOR	17
AGAINST	0
ABSTAIN	0

THE MOTION WAS CARRIED

6. Appointment of 2021/2022 Auditors

Denise Jarratt advised the Board recommends the Hepatitis NSW appoint Portman Newtown as our auditors for the financial year ending June 2023.

MOTION 3 (General resolution)

That Portman Newton be appointed as auditors for the year ending 30 June 2023.

Moved: Satyajit Patra. Seconded: Alex Southcott.

The motion was put and at the close of the poll, the results recorded were:

FOR	17
AGAINST	0
ABSTAIN	0

THE MOTION WAS CARRIED

7. Presentation of 2022 Cheryl Burman Award

Hee Sook Kim was announced as the recipient of the 2022 Cheryl Burman Award.

Hee Sook Kim is being awarded the Cheryl Burman Award in recognition of her outstanding commitment to improving the knowledge and understanding of people from culturally and linguistically diverse communities about hepatitis B; for passionate efforts to address stigma and discrimination associated with hepatitis B within the Korean community and the NSW public, and selfless community service to improve peoples lives through personal story-telling of her life experience.

8. Other business

There was no notification of other business for consideration by the AGM.

9. Close of meeting

Denise Jarratt declared the meeting closed at 7:43pm

END OF MINUTES

End of event proceedings

Steven Drew brought the evening to a conclusion, thanking everyone for their attendance at the Audrey Lamb Community Forum and Hepatitis NSW's 31st Annual General Meeting.

Steven Drew again thanked Carla Treloar for her ALCF presentation and again extended congratulations to 2022 Cheryl Burman Award recipient Hee Sook Kim.

Finally, thanks were extended to HNSW President, Dr Denise Jarratt for chairing the AGM, before wishing everyone a good night.



**Hepatitis NSW 2022 Annual General Meeting
Thursday, 1 December 2022
Attendance and apologies**

Attendance

a. Members:

- | | | |
|-------------------|----------------------|----------------------|
| 1. Alex Southcott | 6. John Saunders | 11. Satyajit Patra |
| 2. Carla Treloar | 7. Joseph Lawler | 12. Stuart Loveday |
| 3. Carol Liu | 8. Kurt Brereton | 13. Susan Hawkeswood |
| 4. Denise Jarratt | 9. Rob Wisniewski | 14. Thomas Tu |
| 5. Grace Crowley | 10. Sally-Ann Joseph | 15. Tracey Jones |

b. Non-members:

- | | |
|-------------------|------------------|
| 1. Elizabeth Kim | 5. Maria McMahon |
| 2. Hee Sook Kim | 6. Mina Kim |
| 3. Laila Nawsheen | 7. Steven Drew |
| 4. Lois Kim | 8. Yong Hwan Kim |

Apologies:

Members

- | | |
|-------------------|--------------------|
| 1. Jae Kang | 3. Simone Strasser |
| 2. Rengen Parlane | 4. Warren Fahey |
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