

MINUTES OF ANNUAL GENERAL MEETING
Held at Unit 1/10 Valente Close, CHERMSIDE on
Saturday, 7th September 2024 at 2pm

Agenda Item	Description	Discussion
1	Welcome, attendees and apologies	
	1.1 Opening of the meeting	The QSA Board Chairperson David Munro opened the meeting at 2.00 pm and welcomed all attendees
	1.2 Attendees	As per the Attendance Sign in Sheet, there were 15 Full and Associate Members present. The Chairperson declared that a quorum was present.
	1.3 Apologies	Apologies as per the attendance sheet 5 Apologies
2	Recording of Proxies	
	2.1 Recording of Proxies	6 proxies were recorded The Chairperson held 3 proxies. The Secretary held 3 proxies.

3	Confirm the Minutes of the previous Annual General Meeting of members	
	3.1 Confirm the minutes	<p>The minutes of the last QSA Ltd Annual General Meeting held on Saturday 23rd September 2023 were circulated.</p> <p><i>The chairperson moved:</i> <i>That the minutes of the 2022/2023 Annual General Meeting be Received and Accepted as a true record of the meeting held.</i></p> <p><i>For 15 Against 0 Abstain 0</i></p>
	3.2 Matters Arising	<p>There were no matters arising from the minutes of the previous Annual General Meeting held</p>
4	Tabling of Reports	
	4.1 Chairpersons Report	<p>Mr David Munro presented the Chairperson’s Report as tabled. Accordingly it was moved that the Chairperson's report be received and accepted.</p> <p>The Chairperson also reflected on the additional significant challenges overcome by the QSA team during the last year.</p> <p>The Chairperson drew attention to the steady increase in Members, but a small reduction in total parcel dispatches due to 2 month ordering. Other points noted by the Chairperson were:</p> <ul style="list-style-type: none"> • QEOSS operating well with a 5 year contract offered by QLD Health accepted. • The Association Portal is now well used and is being rolled out Nationally. • The 2024 SAS review has been partially completed. Dept. of Health and Aged Care are now seeking feedback on proposals. <p>David addressed the meeting giving credit to the guidance, work during Gerry Barry’s term as Chairman and President.</p> <p><i>The chairperson moved:</i> <i>That the Chairman’s Report be Received and Accepted</i></p> <p><i>For 15 Against 0 Abstain 0</i></p>

	4.2 Annual Financial Statements and Auditors Report	<p>Mrs Kylie McGrory presented the Annual Financial Statement and notes to the accounts for the period 1 July 2023 to 30 June 2024 as tabled.</p> <p><i>The chairperson moved:</i> <i>That the Annual Financial Statement and Auditors Report be Received and Accepted</i></p> <p>For 15 Against 0 Abstain 0</p>
	4.3 Business arising from the Audited Financial Statements for 23/24	There was no business arising from the Annual Financial Statements and Auditors report
5	Appointment of Auditor for 2024/2025	
	5.1 Thanks to Auditor and Internal Auditors	<p>The chairperson asked that members extend a formal thanks to our volunteer Internal Auditors Tony Haines and Luke Geutjes, and to our external Auditor Jonathon Hunt Mason of Leddys & Associates Pty Ltd</p> <p><i>The chairperson moved:</i> <i>That the services provided by Internal Auditors Luke Geutjes and Tony Haines and external auditor Jonathon Hunt-Mason be acknowledged.</i></p> <p>For 15 Against 0 Abstain 0</p>
	5.2 Appointment of the auditor for the next financial year	<p><i>The chairperson moved:</i> <i>That QSA Ltd. as a medium size charity appoint Jonathan Hunt-Mason of Leddys and Associates to perform the external review of Accounts for FY 24/25</i></p> <p>For 15 Against 0 Abstain 0</p>

6	2024/2025 Queensland Stoma Association Ltd Subscription	
	6.1 Set the 2025/2026 Annual Subscription	<p>The chairperson introduced the annual subscription for the period 1 July 2025 to 30 June 2026.</p> <p><i>The Chairperson moved:</i> <i>That SAS Access Fee & QSA membership fees for 2025/2026 be set at a combined total of \$75, or \$65 for members who present a commonwealth concession card, or any greater amount determined by ACSA or the Department of Health.</i></p> <p><i>For 15 Against 0 Abstain</i></p>
7	General Business	
	7.1 General Business	There was no business for consideration
8	Other Business	
	8.1 Other business	There was no other business for consideration
9	Election of Directors	
	9.1 Election of Directors	<p>The Deputy Chairperson took control of the meeting. It was noted that Jenny Spencer, Director, had submitted her resignation as a QSA Director, effective from the 2024 AGM. On behalf of the QSA Board, Jenny Spencer was thanked for her years of dedicated service as a QSA Board member.</p> <p>It was also noted that the QSA Ltd. Constitution requires that one third of the Board stand down each year. David Munro and Kylie McGrory have stood down as required, leaving 4 Director positions vacant on the QSA Ltd Board. Director nominations were received from David Munro, Lorelle Pacello, Andrew Laing, and Ken Hobson.</p> <p><i>The Deputy Chairperson moved:</i> <i>That David Munro, Lorelle Pacello, Andrew Laing, and Ken Hobson be appointed as Directors of QLD Stoma Association Ltd.</i></p> <p><i>For 15 Against 0 Abstain</i></p>

10	Thanks, and Meeting Close	
	10.1 Thanks	Thanks were extended by the Deputy Chairperson to all Board Members, Staff and Volunteers who contribute to the success of QSA.
	10.2 Set date for next meeting	The next Annual General Meeting was set for Saturday 6th September 2025 at 2.00pm
	10.3 Meeting Close	There being no further business, the Deputy Chairperson declared the meeting closed at 2.55 pm.



**DAVID MUNRO
CHAIRPERSON**

Dated: 1/10/2024.