

Minutes of the Annual General Meeting
Held on Thursday, 22 November 2018
Redfern Community Centre
29 Hugo Street, Redfern 2016

In Attendance:

Members (Directors):

Mark Turner (Chairman), Shirley Liew, Gary Milligan, Graham Monk, Dick Persson AM, Lynne Ready, Carolyn Scobie

Non-members (Officers):

John Nicolades (CEO and Company Secretary), Ian Hooper (Auditor), Adam West (Returning Officer), Phil Mackey (Company Secretary, Company Matters).

Members (tenants):

Isaac Cepeda
Danielle Condry
Zorica Lackovic
Abdel-Rahim Alsayed
Clive Matthews
Julia Nunes
David Penrith
Pamela Pryor
John Ripamonti
Michael Solomon
Janice Solomon
Lian Zhen Tang
Stephen Thompson
Alan Woulfe
Lorna Zappa
Evguenia Abramova
John Clough

Tenants (non-members):

Virginia Cepeda
Chao Tang
Phillip Conyngham
Han Suk Lee
Zlata Malysovski
Elizabeth Youseff
Mary Stephen
Gary Dawson
Barbara Tamata
Sucheera Knight
Willy Tamata
Ron MacRae
Yue Fang Lin
Ji Huang
Philip Godoy
Jessica Tattersall
Consuelo Tattersall
Atila Liptak
Hans van der Zanden
Anthony Norris
Rodney Hollis
Alan Weinstein
Lee Smith
Tru Love
Michael Zanardo
Mahvash Zarghamivahid
Egat Majtabari
Robert Bates
Viv Yu
Thi Thu Nga Bui

Other non-members (e.g. Support Providers, Partner and Government agencies):

Sen The Hon	Jenny	McAllister	Senator
Clr	Craig	Chung	City of Sydney
	Hailey	Cook	City of Sydney
Clr	Andrew	Ferguson	City of Canada Bay
Clr	Charles	Jago	Canada Bay Council
Clr	George	Copeland	Waverley Council
	Kate	Burke	domain.com.au
	Craig	Madden	Metropolitan Aboriginal Land Council
	Lisa	Nagle	Office of the Hon Brad Hazzard
	Noelene	Barrell	Office of the Hon Brad Hazzard
	Ian	Hooper	BDO
	Adam	West	Returning Officer (CHIA NSW)
	Tim	De Vere White	NAB
	Reid	Hannington	NHFIC
	Debbie	Georgopoulos	Women's Housing Company
	Millie	Ingram	Wyanga
	Petra	Jenkins	The Salvation Army
	Phil	Mackey	Company Matters - Company Secretary
	Sarang	Parkhi	SR Construction
	Brooke	Norman	Catholic Care - Family Spirit
	Paul	Roberts	Catholic Care - Family Spirit
	Jackie	Sailer	Waverley Council
	Catherine	Stuart	Lea Road Consulting
	John	Swain	Neami National
	Kristy	Clifton	The Salvation Army
	Eimear	Walsh	Neami National
	Michael	Zanardo	Studio Zanardo
	James	Kelly	Pacific Capital
	John	Kung	John Kung Photography
	Anna	Grutzner	Just Anna

Bridge Housing Staff:

David Miller	Helen Tighe	Becky Chan
Kerri Betteridge	Christopher Dib	Michele Dobson
Jenny Woolley	Bronagh Loy	Rhona Jeyakumar
Reece Plunkett	Maree Clancy	Robert Mazzucco
Rhea Smail	Natasa Tomic	Michele Mendoza
Rose Anne Agana	Rebecca Scripps	Sage Lukacs
Iresha De Silva	Florida Yap	Jess Turner
Stephanie Sin	Sarah Kingsbeer	Natasha Sitanala
Sarah Barclay	Anna Barker	Andrew Stone
Theo Posumah	Kristy Watson	Natalie Lenton
Caitlin McDowell	Terry Livingstone	Ariana Vumbaca
Sharon Collinge	Sarah Kingsbeer	Raymond Fatafehi
Matthew Riley	Tracy Nguyen	Suzanne Conway
Samantha Fuller		

Apologies Received:

Jill Hannaford - Member (director)

1. Welcome by Chairman, Mark Turner

Having confirmed that a quorum was present, the Chairman declared open the 2018 Annual General Meeting (**AGM** or the **Meeting**) of Bridge Housing Limited and welcomed members and guests to the Meeting. The Chairman advised that he had received 19 valid Proxy Appointments from Members that appointed the Chairman to vote on their behalf.

2. Welcome to Country

The Chairman welcomed Craig Madden to deliver a welcome to country.

3. Confirmation of the Annual General Meeting Minutes held 22 November 2017

The minutes of the Annual General Meeting held on 22 November 2017 were tabled and signed by the Chairman. The Chairman then provided an opportunity for questions on the 2017 AGM minutes. There were no questions from Members on the 2017 AGM Minutes.

4. Chairman's Report

The Chairman presented the Chairman's Report for the financial year ended 30 June 2018 (**FY2018**) and noted that an extract of his presentation would be available on the Bridge Housing website.

5. Chief Executive Officer's Report - Review of FY2018 Achievements:

The Chairman called on the Chief Executive Officer to present his report.

The Chief Executive Officer provided a verbal report on the key achievements for FY2018. It was noted that the CEO's Report was available in the 2018 Annual Report and the presentation to the 2018 AGM would be available on the Bridge Housing website.

The Chief Executive Officer thanked the Bridge Housing team for their hard work and commitment.

The Chairman thanked the Chief Executive Officer and provided a reasonable opportunity for Members to ask questions in connection with the Chairman's Report and the Chief Executive Officer's Report. The Chairman responded to a question directed to him regarding the *Build to Rent Scheme* and the Chief Executive Officer responded to three questions directed to him regarding (a) rental rates for disability and elders; (b) the reason for the sale of 35 National Rental Affordability Scheme (**NRAS**) houses as part of the Bungarribee development; and (c) a Member on Newstart paying rent twice in one rental period, who was referred to Ms. Helen Tighe, the Acting GM Operations to resolve the matter.

6. Financial Statements and Reports:

The Chairman called on Graham Monk, Chair of the Finance, Risk and Audit Committee (**FRAC**), to present his report on the audited FY2018 financial statements and reports.

The FRAC Chair noted that a copy of the Bridge Housing audited FY2018 financial statements and reports were included in the 2018 Annual Report and provided to Members before entering the room. It was noted that FY2018 financial statements and reports contained in the 2018 Annual Report had been approved by the Board of Directors of Bridge Housing Limited and audited by BDO East Coast Partnership. The FRAC Chair provided a verbal report on key matters in connection with the FY2018 financial statements.

The Chairman thanked the FRAC Chair, and declared that the 2018 Annual Report containing the FY2018 financial statements and reports were taken as read.

The Chairman provided a reasonable opportunity for Members to ask questions of management and the auditor in connection to the 2018 financial statements and auditor's report. There was one question regarding the possibility of holding an information session for Members in early November each year, to provide a briefing on the prior year financial statements to enable a greater understanding of the financial statements. The Chairman committed that the Board would consider this suggestion.

7. Election of New Directors

The Chairman introduced Mr Adam West, from the NSW Federation of Housing Associations, noting that he had been appointed as the Returning Officer for the purposes of the election in accordance with clause 8.8 of the Company's Constitution, and Mr West took control of the Meeting.

The Returning Officer introduced Item 7 of the Notice of Meeting and advised that this part of the meeting involved voting on the resolutions contained in the 2018 AGM Notice of Meeting and provided details of the proceedings. The Returning Officer explained that each of the resolutions would be considered separately and a poll taken for each resolution before announcing the results.

Mr West advised the Meeting that the first resolution was in connection with Ms Shirley Liew, who was retiring in accordance with clause 8.4 of the Company's Constitution and was eligible for re-election. Ms Liew was seeking re-election.

Members were provided a reasonable opportunity to ask questions about this Resolution. No questions were received.

The Returning Officer put the following ordinary resolution to a vote:

"That Ms Shirley Liew, who retires in accordance with clause 8.4 of the Company's Constitution and being eligible for re-election, is re-elected as a Director of the Company."

Members were asked to raise their Yellow Voting Cards. There were no votes against the resolution.

The second resolution was in connection with Ms Carolyn Scobie, who was retiring in accordance with clause 8.4 of the Company's Constitution and was eligible for re-election. Ms Scobie was seeking re-election.

Members were provided a reasonable opportunity to ask questions about this Resolution. No questions were received.

The Returning Officer put the following ordinary resolution to a vote:

"That Ms Carolyn Scobie, who retires in accordance with clause 8.4 of the Company's Constitution and being eligible for re-election, is re-elected as a Director of the Company."

Members were asked to raise their Yellow Voting Cards. There were no votes against the resolution.

The third resolution was in connection with Ms Jill Hannaford, who was appointed by the Board to fill a casual vacancy in February 2018, in accordance with clause 8.9 of the Company's Constitution and was eligible for election.

Members were provided a reasonable opportunity to ask questions about this Resolution. No questions were received.

The Returning Officer put the following ordinary resolution to a vote:

"That Ms Jill Hannaford, having been appointed by the Board as a director to fill a casual vacancy until the next annual general meeting in accordance with clause 8.9 of the Company's Constitution, retires and, being eligible, be elected as a Director of the Company."

Members were asked to raise their Yellow Voting Cards. There were no votes against the resolution.

The final resolution was in connection with Ms Lynne Ready, who was appointed by the Board to fill a casual vacancy in February 2018, in accordance with clause 8.9 of the Company's Constitution and was eligible for election.

Members were provided a reasonable opportunity to ask questions about this Resolution. No questions were received.

The Returning Officer put the following ordinary resolution to a vote:

“That Ms Lynne Ready, having been appointed by the Board as a director to fill a casual vacancy until the next annual general meeting in accordance with clause 8.9 of the Company’s Constitution, retires and, being eligible, be elected as a Director of the Company.”

Members were asked to raise their Yellow Voting Cards. There were no votes against the resolution.

The Returning Officer noted that there were no other candidates for the positions and, based on the results cast on each Resolution, the Returning Officer, declared:

- That Ms Shirley Liew was elected unopposed under clause 8.8 in the Constitution;
- That Ms Carolyn Scobie was elected unopposed under clause 8.8 in the Constitution;
- That Ms Jill Hannaford was elected unopposed under clause 8.8 in the Constitution; and
- That Ms Lynne Ready was elected unopposed under clause 8.8 in the Constitution.

The Returning Officer handed back control of the Meeting to the Chairman.

8. Close of Meeting

The Chairman thanked Adam West for acting as the Returning Officer, Members and Guests for their attendance, congratulated the elected and re-elected directors and declared the meeting closed at **12:05pm**.

Attendees were invited to join the Directors and Bridge Housing staff to stay for the guest speaker, Ms Kate Burke, Senior Editorial Producer, domain.com.au, on Reporting Affordable Housing: A journalist’s perspective.

Minutes of Annual General meeting held 22 November 2018 confirmed correct.

Chairman _____ Date: _____