Animal Welfare League of South Australia Inc.
Annual General Meeting Minutes
Tuesday 24 October 2017 6:00pm
‘Peppertree Cottage’, Animal Welfare League South Australia Inc.,
1-19 Cormack Road, Wingfield SA 5013

Present: Luci Zwarycz, Leah Wright, Cate Gaston, Steven Weinert, Phil Reeve, Doreen Dalgleish, Brian Moffatt, Joy Moffatt, Jack Bakkelo, Tom Green, Jo Powell, Rebecca Baines,

In Attendance: Richard Mussell, Leanne Page, Lauren Lewis, Sabine Kloss, Geoff Edwards, Sylvana Gugusheff, Mark Gray

Minutes: Sue McKay

1. OPENING
Chairman Luci Zwarycz officially opened the 54th Annual General Meeting of the Animal Welfare League of South Australia Incorporated and welcomed all present. The Chairman declared that the members present constituted a quorum.

The Chairman introduced board members in attendance, sub-committee members in attendance, and Auditor Geoff Edwards representing AWL Auditors BDO.

Housekeeping matters were addressed and it was said that should there be a fire, people are to gather on the lawn beside the Memorial Garden.

The Chairman announced that Notice of the 2017 AGM had been mailed to all members by 10 October 2017 along with the Agenda. The 2016/17 Annual Report was made available to members online from 12 October 2016 and also by mail upon request.

The Chairman advised that the Agenda, the 2016 AGM draft Minutes and 2016/2017 Annual Report were made available at the point of registration of tonight’s meeting.

2. APOLOGIES
The following apologies were received:

- Penny Hopper
- Robert Rahaley
- Carole McKay
- Michelle Williams
- Maureen Norton
- Elva Hobbs
- Olivia Harvey
- Sahra McFetridge
The Chairman asked for any other apologies from the floor. There were none.

3. **MINUTES OF THE PREVIOUS MEETING**

The draft minutes of the previous Annual General Meeting held on Tuesday 25 October 2016 were made available to members online from 10 October and taken as read.

The Chairman advised of one amendment required. Lauren Lewis should not have been noted as being present at the 2016 AGM because she was an apology. The Chairman asked members whether there were other amendments to be noted. There were none and the motion was put.

Motion:

That the minutes of the 2016 Annual General Meeting held 25th October 2016 be accepted, with amendment noted, as a true and accurate record.

Moved: Steve Weinert
Seconded: Cate Gaston

Carried unanimously

The Chairman asked members whether there was any business arising from the 2016 AGM minutes. There was none.

4. **CHAIRMAN AND CEO COMBINED ANNUAL REPORT**

The Chairman presented the Chairman and CEO combined 2017 Annual Report. Highlights included:

- Official opening in August 2016 of the pet adoption shop at the Port Canal Shopping Centre.
- Non-AWL operated cat adoption centres in PETstock’s Melrose Park store. Subject to a successful trial, AWL will extend the operation to other PETstock store branches.
- AWL’s partnership with the University of Adelaide has enabled AWL to analyse pet adoption follow-up surveys from people who have adopted dogs and cats from the AWL.
- In May AWL launched the Connect & Protect Microchipping Programme in conjunction with Playford Council. Many similar events aimed at pet owners who hadn’t yet identified their pet with a microchip have since taken place. The programme has proven to be popular, with just under 1000 pets ‘chipped’ so far.
- The AWL Foster Programme has continued to grow. Working in conjunction with AWL Foster Carers, the program sees over 100 animals at any one time nurtured by volunteers in their own home.
- AWL Cattery Refurbishment was completed ahead of schedule in November 2016.
- AWL’s new crematorium was completed in August 2017.
- There was a 32% increase in adoptions for the year with the target of 4,000 reached.
- The Board played its role in setting the expectation of the AWL Education Programme, supporting the development of a suite of educational curricula that commenced over the Christmas period. This suite includes working with local government on several matters of joint interest, such as:
  - identifying target areas for impounded dogs in order to assist people with pet retention,
  - rolling out responsible pet ownership strategies; and
  - developing cat welfare strategies.
- AWL Pet Education also developed school holidays programmes, educational programmes, external community education, and assisted the Port Adelaide Enfield Council with their new 2020 plan, and associated Animal Management Plan.
- AWL was involved in community work, from assisting aged care facilities and their residents to keep and obtain pets, forming agreements with local government Councils, working with other animal organisations as well as experts in the veterinary field, right through to the master planning for the redevelopment of the Wingfield facility.
• AWL played an active role in Animal Welfare League Australia (AWLA), with many of AWL’s people attending the inaugural AWLA Member Conference in May.
• AWL’s new look website was launched in late November.
• The Board reviewed a number of governance functions. Also, in order to improve effectiveness and decision making, the Board reviewed the ICT strategy, oversaw the Auditor tender, appointed new members and went paperless.
• The four sub-committees revised their respective Terms of Reference. They also reviewed all policies and the organisational structure.
• Master planning for the remaining development work has been progressing. The Board endorsed the master plan for Wingfield in May and is in the process of planning the staged approach to achieving a new animal care and rehabilitation model.
• The AWL launched a new intranet to help spread its important messages organisation-wide.
• After 9 years of service the AWL farewelled Julian Carbone from its Board and, in May of this year, welcomed Dr Robert Rahaley. Joining Board Sub-committees were Dr Jo Powell (Animal Welfare Sub-Committee) and Dr Julia Nicholls (Risk and Governance Sub-Committee). The Board approved the introduction of two new positions to aid AWL’s organisational requirements. Overseeing our Clinic is the Veterinary Services Manager and, supporting the CEO to oversee corporate and commercial services is the General Manager. As a consequence, the CFO position, held by Colin Roberts, became redundant. Colin’s passion and dedicated service to AWL was recognised.
• AWL regretfully farewelled long-time volunteer Lena McEachran who retired from her position as Manager of the AWL Tranmere ReTAILS Thrift Store. Lena had dedicated much of her time to the AWL for the past 26 years.

In closing the Chairman reflected on the past ‘year of collaboration’, recognising and acknowledging how well supported AWL is as an organisation.

The Chairman asked whether there were any questions of the Chairman’s Report. There being none the motion was put.

Motion:
That the Chairman and CEO combined Annual Report for 2017 be accepted.

Moved: Rebecca Baines Seconded: Phil Reeve
Carried unanimously

The Chairman handed over to CEO Richard Mussell to address the meeting.

Mr Mussell thanked the Chairman and added the following:
• Cattery refurbishment was commenced Sep 2015 and completed in November 2016.
• New pet crematorium was commenced in November 2015 and completed in August 2017.
• The Masterplan Concept Report was approved May 2017 and presented to staff and volunteers in June. It was delayed somewhat due to cattery and crematorium projects.

Mr Mussell referred to artists’ impressions and architect plans to explain the master plan and continued addressing the meeting.
• Next stage is Council Road Reserve for staff and volunteer parking and dog walking.
• Stage 2, is a new Animal Care Centre – broken down to 3 sub-stages, main building, pound and car park.

Mr Mussell said that new agreements with Councils has contributed to helping reduce intake of dogs AND provide additional funding for cats.

Mr Mussell thanked the following for their support.
All volunteers – over 400 in total and over 4000 hours volunteered each and every month.
All employees, across a diverse range of functions – now over 100 employees in total.
The management team.
The AWL board – for volunteering their time to make AWL a better place.
AWL sponsors - Purina, JB Hifi (national workplace giving), Harvey Norman (lotteries), Petstock, Port Canal Shopping Centre, Mr Riggs and Velrada... plus many more.
Finally all of AWL’s kind donors and those who took the time and effort to remember AWL in their will.

The Chairman asked members present whether there were questions of the CEO’s Report. There were none and the floor was handed to the General Manager, Corporate and Commercial Services, Mark Gray.

5. **ANNUAL FINANCIAL STATEMENT**
General Manager, Corporate and Commercial Services, Mark Gray welcomed AWL Auditors BDO, represented at the meeting by Geoff Edwards.

Mr Gray said he was pleased to have recently joined AWL and had been very impressed with the wonderful staff and volunteers. He reported that AWL remained an organisation built upon sound business strategy and strong financial governance.

Mr Gray summarised the key elements of the financial report:
- For the year-ended 30 June, AWL achieved a net surplus of $3.8 million – up nearly 70% on the prior year, due to $5.2 million of legacies and bequests from AWL supporters.
- AWL’s substantial investment portfolio is well managed with industry leading expertise. In the past year, the portfolio generated over $700k to support AWL’s charitable services.
- Expenditure on improved animal welfare programs provided through the Wingfield and Edinburgh North facilities has driven a 15% increase in expenditure in the 2016/2017 year.

Referring to the Balance Sheet Mr. Gray said:
- Net Assets have increased by 12.8% year-on-year.
- AWL’s accumulated reserves are being put to good use, with significant investment in State-of-the-Art Pet Cremation facilities at Edinburgh North.
- Planning for much needed renewal of AWL’s ageing animal care infrastructure and systems is well advanced.

Mr. Gray advised that the Financial Report and Statements for the 2016/2017 financial year had been audited by BDO with no material exceptions and accepted by the Board. The full financial report was made available to members at the point of registration of tonight’s meeting.

Mr Gray invited further comments from Mr Edwards. Mr Edwards said the AWL organisation and its Balance Sheet is in good health. He said he had been managing AWL’s audit process for the past 7 years. Mr Andrew Tickle of BDO would now take over.

In closing Mr Gray said that with adequate reserves, robust planning and governance systems in place, AWL is well placed to continue delivering on the vision of ‘Connecting people, pets and community’ in a financially sustainable manner.

Mr Gray asked for any questions from those present. There were none. The Chairman then called for the motion to be put.

**Motion:**
That the financial report for the financial year ending 30 June 2017 be accepted.

Moved: Brian Moffatt
Seconded: Jo Powell

Carried unanimously
6. **ELECTION OF BOARD MANAGEMENT**
   The Chairman advised that as no election was necessary, the 4 persons who had nominated were automatically elected to the Board of Management, those being:
   - Phil Reeve 3 years to serve
   - Tom Green 3 years to serve
   - Michelle Williams 3 years to serve
   - Rob Rahaley 3 years to serve
   The remaining Board Members with 2 years to serve are:
   - Luci Zwarycz 2 years to serve
   - Leah Wright 2 years to serve
   - Steven Weinert 2 years to serve
   - Cate Gaston 2 years to serve
   The Chairman advised that there was 1 vacant position with a 3 year term.

7. **APPOINTMENT OF AUDITOR**
   The Chairman advised that the Board had passed a motion on 2 May 2017 to recommend the appointment of current auditors BDO Audit (SA) as auditors of the Animal Welfare League of South Australia Incorporated, for the 2018-2020 financial years. The motion was then put.

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<th>Motion:</th>
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<td>That BDO Audit (SA) Pty Ltd is appointed as auditors of the Animal Welfare League of South Australia Incorporated, for the 2018-2020 financial years.</td>
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<td>Moved: Jack Bakkelo Seconded: Brian Moffatt</td>
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<td>Carried unanimously</td>
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8. **CLOSURE**
   The Chairman asked if there were any other comments or questions from members. There were none.
   
   The Chairman thanked all for attending and declared the meeting closed at 6:41pm.