

MINUTES OF THE 49th ANNUAL GENERAL MEETING

<p>Meeting Chair: Greg Cuthbert (Vice President)</p> <p>The annual general meeting commenced at 12pm, Function Room, Outlook Community Centre, Pakenham</p> <p>Outlook Altogether Choir sang an array of songs, much enjoyed by all.</p>	
<p>Welcome: Vice President Greg Cuthbert welcomed those present to the 49th Annual General Meeting of Outlook (Vic.) Inc. and acknowledged the Traditional Owners of the land on which we are meeting.</p> <p>Greg thanked the Outlook Altogether Choir and Director Jonathon Welsh for their musical presentation with which the AGM was opened.</p>	
1.	Attendance:
	<p>Present: Greg Cuthbert, Lisa O’Sullivan, Derek Madden, Fran Boyd, Graeme Stewart, Sam Sondhi, Anne McCormick, Alison Ryan, Bill Parker, Heather Bulte, Sarah Kelly, Michael Upston, Elaine de Vos, Michelle Jones, Fran Boyd, Paul Stevens, Cathie Beach, Toby McNamara, Julie Gabell, Taryn Bone, Michael Wright, Adam Jaworski, Brian Finnigan, Tony Fitzgerald, Debbie Barnard, Gaylene Howe, Jemma Gavin,</p> <p>Apologies: Edwin Hume (Pres), Joan & Lindsey Fechner, Brian Paynter, Kimberley Flannagan, Peter Link, Tim Jessup, Kerryn Hart, Karen hunt, David Alberti, Julie Walton, Ariana Evans, Lorna Hannay, Lou Bucello, Lawrence Gauci,</p>
2.	Minutes of Previous Meeting:
	<p>Minutes of the previous AGM Meeting for 2018 were tabled.</p> <p>Resolution: That the Minutes of the 48th AGM of Outlook (Vic) Inc., held on the 25th October 2018, be accepted as a true and accurate record.</p> <p>Moved: Graeme Stewart Seconded: Brian Finnigan Carried: All</p>
3.	President/CEO Report
	Greg invited Sam Sondhi to present the Outlook President & CEO Report (as seen in 2019 AGM Report)
4.	Treasurer Report
	<p>Derek Madden presented the Treasurers Report stating Outlook experienced a very satisfactory year(as seen in the 2019 AGM Report. Derek tabled 2019 Saward Dawson 2019 Financial Report and that the Financial Auditor Saward Dawson would undertake the 2020 Financial audits for Outlook.</p> <p>Resolution: That the President/CEO and Treasurer Reports be accepted</p> <p>Moved: Fran Boyd Seconded: Lisa O’Sullivan Carried: All</p>
5.	General Business:
	<p>Greg Cuthbert invited any general business from the floor.</p> <p>There were no items of general business or questions raised.</p>
6.	Board nominations & appointment
	<p>Anne McCormick, Secretary, announced that nominations to fill vacancies had closed.</p> <p>The following people have been nominated and are eligible to be members of Outlook Board of Management:</p>

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	Edwin Hume, Greg Cuthbert, Kimberley Flannagan, Derek Madden, Lisa O’Sullivan, Fran Boyd, Graeme Stewart. It was declared that these named people are now appointed to the Outlook Board for a period of one year.
7.	Presentation by Board Sub Committees
	<i>Strategic Planning Sub Committee</i> - Greg Cuthbert presented an overview of the Outlook Strategic Plan (tabled hard copy), explaining the content & purpose of a Strategic Plan, how this helps the organization to achieve its Mission and Vision thru the development of a Strategic Road Map that guides our growth, our assessment of new opportunities and our decision making.
	<i>People & Governance Sub Committee</i> - Fran Boyd provided a power point presentation that outlined the areas of focus for the committee, this included organizational culture, Occupational Health & Safety, Risk Management & workforce management. Fran spoke about the sub committee’s role in governance and Board review that included Board Self Evaluation, monitoring Board Effectiveness and undertaking a Board Skills audit.
	<i>Finance and Risk Management Sub Committee</i> -Derek Maden spoke on the purpose of the FARM, including monthly monitoring & review of organizational finances, over sight of new business and service opportunities, and the monitoring and reviewing organizational risk.
8.	Staff Awards presentation
	Sam Sondhi CEO and Greg Cuthbert VP presented staff awards for 5, 10 and 15 years of service. On behalf of the Board and Management and staff Sam presented Michelle Jones, Disability Services Head of Operations Manager with a bouquet of flowers on her retirement from Outlook after nearly 17 yrs of service.
9.	Outlook Division present- ‘How we meet our Mission’
	<i>Disability Services</i> -Michael Upston Disability Services Acting GM & Michelle Jones presented a series of customer profile stories of how the service has met the needs of 4 individuals with a disability and a brief overview of the complexities of transitioning to NDIS. <i>Disability Employment</i> - Michael Upston-DES GM & Heather Bulte-Operations Manager presented the achievements of Des over the past 12 months under a new contract that has seen Outlook maintain a mid 3 Star rating for job placement, a successful score in a newly competitive marketplace. <i>Community Centre</i> -Alison Ryan Community Centre Manager and Tarryn Bone provided a power point presentation & spoke of the work undertaken in the centre and how this addressed Outlooks Mission. <i>Partnerships</i> - Brian Finnigan GM Partnerships & Stakeholder Engagement-provided an overview of the value of bringing corporate, government and NFP’s together to achieve great outcomes for Outlook and its Mission. <i>Environmental</i> -Sam S and Paul Stevens Operations Manager showed two short videos that demonstrated the achievements and impacts made to people & their lives through the opportunity of employment in an integrated workforce, for people with a disability, asylum seekers, and other marginalized people. Corporate- Debbie Barnard GM Corporate Services used a slide to cover all the responsibilities in Corporate spoke about these, including Volunteering and workforce management and how these can contribute to ensuring we deliver a quality service to meet our Mission.
10.	Thank you
	-Khans Catering were thanked for providing the lunch and the trainees from Disability Services who waited on tables were presented with a small gift. -Michael Wright was thanked for his IT support at the AGM
	Meeting Close: 1.55pm