

## Minutes of Outlook's 51st Annual General Meeting

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| <p><b>Meeting Chair:</b> Fran BOYD (President)</p> <p>Meeting held on the 28<sup>th</sup> October, 2021 at 12pm, via on-line zoom video link.</p>   |  |
| <p><b>Welcome:</b><br/>Chair, Fran Boyd, welcomed those present, noted key guests to the 51<sup>st</sup> Annual General Meeting of Outlook Aust. Ltd and acknowledged the Traditional Land Owners.</p> <p>She reminded attendees that all AGM related documents were provided to members electronically via email, or mailed in hard copy and were also available via the Outlook website.<br/>Housekeeping matters on operation of the meeting on line and how voting would occur were outlined.</p> |  |
| <b>1.</b>   | <b>Attendance:</b>   |
|   | <p><b>Present:</b></p> <p>Fran Boyd, Lisa O'Sullivan, Derek Madden, Edwin Hume, Graeme Stewart, Sam Sondhi, Anne McCormick, Chris Buckingham, Sally Curtain, Tony Fitzgerald, Richard Jesty, Peter Link, Tricia Malowney, Sarah Kelly, Michael Upston, Michael Wright, Adam Jaworski, Debbie Barnard.<br/>Guest: Paul Tan (Saward Dawson-Financial Auditor)</p> <p><b>Apologies:</b></p> <p>Greg Cuthbert, Julie Walton, Colin Baxter, Lou Bucello, Kimberley Flannagan.</p>   |
| <b>2.</b>   | <b>Minutes of Previous Meeting:</b>  |
|   | <p>Minutes of the Outlook AGM Meeting for 2020 were available on the Outlook website.</p> <p><b>Resolution:</b> <i>That the Minutes of the 50<sup>th</sup> AGM of Outlook, held on the 29<sup>th</sup> October 2020, be accepted as a true and accurate record.</i></p> <p><b>Moved:</b> Graeme Stewart      <b>Seconded:</b> Sally Curtain      <b>Carried:</b> All, by show of hands</p>   |
| <b>3.</b>   | <b>President and CEO Reports</b>   |
|   | <p>Fran spoke to the Chair's Report as provided in the Outlook 51<sup>st</sup> Annual Report, noting the report was available on the Outlook website.<br/>Fran noted the Outlook 50<sup>th</sup> Year celebration was delayed due to the pandemic and that it was still planned to occur in 2022.</p> <p>There were no questions from the floor.</p> <p>Fran invited Sam Sondhi to present his CEO Report as provided in the Outlook Annual Report.<br/>There were no questions from members present.</p> <p><b>Guest Speaker:</b><br/>Sam invited the AGM Guest Speaker, Tricia Malowney to speak.<br/>Tricia is a disability advocate and inaugural member of Outlook. Tricia is the Chair of Outlook's Customer Advisory Group (CAG) and spoke to the Purpose of the newly formed group, the outcome of its first meeting and the positive feedback received from CAG members.</p> <p><b>Motion:</b> That both the Chair and CEO reports be accepted.</p> |

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|           | <p><b>Moved:</b> Sally Curtain                      <b>Seconded:</b> Lisa O’Sullivan                      <b>Carried:</b> All, by show of hands</p>  |
| <b>4.</b> | <b>Treasurer Report</b>  |
|           | <p>Derek Madden (Treasurer) presented the Treasurers Report noting the year’s financials were included in the Annual Report. He noted the Outlook full Financial Statement and Financial Auditors Report for 2021 is available on request.</p> <p>Derek delivered his report with a power point presentation, stating overall Outlook experienced a challenging but satisfactory year given the Covid-19 Pandemic impacts.</p> <p>Derek spoke to the work undertaken over the last year and noted that he was confident in the Outlook financial management with the strong oversight of the Board’s Finance &amp; Risk Management (FARM) Committee and excellent work done by CEO Sam Sondhi and his executive Team.</p> <p>There were no questions from the floor.</p> <p><b>Motion:</b> <i>That Saward Dawson be appointed the Financial Auditors for 2022</i></p> <p><b>Moved:</b> Edwin Hume                      <b>Seconded:</b> Chris Buckingham                      <b>Carried:</b> All, by show of hands</p> <p><b>Motion:</b> <i>That the Treasurer’s Report be accepted.</i></p> <p><b>Moved:</b> Greg Cuthbert                      <b>Seconded:</b> Chris Buckingham                      <b>Carried:</b> All, by show of hands</p>   |
| <b>5.</b> | <b>Board Committee Reports:</b>  |
|           | <ol style="list-style-type: none"> <li>1. <b>Strategic Planning Committee</b> – Chair: Greg Cuthbert, Members: Chris Buckingham &amp; Kimberley Flannagan (resigned May21) <p><b>Chris Buckingham</b> provided a power point presentation of the Outlook 2021-23 Strategic Plan. Chris acknowledged the work done by the SP Committee under the current Chair, Greg Cuthbert and Kimberley Flannagan who was Chair for the first half of the year. Chris spoke to the SP Purpose &amp; Objectives; that we want to continue our connection with community, growth for purpose, support &amp; empower people, extend our reach and strengthen our leadership and influence. Chris noted the Plan was already coming to life, with very exciting times for Outlook.</p> </li> <li>2. <b>People &amp; Governance</b> – Chair: Graeme Stewart, Members: Fran Boyd, Sally Curtain</li> <li>3. <b>Graeme Stewart</b> spoke to the key responsibilities of the People &amp; Governance Committee and the focus of activities for the year past. These included: Regular reporting and monitoring of Covid-19 pandemic and the impacts to the organisation and stakeholders; oversight of new legal and Constitution matters; establishment of the new Customer Advisory Group (CAG); monitoring and review of the Outlook Risk Framework &amp; Risk Register, including governance Policies &amp; Procedures, the development of a Governance Handbook and organisational Dashboard reports tracking HR and OHS.</li> </ol> |

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|    | <p><b>Motion:</b> <i>That the Board Committee Reports for 2021 be accepted.</i></p> <p><b>Moved:</b> Peter Link      <b>Seconded:</b> Sam Sondhi      <b>Carried:</b> All, by show of hands</p>   |
| 6. | <p><b>Board Director nominations &amp; appointment</b></p>  |
|    | <p>Graeme Stewart, Secretary, announced that nominations to fill vacancies had closed in accordance with the Outlook Constitution.</p> <p>The number of nominations received is within the number of vacancies. The nominations received are:</p> <p>Fran Boyd, Chris Buckingham, Sally Curtain, Greg Cuthbert, Edwin Hume, Derek Madden, Lisa O’Sullivan, Graeme Stewart.</p> <p>The Chair declared all nominated candidates duly elected as Board Directors. She offered congratulations to those elected.</p>  |
| 7. | <p><b>Service Awards and Service Recognition:</b></p>   |
|    | <p>1. The following employees were recognised for their <b><u>Years of Service to Outlook:</u></b></p> <ul style="list-style-type: none"> <li>• 30 years - Anne McCormick</li> <li>• 10 years - Ariana Evans</li> <li>• 10 years – Chris Lacey</li> <li>• 10 years - Colin Soutter</li> <li>• 10 years - Daniel Yates</li> <li>• 10 years - Kelly Selby</li> <li>• 10 years - Evonne Watson</li> <li>• 5 years - Ashley Martin</li> <li>• 5 years - Charles House</li> <li>• 5 years – Joshua Sidnell</li> <li>• 5 years – Lorna Hannay</li> <li>• 5 years - Peter O’Meara</li> <li>• 5 years – Taryn Bone</li> <li>• 5 years – Ann-Marie Brunton</li> </ul> <p>2. The following people were recognised for their <b><u>outstanding Service to Outlook:</u></b></p> <p><b>Teresa Veli</b> – Worked on and off across 37 years; as a Bus driver in Minibah School, Support Worker in Disability Services and in Environmental with Supported Employees. Teresa wore her heart on her sleeve and always had a very special place for the many Outlook customers. She resigned Dec 2020.</p> <p><b>Michael Upston</b>- Head of Disability Employment for 19 years. Michael commenced at Outlook in 2002 and managed three sites in Narre Warren , Pakenham &amp; Cranbourne. Put together winning tenders in an increasingly competitive market space, he achieved 5 Star rating ensuring a successful and strong performing DES. Michael said his highlight moments were the placement of job seekers in the community.</p> |

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|            | <b>Heather Bulte</b> - Area Manager Disability Employment, Heather supported Michael to grow and maintain a quality DES service for 17 years at Outlook, until retiring in Sept2021 |
| <b>10.</b> | <b>Thank you</b>  |
|            | Fran Boyd officially closed the meeting and thanked Michael Wright for his IT support which ensured the smooth delivery of our on line AGM. She also thanked everyone attending.    |
|            | <b>Meeting Close:</b> The AGM closed at 1.05pm  |

This is a true & accurate record of the Board meeting.

Name (print): .....

Signed : .....

Date: .....