

# SEMBA - South Eastern Multiple Birth Association



## Annual General Meeting 2025-6

The SEMBA AGM will be held on Thursday 6 July from 7:30pm at Godfrey Street Community House in Bentleigh. At the meeting we will elect the committee for the next 12 months and take time to celebrate the achievements of our club against our organisational goals, as well as the areas in which we would like to make improvements. There will be an option to attend via Zoom should members be unable to join in person (link to follow)

When            06 Aug 2026 at 20:30

Location:      9 Godfrey St, 9 Godfrey St, Bentleigh VIC 3204, Australia

Chairperson   Anna Arkell

Minute  
taker            Kelly Gordon

## Minutes

## **1. Confirm attendees and apologies**

### **Members in attendance:**

#### **In person -**

Kelly Gordon (Secretary and Minute Taker)

Tara Henderson

Rohini Chari

Mariona Diaz

Kylie Rowe

Josh Pitman

Cameron Forlong

#### **Online via Zoom -**

Anna Arkell (President and Chair)

Alicia Berking

Karolina Wojtasik

#### **Apologies**

Belinda Connane

Rebecca Mannix

## **2. Confirm minutes of previous AGM (05/07/2025)**

The minutes of the previous AGM have been included in the pack with this notice of meeting. It is recommended that members resolve as follows:

“To confirm the minutes of the AGM held on 5 July 2025 “

 [2024-5\\_AGM\\_minutes.pdf](#)

#### **Decision**

Confirmed - Kylie Rowe; Seconded - Kelly Gordon

## **3. Receive and consider Committee Reports and Financial Statements**

The President and Treasurer Reports and the Financial Statements for the preceding financial year were provided at the AGM. There is no formal resolution required for this item.

Anna shared her annual report (attached below), highlighting the values and aims of the organization. Discussion that there is no need to change these at this stage as they remain current and relevant to our group's purpose.

Highlights include increase in the committee, lots of great events, grants back on the agenda, new event (Family Fun Day) was a great new addition with potential for growth.

 [SEMBA\\_Fin\\_Report\\_FY26.xlsx](#)

 [SEMBA\\_Annual\\_Report\\_2025-26.docx](#)

#### **4. Election of Committee of Management**

The Chair will call for and confirm receipt of nominations for committee positions for the 2025-26 financial year, following which it will conduct the election of President (handover to new President if required) and other Officeholders.

All committee positions will be open for election. We are seeking nominations for the following positions:

Constitutional positions (must be filled):

President

Vice-President

Secretary

Treasurer

##### **4.1. President**

Anna will be stepping down from the President role and will be moving to Vice President

Mariona Diaz self-nominated.

No other nominations received

Seconded by Cameron Forlong

##### **4.2. Vice-President**

Anna Arkell will take on this role - self-nominated.

No other nominations received

Seconded by Tara Henderson

##### **4.3. Secretary**

Kelly will step down this coming year.

Josh Pitman has self-nominated.

No other nominations received

Seconded by Mariona Diaz

##### **4.4. Treasurer**

Tara step down for the coming year.

Alicia has self-nominated for the Treasurer position.

No other nominations received

Seconded by Kelly Gordon

## **5. Election of other committee roles**

Previous discussions and posts in the Committee WhatsApp group has informed much of the committee role fulfillment listed below

### **5.1. Buddy Coordinator**

Rohini self-nominated

Tara shared the process used previously of connecting parents based on due dates within 3-4 months

Discussion on the change in the role given the development of the WhatsApp group and its age groups

No other nominations

Seconded by Tara Henderson

### **5.2. Equipment Hire Coordinator**

Cameron Forlong is happy to continue in this role. Recommendation to promote the equipment better to members

No other nominations received.

There's not much equipment on loan at the moment - this is decreasing

### **5.3. Social Media Manager**

Sasha and Karolina have expressed interest in sharing this role. The WhatsApp community group has been established and is going well. Suggestion to investigate Instagram as a further promotional avenue. Recommendation for all committee members to contribute to the WhatsApp group.

Sasha to confirm at a later date.

No other nominations received

Seconded by Anna Arkell

### **5.4. Grants and Fundraising Team**

No nominations received

We have recently used a working party using a team approach to apply and acquire grants.

Mariona, Kelly, and Anna happy to form this working group as a first step. Others welcome as time and energy permits.

### **5.5. Membership Coordinator**

Shirley Nguyen has previously indicated interest in taking this role on. Mariona recommended the role includes checking for expired memberships and contacting families.

No other nominations received

Will look for Shirley to confirm

### **5.6. Community Liaison Team**

Kelly and Rohini can help contribute to this role, along with Anna. None have capacity to take on the role completely.

No other nominations received

### **5.7. Playgroup Coordinator**

Jess and Vanessa expressed some interest at a previous playgroup. Kelly to confirm.

### **5.8. Special needs / Premmie contact**

Kelly is happy to continue in this role.

Seconded - Tara Henderson

### **5.9. General Committee**

#### **Self-nominations:**

Kylie Rowe

Louise Forlong

Cameron Forlong

Rebecca Mannix

Clare Hoekman

Tara Henderson

Kelly Gordon

Michelle Wan

Edwin - honorary photographer - TBC!!!

## **6. Confirm annual subscription fees**

To confirm these fees for the 2026-27 financial year, it is recommended that members resolve as follows:

"To confirm annual subscription fees for the 2026-27 financial year of \$55 for Yearly Membership, and \$35 for Kids in Kinder Membership for one year, and \$95 and \$60 for two years, as described in the notice of meeting, with effect from 30 August 2026"

Motion passed

## **7. Any other business**

Setting date for next meeting - in-person - Thursday 3 September - Venue TBC

Tara will send comms regarding updating the banking contacts, especially Alicia as new Treasurer.

Meeting closed 9:06pm

---

*End of minutes.*

*Summary of matters arising are tabled on the following page.*

# Minutes of Annual General Meeting 2025-6 on 06 Aug 2026

## Summary of Matters Arising

### Decisions

| Item | Decision |
|------|----------|
|------|----------|

|    |                                                 |
|----|-------------------------------------------------|
| 2. | Confirmed - Kylie Rowe; Seconded - Kelly Gordon |
|----|-------------------------------------------------|

## Summary of Attachments

### Attachments

| Item | File Name |
|------|-----------|
|------|-----------|

|    |                                        |
|----|----------------------------------------|
| 2. | <a href="#">2024-5_AGM_minutes.pdf</a> |
|----|----------------------------------------|

|    |                                                                                                |
|----|------------------------------------------------------------------------------------------------|
| 3. | <a href="#">SEMBA_Fin_Report_FY26.xlsx</a><br><a href="#">SEMBA_Annual_Report_2025-26.docx</a> |
|----|------------------------------------------------------------------------------------------------|

Attachments can be found under your TidyHQ admin account at:  
Storage > Meetings > [Annual General Meeting 2025-6](#)