

# South Eastern MBA



## Annual General Meeting 2024-5

The SEMBA AGM will be held on Wednesday 2 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: <https://us06web.zoom.us/j/88372361338?pwd=rTPbB5os5ZpSx8I1bObd3sfaEtGZNR.1>

Passcode: 362173

When 02-07-2025 at 19:30

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 -**

Anna Arkell (President and Chair)

Kelly Gordon (Secretary and Minute Taker)

Tara Henderson

Louise Forlong

Rohini Chari

Nicola Dracoulis

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

Belinda Connane

Kylie Rowe

Mariona Diaz

Rebecca Mannix

## **2. Confirm minutes of previous AGM (14/08/2024)**

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 14 August 2024 ”

 [AGM\\_Minutes\\_2023-24.docx\\_\(1\).pdf](#)

### **Decision**

Minutes confirmed by Anna Arkell; Seconded by Tara Henderson

### **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.

Financially we have experienced a significant drop in cash in our bank account (37% less than last FY)

Membership is lower too, so less opportunity to raise revenue from membership fees.

Communication less than ideal due to the reduced and stretched existing committee resulting in fewer newsletters than what we would have liked to do in the past year. Excited to have Mariona in the social media role to support improving this moving forward

Club events and activity - we have still managed a few activities - looking forward to more with a newly reinforced committee (thanks to Kylie and her recruitment efforts at our Mother's Day event!)

[SEMBA\\_Fin\\_Report\\_FY25\\_FINAL.xlsx](#)  
[SEMBA\\_Annual\\_report\\_2024-25.pdf](#)

#### **Decision**

Grants and fundraising needed to build funds in the bank account to ensure SEMBA can continue as an organisation

### **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

#### **Decision**

No nomination forms or proxies received by the club prior to the meeting

#### **4.1. President**

Anna able to continue for this year but will be stepping down from the President role at next year's AGM (2025-6)

No other nominations received

##### **Decision**

Nominated - self (Anna Arkell); Seconded Rohini Chari/Tara Henderson

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

No nominations received

##### **Decision**

To be determined

##### **Tasks**

- Send correspondence to existing committee and wider membership group to ask if anyone is willing and able to take on this role  
Assignee: Secretary (Kelly Gordon)  
Due date: 31-07-2025

#### **4.3. Secretary**

Kelly volunteered to continue in the role for this coming year

No other nominations received

##### **Decision**

Nomination - Self (Kelly Gordon); Seconded - Anna Arkell

#### **4.4. Treasurer**

Tara agreed to continue for the coming year

No other nominations received

##### **Decision**

Nominated - Anna Arkell; Seconded 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

##### **Decision**

See below

### **5.1. Buddy Coordinator**

Rohini self-nominated and Jess has previously indicated interest

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

Rohini shared the high turnout of Sensory Baby events through the WMBA and suggested this as an idea moving forward

#### **Decision**

Nominated - self (Rohini Chari); Second - Kelly Gordon

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

Cameron Forlong is happy to continue in this role

No other nominations received

Report from Cam via Louise - there's not much equipment on loan at the moment

#### **Decision**

Cameron Forlong to continue in the role

#### **Tasks**

Remind members of the equipment available for hire

### **5.3. Communications Manager**

Previously unfilled position

Discussion regarding connected with the social media role - Mariona Diaz happy to combine this with the social media role in the development of the WhatsApp group and, when capacity permits, the redevelopment of the website.

Discussion on migration to Family Memberships to occur this year to improve our communication with both parents in a family, where applicable. This will require spending time to migrate all current members and develop a new Family Membership level. Mariona has already communicated with AMBA's TidyHQ contact to confirm this is the most efficient way to proceed.

#### **Decision**

Mariona Diaz to take on this role

#### **5.4. Social Media Manager**

Mariona has already taken this role on this year and is doing an amazing job. The WhatsApp community group has been established and is going well. Suggestions of engagement for the Dads - sport, pickle ball event etc.

No other nominations received

##### **Decision**

Nominated - self (Mariona Diaz); Seconded - Kelly Gordon

#### **5.5. Grants Manager**

No nominations received

Discussion regarding moving this single role to a working group / sub-committee due to capacity of current members. There are a number of previous grant applications on the Google Drive which we can draw upon.

Rohini, Belinda, Kelly and Anna happy to form this working group as a first step.

Carl Ehrenstrom from WMBA is happy to support us by sharing his experience and processes.

##### **Decision**

Meeting time TBC

##### **Tasks**

- Poll to be posted in Committee group to ascertain availability  
Assignee: Secretary (Kelly Gordon)  
Due date: 31-07-2025

#### **5.6. Membership Coordinator**

Jess Saunders had previously indicated interest in supporting memberships through 'Welcome phone calls'

TBC when Jess and Matt have returned from OS

No other nominations received

##### **Tasks**

- Contact Jess to confirm interest in role

### 5.7. Community Liaison Manager

Nicky is happy to take on this role.

No other nominations received

Current tasks - redeveloping the old pamphlet for distribution. Committee can support with physical distribution. Belinda can share some MCHN details. Discussion of contacting MCHN via email in the first instance (while pamphlet is redeveloped) to remind them to refer twin/triplet families to our group

We will need access to Canva as a NFP to support updating pamphlet

Louise suggested including a QR code to allow people to choose between digital and physical access to our website/socials/email addresses

#### Decision

Nomination - self (Nicola Dracoulis); Seconded - Anna Arkell

#### Tasks

- Ask in AMBA club share about access to Canva vis AMBA  
Assignee: Secretary (Kelly Gordon)  
Due date: 31-07-2025

### 5.8. Playgroup Coordinator

Bec is happy to keep on investigating venues and ideas for events.

No other nominations received

Discussion regarding timings - afternoons are not an appropriate time for most families.

Perhaps looking into using council venues and existing events like Mini Maestros, with some subsidies from SEMBA or applying for grants specific to this purpose.

#### Decision

Nomination - Anna Arkell/Rebecca Mannix; Seconded - Kelly Gordon

### 5.9. General Committee Member(s)

#### Self-nominations:

Belinda Connane - General Committee

Kylie Rowe - General Committee

Louise Forlong - General Committee

Special Needs and Premmie baby contact - Kelly Gordon

#### Tasks

- Follow-up with Catriona, Jess, Matt and Clare regarding willingness/ability to remain on the committee for the coming year  
Due date: 30-07-2025

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

To confirm these fees for the 2024-25 financial year, it is recommended that members resolve as follows:

“To confirm annual subscription fees for the 2025-26 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 July 2025”

Discussion regarding communicating value to our current members to share the benefits and perks that might not be clear, or have been forgotten since joining and receiving the 'Welcome' email

### **Decision**

Moved - Kelly Gordon; Seconded - Tara Henderson

## 7. **Any other business**

Member retention needs to be a priority - to be discussed at next committee meeting

Insurance changes from AMBA - to be discussed at next committee meeting

Discussion of club events needed for the remainder of the year - to be confirmed and planned at next meeting

Setting date for next meeting - in-person

### **Decision**

August Committee Meeting - Sonder (restaurant) - 5/08/2025 7:30pm

### **Tasks**

- Set up meeting invite and poll committee for attendance  
Assignee: Secretary (Kelly Gordon)  
Due date: 24-07-2025

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*End of minutes.*

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

# Minutes of Annual General Meeting 2024-5 on 02-07-2025

## Summary of Matters Arising

### Decisions

Item	Decision
2.	Minutes confirmed by Anna Arkell; Seconded by Tara Henderson
3.	Grants and fundraising needed to build funds in the bank account to ensure SEMBA can continue as an organisation
4.	No nomination forms or proxies received by the club prior to the meeting
4.1	Nominated - self (Anna Arkell); Seconded Rohini Chari/Tara Henderson
4.2	To be determined
4.3	Nomination - Self (Kelly Gordon); Seconded - Anna Arkell
4.4	Nominated - Anna Arkell; Seconded Kelly Gordon
5.	See below
5.1	Nominated - self (Rohini Chari); Second - Kelly Gordon
5.2	Cameron Forlong to continue in the role
5.3	Mariona Diaz to take on this role
5.4	Nominated - self (Mariona Diaz); Seconded - Kelly Gordon
5.5	Meeting time TBC
5.7	Nomination - self (Nicola Dracoulis); Seconded - Anna Arkell
5.8	Nomination - Anna Arkell/Rebecca Mannix; Seconded - Kelly Gordon

Item Decision

6. Moved - Kelly Gordon; Seconded - Tara Henderson

7. August Committee Meeting - Sonder (restaurant) - 5/08/2025 7:30pm

## Tasks

Item	Task	Assigned to	Due date
4.2	Send correspondence to existing committee and wider membership group to ask if anyone is willing and able to take on this role	Secretary (Kelly Gordon)	31-07-2025
5.2	Remind members of the equipment available for hire		
5.5	Poll to be posted in Committee group to ascertain availability	Secretary (Kelly Gordon)	31-07-2025
5.6	Contact Jess to confirm interest in role		
5.7	Ask in AMBA club share about access to Canva vis AMBA	Secretary (Kelly Gordon)	31-07-2025
5.9	Follow-up with Catriona, Jess, Matt and Clare regarding willingness/ability to remain on the committee for the coming year		30-07-2025
7.	Set up meeting invte and poll committee for attendance	Secretary (Kelly Gordon)	24-07-2025

## Summary of Attachments

### Attachments

Item	File Name
2.	<a href="#">AGM_Minutes_2023-24.docx_(1).pdf</a>
3.	<a href="#">SEMBA_Fin_Report_FY25_FINAL.xlsx</a> <a href="#">SEMBA_Annual_report_2024-25.pdf</a>

Attachments can be found under your TidyHQ admin account at:  
Storage > Meetings > [Annual General Meeting 2024-5](#)