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Post Placement Support Service trading as

**Permanent Care and Adoptive Families**

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**2019 Annual General Meeting Minutes**

**6.00pm-8.00pm, Thursday October 24**

**The Fitzroy Town Hall, Reading Room, Napier St, Fitzroy**

**PRESENT:** Board members: Meredith Carter, Dan Barron, John Loke, Jennifer Botha, Donna Coelho, Chris Lockwood, Roslyn Rule, Alba Chliakhtine,

PCA Families staff: Vicki Coverdale, Alannah Andrews and Deborah Hunt

**IN ATTENDANCE:** Please see attached attendance list

**APOLOGIES:** Dorothy Scott, Elizabeth McCrae, Lynne Clarkson, Liana Buchanan, Francis Brookman, Ron and Shirley Vaitkus, Julio and Jose Torres, Donna Coelho, Cas O’Neil, Chris Cooke

| **Item** | **Minute** |
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| **1** | **Welcome** Meredith Carter, Chair of the meeting acknowledged the people of the Wurundjeri nation on whose land we were meeting, welcomed all guests and noted apologies received. Welcome to the Hon Luke Donnellan, members, volunteers and staff. |
| **2** | **Acceptance of last year’s 2018 AGM Minutes**Meredith Carter opened the meeting and asked attendees to accept the AGM 2018 Minutes as being a true and accurate record. Moved by Chris Lockwood; seconded by Jennifer Botha. The motion was accepted by the meeting. |
| **3** | **President’s Report & Tabling of 2019 Annual Report**Attendees were provided with a copy of the 2019 Annual Report. The Chair gave a review of the President’s report noting we are in the second year of our strategic plan. Permanent Care orders have increased; now close to 10,000 children/young people in OOHC, close to 3000 of those on current PCOs providing stability and care. Demand for carers will continue to rise and while reunification is sought where possible, permanent care is something that will continue to be the outcome for many children/young people. It is important that families are well supported as international evidence shows that stable care has positive outcomes for children and young people who have experienced trauma and disadvantage. Our activities have included developing strong policy submissions and continued advocacy to the government for the provision of support and ongoing funding. This will enable PCA Families to expand and offer a wide range of services and support on the phone, online and face to face. The President relayed her thanks and recognition to the Victorian Government for providing Flexible Funding and Helpline funds to PCA Families. Trends indicate a steady increase in the number of families seeking support and services post PCO. Thanks to the William Buckland Foundation for funding peer support sessions in the outer, regional areas. Special thanks to:* Brenda Carmen for her contribution as CEO and to the development of PCA Families over the past six years
* the volunteers Mary Natoli, Cas O’Neil and Chris Cook members of the Journal Club, now celebrating their tenth year;
* Grace Kasper from the Centre for Excellence for her role as PCA Families’ bookkeeper.
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| **4** | **Hon Luke Donnellan, Minister for Child Protection & Minister for Disability, Ageing and Carers**The Minister offered his thanks to board members, staff, volunteers, and in particular, all the carers/parent members present. The Minister acknowledged PCA Families’ critical role in delivering support services and funding to families with children and young people on permanent care orders. The Minister paid tribute to Brenda Carmen for her enormous contribution as CEO. The Minister drew attention to the Victorian Government’s vision to improve the caring experience of carers and, for the children and young people in their care. Through the establishment of the Victorian Carer Strategy and the six key goals of the strategy, the Minister emphasised the importance of placing the carers’ voice at the heart of the system and to recognise the unique role and experiences of home-based carers. Released today is the report ***Strong Carers, Stronger Children,*** the first Victorian strategy for home-based carers which signifies the Victorian Government’s commitment to kinship, foster and permanent carers.Alba thanked the Hon Luke Donnellan and facilitated questions to the Minister from the floor. |
| **5** | **2019 Member Survey Results**Alba chair of Fundraising and Member engagement (FAME) committee outlined the feedback from PCA Families’ Member Consultation Survey with 302 responses, 66.8% permanent carers, 12.6% intercountry adoption, 5.6% local adoption with the remainder from the broader OOHC community. Carers highlighted the need for personal and practical support with navigating services without any case management, training opportunities to further develop their skills to support children/young people with trauma throughout the child’s life, eg; challenges of adolescence, financial support, peer and professional support. |
| **6** | **Treasurer’s Report**Attendees were provided a copy of the 2019 Auditor’s report. The Board Treasurer, Roslyn Rule, tabled the Report and other supporting financial reports and provided a brief overview of the key points of the audit and financial reports. Ros particularly thanked William Buckland Foundation and DHHS for their funding. Helpline and Flexible Funding increased last financial year. PCA Families are thankful for funding from DHHS for CRM. This will enable PCAF to gather information and data to assist in identifying any areas of assistance or gaps not currently supported by existing funds. PCAF recently moved offices from Market Street in the city to Smith Street in Collingwood. Andy is the new bookkeeper appointed to take over Grace’s duties. Ros thanked Grace for her diligence in maintaining PCA Families financial records and presented her with a gift. Financials for next 12 months are in good shape.  |

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| **7** | **Acceptance of financial statement and 2019 Annual report**The Treasurer recommended the 2019 Annual Report and Financial Statement be accepted by the meeting.Moved by Ros, seconded by Meredith CarterThe motion was accepted by the meeting.John moved to accept financial statements and annual report, seconded Alba. Same auditors for next year are appointed. Ros moved the appointment, seconded by Chris Lockwood. |
| **8** | **Election of Board members and Executive**The Chair presented the election of Board members, as per part 5, division 3 of the PCA Families *Rules of Association.*Under clause 50 of the current *Rules of Association*, I declare all positions of the committee vacant.The Chair advised that for the position of President, one nomination was received from herself, Meredith Carter. Further nominations were called for, and none received.The Chair declared herself, Meredith Carter elected President.The Chair advised that for the position of Vice President, one nomination was received from Donna Coelho. Further nominations were called for, and none received.The Chair declared Donna Coelho, elected Vice President.The Chair advised that for the position of Secretary, one nomination was received from Chris Lockwood. Further nominations were called for, and none received.The Chair declared Chris Lockwood, elected Secretary. The Chair advised that for the position of Treasurer, one nomination was received from Roslyn Rule. Further nominations were called for, and none received.The Chair declared Roslyn Rule, elected Treasurer.The Chair advised the role of Ordinary Member, two members nominated and were received:* Alba Chliakhtine ongoing
* Dan Barron ongoing

The Chair advised for the role of Ordinary Member three new members nominated and were received:* Sarah Witty
* Naomi Colville
* Kris Peach

The ordinary members, moved Meredith, seconded Dan.The Chair put the recommendation “That there be three Ordinary Member positions on the Board appointed this year”.Moved by Meredith, seconded by Chris.Further nominations were called for, and none received.The Chair declared Sarah Witty, Naomi Colville and Kris Peach elected as ordinary members of the Board. |
| **9** | **General Manager Report**Alannah Andrews has taken on the role as Acting General Manager while the search for a new CEO commences. Alannah thanked the staff, volunteers, students on placements and board for all their contributions over the past year making PCAF the organisation it is and recognised the significant leadership and direction provided by Brenda. Alannah identified one key asset is the honesty and strength members experience in key relationships with workers. Our Helpline also supports a number of calls from families with Local and Intercountry Adoption children and young people experiencing challenges.The analogy of a watch where the team represents the cogs and wheels, the board the clock face, the carers who are the heart as the body that holds the watch together and the jewels and precious stones representing the children and young people for whom we care.  |
| **10** | **Official Farewell to Brenda Carmen**Dan Barron thanked Brenda for her vision and advocacy for the organisation from PPSS to PCAF and whose lasting legacy was to raise the profile of issues for Permanent Carers and Local & Intercountry Adoption children and young people. Dan read out “letter to Brenda”. Presentation of gift to Brenda for her six years at PCAF. Brenda thanked the board, staff team, volunteers and all the carers/parents members.Ros thanked Jennifer and John for their contribution, dedication and service over the past two plus years. Presentation of gifts. |
| **11** | **The Annual General Meeting closed at 7.47pm** |