

PORTARLINGTON NEIGHBOURHOOD HOUSE MINUTES OF ANNUAL GENERAL MEETING 2025

Date: Thursday, 23 October 2025

Venue: Parkview Room, Parks Hall

Chairperson: Margaret Belfrage

Attendance Present:

Members: Dale Afflito, Anna Agius, Peter Ashton, Helen Barr, Eleanor Beasley, Leah Billeam, Sandy Belcher, Rita Burleigh, Mark Chaffers, Janette Clark, Bernadine Charles, Jackie Chase, Marisa Chiappi, Brenda Credlin, Mary Drew, Barbara Fairweather, Michael Fairweather, Geoff Fary, Juliet Gavens, Doug Giles, Christine Gili, Jonathan Harris, Matt Helme, Grace Hough, David Hughes, Lorraine Hughes, Sue Jager, Marg Jucker, Diane Kolomeitz, Rob Kolomeitz, Annette Lewis, William Lussier, Jenny Macaulay, John Mattews, Pat Matthews, Geoff McDonald, Leonie Merret, Mary Micallef, Jackie Milne, Jude Oakley, Deon Omond, Shirley O'Neill, Rose Poole, Jillian Rees, Murray Rees, Anita Reynolds, Dean Reynolds, Judy Ruffels, Maree Ryan, Brian Sandow, Pauline Sandow, Carmen Spiteri, Leonard Spiteri, Lorraine Stolle, Greg Stowe, Rose Talbot, Gemma Tobschall, Debra Trotman, Alyson Verity, Fernanda Walton, Robert Walton, Julie Walker, Jan Wells, Anne Whisken, Hayden Whisken, Pearl Wilson, Jacquie Wissenden

Visitors: Paul Byrne, Elaine Grant, Fran Fogarty (Barwon Neighbourhood), Rick Wilkinson (guest speaker)

Staff: Rob Sztogryn (Program Manager)

Apologies: None

Proxy votes received: 52 (as filed)

1. The meeting opened at 5.35pm.

Margaret Belfrage, President of the Committee of Management, acknowledged the Wadawurrung, traditional owners of the land, welcomed all present and stated that a quorum was achieved. All documentation for the AGM (viz. AGM Agenda and Annual Reports for 2024-2025, nomination forms for positions on the Committee of Management, and proxy forms) had been available on the

PNH website and at the office reception for several weeks. Members were kept informed regularly via the weekly PNH Newsletter, and that hard copies of the Annual Reports would not be available at the meeting. Thanks were extended to the guest speaker, Rick Wilkinson.

2. Minutes of Annual General Meeting held on 17 October 2024

Motion: That the Minutes of the Annual General Meeting held on 17 October 2024 be received. Moved: Juliet Gavens, Seconded: Mark Chaffers

3. Financial Report

The Treasurer presented a summary of the Financial Report for 2024-245, using a series of slides to show the year's activity and financial outcome for each of the various cost centres.

The overall situation:

Total equity: \$206,962.14 (\$192,474.10 in 2023-24)

Total income: \$ 207,440.08 (\$201,824.57 in 2023-24)

Total expenses: \$192,952.04 (\$167,901.43 in 2023-24), resulting in a surplus for 2024-25 of \$14,488.04 (\$33,923 in 2023-24)

Motion: That the financial report for the year ended 30 June 2025 be accepted.

Moved: Geoff McDonald, Seconded: Anne Whisken

4. Annual Strategic Performance Report 2024-25

The President, Margaret Belfrage, presented the Annual Strategic Performance Report highlighting 2024-25 achievements against the five strategic goals of the five-year Strategic Plan 2021-2026. Overall, 2024-25 was a successful year for PNH. Margaret highlighted that:

- Memberships numbers were maintained in the retiree age-group (70+). PNH also maintained membership numbers in the non-retiree age-group compared to the previous year due to the PNH Playgroup. However, memberships in the new retiree age-group (ages 60-69) are weakening. Non-member participation is increasing.
- *PNH Program* results were excellent. Participation in Member-Activities grew while program hours and membership did not, indicating more participants in existing activities. Participation of non-members in the

Community Events Program increased in 2024-25. This is a significant growth area for PNH.

- *Community Connectivity* improved with increased engagement between the Program Manager and local organizations. The increased number of non-member participations at PNH is a sign of improved awareness of PNH, and that the community is engaging with PNH.
- *PNH Culture* continues to be strong, demonstrated by strong participation data, an excellent volunteer rate, and minimal complaints.
- *In Governance & Administration 2024-25* was a great year for continuous improvements. The reception personnel moved towards a more professional customer-focused approach. Administration processes improved and at committee level there was a strong focus on risk and performance.

Motion: That the Annual Strategic Performance Report 2024-25 be accepted.

Moved: Geoff McDonald, Seconded: Jill Rees

As directed by the Committee, the President presented Rob Sztogryn with a gift in appreciation of his 'above and beyond' work in his role as the Program Manager.

5. Election of members to the Committee of Management conducted by the Returning Officer Jonathan Harris

- President: Jackie Chase
- Vice-President: Sue Jager
- Secretary: Grace Hough (No written nominations were received for the position of Secretary but one nomination from the floor was proposed and accepted.
 - Treasurer – remains as Geoff McDonald
- All General Committee Members with portfolios were filled as follows:
 - Mark Chaffers (Risk & Compliance)
 - Margaret Belfrage (Governance)
 - Marg Jucker (Program & Personnel)
 - Juliet Gavens (Partnership)

- Rob Kolomeitz (Marketing)
- Jacquie Wissenden (Minutes Secretary)

6. The incoming President Jackie Chase, took the chair and welcomed the new committee members. Gifts in recognition of the retiring committee members Matt Helme & Maree Ryan were presented.

7. The meeting closed at 6.18pm