ANNUAL GENERAL MEETING MINUTES

**12pm, Thursday 22 October 2015**

**The Gardens Club**

**75 Gardens Point Road
Brisbane City Botanic Gardens**

**Chairperson Janet Wight (Youth Advocacy Centre) opened the meeting at 12.05pm**

**1. CONFIRMATION OF PREVIOUS MINUTES**

**PROPOSED MOTION:** That the minutes of the 23 OCTOBER 2014 Annual General Meeting be accepted.

**Moved:** Eugene White (Nundah CLS)

**Seconded:** Victoria Shiel (Gold Coast CLS)

**CARRIED**

**2. BUSINESS ARISING FROM AGM MINUTES (23 October 2014)**

 No business arising.

**3. GENERAL REPORTS**

Janet Wight formally presented the 2014-15 QAILS Annual Report.

Janet acknowledged the work of QAILS staff and volunteers in pulling the annual report together.

Generally, 2014-15 was a year for QAILS to move forward in its development as a peak body for Queensland’s community legal centres. With funding and policy changes, there is the potential for some tensions amongst members, so it is important to focus on our collaborative and positive relationships with one another. Given the changes to QAILS approach and an empowered management committee to lead its work, QAILS continues to develop and learn from changes to the way it relates and consults with members, and feedback about these processes is welcome. As additional funding comes into the sector, including under the new National Partnership Agreement, it is vital that QAILS and its members come together to work collaboratively and in solidarity.

Janet thanked the 2014-15 management committee members, and the staff, for their work this year.

**PROPOSED MOTION:** That the reports contained in the 2014-2015 Annual Report be accepted.

**Moved:** Janet Wight (Youth Advocacy Centre)

**Seconded:** Matilda Alexander (LGBTI Legal Service)

**CARRIED**

**4. FINANCIAL REPORT**

1. Treasurer Aaron Finn (Townsville CLS) presented QAILS audited financial report including statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting QAILS property for 2014-15.

In presenting the reports, Aaron noted:

* QAILS again made a small surplus ($12,271), but total income was down 24% to $329,590. This is entirely due to a fall in project funding (QAILS completed several large government-funded projects in 2013-14), as QAILS focussed on core sector advocacy work, particularly with the introduction of the new national reforms and state election, rather than expanded project work. Relatively small amounts of project funding this year came from StreetSmart, Department of Environment, Brisbane City Council and LPITAF
* QAILS budgets conservatively for its events, including this workshop and the conference, and a conscious decision to increase the profile of our conference did increase both costs and income for this event.
* Overall, QAILS is in a solid financial position, with over $170,000 in retained earnings or members’ funds. There are reasonable grounds to believe that QAILS will be able to pay its debts as and when they fall due.
* The annual report includes a one-page summary of QAILS’ financial reports; copies of the full audited reports are also provided to members, and available on the QAILS website. In the view of the management committee, these reports present fairly the financial position of QAILS as at 30 June 2015 and its performance for the year ended of that date.

**PROPOSED MOTION:** That the 2014-15 audited financial report be accepted.

**Moved:** Aaron Finn (Townsville CLS)

**Seconded:** Anne Lewis (North Queensland Women’s Legal Service)

**CARRIED**

1. Appointment of Auditor

**PROPOSED MOTION:** That the current auditor, **Haywards Chartered Accountants**, continue for the 2015-2016 financial year

**Moved:** Penny Carr (Tenants Queensland)

**Seconded:** Aaron Finn (Townsville CLS)

**CARRIED**

**5. PUBLIC LIABILITY INSURANCE COVER**

Janet Wight advised the meeting that the Public liability insurance certificate of currency is held at the QAILS office in Brisbane, Queensland. The current level of cover is $20,000,000 for the period 1 July 2015 to 30 June 2016.

**6. ELECTION OF MANAGEMENT COMMITTEE**

Janet noted that one nomination had been received for the important role of Professional Indemnity Insurance (**PII**) representative, and that Rachel Neil (Women’s Legal Service) would be appointed to the role.

 James Farrell took the chair, to act as returning officer.

The following nominations had been received:

* **President**: Janet Wight (Youth Advocacy Centre)
* **Secretary**: Giselle Negri (Cairns CLC)
* **Treasurer:** Aaron Finn (Townsville CLS)
* **Ordinary members:** Miriam Barber (Pine Rivers CLS); Yatarla Clarke (Caxton Legal Centre); Sue Garlick (QPILCH); Susan Hamilton (Aboriginal Family Law Service, Southern Queensland); David Manwaring (Queensland Advocacy Inc); Victoria Shiel (Gold Coast CLC and Advice Bureau); Philippa Whitman (The Advocacy and Support Centre).

It was proposed that these nominations be dealt with under a single motion, as the number of nominations was less than the number of vacancies.

**PROPOSED MOTION:** That the Management Committee nominations be accepted and appointed to their nominated positions for 2015-2016.

**Moved:** Kara Cook (Women’s Legal Service)

**Seconded:** Eugene White (Nundah CLS)

**CARRIED**

**7. GENERAL BUSINESS**

 No general business was raised, and no notices of motion had been received.

**Meeting close 12.20pm**

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| **SIGNED** |  | **DATE** |



**QAILS MEMBERS**

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| Aboriginal Family Law Service Southern Queensland | Susan Hamilton |
| Aboriginal & Torres Strait Islander Women’s Legal Services NQ Inc. |  |
| Basic Rights Queensland | Patrick Cranitch |
| Bayside Community Legal Service Inc. | Michael Stubbins |
| Cairns Community Legal Centre Inc. | Giselle Negri |
| Care Goondiwindi Association Inc.  | Frances O’Keefe; Alex Kurschinsky |
| Caxton Legal Centre Inc. | Yatarla Clarke; Rossie Williams; Anne-Maree Elliott |
| Central Queensland Community Legal Centre Inc. | Wayne Jones; Judith Wright |
| Gold Coast Community Legal Centre Inc. | Victoria Shiel |
| Environmental Defenders Office of Northern Queensland Inc. |  |
| Environmental Defenders Office (Qld) Inc. | Cara Mahoney |
| Hervey Bay Neighbourhood Centre Inc. – Taylor Street CLS |  |
| Junkuri Laka Community Legal Centre |  |
| Lesbian Gay Bisexual Trans Intersex Legal Service Inc.  | Matilda Alexander |
| Mackay Regional Community Legal Centre Inc. | Simone Butschle |
| Moreton Bay Regional Community Legal Service Inc. | Laurie McMahon |
| North Queensland Women’s Legal Service Inc. | Anne Lewis |
| Nundah Community Support Group Inc.  | Eugene White |
| Pine Rivers Neighbourhood Association Inc. | Shirmie Tan; Miriam Barber; Louise Skidmore |
| Prisoners’ Legal Service Inc. |  |
| Queensland Advocacy Inc. |  |
| Queensland Indigenous Family Violence Legal Service  |  |
| Queensland Public Interest Law Clearing House Inc. | Sue Garlick |
| Refugee and Immigration Legal Service Inc. | TBC |
| Robina Community Legal Service Inc. | Ross Lee |
| Roma Community Legal Service Inc. |  |
| South West Brisbane Community Legal Centre Inc. | Jonathan Ward |
| Suncoast Community Legal Service Inc. | Julian Porter |
| Tenants’ Queensland Inc. | Julie Bartlett |
| The Advocacy and Support Centre Inc. | Philippa Whitman |
| Townsville Community Legal Service Inc. | Aaron Finn |
| Women’s Legal Service Inc. | Keertan Samra; Kara Cook; Rosslyn Monro; Rachel Neil |
| Youth Advocacy Centre Inc. | Janet Wight; Katrina Jefferson |
| YFS Ltd.   | Natasha Pettit |
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| **In attendance from QAILS:** | James Farrell, Cathy Baker, Jude Clarkin, Peter Mott, Jordan Mathas-Carleton |