



**ANNUAL GENERAL MEETING**  
**Friday 29 October 2020 3.05- 4.00p.m.**  
Held by zoom  
**MINUTES**

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**Present:** Chair: Stephen Creese

Board Directors\* and Members:

Graham Ashworth\*, Mark Bennetts\*, Richard Cameron, Catherine McGovern\*, Wendy Guy, Donald Laird, Yvonne Laird, Michael Stewart, Lesley Stewart

**Apologies:** Linda Bennett\*, Christopher Dobb, Lewis Eishold, Ken Latchford\*, Judith Oakes, Dorothy Perrone, Virginia Rogers, Jill Thompson; McPhail & Partners- MSS auditors

**In Attendance:** Chief Executive Officer: Ann-Maree Colborne  
Company Secretary: Jennifer Lee  
General Manager Operations: Malcolm Shimmins

**1. Welcome**

**1.1 Meeting Open and Welcome**

Stephen Creese as Chair of the meeting, declared the 2020 Annual General Meeting of Marriott Support Services open at 3.00p.m.

The Chair welcomed members to the 2020 AGM and noted that due to COVID restrictions and the need for the meeting to be held virtually this year's Annual General Meeting was confined to the necessary formalities of an Annual General Meeting as set out in the Constitution and that the traditional length of service, staff, volunteer awards and community event will be held as soon as circumstances permit and in keeping with Covid-safe practices.

The Chair introduced the new CEO, Ann-Maree Colborne to the meeting for those who had not had the opportunity to meet her.

The Chair advised that the Members with voting rights present were financial and able to vote at the meeting and that no proxy votes have been received.

The Chair confirmed that due notice of the meeting had been given and that a quorum was present.

**2. Business of the Meeting**

**2.1 Confirmation of the Minutes:**

The minutes of the previous Annual General Meeting held on 18 November 2019 as previously circulated were accepted as a true and accurate record of that meeting.

**2.2 Business Arising from the Minutes:**

There was no business arising from the Minutes.

### **3. Presentation of Annual Report**

The Chair noted that copies of the Annual and Financial Reports had been circulated to members in preparation for the meeting and were also available on the organisation's website.

The Chair spoke to his report contained Annual Report highlighting key activities of the year and thanked all those who had contributed to organisation during the last year.

At the Chair's request, the CEO also spoke briefly to her report on the year and the challenges the organisation had experienced.

The Chair then asked if there were any questions arising out the Annual Report as presented, noting that financial matters would be dealt with in the item of business to follow.

It was resolved to adopt the 2019 – 2020 Annual Report.

Moved: Stephen Creese                      Seconded:      Don Laird                      Carried

### **4. Presentation of Audited Financial Report**

Stephen Creese on behalf of Ken Latchford, Treasurer presented the 2019-2020 audited financial report to the meeting and the operating result of the organization during the last financial year highlighting that Job Keeper had provided a positive impact on our operating result. The organisation reports a total income of \$10,025,000 with an operating surplus of \$532,469.

The Chair then asked if there were any questions arising out of the Financial Report. Responding to a query on Job Keeper, the members were advised that the organisation is in a reasonable position to consider future growth opportunities. Job keeper has enabled the organisation to have a strong financial result which will assist in positioning ourselves for future growth.

It was resolved to accept the Audited Accounts of the association for period 1 July 2019 – 30 June 2020.

Moved: Mark Bennetts      Seconded: Graham Ashworth                      Carried

### **5. Election & Appointment of Directors**

Stephen Creese, then vacated the Chair for this item of business in favour of the Governance Committee Chair. Graham Ashworth, as Chair of the meeting, noted that Stephen Creese and Mark Bennetts retire from the Board at this year's AGM but, being eligible, have accepted nomination for re-election.

The Acting Chair of the meeting then advised the meeting that as nominations did not exceed vacancies available, Stephen Creese and Mark Bennetts were both reappointed as directors in accordance with the Constitution.

Following this item of business, Stephen Creese then resumed the Chair. He noted that Nick Woodlock had resigned from the Board recently for personal reasons after nominations closed and on behalf of the Board thanked Nick for his services to Marriott. The Board was in the process of identifying an additional director who, if approved by the Nominations Committee might be co-opted to the Board.

### **6. Appointment of Auditor**

It was resolved to reappoint McPhail & Partners as auditors of Marriott for the next year.

Moved: Mark Bennetts                      Seconded: Graham Ashworth                      Carried

**7. General Business**

To transact any other business which may properly be brought before the meeting. There was no items raised.

**8. Close of Meeting:**

There being no other business, the Chair closed the meeting at 3.40 pm

**Signed as a true record**

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Chair