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## Householders' Options to Protect the Environment Inc.

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ABN 48 036 173 161

# Minutes of HOPE Inc's 2024 ANNUAL GENERAL MEETING

Saturday, 9<sup>th</sup> November 2024

(HOPE Office, 22 Vacy Street, Toowoomba QLD 4350)

(Last amended – 9 November 2024)

HOPE Australia is inviting you to a scheduled Zoom meeting.

Topic: 2023-24 AGM & 2024-2025 1st Ordinary Meeting | Time: Nov 9, 2024 10:00 AM Brisbane

<https://us06web.zoom.us/j/2448320576?pwd=ay9PUUhDSTBSM2cxV3BNUGdtclEydz09&omn=83257385149>

## AGENDA:

1. Meeting commenced at 10am
2. Introductions, apologies, proxy votes
  - a. Attendees:
    - i. Physical: Frank Ondrus, Kerry Kruger, Miriam Sharp and Anna Kula-Kaczmarski
    - b. ZOOM: Andrew Nicholson, Charmaine Turnbull and Taelum Slijderink
    - c. Apologies: Jerry Coleby-Willaims, Mark Whitelegg, Ahri Tallon (DDEC), Jenny Withnall (DDEC) & Janet Bishop
    - d. Proxy Votes: Nil
3. Declaration(s) of Conflict of Interest: Nil
4. Minutes of the 2023 AGM to be passed as a true record  
→ *Moved by Anna Kula-Kaczmarski, seconded by Charmaine Turnbull. Agreed by all present.*
5. Office Manager's Report (see summary report attached)
6. President's Report (to be presented at the meeting)
7. Treasurer's Report
  - Audited accounts for 2023-2024 (to be presented at meeting)  
→ *Motion to adopt 2023-2024 audited accounts. Moved by Miriam Sharp, seconded by Anna Kula-Kaczmarski. Agreed by all present.*  
*(All copies to be signed by both Treasurer & President → Done)*
  - ATO (Business Activity Statement (BAS) return for 2023-2024 – Refund of \$125
  - Annual report to Australian Charities and Not-for-profit Commission (ACNC) → *to be submitted shortly*

- Opening balance as at 31 October 2023 = \$7,632.35
  - HOPE General Account balance as at 31 Oct 2024 = \$3,169.81
  - HOPE Gift Fund account balance as at 31 Oct 2024 = \$215.01
- Closing balance as at 31 October 2024 (date of Transaction files) = \$3,384.82

8. Other reports

- Social Media statistics and analytics”
  - Facebook = 1163; Instagram = 116, LinkedIn = 219; and X (Twitter) = 1328

9. Motion

**Re: Cessation of Bank Cheques and required changes to our Westpac accounts**

**Preamble:** Given the impending cessation of cheques by our bank, Westpac, it has been suggested that we expedite the matter by converting both our accounts to debit card access with online banking facility

1. That the HOPE Office Manager be added to both the HOPE General Account and the HOPE Gift Fund as the only signatory with debit card access and online banking access as follows:

Account 1 Name: Householders' Options to Protect the Environment Inc.  
 Account 1 Number: 034-242 155 211  
 Method of Operation: 2 to authorise payments  
 Signatory: Frank Ondrus, HOPE Office Manager  
 Miriam Sharp, Treasurer  
 Kerry Kruger, Secretary  
 Debit Mastercard Access: Frank Ondrus, HOPE Office Manager  
 Online Banking Administrator: Frank Ondrus, HOPE Office Manager

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Account 2 Name: HOPE Gift Fund  
 Account 2 Number: 034-242 428 494  
 Method of Operation: 2 to authorise payments  
 Signatory: Derek Tuffield  
 Rhonda Munro  
 Mark Whitelegg  
 Debit Mastercard Access: Frank Ondrus, HOPE Office Manager  
 Online Banking Administrator: Frank Ondrus, HOPE Office Manager

➔ *Moved by Miriam Sharp, Treasurer, seconded by Kerry Kruger. Accepted by all present.*

2. That all unused cheques for the HOPE General Account and the HOPE Gift Fund are returned to Westpac within one (1) month of confirmation that the above changes have been implemented by Westpac.

➔ *Moved Miriam Sharp, Treasurer, seconded by Anna Kula-Kaczmariski. Agreed by all present.*

3. That the HOPE Constitution is amended at the earliest opportunity to reflect the changes in the manner of banking from the use of cheques to the use of a debit card and online banking.

➔ *Moved Miriam Sharp, Treasurer, seconded by Kerry Kruger. Agreed by all present.*

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## 10. Election of 2024-2025 Executive Committee members, etc.

- President - Anna Kula-Kaczmarek → *Nominated by Frank Ondrus, seconded by Miriam Sharp*
  - Secretary - Kerry Kruger → *Nominated by Frank Ondrus, seconded by Anna Kula-Kaczmarek*
  - Treasurer - Miriam Sharp → *Nominated by Frank Ondrus, seconded by Kerry Kruger*  
→ *Approved by all present.*
  
  - Extra member selected from admin support staff listed below
  
  - Ordinary members who fulfil administration support roles as:
    - Office Manager Frank Ondrus
    - Newsletter Editor\* Nina Stick
    - Website Administrator\* Yaoyao Jiang
    - Media officers\* Jason Dingley, Nancy Maria, Pooja Devi & Rachel Telan
    - Membership Officer\* (Office Manager)
    - Volunteer Coordinator\* (Office Manager)
    - Social Media Administrator\* Charmaine Turnbull
      - Facebook/LinkedIn\* Charmaine Turnbull
      - Twitter/Instagram\* Liam Carroll
      - TikTok\* -
    - Admin assistants\* (i.e., researchers, office assistants, etc.)  
--- Andrew Nicholson, Callum Fisher, Cassandra Adofo-Kissi, Frank Lee, Gabriel Malandu, Georgy Hadwen, Karyne Maurmann, Lizzie Pennington, Samy Leyton & Shuri Matsumoto
- \* - These positions can be undertaken remotely by phone and email communication.

→ *All administration support positions nominated by Anna Kula-Kaczmarek and seconded by Miriam Sharp. Agreed by all present.*

11. Nomination of Patron: Jerry Coleby-Williams (from ABC's Gardening Australia program)

→ *Moved by Frank Ondrus, seconded by Kerry Kruger. Agreed by all present.*

12. Nomination of auditor: JG Audit & Assurance

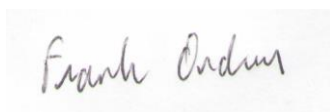
*Moved by Miriam Sharp, seconded by Anna Kula-Kaczmarek. Agreed by all present.*

13. Complete and return OFT "Annual Return" form → *To be dealt with by Treasurer and President*

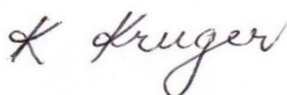
14. Next AGM scheduled for 9 November 2025

15.. Meeting closed at 10.45am

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Out-going President – Frank Ondrus



Secretary - Kerry Kruger