



Baby Wearers Western Australia Incorporated Annual General Meeting Minutes

Date:	Saturday 12 th November 2022
Time:	1.00pm
Place:	Belmont Hub and Zoom Meeting ID: 817 5004 9654 Passcode: 248994



2022 Committee Members Present

Joshua Williams	Victoria Faber	Merinda Barnes	Miranda Potter
Erin Davies	Em Hoskins	Jessica Watson	

Members Present

Alyce Mostert			

Non-Members Present

Apologies & proxy vote nominations

	<i>Apologies</i>	<i>Proxy Provided</i>	
1	Emily Poulton	Not provided	
2	Tiana Hanson	Not provided	

Item	Description
1	Welcome and introductions Meeting opened 1.05pm



2	Acknowledgement of Country		
3	Apologies See table above		
4	Review of actions from previous annual general meeting - none noted		
5	Acceptance of minutes of previous annual general meeting Moved: Joshua Williams	Seconded: Miranda Potter	Passed
6	Chairperson's Report See Attached		
7	Treasurer's Report See Attached		
8	Acceptance of Financial Statements Moved: Joshua Williams	Seconded: Merinda Barnes	Passed
9	Acceptance of Annual Report Moved: Joshua Williams	Seconded: Erin Davies	Passed

	Election of Office	
	Chairperson	Merinda Barnes - Seconded by Joshua Williams
	Vice Chairperson	Erin Davies - Seconded by Victoria Faber
	Secretary	Victoria Faber - Seconded by Miranda Potter
	Treasurer	Joshua Williams - Seconded by Em Hoskins
	Website and Social Media Coordinator	Jessica Watson - Seconded by Erin Davies
10	Library and Asset Coordinator	Victoria Faber - Seconded by Samantha Thomas
	Membership and SeTLS Coordinator	Alyce Mostert - Seconded by Erin Davies
	Volunteer and Community Coordinator	No nomination
	General Committee Positions	Emily Poulton - Seconded by Erin Davies Em Hoskins - Seconded by Erin Davies
	2021/22 Committee Resignations:	
	Volunteer and Community Coordinator	Miranda Potter (previously Kate Milne)
	Treasurer	Tiana Hanson
	General Committee Member	Becky Haynes

	<p>Baby Wearers Western Australia Incorporated hereby acknowledges and accepts all resignations from previous committee members and welcomes the new 2023 committee effective immediately. The organisation recognises that all financial accounts (including but not limited to NAB bank accounts, PayPal and Stripe) will need to be changed at the earliest convenience to reflect the new executive committee and cancel any financial access and cards pertaining to these partners, with the addition of (NEW COMMITTEE) to these accounts as current chairperson, secretary and treasurer respectively of Baby Wearers Western Australia Incorporated.</p>
11	<p>Working with Children Check Requirements BWWA peer educators and meet support/admin are required to have a working with children check (WWCC) as per current requirements; most currently have one and those who don't have one are willing to get one. Joshua has collected paper forms for completion as needed; someone will need to be delegated to sign off on these on behalf of BWWA to confirm volunteer involvement. BWWA will reimburse cost of volunteer application (currently \$10.50). As an organisation we need to register card numbers to link to organisation email address - this will notify organisation if revoked (not notified of expiry). Incoming committee will need to set up a new process for registering card numbers and monitoring expiry.</p>
12	<p>Review Lending Library Terms and Conditions Lending terms and conditions in process of review and being itemised for flow as well as to more clearly outline process for overdue carriers being returned/recovered. Overdue fee to be invoiced on day 15; replacement cost to be invoiced on day 30. Email to secondary contact and/or phone call on day 15 to follow up return. Added a waiver to indemnify and hold us harmless and free should an accident occur with a carrier during a loan period - may have previously been mentioned in membership terms and conditions. Incoming committee will need to establish process to acknowledge change of terms and conditions for current (and new) members.</p>
13	<p>Review and confirm annual membership fees As of 15/07/2022 increased annual membership fee to \$35.00 (previously \$30.00) and introduction of annual committee/volunteer (non-lending) membership fee of \$2.00; any and all financial members are still ordinary members as it pertains to the constitution. Committee/volunteer membership applies to committee members and volunteers/meet leaders/peer educators with a current volunteer contract/agreement (within 12 months).</p>




14	13	Proposed resolution	Moved by	Passed
		Confirmation of annual membership fee changes introduced 15/07/2022	Joshua Williams	Em Hoskins
New Business				
15	15.1 Joshua is in possession of the bank card. Currently in Tiana's name, Joshua will arrange to have this changed to his name in the coming weeks.			
	15.2 Waiver to be added to lending terms and conditions, sign in process, and as part of the chatter group rules. Victoria will action this.			
	15.3 Check volunteer/peer educator memberships and expiries - follow up and update spreadsheet. Erin will action this.			
	15.4 Digitise sign in at meets through jot or google forms - name/email/contact + waiver + sign via QR code. Could be helpful to have 2x QR codes - one for sign in and one for membership sign up. Victoria will action this.			



	<p>15.5 Committee meeting schedule - discussed existing schedule of monthly meetings on a weeknight, possibility of bi-monthly and weekend meetings. Majority agreed to continue with monthly rather than bi monthly to allow for quicker meetings (being later in the evenings) and not such a big gap between meetings for someone who can't attend.</p> <p>15.6 Password manager app - Victoria will investigate password manager apps to create more secure password storage and access across accounts. Executive committee to have access.</p> <p>15.7 Meet the 2023 committee post, with photos, to social media. And meet the Meet Leaders (volunteers) post, with photos, as well. Jessica will action this.</p> <p>15.8 Raffle winner is..... Alex Browne! Jessica will post to the chatter group following the AGM.</p> <p>15.9 Another raffle for baby size fidella in the new year; minimum of 30 tickets required (not limited). Jessica will action this.</p>
16	Meeting close 2.00pm

Minute taker: Erin Davies

Signed: 

Name:	Erin Davies
Date:	12/11/2022

BWWA Inc. Chairperson's Report AGM 2022

2021 – 2022 what a year!

Firstly I would like to thank the wonderful meet volunteers of the Babywearers Western Australia in Perth and Kalgoorlie that make everything happen:

Perth – Miranda, Tori, Erin, Merinda, Charmaine, Alyce, Em, Katrina, Sarah, Abbie
Kalgoorlie - Becky, Bec, Bek

Your effort and commitment is truly amazing and the reason why this organisation exists.

I would like to thank our 2022 committee and former committee members.

In 2022, Babywearers WA has navigated several major issues including the COVID pandemic coming to Western Australia and the financial difficulty of running the organisation off the scent of an oily

rag. BUT we have managed to keep Babywearing going and continued to grow the organisation under difficult circumstances.

Some highlights of the year include the very very successful sale day which has secured the financial future of Babywearers WA, updated the library, and provided new carriers to our members and our meets continued during the borders opening in WA which brought COVID to our state.

At the time of writing this Babywearing WA is at a crossroads. Our future is not as assured as we would like. I would implore all our members to please give just a little time to support Babywearers WA, we need it more than you can imagine.

Cheers,

Josh Williams

BWWA Chairperson 2021/2022

BWWA Inc. Treasurer's Report AGM 2022

Baby Wearers Western Australia

Balance Sheet

Basis: Cash

As of 09/11/2022

Account	Total
Assets	
Current Assets	
Bank	
Baby Wearers WA	1,712.54
PayPal	109.78
Total for Bank	1,822.32
Other current assets	
Computer Equipment	138.95
Total for Other current assets	138.95
Total for Current Assets	1,961.27
Fixed Assets	
Carriers	2,959.84
Total for Fixed Assets	2,959.84
Total for Assets	4,921.11
Liabilities & Equities	
Liabilities	
Current Liabilities	
Opening Balance Adjustments	1,603.14
Total for Current Liabilities	1,603.14
Total for Liabilities	1,603.14
Equities	
Current Year Earnings	626.46
Retained Earnings	2,691.51
Total for Equities	3,317.97
Total for Liabilities & Equities	4,921.11



Baby Wearers Western Australia		Profit and Loss	Basis: Cash
		01 Jan 2022 - 31 Dec 2022	
Account			Total
Operating Income			
Ex-Library Carrier Sales			3600.5
Member Paid Postage			0
Membership Fees			2645
Other Charges (Late Fees)			10
Total for Operating Income			6255.5
Operating Expense			
Accounting Fees			0
Domain and Website Fees			157.28
Fuel			100
Insurance			1822.98
NAB Fees and Charges			1.19
Other Expenses			55
PayPal Fees			112.52
Printing and Stationery			97.25
Postage			56.1
SETLS Fees			79
Square Fees			58.24
Squarespace Fees			167.2
Stripe Fees			0
Subscriptions			101.63
Venue Hire			47
Total for Operating Expense			2758.14
		Net Profit/Loss	3497.36

Tiana Hanson

BWWA Treasurer 2021/2022