

Ski for Life

RAISING AWARENESS AND PROMOTING MENTAL HEALTH, WELLBEING AND SUICIDE PREVENTION

| AGENDA | SKI FOR LIFE INCORPORATED ANNUAL GENERAL MEETING |
|---------------|--|
| Location: | Online – Teams – link sent on registration via website |
| Date / Time: | 13 MAY 2023 19.00hrs (7pm SA Time) |
| Attendees: | |
| Apologies: | |
| Minute Taker: | Executive Officer (Anita Boston) |

| ITEM | Responsible | Motion | Duration |
|--|-------------------------|---|-----------|
| Welcome & Apologies | Chair | | 2 minutes |
| Declaration of any conflicts of interest for items on current agenda | Chair | | 2 Minutes |
| Minutes from Previous Annual General Meeting (22/05/2023) | Chair | Emailed: Acceptance of previous Minutes | 2 Minutes |
| Business Arising (from previous minutes) | Chair/Executive Officer | • | 5 Minutes |
| Correspondence in | Chair | • | 2 Minutes |
| Correspondence out | Chair | • | 5 minutes |
| Documents for Committee review | Executive Officer | <ul style="list-style-type: none"> • AGM Minutes 2023 • Annual Chairpersons Report • Financial Report • Grant Financial Report • Roles and responsibilities of Committee Positions | |

| Date | Responsible Person | Meeting Actions | Status |
|------|--------------------|--|--------|
| | | Review of actions from previous annual general meeting | |

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| Reporting | Responsible | Item |
|---|----------------------------|---|
| Chair | M. Facy | <ul style="list-style-type: none"> • Report (appendix 1) • Acceptance of annual report |
| Treasurer | M. Barrett | <ul style="list-style-type: none"> • Cash flow Report (appendix 2) • Balance Statement (appendix 3) • Acceptance of financial statements • Appointment of and questions to the auditor • Change in ACNC Charity sizing |
| Grants | A. Dearlove Bo Dearlove | <ul style="list-style-type: none"> • Report (Appendix 4) |
| Questions to Chair, Vice Chair, Treasurer | M. Facy | |
| Position of Chair | | <ul style="list-style-type: none"> • M. Facy stepping aside from Chair • Position opened to floor |
| Proposed Resolutions | M. Facy | <ul style="list-style-type: none"> • Motion to accept the Roles and responsibilities of Committee Positions (appendix 4) as listed in AGM Agenda 2024 V4 • Motion to increase the current Committee positions by 2 (two) bring the committee to a total of 12 voting positions • Motion to create a sub-committee titled 'Executive Committee' comprising of positions: Chair, Vice Chair, Treasurer and two committee positions, with the roles and responsibilities to be defined to provide strategic and visionary outcomes. All positions to be sourced from the General committee |
| Committee Positions | M. Facy | <p>As per 2021 AGM:</p> <ul style="list-style-type: none"> – 9x Committee positions – 1x Ambassador (Committee position) – 1x Professional (Committee position) – 1x Grant position (non-committee position) |

| | | |
|-------------------------|---------|---|
| | | <p>Returning Committee Members with 1 or more Year Terms Remaining</p> <ul style="list-style-type: none"> • B. Dearlove • M. Barrett • B. Miller • H. Lawton-French • A. Facy • B. Watson • J. Parker <p>Committee Members eligible for Re-election</p> <ul style="list-style-type: none"> • M. Facy • T. Wiseman <p>Committee positions eligible for election</p> <ul style="list-style-type: none"> • Chair • Treasurer • 1x Committee position • 1x Committee position • 1x Committee position <p>Non – Voting positions confirmation of continuance</p> <ul style="list-style-type: none"> • B. Pettingill – Ambassador • T. Wanganeen – Grants Committee • M. Harvey – Grants Committee • D. Clifford – Grants Committee • T. Wanganeen – Professional Services |
| General Business | M. Facy | |

| | |
|-----------------------|--|
| | |
| Meeting Closed | |
| Next Meeting | |

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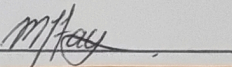
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| | | |
|------------------|---------|--|
| | | <ul style="list-style-type: none"> • B. Dearlove • M. Barrett • B. Miller • H. Lawton-French • A. Facy • A. Dearlove • B. Watson <p>Committee Members eligible for Re-election</p> <ul style="list-style-type: none"> • M. Facy • T. Wiseman <p>Committee positions eligible for election</p> <ul style="list-style-type: none"> • Chair • Treasurer • 1x Committee position • 1x Committee position <p>Non – Voting positions confirmation of continuance</p> <ul style="list-style-type: none"> • B. Pettingill – Ambassador • T. Wanganeen – Grants Committee • M. Harvey – Grants Committee • D. Clifford – Grants Committee • T. Wanganeen – Professional Services |
| General Business | M. Facy | |

| | |
|----------------|--|
| Meeting Closed | |
| Next Meeting | |

AGENDA CONFIRMED

CHAIRPERSON: (Mark Facy)



DATE: 13 / 9 / 2024

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Appendix 1:

Chairperson Report

Appendix 2

Cash Flow report 31 March 2023 – 1 April 2024

Profit and Loss

Ski For Life Inc.

For the period 31 March 2023 to 30 April 2024

Cash Basis

31 MAR 2023-30
APR 2024

Trading Income

| | |
|-----------------------------|-------------------|
| Chuffed Account | 307,470.74 |
| Cobby Auction | 21,365.00 |
| Donations | 31,901.71 |
| Freight/Postage on sales | 727.57 |
| Merchandise - Sales | 17,058.84 |
| Team (Boat) Registration | 81,374.94 |
| Total Trading Income | 459,898.80 |

Cost of Sales

| | |
|---------------------------------|------------------|
| Merchandise - Purchase for sale | 24,836.78 |
| Total Cost of Sales | 24,836.78 |

Gross Profit

435,062.02

Operating Expenses

| | |
|---------------------------------|-------------------|
| Committee Member Expenses | 82.45 |
| Contractor Payments | 16,768.54 |
| Event Expenses | 122,377.74 |
| Freight/Postage | 1,001.98 |
| General Expenses | 913.63 |
| Grant Payment | 69,231.71 |
| Insurance | 735.25 |
| Payment Platform Fees | 3,305.19 |
| S4L Project Expenses | 83,357.30 |
| Sponsorship | 19,595.00 |
| Square Fees | 1,315.52 |
| Subscriptions | 387.00 |
| Telephone & Internet | 1,543.16 |
| Trailer Rego & Insurance | 368.48 |
| Total Operating Expenses | 320,982.95 |

Net Profit

114,079.07

Appendix 3

Balance Report 30th April 2024

Balance Sheet

Ski For Life Inc.
As at 30 April 2024
Cash Basis

30 APR 2024

Assets

Bank

| | |
|-------------------|-------------------|
| Account (0351) | 335,744.71 |
| Account 8294 | 233,216.32 |
| PayPal | 1,190.12 |
| Total Bank | 570,151.15 |

Current Assets

| | |
|-----------------------------|---------------|
| Australia Post Card | 195.91 |
| Total Current Assets | 195.91 |

Fixed Assets

| | |
|---------------------------|---------------|
| Event/Project Equipment | 500.86 |
| Total Fixed Assets | 500.86 |

Total Assets

570,847.92

Liabilities

Current Liabilities

| | |
|----------------------------------|-------------------|
| Accounts Payable | (25.28) |
| GST | (50,368.98) |
| Historical Adjustment | 229,800.94 |
| Rounding | 0.09 |
| Square Balance | 2,497.93 |
| Suspense | (100.00) |
| Total Current Liabilities | 181,804.70 |

Total Liabilities

181,804.70

Net Assets

389,043.22

Equity

| | |
|-----------------------|-------------------|
| Current Year Earnings | 162,407.86 |
| Retained Earnings | 226,635.36 |
| Total Equity | 389,043.22 |

Appendix 4

Grant report April 2023 – April 2024

Grant Payment Summary

Ski For Life Inc.

For the period 1 March 2023 to 30 April 2024

Cash Basis

| DATE | ACTUAL |
|----------------------|------------------|
| FY 2023 | |
| March 2023 | 25,410.00 |
| April 2023 | 4,516.71 |
| May 2023 | 5,515.00 |
| June 2023 | - |
| Total FY 2023 | 35,441.71 |
| FY 2024 | |
| July 2023 | - |
| August 2023 | - |
| September 2023 | 22,950.00 |
| October 2023 | 3,300.00 |
| November 2023 | - |
| December 2023 | 15,150.00 |
| January 2024 | - |
| February 2024 | 17,800.00 |
| March 2024 | - |
| April 2024 | - |
| Total FY 2024 | 59,200.00 |

Appendix 5

Roles and responsibilities

The Ski for Life Incorporated (Ski for Life) Committee members are the 'Responsible People' as defined by the Australian Charities and Not-for-profits Commission (ACNC).

'Responsible people' govern the charities, tasks include:

- appointing most staff members (for example, the executive officer)
- developing (or approving) a strategic plan
- managing organisational risks

Responsible People are generally in charge of:

- accountability – ensuring the charity meets its obligations, manages its finances and operates transparently
- strategy – setting the charity's long-term goals and ensuring it pursues its charitable purposes
- resourcing – securing funding and other resources to support the work of the charity
- advocacy – representing the charity to the community and to its members and stakeholders
- monitoring – ensuring the charity is run in line with its governing document and any relevant laws.

The Ski for Life Committee takes reasonable steps to ensure that all Responsible People comply with their duty to:

- to act with reasonable care and diligence
- to act honestly and fairly in the best interests of the charity and for its charitable purposes
- not to misuse their position or information they gain as a Responsible Person
- to disclose conflicts of interest
- to ensure that the financial affairs of the charity are managed responsibly, and
- not to allow the charity to operate while it is insolvent.

The role of all Ski for Life Committee members is to:

- Contribute to the collective decision making of the committee
- Understand the business of Ski for Life and be aware of key developments
- Attend and participate in committee meetings
- Be active in Ski for Life, such as by attending events as a representative of Ski for Life
- Attending the Annual General Meeting
- Providing advice, opinions and independent judgement to inform committee decisions
- Declaring and monitoring actual or perceived conflicts of interest, and
- Governing and overseeing Ski for Life's operations and performance

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Tri-Annual Elected Positions - Executive Committee (current as of AGM 2021)

The Ski for Life Incorporated Executive Committee is held by the Chairperson, Vice Chairperson and Treasurer.

| Chairperson | Vice Chairperson | Treasurer |
|--|--|---|
| <ul style="list-style-type: none"> Charity spokesperson Officiates and conducts meetings Media spokesperson Main contact for enquiries | <ul style="list-style-type: none"> Support to the Chair Steps in when the Chair is unable to perform duties Ensures and maintains compliance with ACNC | <ul style="list-style-type: none"> Manages the financial affairs of the charity This is an appointed position of the committee. |

Tri-Annual Elected Positions - General Committee Roles (current as of AGM 2021) 6X Committee Positions.

Annual Appointed Position
Must be held by a Ski for Life Committee member
May be held by one Committee member or shared

| Event Co-Ordinator | Logistics | Social Media |
|--|--|--|
| <ul style="list-style-type: none"> Overseas the co-ordination and management of major events delivered by Ski for Life. Liaises with other roles within the committee, external stakeholders to ensure all deliverables of the event are met | <ul style="list-style-type: none"> Overseas and co-ordinates the logistical deliverables of Key Ski for Life events Liaises with other roles within the committee and external stakeholders to ensure logistical deliverables are met. Responsible for the risk management of Ski for Life events | <ul style="list-style-type: none"> Determines KPI for target audiences on social media accounts Liaises with IT/Communication, Marketing, and external stakeholders to determine and deliver content relevant to Ski for Life, including but not limited to events, projects, sponsorship, and |

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| | | <p>Ski for Life key messages</p> <ul style="list-style-type: none"> • Ensures that all social media meets branding criteria • Monitor social media content from external sources, directed or impacting on Ski for Life. • Inform Public Relations and Executive Committee of content requiring response |
| <p>Marketing</p> <ul style="list-style-type: none"> • Liaises with IT/Communication, social media, and external stakeholders to determine and deliver social media content relevant to Ski for Life, including but not limited to events, projects, sponsorship, and Ski for Life key messages • Ensures that all marketing meets branding criteria | <p>IT/Communications</p> <ul style="list-style-type: none"> • Primary contact point between general public, Ski for Life community and key personnel involved in Ski for Life events. • Liaises with social media, marketing, merchandise, website and external stakeholders to design, update, and maintain all aspects of the Ski for Life website including but not limited to events, projects, grants. sponsorship, and Ski for Life key messages • Monitor and respond to all communication via the website and the 'info' email | <p>Website</p> <ul style="list-style-type: none"> • Liaises with social media, marketing, merchandise, IT/Communications and external stakeholders to design, update, and maintain all aspects of the Ski for Life website including but not limited to events, projects, grants. sponsorship, and Ski for Life key messages • Monitor and respond to all communication via the website and the 'info' email |

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| <p>Media</p> <ul style="list-style-type: none"> • Liaise and co-ordinate media (excluding social media) for, but not limited to, events and projects | <p>Public Relations</p> <ul style="list-style-type: none"> • In cooperation with social media, marketing, and IT/Communications, monitor public relations • In communication with executive committee, address negative public relations • Promote and develop positive public relationships with external stakeholders | <p>Sponsorship</p> <ul style="list-style-type: none"> • Review sponsorship applications and present to general committee for assessment • Monitor sponsorship contracts for compliance • Seek and develop sponsorship opportunities for Ski for Life |
| <p>Projects</p> <ul style="list-style-type: none"> • Promote Ski for Life projects to registered Ski for Life teams • Present Ski for Life project applications to general committee for assessment • Mentor registered Ski for Life teams to deliver Ski for Life projects • Regularly review Ski for Life projects to maintain relevance | <p>Merchandise</p> <ul style="list-style-type: none"> • Monitor and respond to merchandise inbox • Manage and maintain Merchandise stock and trailer • Liaise with IT/Communications and Website to ensure website shop inventory and stock and orders are accurate • Maintain appropriate stock levels for relevant Ski for Life events. • Co-ordinate the order, purchase, and delivery of stock • Assist social media and marketing in the promotion of merchandise | <p>Grants Co-Ordinator</p> <ul style="list-style-type: none"> • Monitor and respond to Grants inbox • Manages the distribution, elevation, collation of grants and recommendations to committee for funding. • Manages grant queries • Chair grants committee tri-monthly meetings • Present recommended grants for approval to committee meeting |
| <p>Professional Support Services</p> <ul style="list-style-type: none"> • Professional person working in the mental health sector. • May be involved in a subcommittee. • May be involved in event and outside of event | <p>Ambassador</p> <p>External advocate who is engaged to represent Ski for Life to the public.</p> <p>Professional or life experience will align with the purpose of Ski for Life as per the Ski for Life Incorporated Rules Part 3.</p> | <p>Executive Officer - Contracted, merit selected, paid position</p> <ul style="list-style-type: none"> • Supports and reports to Chairperson • Ensures compliance with governance • Assist committee members with roles and responsibilities |

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|--|---|---|
| <p>programs Committee Person</p> <ul style="list-style-type: none"> • Person will have contacts and knowledge in the mental health sector. <p>Can be a member of the committee Is a non-voting role</p> | <p>Can be a member of the committee. Is a non-voting role</p> | <ul style="list-style-type: none"> • Maintains record keeping • Develops and maintains documentation relevant to the organization and development of Ski for Life • Provides administrative assistance to the Committee to meet strategic planning milestones • Provides administrative support for project and event management • Provides agendas, minutes and relevant correspondence for committee and grants meetings <p>Is not a committee member Is a non-voting role</p> |
|--|---|---|