



Acts of kindness, generations of change.

## Annual General Meeting

Financial Year Jul 2022 – Jun 2023  
Saturday, 25 November 2023



# Agenda



1. Welcome, Apologies, Quorum
2. Minutes of previous AGM
3. Chairman's Report
4. Management Report
5. Audit Report & Financial Statements / Auditor Appointment
6. Special Resolution
7. Board Appointments
8. Other Business

# 1. Welcome, Apologies & Quorum

The Chairman, Davin Shellshear, welcomed everyone present and on teleconference to the AGM of Dharma Care Inc..

## Present:

- Davin Shellshear (Chairperson)
- Maria Blake (Vice Chairperson)
- Arif Matthee (Treasurer)
- Asmaniah Fraval (Director)
- Amanah Rye (Director)

## Present:

- Irwan Wyllie (CEO & Returning Officer)
- Darren Sutton (DCEO)

## Quorum

Article 29.2: Five members present (being members entitled under this constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.

There being **5 Members** present, a quorum was declared.

## 2. Minutes of Previous AGM

- ▶ Previous AGM Minutes have been circulated to all members.
- ▶ Any questions or amendments?

**Motion:** that the Minutes of the previous AGM be accepted as a true record.

- ▶ Moved: **Maria**
- ▶ Seconded: **Amanah**
- ▶ Passed: **Unanimously**

# 3. Chairman's Report

## Dharma Care Inc (DCI)

- ▶ An incorporated association (NSW)
- ▶ A registered charity (Subtype: Public Benevolent Institution)
- ▶ Deductible Gift Recipient (DGR) status, fringe benefit, income tax & GST exemption, NSW stamp duty exemption
- ▶ Registered in all states for public fundraising
- ▶ An Associate Member of SDA & SDIA

## Current Constitutional Objective

To provide housing, recreation and rehabilitation facilities, educational and any other programs or needs to vulnerable and marginalised people, or anyone in need of care; whenever or wherever the need arises and can be met by the resources of Dharma Care.

# 3. Chairman's Report

## Board Members

- ▶ 2022 - 2023 Board: Davin Shellshear, Arif Matthee, Asmaniah Fraval, Markus Fraval, Amanah Rye, Maria Blake
- ▶ The gender-balanced Board has provided an excellent array of skills in senior mgt, finance, marketing, administration, aged care, education, architecture, HR Mgt, and charitable projects.
- ▶ Thank you to Board members for their commitment, time and skills.

# The Team – Board & Executive



Davin (Chair)



Asmaniah



Arif



Markus



Amanah



Maria



Irwan (CEO)



Darren (DCEO)

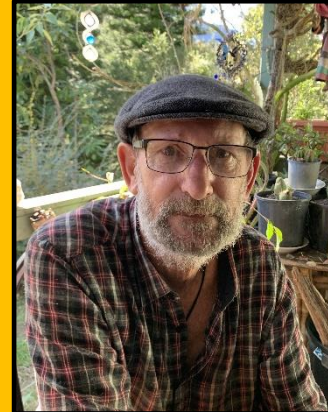
# The Team – Admin & Sine Cera



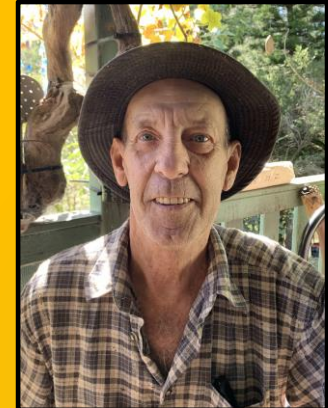
**Richard**  
Admin Officer



**Helen**  
Admin/Training



**Tim**  
SC Mgr



**Greg**  
SC A/Mgr



Stephanie  
Joe  
John  
Karen  
Roddy  
Darrin  
Lily  
Mikey  
Jade  
Brenten



# 3. Chairman's Report

## DCI Governance & Regulatory Compliance

- ▶ Met all reporting obligations to ATO, ACNC, NSW Fair Trading and State fundraising regulators.
- ▶ The Board met each month and on other occasions for strategic planning.

## DCI Management & Staff

- ▶ Since Jan 2016 - Irwan Wyllie F/T CEO
- ▶ May 2022 – Darren Sutton appointed as 0.6 FTE Deputy CEO
- ▶ Admin Mgt – 0.6 FTE Richard Merton + 1 P/T Volunteer
- ▶ Sine Cera Mgr: Tim Freeman (F/T contractor) since 2017
- ▶ Sine Cera Team : 10 P/T Subcontractors
- ▶ Total Team (management & contractors): 17

# 3. Chairman's Report

## Organisational Maturity

- ▶ DCI Organisation & Board Maturity Models in use
- ▶ Subcommittee system in place
- ▶ Risk Mgt, Compliance & Due Diligence systems in place but more work required to embed them in the organisation
- ▶ Complete suite of 46 Policies

## DCI Communication

- ▶ Monthly Board Minutes & Management Reports to Members
- ▶ Members & DCI subscribers notified of all fundraising activities
- ▶ Members & donors receive project reports through monthly newsletter that as at 30 June 23 had 1,469 subscribers
- ▶ DCI & SC marketing vastly improved thanks to expert management by DCEO Darren Sutton
- ▶ DCI & Sine Cera rebranding initiated across all online platforms
- ▶ Effective collaboration between SDIA & DCI

# 3. Chairman's Report

## Membership

Hon. + Paid Membership at 30 June 2023 = 33

Hon. Members			Paid Members		
1	Armytage	Stephen	1	Armytage	Miyako
2	Fraval	Dahlan	2	Armytage	Livingston
3	Gleeson	Alexis	3	Blake	Maria
4	Hamalis	Alia	4	Dahlan Simpson (Cash Harves	
5	Hamalis	Diamantis	5	Durham	Rasjida
6	Jacobs	Iliana	6	Fraval	Markus
7	Mackay	Marcus	7	Fraval	Asmaniah
8	Mackay	Ruth	8	Ismail	Faldi
9	McDonald	Irma	9	Johnson	Rasjad
10	New	Marianni	10	Jones	Latimah
11	Raven	Leonora	11	Jones	Ronald
12	Raven	Muhsin	12	Matthee	Arif
13	Smart	Harris	13	Magnusson	Raphael
			14	Mitchell	Stuart
			15	Pope	Rashidah
			16	Ray	Bruce
			17	Rye	Amanah
			18	Shellshear	Davin
			19	Thomas	Gregory
			20	Vaughn	Osanna

**One new member appointment – Amanah Rye**

# 3. Chairman's Report

The Board expressed its gratitude to:

- ▶ DCI Members for their continuing generosity and support.
- ▶ Retiring Board member, Markus Fraval, for his invaluable contribution since 29 Mar 2020.
- ▶ All donors who contributed to DCI charitable projects.
- ▶ Arif Matthee whose donations, loans and commitment over many years have supported Dharma Care.
- ▶ Irwan Wyllie for his dedication, effort and expertise in leading and building Dharma Care over the past year.
- ▶ Darren Sutton (DCEO) for his invaluable marketing & IT expertise.
- ▶ Richard Merton, Admin Manager, who provides an invaluable array of skills, capacity and calm good humour.
- ▶ The team at Sine Cera – Tim Freeman (Mgr) – as always, a huge effort - & Greg Hotko (Asst Mgr) + volunteers and contractors for their love and commitment to SC

# 4. Management Report

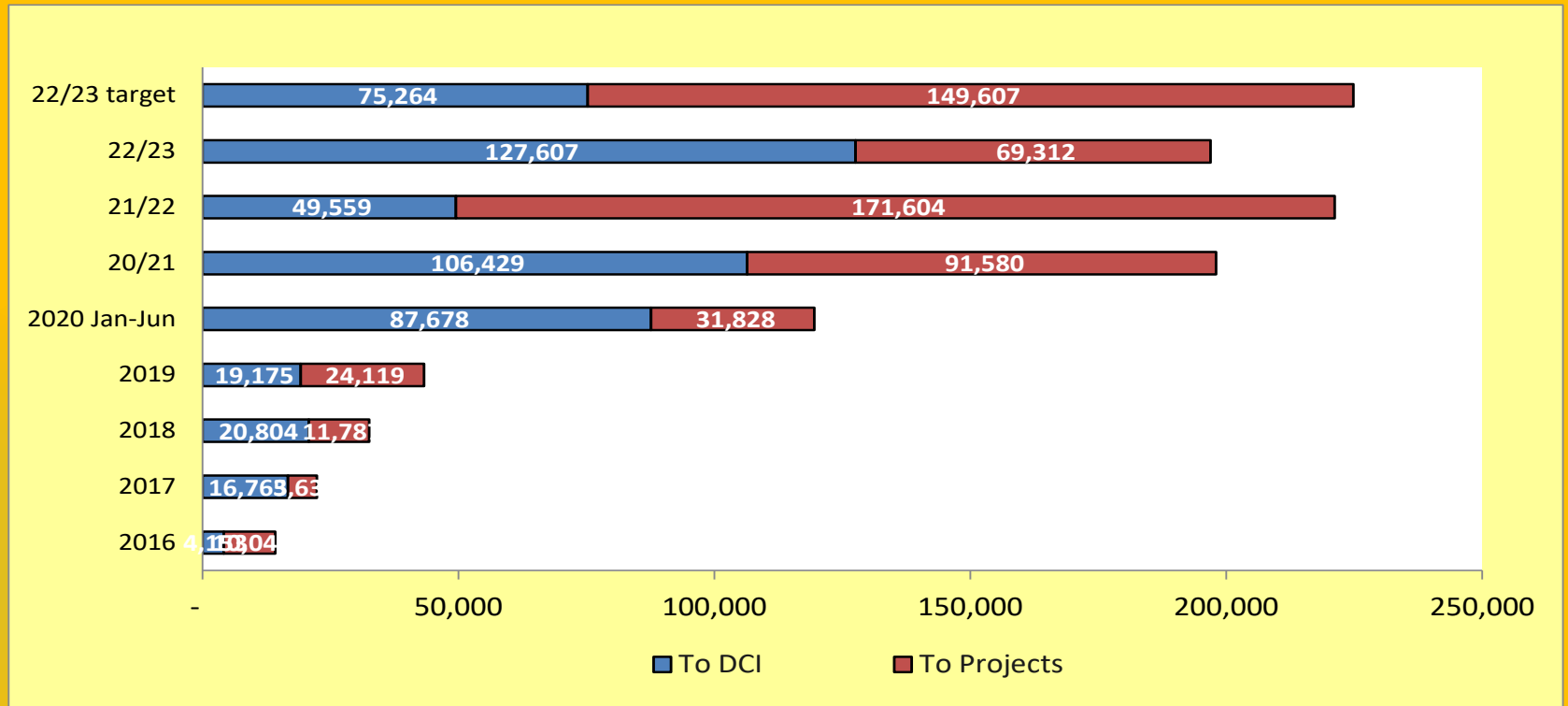
## Achievements This Period

- ▶ Rebuilt SC revenue after impact of COVID, Floods, Landslides - from \$73k to \$155k between 2020 to 2023
- ▶ First major public fundraising – Winter Warmer - \$56K
- ▶ Vastly improved marketing / public presence
- ▶ Ongoing renovations at SC – bathrooms, verandas, laundry
- ▶ Maintained our fantastic DCI team of 17 people
- ▶ Harmonious & effective Board interaction
- ▶ Australian projects also included flood relief and support for those who experience homelessness or at risk of homelessness
- ▶ Increased community collaborations from 2 to 5 partners - Kyogle and Pottsville Neighbourhood Centres, Fred's Place, Murwillumbah Community Centre Aboriginal Programs, You Have a Friend.



# 4. Management Report

## Total Value of Donations 2016-23



**Decrease in Total Value of Donations: \$196,919 - down from \$221,163 in 21/22**

**\$881,673**

Projects + DCI from 2016 to 30/06/23

**124**

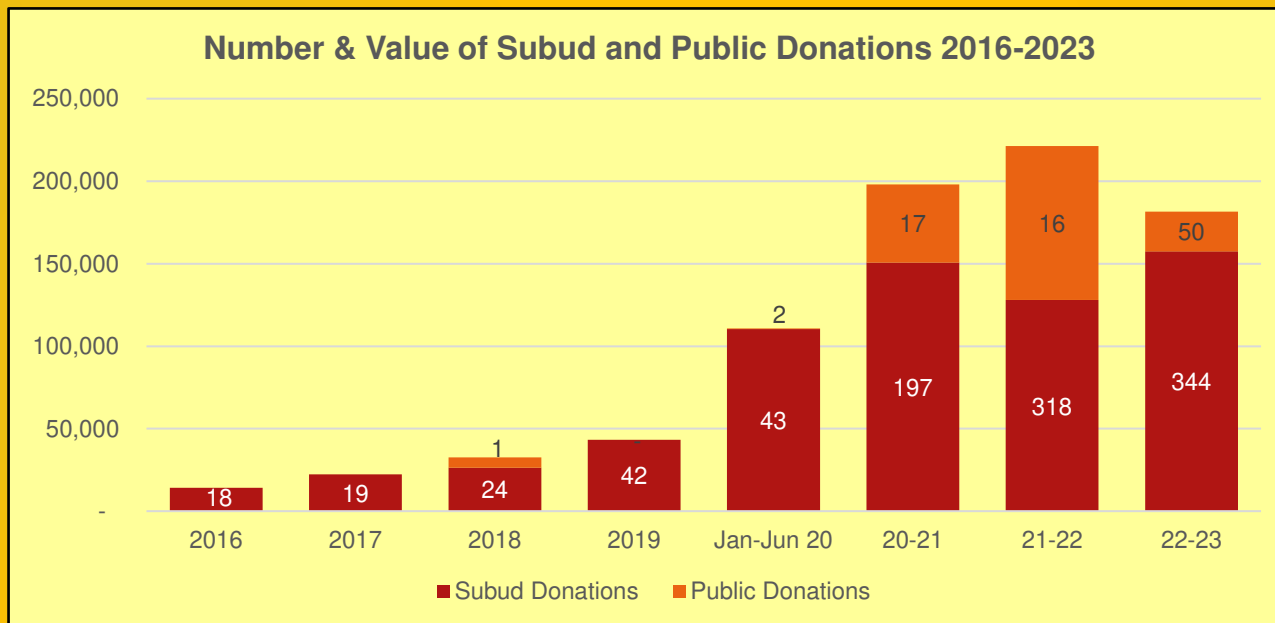
Individual Donors

**2016 – 19 = Calendar Year**

**2020 + = Financial Year**

# 4. Management Report

- ▶ **Increased Regular Donations to DCI**
  - ▶ From 15 donors (\$1400 pm) to 19 donors (\$1600 pm)
- ▶ **Decrease in Total Donors 2022-23 FY & Total Donations**
- ▶ 106 individual donors (last year 111); 394 donations in 22/23 compared to 354 donations in 21-22
- ▶ **Total Unique Donors 2016-23**
  - ▶ 296 donors
- ▶ **Comparison of Subud and Non-Subud Donations**



# 4. Management Report

## ▶ Continued Support for DCI Charitable Projects

- ▶ **\$16,875 - Srey Lak Program for Girls**, Cambodia – including 13 sponsored girls – accommodation, food, health & education
- ▶ **\$7,903 - Borneo International Football Foundation** – Kalimantan (health, nutrition, education, COVID relief, football)
- ▶ **\$5,410 - YUM Earthquake Appeal** – Food shelter & first aid support for 8,600 people
- ▶ **\$12,797 - YUM Child Stunting Prevention** - Program - 450 babies + 250 pregnant & breastfeeding mums in 18 villages
- ▶ **\$7,038 - Flood Relief NSW & Local Homelessness Projects** – food & household vouchers – 28 families
- ▶ **\$967- Emergency Support** – 2 families
- ▶ **\$18,295 – Winter Warmer Homelessness Project** – Total including July \$56,567. Sleeping bags, food hygiene packs distributed through local partners to 720 people





# 4. Management Report

## Outstanding Marketing Results:

### Website Traffic - Growth 22/23 vs 21/22

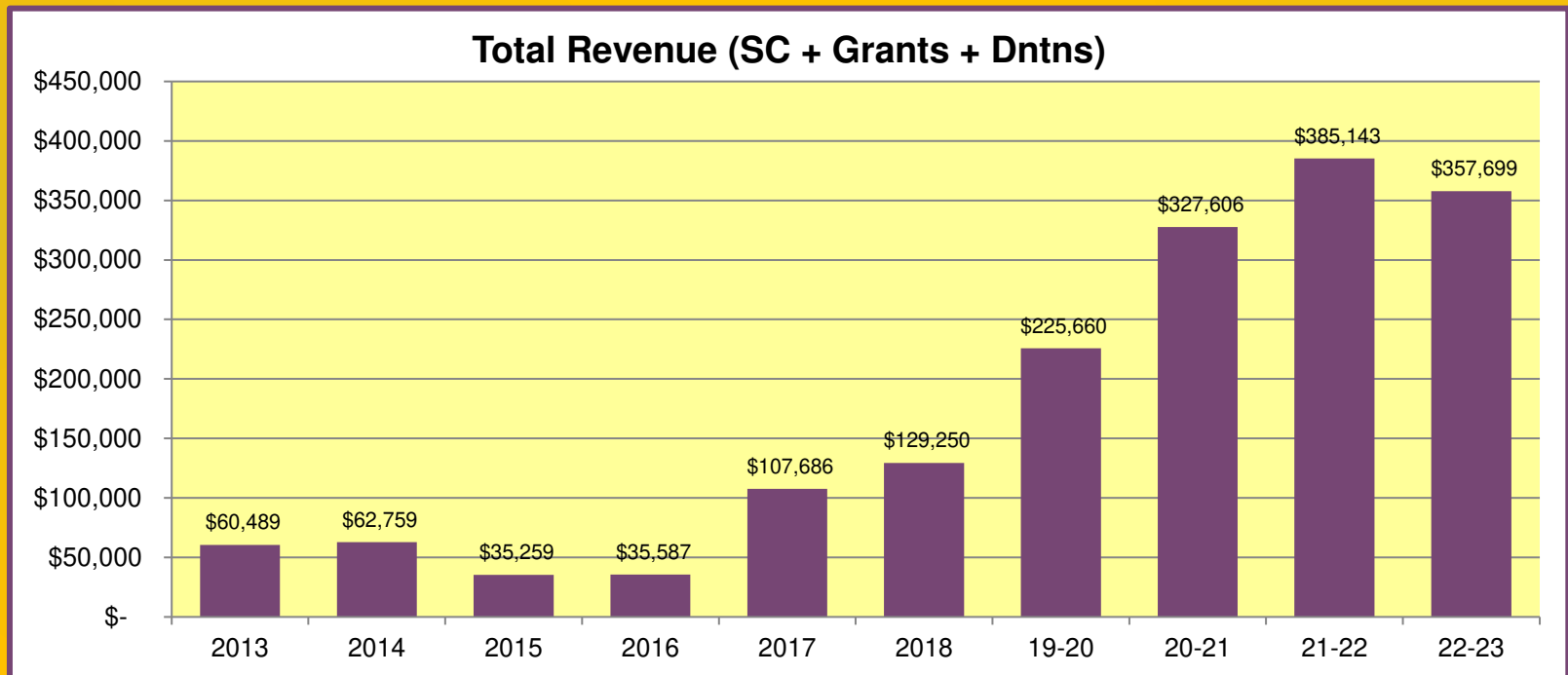
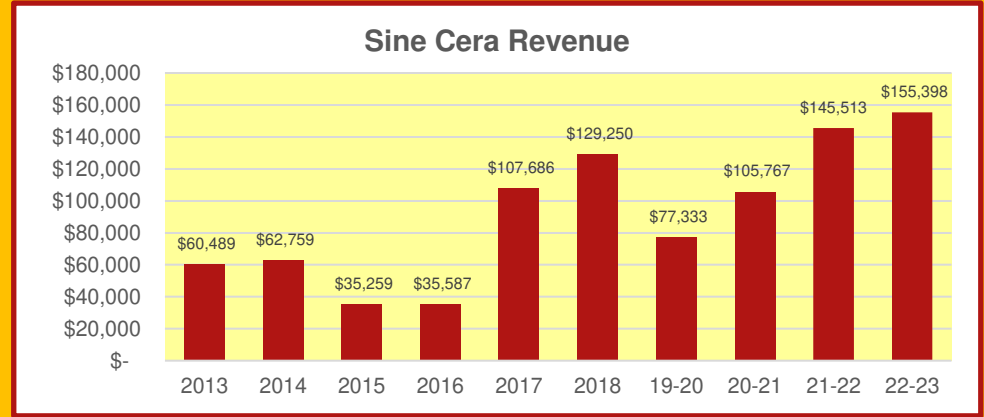
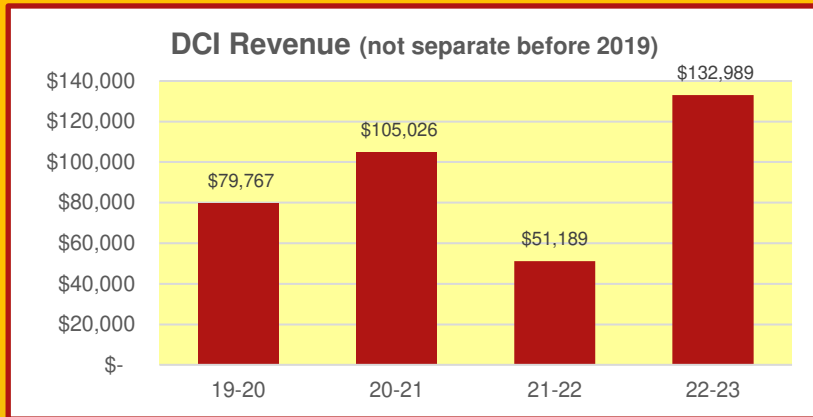
	DCI	Sine Cera	Notes
Increase YOY traffic	718%	316%	New channels developed and/or optimised across paid search, email, social media and paid advertising.
Unique visitors	6,572 <small>(21/22 was 803)</small>	16,370 <small>(21/22 was 3,931)</small>	
Increase in conversions	866%	353%	Donation, Enquiry, Volunteer, Contact, Subscribe. Not all goals for DCI were previously tracked for prior comparison year.

### Facebook Pages - Growth 22/23 vs 21/22

Audience Growth (following)	163%	182%
Reach Increase	4000%	701%
Increase in content publishing (posts)	379%	714%

# 4. Management Report

Increases in DCI & SC Revenues but slight decrease in Total Turnover (all donations, grants and SC revenue) for 22/23 year due to fewer donations.



# 4. Management Report

## ▶ Increased DCI's Public Profile

- ▶ DCI listed on 12 websites & social media platforms.
- ▶ 10 independent news articles and 4 radio interview broadcasts
- ▶ Multiple celebrity endorsements during Winter Warmer campaign
- ▶ Rebranded DCI & Sine Cera across digital platforms & print media

## ▶ Building Operational Maturity

- ▶ Ongoing improvements to administrative & reporting systems

## ▶ Operating Profit

- ▶ **-\$6,175** (down from \$44,500 in 21/22 that had included one large grant of \$17k and one large one-off donation of \$65k)

## ▶ Net Profit

- ▶ **\$5,037** (down from \$61,271 in 21/22 that had included one large grant of \$17k and one large one-off donation of \$65k)

## ▶ Total Non-current Assets

- ▶ Increased from \$4,772,894 in 21/22 to **\$4,786,287** in 22/23 due to asset improvements

# 4. Management Report

## 23/24 Strategic Plan

### ▶ Build Financial Sustainability

- ▶ Build SC revenue – **Goal: increase from \$155k to \$260k pa**
- ▶ Automate customer conversion & satisfaction – **Goal: Cust. satisfaction of 90%**
- ▶ Introduce DCI retreats at Sine Cera – **Goal: 2 events**
- ▶ Generate corporate donations/ sponsorship – **Goal: \$100k pa**
- ▶ Increase other public donations – **Goal: \$50K**
- ▶ Increase Bequests – **Goal: 10 people**
- ▶ Increase monthly DCI donations - **Goal: \$2,000 pm.**

### ▶ Expand Charitable Impacts

- ▶ Increase total annual donations – **Goal: \$220k**
- ▶ Develop theory of change (TOC) for Homelessness Project - **Goal: One-page TOC**
- ▶ Identify and fund new overseas projects - **Goal: 3 new projects**
- ▶ Implement 2024 Winter Warmer Campaign – **Goal: \$65k fundraising target**
- ▶ Identify CHP land options – **Goal: Identify 4 options**

# 4. Management Report

## 23/24 Strategic Plan

- ▶ Strengthen Organisational Capacity
  - ▶ Improve HR - **Goal: Create HR plan**
  - ▶ Document business processes - **Goal: top 5 processes**
  - ▶ Board Maturity Model - **Goal: improvement in 3 lowest categories**
- ▶ Build DCI Local Reputation & Brand Awareness
  - ▶ Continue Sine Cera renovations - **Goal: Renovate laundry & flat**
  - ▶ Complete rebranding – **Goal: Across all digital platforms & print media**
  - ▶ Implement SEO on Sine Cera – **Goal: Increase Google ranking**
  - ▶ Build brand awareness – **Goal: 20% increase in traffic from key platforms**

# 5. Audit Report & Financial Statements / Auditor Appointment

The Auditor's Report & DCI's accounts for July 2021 – Jun 2022 have been circulated to members.

**Auditors: Armada Accountants & Advisers**

18 Sangiorgio Court Osborne Park WA 6017, Locked Bag 4 Osborne Park DC WA 6017. T:(08) 6165 4000, F: (08) 6165 4067,  
E: [info@armada.com.au](mailto:info@armada.com.au)

**Motion:** That the July 2022 – Jun 2023 Financial Statements & Auditor's Report be accepted.

**Moved:** Maria

**Seconded:** Amanah

**Passed:** Unanimous

**Motion:** that Amada Accountants be reappointed to undertake the 2023-24 audit of the Association's accounts.

**Moved:** Maria

**Seconded:** Amanah

**Passed:** Unanimous

# 6. Special Resolution

## Special Resolution

It is resolved as a special resolution that:

“the Association’s existing Constitution be amended and that the form of the proposed resolution/s attached at Annexure A to this resolution be approved and adopted”.

### Annexure A

#### Part 1 Preliminary

#### OBJECTS

The Association is formed with the following objects:

To provide housing, recreation and rehabilitation facilities, educational and any other programs **that meet the needs of** vulnerable and marginalised people, or anyone in need of care, whenever or wherever the need arises and can be met by the resources of Dharma Care.

#### s.1 Definitions

(1) In this constitution:

**Subud** is an abbreviation of Susila Budhi Dharma, which is the worship of God through the spiritual practice as first received by Muhammad Subuh Sumohadiwidjojo.

# 6. Special Resolution (continued)

## Part 2 Membership, s. 2 Membership Generally

(7) A person is eligible to be a member of the association if:

(a) the person is a natural person, and

(b) the person has been nominated and been approved for membership of the association in accordance with clause 3, and

(c) the person is a member of Subud.

**Section 39 of the Charities Act 2009** states that a Special Resolution can be passed “if it is supported by at least three-quarters of the votes cast by members of the association who, under the association's constitution, are entitled to vote on the proposed resolution.”

**Moved:** Maria

**No. of Eligible Voters = 29/33**

**Seconded:** Amanah

**No. of Voters = 20/29**

**Part A: Yes Votes = 18/20 (90%)**

**No Votes = 2/20 (10%)**

**Part B: Yes Votes = 16/20 (80%)**

**No Votes = 4/20 (20%)**

**Passed:** Yes



# 7. Board Appointments

CEO acted as Returning Officer. Absent members sent voting forms for the nominees.

In accordance with the DCI Constitution, the current Board formally resigned.

Voting results for Board nominations:

▶ Davin Shellshear	19 Votes	Appointed
▶ Arif Matthee	19 Votes	Appointed
▶ Asmaniah Fraval	19 Votes	Appointed
▶ Maria Blake	20 Votes	Appointed
▶ Amanah Rye	20 Votes	Appointed

## 8. Other Business

- ▶ Next Board Meeting: 18 December 2023
- ▶ Next AGM: Nov, 2024
- ▶ There being no other business, the Meeting was closed.



**Acts of kindness, generations of change.**