



*A compassionate world where all are valued and supported
to live joyful, meaningful and sustainable lives.*

ANNUAL GENERAL MEETING

FINANCIAL YEAR JUL 2020 – JUN 2021

SUNDAY, 28 NOVEMBER 2021



Agenda

1. Welcome
2. Apologies
3. Minutes of previous AGM
4. Chairman's Report
5. Management Report
6. Auditor Report & Financial Statements
7. Auditor Appointment
8. Member Appointments
9. Nominations and Board Appointments
10. Other Business

2. Welcome, Apologies & Quorum

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

Present:

- Davin Shellshear (Chairman)
- Miyako Armytage (Director)
- Markus Fraval (Director)
- Rashidah Pope (Director)
- Marcus Mackay
- Ruth Mackay

Present:

- Irwan Wyllie (CEO & Returning Officer)

Apologies

- Nil

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 6 Members present, a quorum was declared.

3. Minutes of Previous AGM

- ▶ The Minutes of the previous AGM 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 Blake
- ▶ Seconded: Davin Shellshear
- ▶ Passed: Unanimous

4. 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

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.

4. Chairman's Report

Board Members

- ▶ March 2020 Board: Arif Matthee, Davin Shellshear, Miyako Armytage, Markus Fraval, Rashidah Pope
- ▶ New Board member: Maria Blake.
- ▶ The gender-balanced Board has an excellent array of skills in senior management, finance, marketing, administration, aged care, education, architecture, HR Management, and charitable projects.
- ▶ Thank you to Board members for their commitment, time and skills.

5. The Team – Board & CEO



Davin



Miyako



Arif



Markus



Rashidah



Maria



Irwan (CEO)

4. Chairman's Report

DCI Governance & Regulatory Compliance

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

DCI Management & Staff

- ▶ Jan 2016 + Irwan Wyllie F/T CEO – no payment due to COVID
- ▶ Sine Cera Manager: Tim Freeman (contractor)
- ▶ Sine Cera Staff has grown: 3 Volunteers (55 hrs) + 2 Subcontractors (as required)
- ▶ Admin Officer - Richard Merton (15 hrs) + 1 volunteer
- ▶ Ops Manual to mitigate against loss of key personnel
- ▶ Management Succession Plans in place.

Chairman's Report

Organisational Maturity

- ▶ DCI Organisation & Board Maturity Models
- ▶ Subcommittee System aligned to Maturity Model
- ▶ Risk Management & Due Diligence Systems
- ▶ Complete suite of 25 Policies

DCI Communication

- ▶ Monthly Board Minutes & Management Reports to Members
- ▶ Members notified of all fundraising activities
- ▶ Members & donors receive project reports
- ▶ DCI Roadshow to Sunshine Coast, Brisbane, Perth, Adelaide, Sydney until COVID restrictions prevented further travel
- ▶ Effective collaboration between SDA & DCI – joint fundraising for YUM.

4. Chairman's Report

Membership

Hon. + Paid Membership at 30 June 2021 = 31 (no change)

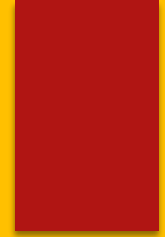
Welcome to New Member: Maria Blake

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

Strategic Priorities (2021-24)

- ▶ Build organisational and financial sustainability
- ▶ Build risk, asset and compliance management systems
- ▶ Expand social enterprise activities
- ▶ Build effective and compassionate charitable activities

Gratitude



The Board expressed its gratitude to:

- ▶ DCI Members for their continuing generosity and support.
- ▶ All donors who have contributed to DCI charitable projects.
- ▶ Irwan Wyllie for his dedication, efforts and expertise in leading and building Dharma Care over the past year.
- ▶ Arif Matthee whose donations and loans over many years have supported Dharma Care.
- ▶ The team at Sine Cera – Tim Freeman (Mgr) & Greg Hotko (Asst Mgr), + volunteers and contractors for a huge effort
- ▶ Richard Merton, Admin Officer, who provides an invaluable array of skills.

5. Management Report

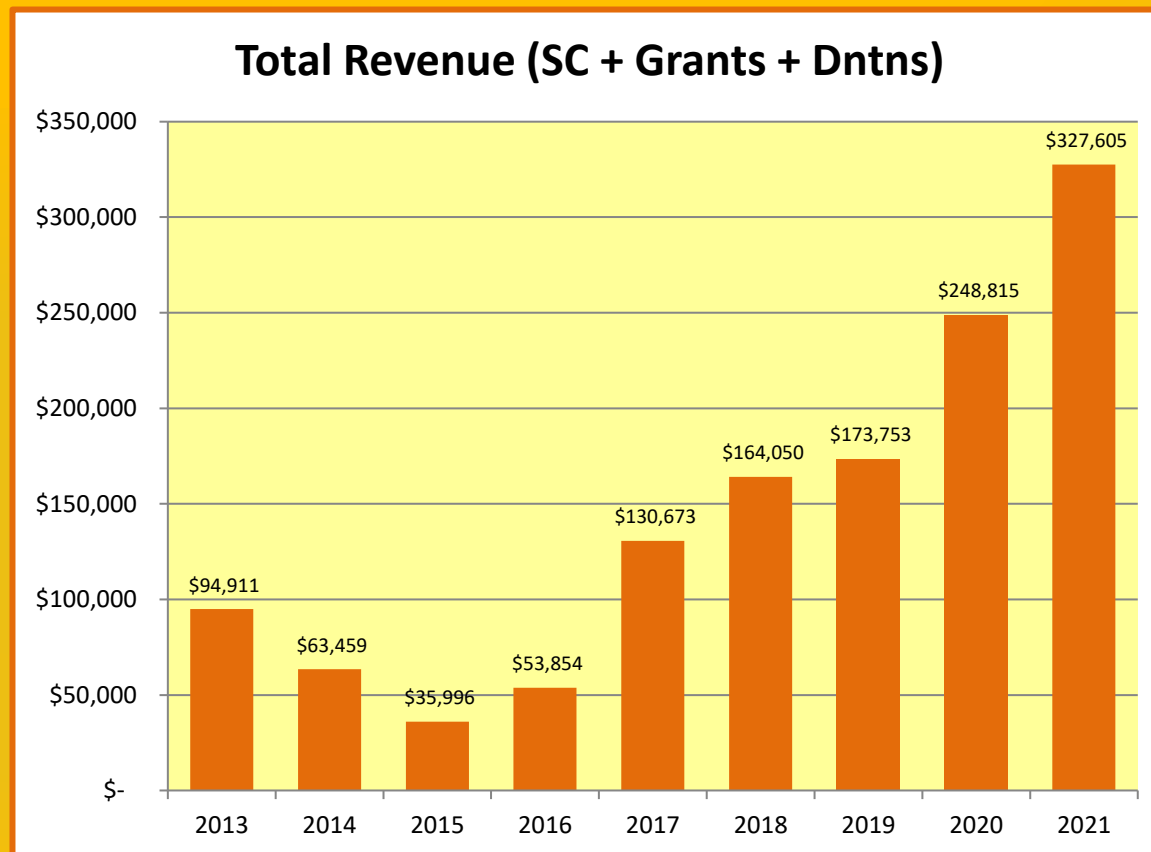
Achievements This Period

- ▶ **Survived COVID Lockdowns**
 - ▶ DCI's major revenue source, Sine Cera, significantly disrupted again due to COVID border closures. However, there are record levels of forward bookings.
 - ▶ Received \$15K NSW COVID grants.
- ▶ **Extensive Renovations to Sine Cera**



Management Report

- ▶ **Continued Growth in DCI Revenue (despite Sine Cera closure due to COVID)**



2013 – 2020 = calendar year; 20/21 = financial year

Management Report

▶ Continued Support for DCI Charitable Projects

▶ **\$12,303 - YUM Child Stunting Prevention**

Program - 450 babies + 250 pregnant & breastfeeding mums in 18 villages

▶ **\$18,757 - Srey Lak Program for Girls**, Cambodia – 8 girls

▶ **\$11,050 - Borneo International Football Foundation** – Kalimantan (health, nutrition, education, COVID relief, football)

▶ **\$4,783 – Bina Cita Utama School Kalimantan** (with SDA) Scholarships for destitute children

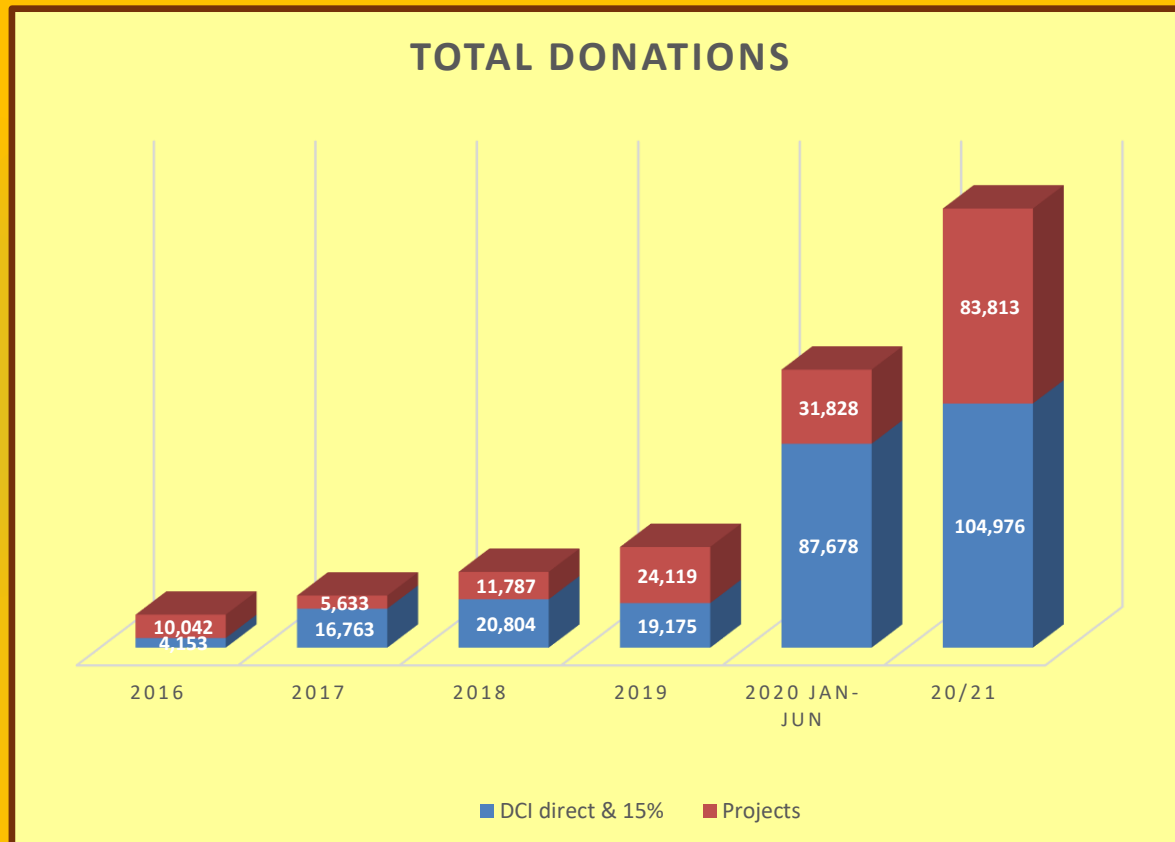
▶ **\$1,402 - YUM COVID Health Program & Food Relief, Indonesia** - for rural elderly poor & unemployed due to COVID

▶ **\$30K in Family Discounts at Sine Cera**



Management Report

- ▶ Continued growth in total donations (DCI & Projects) since 2016



**Total
Donations
since 2016
\$420,771**

**Donations to
Projects
since 2016
\$167,223**

Management Report

- ▶ **Increased regular donations to DCI**
 - ▶ From 3 donors (\$580 pm) to 10 donors (\$830 pm)
- ▶ **Total Donors 2020-21 FY**
 - ▶ 56 individual donors
- ▶ **Total Donors 2016-21**
 - ▶ 94 individual donors
- ▶ **Continued Progress on MHE Housing Project**
 - ▶ 31 Oct 2020 – MHE Scoping Report
 - ▶ Initial land search in Murwillumbah area commenced
 - ▶ Knight Frank appointed to prepare Feasibility Study by Nov 2021

Management Report

▶ **Increased DCI's Public Profile**

- ▶ DCI now listed on 12 websites and social media platforms.

▶ **Building Organisational Maturity**

- ▶ Established Compliance Management System
- ▶ Extensive Operations Manual
- ▶ Improvements to administrative & reporting systems

▶ **Loan Reduction**

- ▶ Paid down \$47,073 in historical no-interest long-term loans to DCI

6. Auditor Report & Financial Statements

The Auditor's Report & DCI's accounts for Jan – Jun 2020 have been circulated to members.

Auditors: Armada Accountants & Advisers

Suite 3, 17 Foley Street Balcatta WA 6021, PO Box 533 Balcatta WA 6914. T:(08) 6168 8000, F: (08) 6168 8039, E: balcatta@armada.com.au

Motion: That the Jan – Jun 2020 Financial Statements & Auditor's Report be accepted.

Moved: Maria Blake

Seconded: Davin Shellshear

Passed: Unanimously

7. Auditor Appointment

Motion: That Armada Accountants & Advisers be reappointed as DCI's auditors.

Moved: Maria Blake

Seconded: Davin Shellshear

Passed: Unanimously

8. Member Appointment

New Member: Vivienne (Maria) Blake

9. Board Appointments

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

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

Nominations received for Board positions for November 2021:

▶ Davin Shellshear	19 votes	Appointed	Chairperson
▶ Arif Matthee	19 Votes	Appointed	Treasurer
▶ Rashidah Pope	19 Votes	Appointed	Secretary
▶ Miyako Armytage	19 Votes	Appointed	
▶ Markus Fraval	19 Votes	Appointed	
▶ Maria Blake	19 Votes	Appointed	Vice Chairperson

10. Other Business

- ▶ Next Board Meeting: Dec 2021
- ▶ Next AGM: Nov, 2022
- ▶ There being no other business, the Meeting was closed



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