

Annual General Meeting 3 September 2018

Program

3:30pm Tea and coffee on arrival

3:45pm Nan Marlow Award for Excellence in Volunteering
supported by Just Pizza Company



3.55pm Annual General Meeting

Agenda

1. Attendance and apologies
2. Confirmation of minutes - AGM 3 April 2017
3. President's report
4. Treasurer's report; including 2017/2018 audited financial statements
5. Executive Officer's report
6. Election of returning officer
7. Nominations for election of office bearers and executive committee
8. Nomination and election of auditors
9. Membership fees
10. Special business of which notice has been given

4:30pm VenuesWest presentation

4:40pm Afternoon tea and networking

5:00pm Marketing Masterclass

6:00pm Close

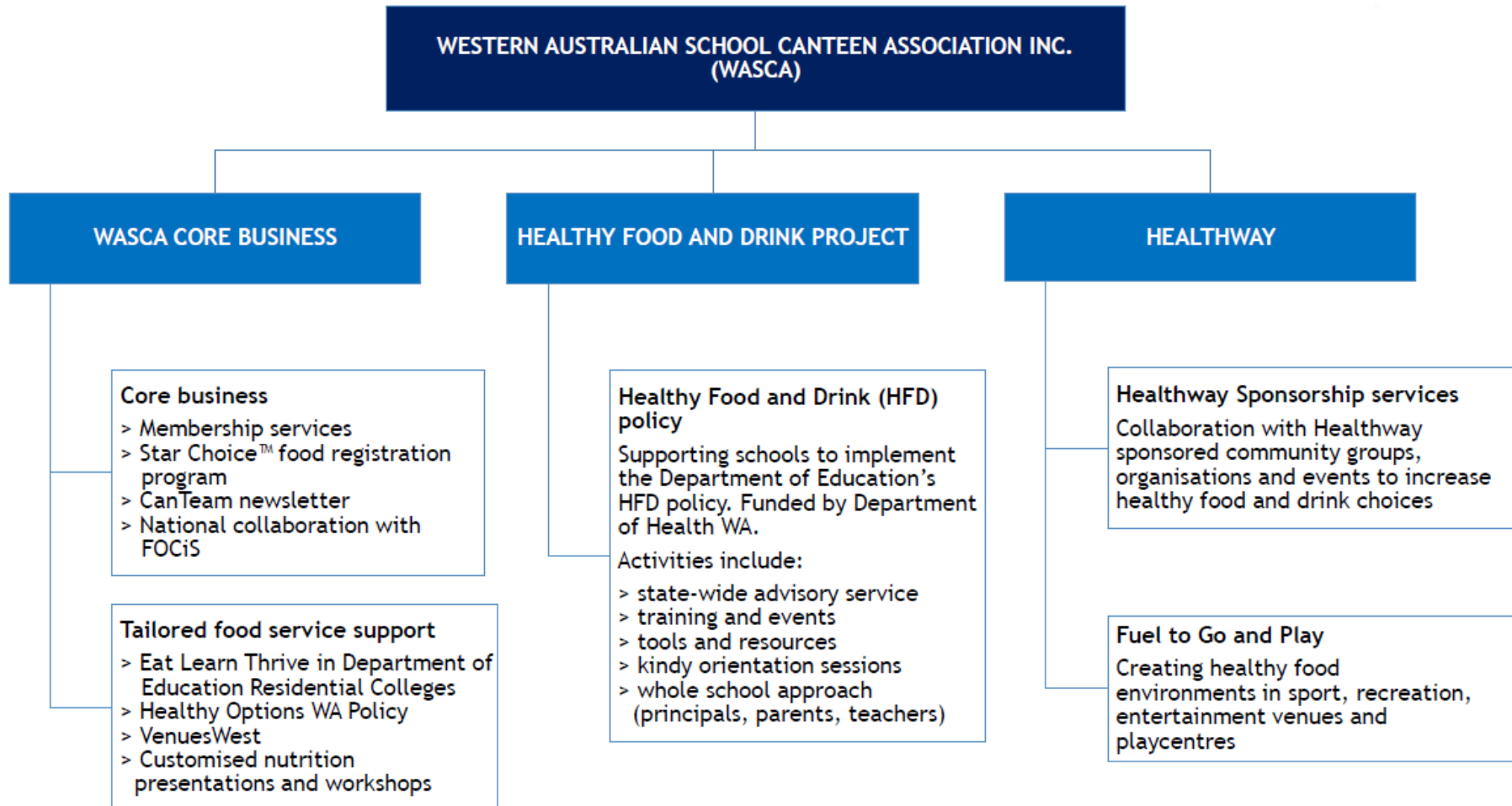


WASCA Overview

Our Vision Healthy choices for Western Australian children, adolescents and the community

Our Mission WASCA assists canteens and other food services to provide and promote healthy choices and operate economically viable and professional businesses. We do this by empowering food services with training, practical tools, information and advice as well as working in partnership with schools and the wider community, government, food industry, workplaces and other non-government organisations.

Our Values Integrity, Commitment, Loyalty **Marketing brand** Supporting healthy choices



AGM agenda items

- 1. Attendance and apologies**
- 2. Confirmation of minutes - AGM 3 April 2017, Bells Functions, Barrack Street Jetty Perth**

MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 3 APRIL 2017, BELLS FUNCTIONS, BARRACK STREET JETTY, PERTH 6000.

The meeting opened at 4.45pm, attended by 47 persons, 18 of whom were ordinary members with voting rights.

There being a quorum present, the meeting was declared open.

- 1. Attendance and Apologies**
On file, see attendance register
- 2. Confirmation of Minutes**
Annual General Meeting held on 5 April 2016. Minutes were confirmed.
Motion to accept minutes, moved by Robin Bromley, seconded by Stephanie Benjamin, Carried.
Motion No. AGM 2017/01
- 3. Business arising**
No business arising
- 4. President's Report**
Report on file.
Motion to accept President's report, moved by Anna Prosper, seconded by Pip Slaughter, Carried.
Motion No. AGM 2017/02.
- 5. Treasurer's Report**
 - 5.1 Junell Jones was absent therefore Anna Prosper, President, presented the audited financial statements, see attached.
 - 5.2 The Executive Officer reported the current auditors, HLB Mann Judd are prepared to continue in this role for the 2015 audits. A motion to reappoint HLB Mann Judd as the auditors for the next financial year, moved by Anna Prosper, seconded by Dionisia Tsokos, carried. Motion No. AGM 2017/03.

Motion to accept Treasurer's Report, moved by Anna Prosper, seconded by Pip Slaughter, carried.
Motion No. AGM 2017/04.
- 6. Executive Officer's Report**
Report on file.
Motion to accept Executive Officer's Report, moved by Megan Sauzier, seconded by Anna Prosper, carried. Motion No. AGM 2017/05

Robin Bromley proposed a motion acknowledging the work that WASCA had done in the past 12 months, this is no easy task with considerable less staff and funding, moved by Robin Bromley, seconded by Anna Prosper, carried, Motion No. AGM 2017/06
- 7. Election of Returning Officer**

The President Anna Prosper nominated WASCA Senior Project Officer, Claire Thomson as returning officer. This was seconded by Cre Millar, carried, Motion No. AGM 2017/07

The President vacated the chair.

8. Nomination and election of Office Bearers and Executive Committee.

Completed nomination forms were handed to the Returning Officer.

The Returning Officer asked if there were any further nominations from the floor for the vacant positions; there being no further nominations, the Returning Officer tabled the nominations for each position:

1. President - Anna Prosper. 2 year term, nominated by Pip Slaughter, seconded by Cre Millar
2. Vice President - Cre Millar. 1 year term remaining
3. Vice President - Pip Slaughter. 2 year term, nominated by Anna Prosper, seconded by Cre Millar
4. Secretary - Dionisia Tsoskos. 1 year term remaining
5. Treasurer - Junell Jones. 2 year term, nominated by Anna Prosper, seconded by Cre Millar
6. Committee - Marcelle Coakley. 1 year term remaining
7. Committee - Trish Pepper. 2 year term, nominated by Anna Prosper, seconded by Cre Millar
8. Committee - Stephanie Benjamin. 1 year term, nominated by Anna Prosper, seconded by Cre Millar
9. Committee - Rebecca Bampton. 2 year term, nominated by Anna Prosper, seconded by Paul Todd.

There being no further nominations for the vacant positions, the committee election concluded.

A motion to accept the persons nominated for the above positions was moved by Dionisia Tsoskos, seconded Anna Prosper. The motion was put and carried unanimously. Motion No. AGM 2017/08

The President, Anna Prosper, resumed the chair and congratulated all on their appointments.

9. Membership Fees

As per the resolution from the 2015 AGM, membership fees were raised at this time and set for three years. They will be reviewed at the 2018 AGM for the 2019 membership period.

10. General Business, Motion on Notice - special business on which notice has been given

- 10.1 The President, Anna Prosper reiterated the Motion on Notice, special business on which notice has been given to confer WASCA Life Membership upon Dionisia Tsoskos for her long and dedicated service to WASCA for the past 10 years.

A motion to confer life membership on Dionisia Tsoskos, moved by Anna Prosper, seconded by Pip Slaughter, carried. Motion No. AGM 2017/09

- 10.2 Anna presented Dionisia with a gift of appreciation. Dionisia thanked Anna and the WASCA team. She acknowledged that it is a rewarding committee to be a part of and she personally had formed some fabulous friendships. She thanked the WASCA team for always being there when she needed advice or support and encouraged all those present to consider joining the committee as it is a great experience on both a professional and personal level.

Raffle winner was Beth Brown, Gibbs Street Primary School.

Sincere thanks to Megan Sauzier's Grandmother who donated the wishing well as a prize for the raffle.

Meeting closed at 5.25pm.

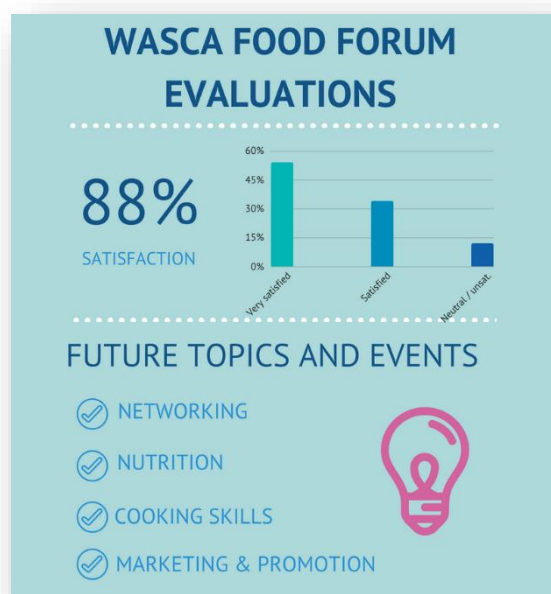
3. President's report

Welcome life members, canteen staff, special guests, company representatives and friends to the WASCA AGM for 2018. Thank you for coming, particularly after a day's work in the canteen or at your workplace. According to the WASCA member survey conducted earlier this year about meeting preferences, Monday was the most popular day and afternoon was the most convenient time.

As you are aware, a *Special resolution* to change WASCA's financial year from the calendar year (January to December) to the financial year (July to June) and update the constitution accordingly was passed at the General Meeting held in November 2017. As we have not held an AGM since April 2017, the financial reports presented to the meeting cover 18 months from 1 January 2017 - 30 June 2018.

Activities of the Association have been reported on and confirmed at the General Meetings held in February and May earlier this year. Megan will present the bulk of WASCA's activities; however I would like to mention a few of our major achievements in the last financial year:

- Five schools achieved StarCAP2. I congratulate their amazing efforts:
Five Stars: Winterfold Primary School, Pip Slaughter, 99.5%
Four Stars: Makybe Rise Primary School, Katie Kingston, 99%
Samson Primary School, Jessica Tercier, 83%
Star of the Sea Primary School, Tracy Skipworth, 93%
Swan View Primary School, Tereza Elzer, 94%
- Published three new written Harvest case studies featuring Gosnells Primary School, John Curtin College of the Arts and Winterfold Primary School; and our first eHarvest video case study filmed at Churchlands Primary School
- Conducted a range of events and training sessions, attended by 793 people representing 460 schools including, 7 traffic light training, 7 network meetings, 8 financial management workshops, 10 food safety and hygiene training, 7 customised workshops/topics based on requests from members e.g. Thermomix cooking class, mental health and computer skills
- WASCA Food Forum and Healthy Choice Food Expo at Crown was well attended and delegates and exhibitors were highly satisfied with the event.



WASCA is a key member of FOCiS and recently assisted in developing the FOCiS Canteen Health Check for schools/canteens to conduct self-analysis (available on the FOCiS website). This is a useful tool and is the first step in checking how the canteen is travelling and can help to identify necessary changes prior to WASCA conducting a canteen consultancy. FOCiS and National Allergy Strategy developed food allergy and food safety posters; and they have been distributed to all WASCA members (also available at the meeting).

I am pleased to announce WASCA is the successful recipient of a FOCiS project to develop online canteen management training. It was a competitive process and the FOCiS review panel deemed WASCA to have the experience and necessary personnel to be in the best position to develop this much-needed training.

I thank the Department of Health (DOH), Department of Education and Healthway. Without their funding and support, WASCA could not achieve all they do. WASCA has received a new contract from DOH for three years to continue to support schools to implement the Healthy Food and Drink (HFD) policy.

Thanks to Megan and staff for all the work you do and for always being available and caring when we have an issue.

To the Executive, thank you for attending all the meetings and giving your time selflessly. Without an Executive Committee WASCA could not succeed, I thank you for the guidance and support you provide.

I would also like to thank outgoing Treasurer, Junell Jones. Junell is always willing to assist with additional tasks such as setting up in the Expo, sourcing raffle prizes and providing suggestions for training and meeting topics. Your positivity and support will be missed.

I look forward to welcoming new members to the Executive Committee today.

Anna Prosper
WASCA President



4. Treasurer's report; including 2017/2018 audited financial statements

Dear WASCA Executive Committee and Members,

I am pleased to present the financial report to the Annual General Meeting.

As WASCA's financial year changed since the last AGM, the summary below refers to 12-months from 1 January - 31 December 2017 and 6-months from 1 January - 30 June 2018.

The accounts have been audited by HTG Partners and found to be correct and in accordance with the bank statements, income and expenditure records and supporting documentation as kept by the Treasurer in support of all income and expenditure items. Copies of the audited Financial Statements are available for your perusal.

Financial summary

| | 6-months to 30 June 2018 | 12-months to 31 December 2017 |
|---|-----------------------------|----------------------------------|
| Total Income (Includes project grants, membership fees, fee for service, advertising, Star Choice™ registration program) | \$315,144 | \$657,033 |
| Total expenses (Includes accounting/audit fees, bank charges, depreciation, insurance, resources, wages and on costs) | \$313,462 | \$651,519 |
| Net surplus | \$1,682 | \$5,514 |

Project grant income included:

- Department of Health (Healthy Food and Drink Project); three year grant period from 1 July 2015 to 30 June 2018
- Healthway (Healthway Sponsorship Services); annual grant period 1 July 2017 - 30 June 2018
- Healthway (Fuel to go and play); new grant from 1 July 2018 - 30 June 2019, funds paid in June and reflected in audited financial statements

I hereby ask for a motion to be passed to accept the audited Financial Statements as at 30 June 2018.

Junell Jones
Treasurer



5. Executive Officer's report

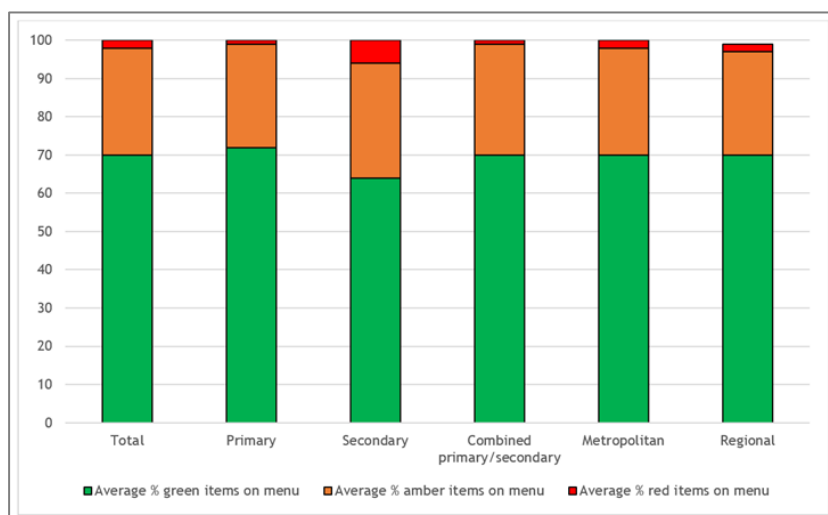
5.1 Project Update

Department of Health (HFD policy in schools) 2015-2018

WASCA is contracted to provide support, advice, training and resources to assist schools to implement the Department of Education's Healthy Food and Drink (HFD) policy. As the contract just finished we submitted a 3-year activity report and 3-year evaluation report. Some of the key highlights from both include:

- 2 evaluation activities with Curtin University. The results consistently show high satisfaction with WASCA services, positive attitudes towards the HFD policy and canteen menus exceeding minimum compliance
- **Secondary school vs primary school** results from the Curtin University projects as well as WASCA's internal evaluations show whilst satisfaction, confidence and overall HFD compliance in secondary schools is still high, it is lower than in primary schools
- **1,228** menu, product and recipes assessments conducted
- **73%** green menu choices on average which considerably exceeds minimum compliance
- **61,218** visitors to WASCA website
- **41** online tools were developed and have been downloaded/distributed 5,042 times
- **87%** of training participants reported high satisfaction with activities
- **9,920** families participated in 254 kindy orientation sessions
- **80%** of canteen supervisors are confident to colour code menus
- **90%** of menus are colour coded accurately
- **Partnerships** with other organisations and initiatives was a key sustainability strategy e.g. increased and targeted media coverage, publishing evaluation results in peer reviewed journals, developing memorandums of understanding with other organisations and cross promotion and support activities with Cancer Council, Foodbank, LiveLighter and WACSSO.

WASCA website visitors



The Curtin menu project included 181 menus. On average menus had 70% green, 28% amber and 2% red items. The actual number of red items that appeared was small (2 items on average), e.g. flavoured water, iced tea, ice creams.

Offering canteens additional education about the traffic light categorisation of these items has the potential to improve overall compliance e.g. fact sheet on red items.

A new three-year HFD grant funded by DoH has commenced with similar outputs and an increased focus on:

- supporting secondary schools to comply with the HFD policy
- greater engagement with principals and community/school nurses
- rebranding and modernising 'traffic light' material
- advocating for a healthy school environment.

Healthway Sponsorship Services

The primary aim is to support Healthway sponsorships to provide a range of healthy items and reduce red choices. Activities included:

1. Healthway Sponsored Organisations
 - a. Supported 40 Healthway sponsored organisations which included 50 events/programs throughout WA with a combined reach of 859,146 people
 - b. Completed 101 menu assessments (94 food vendors, 7 onsite caterers)
 - c. Distributed resources (Catering Guidelines for Community Events, A Guide to Healthier Barbeques, Healthier Vendor Guide, Star Choice™ Buyers Guide)
 - d. Developed new resource (Event Organisers Guide to Healthier Options)
 - e. Attended 6 events (Crabfest, Kelmscott Show, Perth Basant Festival, Serpentine Jarrahdale Fair, South West Multicultural Festival, Australian Arab Association Eid Carnivals)
2. Healthier Vendor Guide (HVG)
 - a. Maintained and updated the HVG quarterly which currently features 30 food vendors (8 new vendors)
 - b. Developed and distributed resources for HVG vendors (quarterly e-newsletter, food truck magnet)
3. Consultancy service
 - a. Crabfest - in addition to engaging and completing menu assessments for all gourmet vendors attending the event (n=22), additional services included preparing and distributing tastings of LiveLighter's recipes as well as supervising the smoothie pedal bike throughout the event
 - b. Gymnastics WA - presented at their conference and engaged with 2 clubs to improve their menus. One club attended WASCA's Food Forum
 - c. VenuesWest - partnered with VenuesWest to provide compliant schools menus at the WA Athletics Stadium
 - d. Support provided to Touch Rugby WA, WA Pony Club, WA Ballet, NIB Stadium.



Healthway Fuel to go and Play

This is a new project (commenced in June) working towards creating healthier food environments in sport, recreation, entertainment venues and playcentres. The primary target groups for this project are (1) food service staff and (2) health professionals working across venues in community settings.

Strategies include:

- Increase the capacity of health professionals and food service providers to offer healthy food and drinks within community venues
- Support health professionals who work with food service providers and community groups to ensure consistent messages and sustainability
- Develop a comprehensive website to house an online learning hub, module based training for health professionals and food service staff, practical resources, templates and case studies
- Develop partnerships with other public health organisations and groups to advocate for healthier environments.

Other projects and activities

StarCAP2

WASCA's voluntary accreditation program recognises and rewards schools whose sale of green foods exceeds 60%. Congratulations to the schools achieving accreditation, we hope you inspire new schools to take on the program.



Facebook

We have used social media as a communication channel for promoting events, training, new resources and up-to-date food service information to canteen supervisors and other relevant followers. To date we have 1,051 followers.

Nan Marlow Award for Excellence in Volunteering

WASCA received 16 nominations. All nominees will be sent a certificate and the outright winner will be announced at the AGM. The award is supported by The Just Pizza company, which allows us to provide a well-deserved prize.



Robin Bromley Visionary Grants

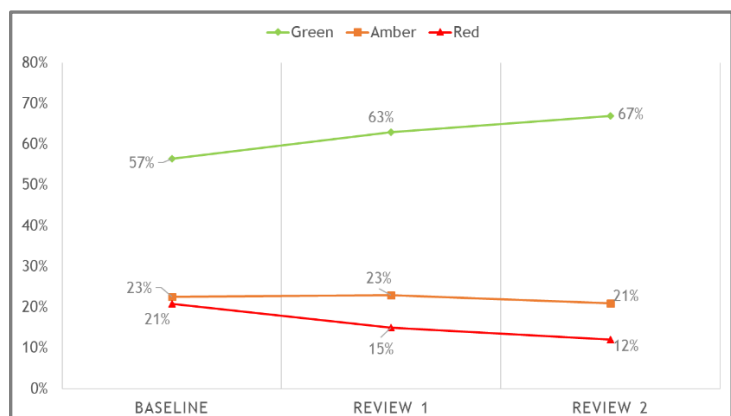
Three \$1,000 grants were awarded in 2017 to Hannans Primary School, Peg's Creek Primary School and South Kalgoorlie Primary School. Sincere thanks to our grants partner at the time Canon Foods. WASCA and Brownes Dairy have developed a new partnership to continue to provide the grants, which are currently open until 14 September, 2018.



Eat Learn Thrive

The health and wellbeing program for Department of Education Residential Colleges has been well received, with all Colleges meeting the target of >60% green and <20% red buy the end of 2017. Strategies:

- menu assessments
- recipe of the week
- fact sheets; student book
- workshop including nutrition, student engagement and cooking session
- 'theme night' competition.



Fee for service projects

Various activities with Metropolitan Area Health Services, WA Country Health Services, Local Government, individual schools (e.g. student presentations) and the Cancer Council.

Acknowledgements

I extend thanks to our partner organisations and funding bodies, namely, Department of Education, Department of Health, Healthway, Heart Foundation, Cancer Council, LiveLighter, WACSSO and Foodbank as well as the many Star Choice™ companies who support the Association.

We welcomed new staff member, Tristan Schwartzkopff, in July. Tristan is a Dietitian working on the Fuel to Go and Play project, and also worked with WASCA earlier this year as part of his university practicum placement. We are currently recruiting for a health professional to join the team to support the implementation and reporting under the Healthy Options WA policy in health facilities (hospitals) and assist with the increasing demand for WASCA's fee for service work.

I would like to thank the WASCA office team and Executive Committee. WASCA's reputation to produce a high standard of work continues to be well regarded and it is a credit to the passionate, dedicated and professional team.

Sincere thanks to the Executive Committee who continue to plan events and activities, provide feedback on ideas and resources, and support and mentor other school canteens. I encourage all members to nominate for the vacancies on the committee and join our team.

I look forward to the year ahead as we move from strength to strength.

Megan Sauzier
Executive Officer



6. Election of returning officer

7. Nominations for election of office bearers and executive committee

Two year terms:

Vice President

Secretary

Committee Member

Committee Member

Committee Member

One year term:

Treasurer

President to resume chairing the meeting

8. Nomination and election of auditors

It is the recommendations of the Treasurer, supported by the Executive Committee to nominate HTG Partners as the auditor for the 2018/2019 financial year.

9. Membership fees

10. Special business of which notice has been given

Special Resolution to make changes to rules of the Constitution of the Western Australian School Canteen Association Incorporated.

Motion on notice: 'That the membership categories detailed in the Constitution of the Western Australian School Canteen Association Incorporated be amended as detailed below.'

Associate membership (non-voting)

a) Representatives of companies active in the provision of goods and services directly to school canteens. **Category to be deleted**

b) Persons with an interest in the work of the Association e.g. representatives of the WA Department of Education and WA Department of Health. **Category to be added to: e.g. representatives of food service providers in community settings.**

Close of AGM

Next meetings:

- Christmas General Meeting, Saturday 24 November, details TBC
- Regional General Meeting, Saturday 23 February, Donnybrook District High School