

## THE HOUSE THAT DAN BUILT - AGM BOARD MEETING

Sunday 18 September - 9am - 9.30am

At: 3/129 New South Head Rd, Vaucluse



### MINUTES

ATTENDEES	Capacity	Attended / Apology
Danielle O'Keefe	Artistic Director / Member	Attended
Megan Heywood	Chair/President	Attended
Natalie Richards	Vice President	Attended
Laura Fitzsimmons	Treasurer	Attended
Meagan Van Gent	Secretary	Attended
Alyce Fisher	Public Officer	By telephone
Alyson Standen	Board Member	

The meeting commenced at: 8.52am

### CONFLICTS ON INTERESTS

No direct conflicts of interests were declared.

### PREVIOUS MINUTES

*Resolved: The Minutes of the previous meeting were noted and approved.*

MOVED: Natalie Richards      SECONDED: Laura Fitzsimmons

CARRIED: Unanimous.

### ARTISTIC DIRECTOR'S REPORT

The Artistic Director reported that The House now has a donor of \$40,000 per year for 3 years with the intention to increase it after that up to 5 years.

The donor prefers to remain anonymous to the public.

### ITEM 2

The Artistic Director informed the Board that in general, she invoices quarterly.

She also informed the meeting that we all have access to XERO if we want to look at the financials at any stage. The Artistic Director will send us login details. Ms Fitzsimmons offered to learn Xero.

It was noted the 3rd of July Balance Sheet is correct. The Balance sheet dated 26 June circulated was incorrect.

The Artistic Directed commented that it would better suit The House if the financial reporting were to be changed to a calendar year. Ms Fisher informed the meeting that change will have to made to the Constitution, and she proceeded to explain the process.

Ms Van Gent offered to make the amendment and it was agreed to call a future meeting to resolve that issue.

*Resolved: That the financial statement be accepted without amendment.*

MOVED : The Chair                      SECONDED: Laura Fitzsimmons

Carried: Unanimous.

### **ITEM 3**

All the required nominations were signed.

Ms Fisher will send in her nomination signed digitally.

It was noted that Alyson Stanndon would be attending the Strategic Planning session later that day, and that her nomination would be accepted or rejected at the end of the Strategic planning meeting.

The Artistic Director informed the Board that she had had a preliminary meeting with Lindy Dang, whom she would like to invite to be on the board. It was agreed she will be a non-official board member this year, and be voted in at the next AGM.

Ms Van Gent noted we have two different quorum numbers noted on our Constitution. She will confirm the required quorum and rectify on the Constitution.

### **ITEM 4:**

It was noted that this item would be completed in the Strategic meeting, immediately following the Board meeting.

### **ITEM 5: Future Board Meetings**

The Artistic Director shared her working calendar with the Board, noting major shows and important meetings coming up. It was agreed this document will be printed for Board members at the end of each quarter, or more often as required.

It was agreed monthly Board meetings are a good time frame.

### **Next Meetings**

Tuesday, 17th September 2019, 6pm.

Tuesday 22nd October 2019, 6pm.

Tuesday 26th November, 2019, 6pm.

**The meeting closed at 9.27am**

Signed as a correct document.

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Signed by the Chair and President  
Megan Heywood

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Dated