

BIRTHING KIT FOUNDATION (AUSTRALIA)

ABN: 65 121 658 428



**ANNUAL GENERAL MEETING
15 October 2024**

MINUTES

Meeting held at 6.30 pm on Tuesday, 15 October 2024,
at Fullarton Park Community Centre, 411 Fullarton Road, Fullarton SA 5063.

BKFA acknowledges the traditional owners of the land on which it meets today and pays respects to Elders past, present and emerging.

1. ATTENDANCE

The Chair of BKFA, Jenny Weaver, opened the meeting at 6.32 pm and noted there was a quorum present in compliance with the BKFA Constitution, with nine BKFA Members in attendance supported by 14 Proxy Voting forms.

2. APOLOGIES AND PROXIES

The Chair acknowledged members present, apologies, proxy voting forms received and BKFA staff present as follows.

2.1 Attendance

Jenny Weaver (BKFA Chairperson)

Joy O'Hazy (Deputy Chairperson)

Ted A'Bear

Julie Monis-Ivett

Madhu Mazumdar

Angelina Arora

Adrian Harris (BKFA Business and Operations Manager)

Pam Harris

Margaret Parsons (BKFA Life Member)

BKFA Staff (Non-Members attending):

Hilary Carruthers – AD Coordinator

Erica Osborn – Company Secretary

2.2 Apologies

Apologies Received - Members:

Members that provided proxy voting forms expressed their apologies to the AGM, as follows.

Deborah Floyd

Simone Ricketts

Beth Heckel

Carmen Ridley

Ann Horrocks

Russell Westmoreland

Bridget Mather

Kerre Anne Willsher

Kaye Metaxas

Elaine Newman

Dianne Leggo

Fatemeh Afzali

Zonta Club of Bendigo

Zonta Club of Stanthorpe

Apologies Received – BKFA Staff (Non-Members):

Mercy Oloo

2.3 Proxy Voting Forms Received (14 in total):

All proxy votes were in favour of the resolutions to be put forward.

13 x Proxy Voting Forms received in favour and given to the Chair, Jenny Weaver

Deborah Floyd

Simone Ricketts

Beth Heckel

Carmen Ridley

Ann Horrocks

Russell Westmoreland

Bridget Mather

Kerre Anne Willsher

Kaye Metaxas

Elaine Newman

Dianne Leggo

Zonta Club of Stanthorpe

Zonta Club of Bendigo

1 x Proxy Voting Forms received in favour and given to BKFA Director, Madhu Mazumdar
Fatemeh Afzali

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the 2023 Annual General Meeting were approved by the Board of Directors, at the November 2023 Board Meeting and placed on the BKFA website.

4. REPORTS (6:34 pm)

4.1 Chairperson's Report

The Chairperson, Jenny Weaver, addressed the meeting acknowledging the contribution from the following;

Staff - Adrian Harris (Business & Operations Manager), Mercy Oloo (Program Manager), Hilary Carruthers (Assembly Day Coordinator), Kate Dyer (Engagement and Marketing Co-ordinator) and Erica Osborn (Company Secretary).

Board - Joy O'Hazy (Vice Chair), Ted A'Bear (Chair Future Directions Committee), Julie Monis-Ivett (BKFA/Zonta Engagement Committee), Fatemeh Afzali (Treasurer), Angelina Arora, Madhu Mazumdar and Bridget Mather *at the early part of the year*

Jenny noted that while BKFA emerged from COVID, stresses are there – cost of living especially Raising funds for BKFA has never been harder

Great contribution as a team by the staff to lower our costs and improve and work efficiently.

Board Directors have had to do more work through our committee structure and have been excellent at taking on extra duties to maintain our productivity.

Observed the trends early in the year same number of ADs but production numbers down... our supporters are very keen to keep up a commitment they just cannot do as much.

BKFA has had to be creative: -

- To lower our costs – Adrian worked on a sea freight option which might save us over \$40 k this financial year.
- Expanded our supporter base through Zonta Ambassadors & Champions plus ZI Convention –clubs in USA, Germany and NZ are now making kits
- Corporates – getting familiar with corporate social responsibility (CSR) – work brilliantly with international companies such as ThermoFisher and Pernod Ricard. It is a good base to build on and lots of potential.
- More in-country kits – made possible by The Charitable Foundation – locally made and employing local women building skills in our partners.

- Developed skills in our partner UACO to be a kit maker and to distribute kits – this is a very pleasing development in building partner capacity and may prove a good template for the future.
- Program – *when no kit is available* – aware some of our partners have disappeared over the last few years and our production is down, so what can we offer? Still in formative stages but it is working...
- Use technology – increasing using options internally Mercy uses WhatsApp to keep in touch with and meet with partners, and externally checking out options for midwives and birth attendants. There is a lot of potential here but also a lot to work through.

What has BKFA achieved?

- Over 118,000 kits delivered
- Training continues in Ethiopia and via Soul Foundation Uganda
- In-country kits made in DRC < UGANDA Ethiopia

Despite the on-going issues it has been a productive and satisfying year meeting these challenges.

4.2 Treasurer's Report

With the absence of Fatemeh, Madhu spoke to the financials as presented in the Annual Report.

Madhu also acknowledged our members, major supporters and partners whose ongoing support is crucial to maintaining our financial well-being.

5. PRESENTATION – Angelina Arora (BKFA Director)

Angelina [presented](#) to those who attended and provided an overview of the [Global Shapers](#) program and how it may be of benefit to BKFA going forward.

6. APPOINTMENT OF AUDITORS

Motion: That the Birthing Kit Foundation (Australia) appoint Fiona Gordon CPA at Perks & Associates Pty Limited (ACN 008 053 576), as registered company auditor of the Foundation for the 2024-2025 financial year.

MOVED: Jenny Weaver

SECONDED: Ted A'Bear

CARRIED.

7. ELECTION OF DIRECTORS

Nominations were received from Jenny Weaver, Fatemeh Afzali, Angelina Arora and Madhu Mazumdar

All nominations were voted in favour by the members in attendance and via proxy.

8. GENERAL BUSINESS

There were not items for General Business.

9. QUESTIONS FOR THE BOARD

There were no questions received from members prior to, or during the meeting.

10. CLOSE OF MEETING (7:25pm)

The Chairperson, Jenny Weaver thanked Angelina for her presentation and thanked everyone for their attendance and closed the meeting at 7:29pm.