



APRA  
AMCOS



Notice is hereby given that the  
**Twentieth Annual General Meeting**  
of Support Act Limited  
will be held at  
**APRA's offices, 16 Mountain Street, Ultimo, NSW 2009**  
  
on **Wednesday, 29th November 2017, at 5:30pm.**

**The supporting documents are**

- 1. Agenda**
- 2. Form to appoint a Proxy**
- 3. Application for election as a Director of the Company**
- 4. Information about the Directors seeking election**
- 5. Minutes of the 2016 AGM**
- 6. Audited financial statements year ending 30 June 2017**

## AGENDA

### ORDINARY BUSINESS

1. Confirmation of the 2016 minutes
2. To consider a **resolution** to receive the Directors' Report, Statement of Account and Auditors' Report for the period ended 30 June 2017
3. To consider a **resolution** to appoint four members to the category of Ordinary Directors
4. To consider a **resolution** to appoint the auditors for the year ended 30 June 2018
5. To receive the Chairperson's Report
6. To transact any other business which may be brought forward in conformity with the Articles of Association.

Estimated finish time is 6pm.

By order of the Board  
L M Small  
Secretary  
7 November 2017

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### APPOINTMENT OF PROXIES

Members entitled to vote but unable to attend may appoint a proxy to attend and vote in their place by completing in the form attached (Appendix 2) which must be lodged with the secretary no later than 48 hours before the meeting.

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Registered company office: Level 4, 11-17 Buckingham Street, Surry Hills NSW 2010  
ACN 079 588 604

**APPENDIX 2  
(Article 37 (2))**

A member of the Company entitled to vote has the right to appoint a proxy to attend and vote instead of the member. A proxy vote may not be given to a person who is not a Member of the Company.

**FORM TO APPOINT A PROXY**

I,.....  
**full name of Member**

of.....  
**address of Member**

being a Member of Support Act hereby appoint

.....  
**full name of Proxy**

of.....  
**address of Proxy**

as my Proxy to vote for me on my behalf at the Annual General Meeting of the Company to be held on the 29th day of November 2017 (and at any adjournment of that meeting).

- My Proxy is authorised to vote in favour of the resolution (s) (insert details below):
  
- My Proxy is authorised to vote against the resolution (s) (insert details).

.....  
**Signature of Member appointing Proxy**

.....  
**Date**

**To be effective, a form of proxy must be received:**

- (a) by email sent to the Company at [admin@supportact.org.au](mailto:admin@supportact.org.au) OR
- (b) by post to Support Act, PO Box 805 Potts Point NSW 1335 (please do not use street address)

**not less than 48 hours before the AGM takes place**



## INFORMATION ABOUT DIRECTORS SEEKING RE-ELECTION



**Mark Callaghan**

Mark has been an APRA member for over 35 years, toured nationally and internationally and written songs for artists as diverse as Jimmy Little, Debra Byrne and Nathan Cavaleri. Mark has also worked in the music business for a number of years including as General Manager of AMPAL and of Shock Music Publishing and is currently Advisor, Member Services at APRA AMCOS.



**Cath Haridy**

Catherine Haridy Management manages number of high profile artists, producers and authors including Eskimo Joe, Jebediah, Adalita and Bob Evans, Steven Schram, Jimi Maroudas, Anna Laverty, Gareth Parton, Mick Glossop and Tony Buchen. Catherine is currently a board member of the Association of Artist Managers (formerly Chairperson). She is an APRA Ambassador, a patron of the Australian Music Prize and a former board member for the Community Broadcasting Foundation.



**Keith Potger**

A founding member of The Seekers, Keith Potger's musical career spans over five decades and continues through his work with that group and his solo concerts in Australia and the UK. Previously Keith was the Chair of Support Act Victoria. He was Patron of Variety WA, the renowned children's charity, from 2001 to 2009 and is one of the Patrons of the Motor Neurone Disease Association of Western Australia. As well as these ongoing charity connections, Keith frequently performs at charity concerts and festivals within his touring schedule each year.



**Fifa Riccobono**

As the former CEO of Albert Music, Fifa has been in the music industry for over 40 years. Fifa worked with the cream of Australian artists, including AC/DC, John Paul Young, Rose Tattoo and The Angels and had a close working relationship with Vanda and Young. Fifa was a Director of APRA, AMCOS, AMPAL for 15 years and a Director of Nordoff Robbins Music Therapy for 10 years. Fifa is now an independent music industry consultant, and continues to consult to Albert Music, and has her own publishing company Viola Jade Music.



## MINUTES OF THE NINETEENTH ANNUAL GENERAL MEETING OF SUPPORT ACT LIMITED

HELD AT 11-17 BUCKINGHAM STREET, SURRY HILLS NEW SOUTH WALES, 2010

ON WEDNESDAY 30 NOVEMBER 2016, 2016 AT 5:30pm

### Notice of meeting

The Notice of Meeting, dated 1 November 2016, was read by the Secretary, who confirmed that the Notice also provided links to the Support Act website, where members could access:

- A copy of the meeting notice and agenda
- Minutes of the previous AGM
- The Statement of Accounts, Directors' Report and Auditor's Report for the year ending June 2015 and
- A proxy form
- Copies of the Articles of Association, in both marked up and unmarked version.

### Apologies

Company Secretary, Lynne Small, advised that the following members had sent their apologies and appointed proxies:

- |      |                 |               |
|------|-----------------|---------------|
| i.   | Denis Handlin   | (Lynne Small) |
| ii.  | Veronica Tooker | (Lynne Small) |
| iii. | Brett Cottle    | (Lynne Small) |
| iv.  | Stephen Conway  | (Lynne Small) |

Lynne Small welcomed the attendees, including members and non members and confirmed that a quorum of members was present:

### Members present:

Sally Howland (Chair)  
Lynne Small (Secretary & Treasurer)  
Mark Callaghan  
Linda Courtney  
Keith Potger  
Fifa Riccobono  
John Watson  
Cath Haridy  
Geoff Rudd  
Karin Lines  
Sebastian Chase  
Leah Flanagan  
John Woodruff  
Lindy Morrison

**Non-members present:**

Joanna Cave  
Joanna Forman  
Jen Rowe  
Jolene Brown

**1. Confirmation of the 2016 minutes**

Lynne Small proposed that the minutes of the Annual General Meeting held on 11 November 2015 be confirmed as a correct record of the meeting. The motion was seconded by Lindy Morrison and carried unanimously.

**2. Chairperson's Report**

Sally Howland commenced by acknowledging that the meeting was taking place on the land of the Gadigal people of the Eora nation and she paid her respects to Elders past and present. She then welcomed the attendees and thanked them for their interest and support.

She went on to summarise Support Act's performance during the past twelve months, highlighting some of the key figures in the audited accounts, such as the increase in grants to those in crisis to a record \$626K. She noted the significance of the massive increase in demand for the new Help a Mate service which account for \$397K of the grants payments, compared to \$7k in 2015 which illustrates what an important role this program now plays in the service delivery mix.

Sally Howland reported that crisis relief grant expenditure increased from \$204K in 2015 to \$229K in 2016 and that 150 people in crisis were helped by Support Act during the year. She pointed out that 2015/2016 also represents the first year in which Support Act's new funeral policy came into effect, with the organisation contributing to the costs of funerals of eight music professionals who sadly died in poverty.

Sally Howland went on to remark that fundraising income at \$473K exceeded budget (\$407K), aided by the most successful Music In The House fundraising event to date; the success of the two seasonal fundraising campaigns and the securing of a 5 year commitment of \$100K from the Lowy Foundation. The ongoing financial support received from both founding organisations, PPCA and APRA AMCOS, was acknowledged.

On the expenditure side, Sally Howland reported that costs were up by 16%, from \$329K to \$384k in 2016, which was largely due to increases in fundraising costs which were more than offset by increases in income.

Sally Howland advised the members that, in line with the current strategic plan, Support Act again elected to invest some of its reserves in continuing to develop the organisation which resulted in a budgeted deficit for the year. This decision was made in the knowledge that sufficient funds exist in reserve to cover the loss. The original budget predicted a loss -\$286k but the strong performance during the year meant this was reduced to -\$187k.

The Board is satisfied with these results given.

Sally Howland went on to say that the board has adopted a break even budget plan for the year ahead, in order to preserve the reserves fund at equivalent of 6 months' operating costs, in line with best practice for charities. She acknowledged that achieving this involves realising ambitious fundraising targets and careful management of expenses, whilst still delivering meaningful value in services.

Sally Howland paid tribute to Geoff Rudd, who retires from the Board of Directors having served since November 1998. The Chair expressed deep appreciation to Geoff for his enormous contribution over 19 years.

The Chair concluded her remarks by thanking the Board members and staff team.



### **3. Resolution to receive the Directors' Report, Statement of Account and Auditors' Report for the period ended 30 June 2016**

The Secretary referred to the Financial Statements for the period ending 30 June 2016 which have been subject to independent audit by KPMG. Attending members were invited to raise any questions or comments they may have in relation to these reports.

Linda Courtney proposed that the Directors' Report, Auditors' Report, Balance Sheet and Statement of Income and Expenditure for the period ended 30<sup>th</sup> June 2016, as circulated, be received and adopted. The motion was seconded by John Watson and carried unanimously.

### **4. Resolution to amend the Articles of Association**

The Secretary advised the members that the proposed amendments were designed to reflect constitutionally what has always been the practice of Support Act, which is to admit to the membership people with or without music industry backgrounds. She confirmed that this amendment has no material impact on existing members. The Secretary went on to say that only those members with a music industry background would be entitled to vote in elections, as originally envisaged and in line with current practice.

Other minor changes to the Articles as notified were necessary to ensure the document conforms to the standards required by charity regulator, ACNC. The Secretary confirmed that she had received no notice of any objections to the proposed changes. Questions were invited from the floor; there were none.

Karin Lines proposed that the proposed changes to Support Act's Articles of Association be received and adopted. The motion was seconded by John Watson and carried unanimously.

### **5. Resolution to appoint the auditors for the year ended 30 June 2017**

Ms Small noted that it was the Board's recommendation that the incumbent auditors, KPMG, be re-appointed for the year ending 30 June 2017. Mark Callaghan proposed a resolution that KPMG be reappointed for that period, which was seconded by Cath Haridy and carried unanimously.

### **6. To transact any other business which may be brought forward in conformity with the Articles of Association.**

Having completed all matters or ordinary business Ms Small invited those present to raise any items of general business for discussion. No items were raised.

### **Closure**

There being no further business, the Secretary thanked all members for their attendance and declared the meeting closed at 6:00pm.