



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 Friday, 30th November 2018, at 11.30am**

**The supporting documents are**

- 1. Agenda**
- 2. Form to appoint a Proxy**
- 3. Minutes of the 2017 AGM**
- 4. Audited financial statements year ending 30 June 2018**

## AGENDA

### ORDINARY BUSINESS

1. Confirmation of the 2017 minutes
2. To consider a **resolution** to receive the Directors' Report, Statement of Account and Auditors' Report for the period ended 30 June 2018
3. To consider a **resolution** to appoint the auditors for the year ended 30 June 2019
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 12pm.

By order of the Board

L M Small

Secretary

7 November 2018

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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 47 (1))**

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 30th day of November 2018 (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**

## 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 29 NOVEMBER 2017, AT 5:30pm

### Notice of meeting

The Notice of Meeting, dated 7 November 2017, 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 2017,
- A proxy form, and
- An application for election as a Director of Support Act

### Apologies

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

- i. Stephen Conway (Lynne Small)
- ii. Brett Cottle (Lynne Small)
- iii. Veronica Tooker (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  
Karin Lines  
Sebastian Chase  
Leah Flanagan  
Keith Potger  
John O'Donnell  
Lindy Morrison  
John Woodruff

**Non-members present:**

Joanna Cave  
Joanna Forman  
Jen Rowe  
Jolene Brown

**1. Confirmation of the 2016 minutes**

Karin Lines proposed that the minutes of the Annual General Meeting held on 30 November 2016 be confirmed and carried as a correct record of the meeting. The motion was seconded by Linda Courtney and carried unanimously.

**2. Resolution to receive the Directors' Report, Statement of Account and Auditor's Report for the period ended 30 June 2017**

The Secretary referred to the Financial Statements for the period ending 30 June 2017 which have been subject to independent audit by KPMG. Attending members were invited to raise any questions or comments that they may have in relation to these reports.

Mark Callaghan proposed that the Director's Report, Auditor's Report, Balance Sheet and Statement of Income and Expenditure for the period ended 30<sup>th</sup> June 2017, as circulated be received and adopted. The motion was seconded by Cath Haridy and carried unanimously.

**3. Resolution to appoint four members to the category of Ordinary Director**

The Secretary advised that, in accordance with the Articles, four current Ordinary Directors had retired. The Secretary announced that the following four directors were seeking re-election:

- Mark Callaghan
- Cath Haridy
- Keith Potger
- Fifa Riccobono

The Secretary suggested that a poll was unnecessary, as the nominations did not exceed the number of available Board positions. Sally Howland moved that all four candidates be returned to the Board. The motion was seconded by Linda Courtney, and carried unanimously.

**4. Resolution to appoint the auditors for the year ended 30 June 2018**

The Secretary noted that it was the Board's recommendation that the incumbent auditors, KPMG, be reappointed for the year ending 30 June 2018. Keith Potger proposed a resolution that KPMG be reappointed for that period. This was seconded by John O'Donnell and carried unanimously.

**5. Chairperson's Report**

Sally Howland commenced by acknowledging that the meeting was taking place on the traditional lands of the Gadigal people of the Eora nation and she paid her respects to Elders past, present and emerging and also to all Aboriginal and Torres Strait Islanders who are with us today.

Sally congratulated Cath Haridy, Fifa Riccobono, Keith Potger and Cath Haridy on their re-appointment to the Board. And, welcomed our newly appointed Director John O'Donnell.

She noted that this year marks Support Act's 20<sup>th</sup> Anniversary, having been established by APRA AMCOS and PPCA and ARIA in 1997. She commented that Support Act's foundations are self-evident, created by the music industry for the music industry, in recognition that that a career in music brings its own unique rewards and challenges. 20 years on, those challenges have not diminished and in many ways have sadly escalated. The need for our services continues to grow year on year.

She highlighted that the 20<sup>th</sup> year coincided with a number of significant milestones;

- Support Act has returned a record operating revenue of \$990,378, representing an increase of 11% on last year's results. This is more than double the revenue from 2 years ago (\$482k) and is an exceptional result. It also demonstrates an enormous confidence in the organisation from the sector and donors.
- Support Act's principal fundraising event, MITH has after many years evolved into the event that we always aspired it to be. Reaching record income of \$168K and producing a net return of \$96K.
- Donations increased by 43% to \$592K, driven to a large degree by a one-off donation from one of our Foundation members.
- And ARIA PPCA reconfirmed their ongoing commitment by pledging \$210K over the next 3 years.

Operationally, Support Act invested in a new CRM system during the course of the year, which has delivered significant improvements in donor management and data analysis.

She added that more generally, Support Act's central purpose of providing relief grants to those in crisis continues to grow. During the last year, 199 people were assisted by providing grants, administering benefit concerts and providing pathways for our clients to access government support, housing and counselling. This is up 32% on last year when we helped 150 people.

Sally contemplated that this figure is in many ways a double edged sword. Support Act is reaching more people than ever. However, it also serves to confirm the dire need in which people find themselves. To a large degree it confirms our understanding that the music business has failed people. Not in all cases, but for many.

She added that in terms of the related financials, this equates to \$256K paid in crisis relief payments. An increase of 12% on the preceding year. And on the expenditure side, our costs increased by a modest 7% to \$410K. And given the exceptional revenue year. This is an outstanding result.

Sally noted that this year also saw us take up a central role in responding to the mental health issues which plague our industry. Support Act participated in industry panels, was present in the media and increased its profile as a credible and reliable voice in this space. In the year ahead, much of our efforts will be focused on a delivering a very practical response – an industry wide Help Line/Counselling service. This would not be possible without the initial backing and investment from the Tony Foundation and the Albert Family who have committed funds to support the initiative over the next 3 years.

Sally closed by remarking that the organisation has enjoyed a very successful year and is in good shape for the year ahead in terms of both financials and operations. She attributed this to the excellent work of the staff and expressed appreciation for their commitment. She also thanked the board for their ongoing support and enthusiasm.

**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.