



**early
support
for parents**

ANNUAL GENERAL MEETING REPORT

2020-2021





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Building resilience in Tasmanian families

Mission Statement

Early Support for Parents (ESP) Inc.

Early Support for Parents purpose is to support families with dependent children, to build on their strengths within the family so that the quality of life for all family members can continue to improve to the point of independence from service intervention.

- ESP provides meaningful support to people who are parenting and to promote optimum wellbeing for all family members.
- ESP, through its volunteer home visiting and related services contributes to the social and emotional capital of families in Southern Tasmania.

Core Values:

- We embrace the diversity of family and provide a service inclusive of all people caring for children.
- We believe every child has the right to live in a safe and nurturing environment.
- We believe in mutual respect, understanding and a non judgemental response in service delivery.
- We believe families have the right to be supported and encouraged in their parenting roles so that children and parents can experience the benefits of connectedness within the family.
- We are committed to a high level of professionalism.
- We acknowledge and appreciate the considerable worth of staff and volunteers.



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ANNUAL GENERAL MEETING Tuesday 14th September 2021

AGENDA

1. Present
2. Apologies
3. Correspondence to the Annual General Meeting
4. Confirmation of Minutes of previous Annual General Meeting
5. Presentation of Annual Report
6. Presented by President Maggie Clark
7. Presentation of Treasurer's Report
8. Presented by Treasurer Shanan Peake
9. Election of New Committee Members
10. Election of Office Bearers
11. President
12. Vice President
13. Secretary
14. Treasurer
15. Public Officer
16. Other Committee Member
17. Appointment of auditor





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Minutes of the **ANNUAL GENERAL MEETING** of ESP Inc held on **Tuesday, 8th September, 2020** at **12.15 pm** at the **McDougall Building, Ellerslie Rd, Battery Point.**

PRESENT: Maggie Clark, Shanan Peake, Janet Stephens, Nanette Shurman, Sally McGushin, Sarah Leckie, Marian Ellul, Janet Patel, Alison Nicholson, Emily House, Brenda Kimber and Cindy King (a volunteer who may join the committee).

APOLOGIES: Mitchell Robson, Huon Council, Four Siahos, Julia Kilpatrick, Vicki Zhang, Joel Ellul, Winnie Fang and Suzanne Rhodes.

MINUTES OF PREVIOUS AGM: Janet S moved the AGM minutes from last year be accepted, Nanette seconded. Carried.

ANNUAL REPORTS:

President's Report – *Maggie and Marian met to put together a combined report. Sarah Leckie and Adam Nebbs joined us during the year. Marian Ellul was appointed Program Co-ordinator and Emily House as her assistant. Maggie thanked Sarah for filling the interim position of Program Co-ordinator so efficiently after Mary's resignation in February 2019, wading through all the paperwork which was extremely difficult due to the lack of filing. Marian joined us in November 2019 and the entire committee thanked her for everything she has done to bring ESP up to standard. We also thanked Joel Ellul for his dedication assisting us with all IT related aspects.*

Our new Logo will be launched during the 2020-2021 financial year.

Maggie thanked all committee members for their ongoing commitment and also to our volunteers who have increased in number since Marian took over the role of Program Co-ordinator.

Janet P moved the President's Report be accepted, Shanan seconded.

Treasurer's Report – *Shanan presented the budget. A lot of invoicing has been put online. The opening balance at the beginning of the financial year was \$30,440 and the closing balance \$59,990. Our audit pack is with Don Camm and he will provide us with a report at the end of October. We need to move to Single Touch Payroll within the next month. We need to change to one signature only for cheques.*

Maggie thanked Shanan and congratulated her on achieving so much during a very trying year.

Maggie moved the report be accepted, Janet S seconded.

ELECTION OF OFFICE BEARERS FOR 2020/2021

All positions declared vacant and open for nominations. Maggie stood down as president and Janet S chaired the election.

Nanette thanked Maggie for maintaining a great deal of optimism during the past extremely difficult year.

President – Maggie Clark (nominated Shanan, seconded Sarah)

Vice President – Janet Stephens (nominated Maggie, seconded Sarah)

Secretary – Brenda Kimber (nominated Brenda, seconded Sally)

Treasurer – (Interim) Shanan Peake (nominated Maggie, seconded Sarah)

Public Officer – Alison Nicholson (nominated Shanan, seconded Maggie)

Committee members – Janet Stephens (nominated Janet S, seconded Brenda)

Sarah Leckie (nominated Sarah, seconded Nanette)

Alison Nicholson (nominated Janet P, seconded Nanette)

Janet Patel (nominated Alison, seconded Nanette)

Sally McGushin (nominated Sally, seconded Sarah)

Nanette Shurman (nominated Nanette, seconded Sally)

Cindy King (nominated Sally, seconded Maggie)

APPOINTMENT OF AUDITOR: Motion – Don Camm be reappointed auditor for 2020/2021 if he is happy to continue (moved Janet P, seconded Maggie). Carried

Maggie congratulated everyone on their positions.

Meeting closed 12.50 pm



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EARLY SUPPORT FOR PARENTS ANNUAL GENERAL REPORT 2020-2021

Annual General Report Tabled by the President: Maggie Clark

It is with pleasure that I present the Annual Report for 2020-2021.

Changes to the Committee

During this year we were able to welcome Verity Dawkins and Meghan Jones to our committee, however with the departure of Adam Nebbs, and later in the year Meghan – both due to personal reasons – we are still left with three vacancies on the Committee at the closure of the financial year.

It has been difficult to attract new members to the Board and we welcome and thank those who apply.

Coordinator

Marian Ellul has continued to work with the service in the role of Program Coordinator. With the resignation of Emily House to pursue PHD studies with university, the service recruited a new Administration Officer – Marianna Segenhout.

Marianna brings a strong business background and has been working diligently since her appointment to standardise our marketing look, develop internal forms and templates and a breadth of other administration tasks.

I thank both Marian and Marianna for all their commitment and work throughout the year.

Volunteers

Our volunteer recruitment saw solid growth throughout the financial year. A review of family's needs saw recruitment processes further tightened, and selection criteria applied to new applications.

Monthly supervision and weekly contact has been implemented for all volunteers with varying success, but a renewed approach for the 2021 – 2022 financial year aims to see improvement and process change implemented.

The financial year closed with 12 active volunteers active across 14 families.

Families

Referrals have been consistent throughout the year. In total 34 referrals were received from across a range of services and self-referrals, and there were 14 active families open at the closure of the financial year.



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REPORT CONT.

Funding Agreement

Early Supports for Parents funding agreement has been rolled over due to the Family Services review which is yet to be completed. Early Supports for Parents has funding through to July 2023.

Focuses for the New Year

Moving into the new financial year we continue to be responsive to COVID-19 and the impacts on workplaces and service delivery. This includes being responsive to the impacts on the family dynamics and ensuring our volunteers are equipped to respond to these impacts.

With the requirement to be available in an online presence as well as face to face; there is an ongoing challenge of ensuring that staff, committee and volunteers are supported in their skill development and maintenance in IT use.

The continual changing requirements for ensuring health and safety practices within the environment of COVID-19 is an ongoing process that the organisation is committed to and proactive in reviewing.

Moving forward, the organisation will be focusing on building the strategic presence of the Board across the organisation, operationalising values and growing the program to promote inclusion of family's across all risk factor levels and implementing low risk short term support service.

In Closing

In closing I would like to thank all Board Committee Members for their work throughout the last financial year. And a big thank you to all Volunteers for their ongoing commitment, support and dedication to the families they work with and the organisation generally.

2021-2022 promises to be a continued year of growth with the Organisation, with an expansion to include two volunteer team leaders to grow family capacity within the organisation, and to the development of a low risk short term support service for families.