

Notice of Down Syndrome Western Australia (Inc) Annual General Meeting (2022)

Down Syndrome Association of WA Inc. (**DSWA**) gives notice that its Annual General Meeting will be held at 7.00 pm (AWST) on Wednesday, 22 February 2023 at 32 Burton St, Cannington WA 6107 (**AGM**).

Members who are unable to attend the AGM in person may attend and vote at the AGM online through Zoom by accessing the following link:

<https://us02web.zoom.us/meeting/register/tZwuce-vqTkuGN3NJLmI9wZbXoskwRnbl1K8>

On arrival at the AGM please ensure that you sign the attendance register. Attendance via Zoom will be recorded electronically through Zoom.

Voting on all resolutions will be by way of a show of hands (unless a poll is validly demanded).

The following documents accompanying this Notice of Meeting are incorporated into and form part of this Notice of Meeting:

- Proxy Form;
- Annual Report for the financial year ended 30 June 2022 (which includes the Chairperson's Report, Chief Executive Officer's Report, Treasurer's Report, Annual Audited Financial Report and Auditor's Report on the Financial Report).

BUSINESS OF THE AGM

1. Minutes of the 2021 Annual General Meeting

To receive and consider the minutes of meeting for the 2021 Annual General Meeting held on 27 October 2021.

2. Minutes of the Special Meeting 12 December - Constitution

To receive and consider the minutes of meeting for the Special meeting held on 12 December 2022

3. 2022 Annual Report

To receive and consider DSWA's Annual Report for the financial year ended

30 June 2022, which includes the following reports:

1. Chairperson's Report;
2. Chief Executive Officer's Report;
3. Treasurer's Report;
4. Annual Audited Financial Report; and
5. Auditor's Report on the Financial Report.

4. Re-appointment of Auditor

To consider and, if thought fit, pass with or without amendment, the following resolution as an **ordinary resolution**:

"That Audit Partners are re-appointed as the auditor of DSWA.

5. Resolution - Election of Board Members

By order of the Board of Management

Nia Parker - A/Chair

Voting Information

Members can participate in the AGM and vote on the resolutions contemplated in this Notice of Meeting:

- in person, by:
 - attending the AGM physically on the night;
 - attending the AGM via Zoom on the night (note: Zoom allows only one vote per device. If there are two or more members eligible to vote in the household, we therefore recommend dialling into the AGM on separate devices to ensure that all members' votes are counted); or
- by proxy, by appointing a proxy to attend the AGM and vote your behalf, by returning your Proxy Form attached to this Notice of Meeting.

How to vote by proxy

Proxy voting is a form of voting whereby a member may delegate their voting power to a representative (i.e. a 'proxy'), to enable their vote to be made in their absence.

To vote by proxy:

- Nominate your appointed proxy by completing a Proxy Form (attached to this Notice of Meeting) and return it to DSWA no later than **7.00 pm (AWST) on Tuesday, 21 February 2023**. Proxy Forms must be received before that time by one of the following methods:

By email: ceo@downsyndromewa.org.au

By post: Down Syndrome Association of WA Inc.
32 Burton St
Cannington WA 6107

- When completing the Proxy Form, you can either:
 - appoint your proxy to cast your vote as they see fit on your behalf; or
 - direct the proxy to vote For / Against each resolution on the Proxy Form.
- No person may be appointed as proxy for more than five members.

If you are unsure who will be at the meeting and wish to complete a Proxy Form, please contact ceo@downsyndromewa.org.au for names of people attending that would be willing to be appointed proxy on your behalf.

Board Member Elect Profiles

Nia Parker

I was elected to the Board in 2020 and have been acting Chairperson since September last year.

With 4 children, my husband and I, like many families, have been exposed to the blessings and challenges that having a child with Down Syndrome brings. As the mother of young adult who is actively involved in DSWA as a Health Ambassador , Playgroup volunteer and Aim High participant, I feel I have a good understanding of many of the Association's programmes as well as a vested interest in their continuation and development.

Having lived and worked (as a physiotherapist) for over 30 years in rural and regional WA, I understand the challenges of living away from services, therapies, and support. I know how important it is for DSWA to expand beyond the Metropolitan area, providing support, information and education for those isolated by distance. Enhanced use of technology to deliver workshops, discussion groups and building on our Regional Facebook Groups is something I will continue to promote.

Other areas of interest include further development of employment and housing opportunities along with support options for our ageing people with Down Syndrome.

My volunteer work, including serving on a Shire Council, School Board, various sporting and fundraising committees and helping to establish a social group for young adults with an intellectual disability, provides me with relevant life experience and understanding of running an organization such as DSWA, including the need for sound governance practices.

Hayley Warren

I am interested in joining the board (or continuing in my position as a Board Member) as I hope to make a valuable contribution to the Association as it navigates some potentially difficult times ahead.

I have had an interest in Down syndrome from a very young age as I grew up with an older sister, Sarah, who has Down syndrome. Whilst it wasn't always easy in a country town, my parents fought to give my sister the same opportunities as her three siblings, including access to inclusive education and later on, employment in her local community. Having grown up in Margaret River, I would like to explore gaps in the Association's services in regional and remote areas and explore the potential for us to increase our reach in those areas.

I have previously held positions on the Boards of Down Syndrome NSW and Down Syndrome, including as Chair of Down Syndrome NSW from 2019 to 2021. I have also been the co-ordinator of Aim High in Subiaco and Up! Club (East) in Sydney.

I am a lawyer, with 12 years' experience working in the areas of insurance, construction, commercial and corporate law.

I would be honoured to be considered for a position on the Down Syndrome WA board in 2023.

Holly Weinbrecht

I have 13 years' experience in the disability sector working in various roles including quality assurance and 1:1 support with families. I have 4 years' experience with the NDIA and knowledge and experience on how to build a business under the disability standards and legislations. I have recently worked for a mental health organisation where I have learned and practiced trauma informed support whilst also carrying a tertiary diploma in psychology and communication. I am interested in strategic thinking and management to help grow and develop small organisations, programs and individuals to reach their goals and potential. I hope to offer assistance around improving the quality of support through DSWA programs and mentor employees with Support Coordination to ensure these services thrive and allow our members to benefit entirely from them.

Holly has been a member of the DSWA board for 2 years.

Kelly Wake

I am excited and honoured to present this statement as an expression of my interest in joining the DSWA as a board member.

My name is Kelly Wake I am a proud mother of three adult children with our oldest son Brayden living with Down Syndrome. We have experienced the services of DSWA on several occasions during Brayden's 30 years, and again late last year in support of Brayden to enter Open employment. This has been a most satisfying and wonderful experience and we are very grateful for

the help and support provided by the organisation. So, when nominated for the vacant Board position and when considering my response, I thought how better to say thank you and give back to the members and families than by being present and giving as a Board Member.

I am currently the HR/OHS Compliance Manager for WA's leading Bedding retailer with 9 Retail and 4 Warehousing and Logistics outlets in the Perth CBD. I look forward to contributing to your Board and Organisation through my lived experience with Down Syndrome and my professional experience and knowledge in several of the key business areas using my 10+ year career in human resources, industrial relations, and OHS/ regulatory compliance.

Although I have no experience on a Board I offer a true understanding, passion, and enthusiasm for what you do. My work life and lived experiences to date, a genuine want to give back and support the board and its common goal to focus on the members and the sustainability and growth of DSWA, will enable me to make a meaningful contribution.

I welcome the opportunity to talk with you further to discuss the important role that I have been nominated for.

Emily McCain

I am a mum to a teenage daughter, Lily, who has Down syndrome and Type 1 Diabetes. Lily was born in 2008, and we have lived regionally for 9 of the 14 years of her life. We lived in Port Hedland and Exmouth, before spending 5 years in Perth and then recently relocating to Geraldton. I believe this puts me in a position to provide an important perspective of families living in regional WA.

While in Perth I had the privilege of working at Down Syndrome WA. This expanded my knowledge and connections within the Down Syndrome WA community. After this experience working in the sector, I knew I wanted to continue working with people with disabilities and their families on our relocation to Geraldton. I was successful in obtaining a position as an NDIS Support Coordinator and I have now moved on to run my own Support Coordination business. I attend regular professional development webinars to ensure my skills and knowledge regarding the NDIS are kept up to date and I attend many local events, interagency meetings and peer supervision. I believe this extensive knowledge of the NDIS will also contribute to my effective membership of the Down Syndrome WA Board.

I have previous board experience, while living in Perth, on the School Board for the Joondalup Education Support Centre.

PROXY VOTE FORM

Annual General Meeting 2022

Proxy Vote Form

I, _____

(Insert MEMBER'S name)

of _____

(Insert MEMBER'S address)

being a member of Down Syndrome Association of WA Inc

APPOINT

_____ (Insert PROXY'S name)

as my proxy.

My proxy is authorised to vote on my behalf: (Tick; only **ONE** of the following)

at the Annual General Meeting/s (and any adjournments of the meeting/s) on:

23 February 2023

OR

in relation to the following resolutions and/or nominations

Motion #1 Accept the minutes of the 2021 Annual General Meeting For / Against
(Choose One)

Motion #2 To accept the Minutes of the Special Meeting 12 December 2022 For /
Against (Choose One)

Motion #3 To accept the 2022 Annual Report

2022 Annual Report

To receive and consider DSWA's Annual Report for the financial year ended
30 June 2022, which includes the following reports:

1. Chairperson's Report;
2. Chief Executive Officer's Report;
3. Treasurer's Report;
4. Annual Audited Financial Report; and
5. Auditor's Report on the Financial Report.

For / Against (Choose One)

Motion #4 To appoint Auditor Partners s the auditor for DSWA For / Against (Choose
One)

Motion #5 The election of Board Members For / Against (Choose One)

Signature: _____ Date: _____

(of Member appointing Proxy)

This written notice must received by **Down Syndrome WA by 7pm
Tuesday 21 February 2023.**

Proxy Forms may be returned by mail addressed to the CEO, at 32
Burton St, Cannington, or be emailed to
the ceo@downsyndromewa.org.au



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(08) 6253 4752

admin@downsyndromewa.org.au

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