

Notice of Down Syndrome Western Australia (Inc) Annual General Meeting (2025)

Down Syndrome Association of WA Inc. (**DSWA**) gives notice that its Annual General Meeting (**AGM**) will be held at 7.00 pm (AWST) on Wednesday, 22 October 2025 at The Belmont Hub, Level 2, 213 Wright St, Cloverdale.

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

[Join the meeting now](#)

Meeting ID: 445 297 226 657 6

Passcode: Yp3Q3zk6

If attending in person, on arrival at the AGM please ensure that you sign the attendance register. Attendance via Teams will be recorded electronically.

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;
- 2024 Annual General Meeting Minutes;
- Annual Report for the financial year ended 30 June 2025 (which includes the Chairperson's Report, Treasurer's Report, Chief Executive Officer's Report, Annual Audited Financial Statement and 2025 Auditor Report).

BUSINESS OF THE AGM

1. Minutes of the 2024 Annual General Meeting

To receive and consider the minutes of meeting for the 2024 Annual General Meeting held on Tuesday 22 October 2024.

2. 2025 Annual Report

To receive and consider DSWA's Annual Report for the financial year ended 30 June 2025, which includes the following reports:

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

3. Election of Board Members

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 Teams on the night; 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 October 2025**. Proxy Forms must be received before that time by one of the following methods:

By email: secretary@downsyndromewa.org.au

By post: Down Syndrome Association of WA Inc.
PO Box 555, Cloverdale WA 6985

- 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 secretary@downsyndromewa.org.au for names of people attending that would be willing to be appointed proxy on your behalf.

Board Member Elect Profiles

Emily McCain - Renominating

As a parent of a 16-year-old with Down syndrome who also lives with type 1 diabetes, I bring lived experience and an understanding of both disability and complex health needs. Living in regional WA adds another important perspective, as I know firsthand the challenges families face in accessing supports and services outside metropolitan area.

Professionally, I hold a Bachelor of Accounting and Finance and have worked in the disability sector for the past nine years. This includes previous experience with Down Syndrome WA, where I gained valuable insight into member needs and the value of organisational leadership in driving meaningful impact. More recently, I have owned and operated a support coordination business within the NDIS, which has deepened my knowledge of the disability service system, advocacy, and navigating complex supports.

I am passionate about ensuring people with Down syndrome are empowered to live fulfilling lives, while families are supported and connected. My lived experience, combined with

professional expertise and a regional viewpoint, places me in a strong position to contribute meaningfully to the governance, sustainability, and strategic direction of Down Syndrome WA. I would be honoured to bring my skills, perspective, and dedication to the Board to help build a stronger, more inclusive future for our community.

Daniel Spencer- New Nomination

I Daniel Spencer am deeply interested in serving on the Down Syndrome WA Board. My primary motivation stems from my invaluable lived experience, personally managing NDIS plans for my child with Trisomy 21. This directly contributes to the Board's composition, aligning with the requirement for 50% lived experience representation. This personal connection will ensure profound empathy and a stakeholder-centric approach to governance and decision-making.

Professionally, I am a CPA-qualified accountant with over 10 years of finance experience, including 2+ years in senior not-for-profit roles. This provides robust experience across all key areas the Board is actively recruiting for in 2025-2026. My role as Senior Accountant at Football West & Football Futures Foundation, where I oversee statutory compliance and manage external audits for a charity, directly addresses the need for corporate compliance expertise, and I am willing to gain ACNC/AICD qualifications. I bring strong skills in strategic planning and financial policy development. My experience administering grants and completing acquittals for diverse funding sources supports the Board's fundraising and government relationship engagement needs.

Furthermore, my accomplishments in leading an ERP migration to Xero (reducing costs by over 60%) and cutting month-end close from 7 to 3 days demonstrate significant business development capability and a commitment to efficiency and robust governance.

My volunteer service on the CPA Australia Not-for-Profit Divisional Council and as Treasurer for Forrestfield United Soccer Club further underscores my commitment to purpose-driven organizations.

I am eager to contribute my comprehensive financial expertise, strategic insight, and deep personal dedication to help DSWA achieve its mission and deliver meaningful outcomes for people with Down Syndrome and their families. I am confident I can be a valuable asset to the Board.