

Monday 31 October 2022

Dear

NOTICE OF ANNUAL GENERAL MEETING

On behalf of our Board of Directors, it is our pleasure to invite you to attend the 2022 Annual General Meeting of Common Equity Housing Limited (CEHL).

This year, the Annual General Meeting (AGM) will be a hybrid meeting, held in person and online.

Click on the links below for:

- Notice of Annual General Meeting *includes*:
 - Agenda
 - Key Nominee Information for Shareholders
 - Draft Minutes from the 2021 AGM
 - Venue information page and links to RSVP to attend in person and online

A printed copy of the Annual Report will be posted to Co-op Secretaries prior to the AGM

The Annual Report will also be available on the CEHL Website

<https://www.cehl.com.au/AboutCEHL/Governance/CEHLAnnualReports>

CEHL Annual General Meeting	
Date of meeting	Saturday 26 November 2022
Time of meeting	Registration at 10.30am for an 11.00am start
Place of meeting	Karstens , 123 Queen Street, Melbourne and online
RSVP	5.00pm Thursday 24 November 2022

Registration and Proxy forms must be received by 11:00 am 25 November 2022

If you have any questions regarding registration or return of the Proxy Form, please contact info@cehl.com.au or call 1800 353 669, please leave a message with your name, co-op name, contact number and a short message.

Yours Sincerely

Brad Hosking

Company Secretary

Notice of Annual General Meeting (AGM) and Agenda

Common Equity Housing Limited

ABN 97 006 546 658 / ACN 006 546 658

Date of Meeting:	26 November 2022
Time of Meeting:	11.00 am
Place of Meeting:	KARSTENS, 123 QUEEN STREET MELBOURNE AND ONLINE

Introduction

CEHL's AGM for the financial year ending 30 June 2022 will be a 'hybrid' meeting allowing in person or online attendance.

How to participate

Members may attend the AGM in person or participate online. Shareholder voting will be undertaken by Proxy Form, in person by an appointed Co-op Representative and through secure online voting undertaken by an external AGM voting provider.

To attend the AGM, register by filling out the Proxy Form or RSVP to attend using the links on the last page or via the event on our website: [Event link](#)

You can also RSVP to attend by calling 1800 353 669

- An Online Meeting Guide will be sent when you RSVP to attend online is received.
- Venue and parking information will be sent when you RSVP to attend in person is received.

Reimbursement for Travel Expenses

Co-ops outside of the Melbourne metropolitan area are eligible for up to \$100 reimbursement towards travel expenses per co-op.

If your co-op travel expenses are likely to exceed \$100, please contact Rachel Johnson to discuss appropriate arrangements, by emailing rachel@cehl.com.au or call 1800 353 669.

Voting in the CEHL AGM

Frequently Asked Questions

Q	How can I vote?
A	Eligible voters will receive an email and SMS with voting links. You can use either to vote. Using either one disables the other option so that you can only vote once. SMS requires the use of a smart phone with internet capabilities.
Q	What will I see?
A	Both the SMS and Email links will take you to the voting screen where you can vote.
Q	What if I have a problem or question during the voting period?
A	TrueVote provides support throughout the voting period and you can call 1300 360 287 if you do not receive voting details as expected.
Q	Will there be on site support?
A	CEHL will be on site at Karstens and will work with TrueVote to solve any issues. In the event that any eligible voter is unable to use their smart phone to vote during the voting period, CEHL will have back up technology.
Q	Can I vote more than once?
A	No, when you vote your name is recorded on the official voter roll as 'voted'.
Q	Can I change my vote?
A	No, so please make sure you are certain about your choices, do not vote unless you are sure.

About The Ballot:

- **Ensure you have provided your correct phone number and email address to CEHL**
- When voting opens, you will receive an SMS and email from TrueVote with your links to the voting screen.
- Your voting choices are private.
- You can vote at any time during the ballot period.
- You cannot change your vote, so choose carefully before voting.
- TrueVote does not share your personal information with anyone.

www.truevote.com.au

CEHL Annual General Meeting

Agenda

1. Ordinary Business

- Chair's report
- Managing Director's Report
- Guest Speaker - Justin Peysack Victorian Housing Registrar
- Recognition of Committee Members
- Honour board presentation
- Scholarship presentation
- Financial Report (Balance Sheet and Profit and Loss Account)
- Question time
- Acceptance of minutes from the previous meeting Annual General Meeting

RESOLUTION: *That the minutes of the Annual General Meeting held on 27 November 2021, be accepted as a true and correct record.*

RESOLUTION: *That the Annual Financial Statements for the year ended 30 June 2022, together with the Directors' Report and the Independent Auditors' Report in respect of those financial statements be received.*

- Appointment of the Auditor

RESOLUTION: *That PKF be appointed as CEHL's auditor for the 2022/2023 financial year*

- Election of Directors
- Announcement of election results
- Other Business

Any other business of which prior notice has been given to the Company Secretary

Refreshment Break

CLOSE OF ANNUAL GENERAL MEETING

Strengthening member voice breakout activity, led by CPC.

Key Nominee Information for Shareholders

The Co-op Director positions are elected by shareholder co-ops at each CEHL Annual General Meeting. CEHL received four (4) nominations for two (2) available Director positions, they are:

	<p>DAMIAN DIXON</p> <p>SUN CERC</p>	<ul style="list-style-type: none"> ✓ I attended the CEHL prospective director information session/I am a current CEHL director ✓ I have read and understand the CEHL constitution ✓ I have read the <i>Justice Connect</i>: guide to the legal duties of not-for-profit committee members, directors and office holders ✓ I have applied for or have my Directors ID
<p>Why have you been nominated to become a CEHL Board Director?</p> <p>I have a long-term commitment to the program having first become a member in 1996. A personal interest in social well-being issues, like affordable housing. A belief in the concept and application of community involvement. An aspiration to encourage the empowerment of people in the housing arena.</p>		
<p>Please state your relevant Board governance experience, qualifications, and training</p> <p>As a member of many Committees of Management, particularly in policy and procedure development. These have included being a member of decision-making body's in Education, Community organisations, Juvenile Justice and Employment organisations.</p> <p>My training and qualifications are: Bachelor Adult Learning and Development. Associate Diploma Welfare Studies, Cert IV Training & Assessment, Cert IV Small Business Management. Numerous Professional Development seminars.</p>		
<p>Please outline your contribution to the CEHL Co-operative Housing Program.</p> <p>Current Chairperson of SUN CERC. Current member of CEHL Training Advisory Committee. Current member of CEHL Cooperative Program Committee. Founding member of the committee for the planning and establishment of the Murundaka housing project. Engagement Coordinator for the 'Member Value Statement'. Previous member and Director of EARTH CERC.</p>		
<p>How do you consider you could contribute to the good governance of the CEHL Board?</p> <p>I am concerned about the viability of the Cooperative Housing model. I believe it needs strategic thinking and problem-solving solutions that I possess. I feel I can be a valuable team member in assisting with these aims. I'm also concerned about the drift within the program from CERC's to CMC's and VicWide and the increased stress this will place on the central administration of the program. This will also impact on the CERC's left standing to carry the responsibilities of the CERC Program.</p>		

Other comments in support of your nomination.

As a long-term tenant / member of the CERC program, I am grateful and appreciative of the way in which it has assisted me through various ups and downs.



**GORDON
KIESELBACH
GEELONG
WEST CERC**

- ✓ I attended the CEHL prospective director information session/I am currently a CEHL director
- ✓ I have read and understand the CEHL constitution
- ✓ I have read the *Justice Connect*: [guide to the legal duties of not-for-profit committee members, directors and office holders](#)
- ✓ I have applied for or have my Director's ID number

Why have you been nominated to become a CEHL Board Director?

The Geelong West members wish Gordon to continue the excellent commitment, great work ethic and contributions to CEHL with a third two-year term to endure that the ongoing decision making and good governance at board and Co-operatives level, plus recognising and adherence/commitment to the International Co-operatives Principles. To ensure that we can sustain security of tenure, at a fair and reasonable rent, to provide ongoing quality maintenance of properties under the CCA agreements. Meanwhile maintain good harmonious co-operation and working relationships with the membership, Co-ops, Company, staff, and other key external stakeholders with the emphasis of updating our property stock for the betterment of low to middle income renters and provide opportunities to bring newer renters onto our ageing membership. Gordon wishes to continue to represent on the Co-operative Program Committee (now into 3rd year) to build on engaging and promoting better communication between the company, staff, and membership.

Governance qualifications/training

Gordon has served two (2) year terms on CEHL Board of Directors as a Co-op Elected Director and is seeking a third 2-year term. His first year served on FAR committee and the past three with CPC and the Board appointed delegate and assisted with the recruitment of all members of the panel to date. Gordon completed the AICD training (2019) and has registered with ASIC for a Director ID.

Diploma in insurance (General) 1980. Attended numerous HR, EEO & OHS training whilst employed in the Recruitment, Disability and Employment field as HR & Recruitment Manager for 6 years liaising with DEET (Federal Department of employment, education, and training), employers and stakeholders. Also developed HR policies, Employment Workplace Agreements etc. 1992 – 1998

Cert IV Assessor and Workplace Trainer 1994, revised 1998 and CERT IV Insurance Broking (2005 NIBA Tier I & II) Diploma Fin. (FSRA R6146-2005)

Contribution made to the CEHL Program

Gordon as you will see from above has been an extremely active member of the CEHL Co-operative program since 2020 until now. He was housed with the Geelong West CERC in May 2002 and immediately served as Chairman for 10 years of that time. Gordon also took up roles as finance Committee, Tennant Selection, CEHL Liaison and Maintenance. Gordon took two years off 2019-2021 for time out, but was the Co-operative elected Board member, so continued this untiring work.

How do you consider you could contribute to the good governance of the CEHL Board?

By availing myself to the training and education of non-Co-op Board, staff and external training of the membership, to ensure continued good governance. This would be to continue utilising my excellent communication skills and workplace experience., plus knowledge gained from my commitment to good governance, work ethic, workplace employment, and community service to the Lions Club International (38) years, 40 years' service to the Golf Industry with leadership in many forms (secretary/Manager, President (and Vice), Chairman, Captain, Membership manager and Workplace Safety manager)

Other comments in support of your nomination

Having served as a Police Officer with the South Australian Police Force for 10 years, gave me the great skill base to communicate with people from all walks of life. Since 1980's Gordon was an Australian Institute of Sport Level III Swimming and Baseball, retired from these in 1999. Gordon has served the golfing fraternity for 50 years performing roles of secretary/manager, President, Vice President, Captain, Secretary, Safety Co-ordinator. Gordon is the current Senior A Grade Champion of Queens Park Golf Club.

Gordon was chosen by his club to receive the rare James D. Richardson Honour Award for recognition of 38 years of long service including four consecutive 2 year terms as Club President in July this year.



**KEVIN
BERGHIN**
EARTH CERC

- ✓ I attended the CEHL prospective director information session/I am a current CEHL director
- ✓ I have read and understand the CEHL constitution
- ✓ I have read the *Justice Connect*: [guide to the legal duties of not-for-profit committee members, directors and office holders](#)
- ✓ I have applied for or have my Directors ID

Why have you been nominated to become a CEHL Board Director?

Basically I am interested in how the CEHL operates and am keen to be involved as a Director.

Please state your relevant Board governance experience, qualifications, and training

I am a Director of Earth CERC but not of CEHL. I have been a director for over a year and am active in many aspects of our community.

Please outline your contribution to the CEHL Co-operative Housing Program.

As mentioned above I am a Director Earth CERC and currently serve on a number of committees and am active in most other areas of our co-housing community.

How do you consider you could contribute to the good governance of the CEHL Board?

As a current Director in a Coop and as a long term member of other community groups. Most notably Narcotics Anonymous (18 Years) where I present our program to addicts and professional workers in Hospitals, Prisons, Rehabs, Detox's and Courts as well as being an event organiser and active in many other areas. I have also founded and run a successful IT Company (Software Development) and after 10 years sold it as a going entity because of ill health.

Other comments in support of your nomination.

I am, as always, very keen to be on board and will bring all of my many years of management and team leadership skills as well as my enthusiasm.



**DR SYLWIA
GREDA-BOGUSZ
OAM
CASTLE CERC**

- ✓ I attended the CEHL prospective director information session/I am a current CEHL director
- ✓ I have read and understand the CEHL constitution
- ✓ I have read the *Justice Connect: [guide to the legal duties of not-for-profit committee members, directors and office holders](#)*
- ✓ I have applied for or have my Directors ID

Why have you been nominated to become a CEHL Board Director?

I re-nominated because the work is not done yet. The company is going through significant changes in a very different world in general and more so post Covid.

This in turn, requires a strong Board with significant experience and knowledge. I have the skills, knowledge, and business acumen as well as many years of governance experience to contribute to this Board. I would like to see the Co-operative Housing Model survive and become stronger in this rapidly changing economic environment. It is important to me that the work of people who started this program almost 35+ years ago continues stronger than ever.

Please state your relevant Board governance experience, qualifications, and training

Qualifications: Leadership Victoria - Board Training, RMIT University - Board and Governance Training, CEHL Conscious Governance-Induction Insights for Directors.

Project Management/Prince 2 (Lear Corporation/Harvard Business USA), Diploma Front Line Management, BEd-Management, Grad Cert TQM and Project Management, Agile Management.

Relevant Experience: Australian Multicultural Advisory Council Member (AMAC-Fed Government) Australian Multicultural Policy development, CEHL Board Member and Member of People Culture and Governance Committee, Policy Advisory Committee, Co-op Program Committee, Castle Cerc Board Director, Vic Dep of Human Services- Advisory Comm Member, Australian Multicultural Centre for Women's Health - Deputy Chair. RMIT University- Academic Board Member.

Chair of The Board PolCare (aged care and disability care services provider). National Tertiary Education Union (NTEU) Staff representative for Staff-RMIT University enterprise bargaining. Polish Community Council of Victoria - Vice President. Australian High Commission (Asia region) - Education promotion and advise member.

Please outline your contribution to the CEHL Co-operative Housing Program.

Since joining the program in 2009, and becoming an active Castle CERC member in 2013, and soon after, Castle CERC Director, I have supported and contributed to the wellbeing of my own cooperative with skills and knowledge, and I am continuing to do so.

I also contributed to the hard work of all our cooperatives membership by becoming the voice in regional forums. I embraced the philosophy of cooperative leaving. I also assisted coops in completing their Future Direction Project submissions.

I was elected to the Policy Development Committee (PAC) which I served for a couple of years and became elected to the CEHL Board. As a CEHL Director I continued to work on the PAC Committee, People, Culture and Governance Committee which took CEHL through significant management changes, and now as a member of Co-op Program Committee (CPC) continue contributing to work on the future of the voice of Members.

How do you consider you could contribute to the good governance of the CEHL Board?

The main purpose of good governance is looking after people, making sure that operational processes are robust, performance is accountable and there is a strong vision and purpose for everyone to follow, achieve and excel at. I possess over 25 years of practical and tertiary knowledge in the fields of governance, ethics and management.

As a member of various Boards, I have always participated in all discussions, obeyed the rule of law and being transparent about my intentions. My comments are always in the best interest of the equity and equality of all people. As an executive in a large global organization, or manager and coordinator of a large academic program in Australia and overseas, or CEHL Board Director or Chair of the PolCare services organization or a Coop Director, I have always been accountable, and efficient in my work.

I seek continuous improvement in all of my work and responsibilities and am always ready and responsive to the needs of all people. As a person, I am fiercely protective of people in need and uphold loyalty and reputation of the organization I work for or volunteer or serve.

Other comments in support of your nomination.

My passion is helping people through volunteering my skills and knowledge for the greater good. For more than 20 years I have been teaching/lecturing in all areas of management, governance, and business.

I currently hold a leadership position at RMIT University as well as volunteer for various organizations in the community which provide expert services in aged care and disability care. I have also just been re-elected to the Academic Board of my University for the fourth term. I am tertiary educated in the fields of science, management, education and sociology. I am also a humanitarian refugee. I have a very small family of 3 people and rescued animals.

DRAFT Minutes of the Annual General Meeting of Common Equity Housing Limited (CEHL)
Hybrid meeting held at CEHL, 112 Balmain Street Richmond and via Zoom video
conferencing on Saturday 27 November 2021

Quorum was confirmed by the Chairperson at 11am

Meeting commenced at 11.00 am

PRESENT

CEHL Board of Directors

HEIDI LEE	CEHL ELECTED BOARD DIRECTOR
FIONA HERMAN	CEHL ELECTED BOARD DIRECTOR
SYLWIA GREDA-BOGUSZ OAM	CEHL ELECTED BOARD DIRECTOR
ROBYN EVANS	CEHL ELECTED BOARD DIRECTOR
GORDON KIESELBACH	CEHL ELECTED BOARD DIRECTOR
TONY DE DOMENICO OAM	CEHL APPOINTED BOARD DIRECTOR
BRODIE WOODLAND	CEHL APPOINTED BOARD DIRECTOR
JEAN NANKIN	CEHL APPOINTED BOARD DIRECTOR
KEITH BAYLISS	CEHL APPOINTED BOARD DIRECTOR
SAMANTHA WINTER	CEHL APPOINTED BOARD DIRECTOR
LIZ THOMAS	CEHL MANAGING DIRECTOR

Company Secretary

BRAD HOSKING	ATTENDED ONLINE
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Program Director

NICOLA FOXWORTHY	ATTENDED AT CEHL OFFICE
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Minute Taker

RACHEL JOHNSON	ATTENDED ONLINE
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Co-op Proxies - The following Proxies were received by 26 November 2021

Co-operative Name
CASTLE COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
CERC 13 COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
DIAMOND VALLEY COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
EARTH COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
ENDEAVOUR COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
ENTITY COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
FORREST CREEK COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
FRUIT CITY COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
HERBERT STREET COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
LIBERTY COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
MANGROVES COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
MERRI COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
PHOENIX COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
RAINBOW EIGHT COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
RIVERLAND COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
SATELITE COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
SEAGULL COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
SOUTHERN CROSS COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
SOLAR CITY COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
STOCKADERS COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
SUN VALLEY COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
VICTORIA POLONEZ COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
WARRATRAF COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
WERRIBEE COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD

Co-op Nominated Representatives to Vote on their behalf

Representative	Co-op Name
JULIE WALKER	DOLPHIN COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
HEIDI TOBIN	ITHICA COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
KARREN WALKER	SUN COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
GAYLE CARLEY	LAKESDALE COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD

Co-op members attending in a non-voting capacity

Name	Co-op Name
ELAINE WORNER	CARRINGBUSH COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
RHYS DAVIES	CUT PAW PAW COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
DEBORAH SHAW	EARTH COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
GISELLE WILKINSON	EARTH COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
JOCELYN OSORIO	ENDEAVOUR COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
WUDAD SALIM	ENDEAVOUR COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
LISA WALSH	FORREST CREEK COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
ANNE WILSON	HERBERT STREET COMMUNITY MANAGED CO-OPERATIVE LTD
BYRON KINGSLEY	HERBERT STREET COMMUNITY MANAGED CO-OPERATIVE LTD
JOSEPH DUCASSE	HERBERT STREET COMMUNITY MANAGED CO-OPERATIVE LTD
LILLY-ANNE DUCASSE	HERBERT STREET COMMUNITY MANAGED CO-OPERATIVE LTD
GWENDA YOUNG	HERBERT STREET COMMUNITY MANAGED CO-OPERATIVE LTD
ROBERT ELLINGSEN	HERBERT STREET COMMUNITY MANAGED CO-OPERATIVE LTD

JUDITH MURPHY	HERBERT STREET COMMUNITY MANAGED CO-OPERATIVE LTD
SUSAN CONNOLLY	LIBERTY COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
SHIRLEY TRAIT	OSBORNE COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
JUDITH REID	PHOENIX COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
GABRIELLE GRIFFIN	PHOENIX COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
ANNA BRAYSHAW	RIVERLAND COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
JULIE GILCHRIST	SOLAR CITY COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
TRACEY BRUTON	SOLAR CITY COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
DIANNE GORMAN	TEE PEE COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
SHARON QUINN	WATTLETREE COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
GARRY CROMB	EARTH COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
JEAN MCVILLY	ACCESS COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
JENNIFER GRIFFITHS	COLADJIN COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD

Co-op members authorised to take part in the tied Director re-vote

Name	Co-op Name
DANUTA KUSSOWSKI	CASTLE COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
CHRISTINE TENNEY	SOUTHERN CROSS COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
SIMONE KYATT	STOCKADERS COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
NILMINI FERNANDO	LIBERTY COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
JUDITH NASH	MANGROVES COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
GALE CARLEY	LAKESDALE COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
SALLY FRASER	RAINBOW EIGHT COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
KARREN WALKER	SUN COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
LISA MOORE	EARTH COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
JULIE WALKER	DOLPHIN COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
HEIDI TOBIN	ITHICA COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD

Common Equity Housing Limited Employees and Guests in attendance in a non-voting capacity

Name	Organisation
COLLEEN VAN DYK	COMMON EQUITY HOUSING LIMITED
KERRY CAUCHI	COMMON EQUITY HOUSING LIMITED
NIKITA MAGGIO	COMMON EQUITY HOUSING LIMITED
ANNE DONOVAN	COMMON EQUITY HOUSING LIMITED
SANDRA CASTRO	COMMON EQUITY HOUSING LIMITED
TIM DART	COMMON EQUITY HOUSING LIMITED
SOPHIE CIGANOVIC	HOUSING REGISTRAR
JESSICA GRIFFIN-ACHMAD	HOUSING REGISTRAR
LOUISE CRABTREE-HAYES	WESTERN SYDNEY UNIVERSITY
WENDY STONE	SWINBURNE UNIVERSITY OF TECHNOLOGY
KEVIN ROBBIE	THINK IMPACT
STEVE BRADBY	PKF

Apologies

Name	Co-operative or Organisation
BEN NEIL	CAPIRE CONSULTING
MOIRA PETRIE	HERBERT STREET COMMUNITY MANAGED CO-OPERATIVE LTD
DIANA BOYNTON	SUNRAYSIA COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
	AFE COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
	BINDERS COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
	F.K.N COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
	FUTURES COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
	KAKADU COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
	NELL STREET COMMUNITY MANAGED CO-OPERATIVE LTD
	NORTHERN ALLIANCE COMMUNITY MANAGED CO-OPERATIVE LTD
	OASIS CITY COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
	PYRENEES COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
	SHERBROOKE COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
	TAMIL SENIOR CITIZEN COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
	VICTORY COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
	WERRIBEE COMMON EQUITY RENTAL HOUSING CO-OPERATIVE LTD
	WIRN WIRN DOOK COMMUNITY MANAGED CO-OPERATIVE LTD

1. Welcome and Acknowledgement of Country

Heidi Lee, CEHL Elected Director and Chairperson began the meeting with an Acknowledgement of Country: Our meeting today is being held on the traditional lands of the Wurundjeri people of the Kulin Nation, we wish to acknowledge the traditional custodians and we pay our respects to Elders, past, present and emerging. I also acknowledge CEHL Board Directors who are present today.

Housekeeping:

Brad Hosking outlined the agenda for the meeting and stated that the meeting is recorded, only speakers and presentation slides will be visible in the recording. The video recording of this AGM will be made available on the CEHL website.

Brad thanked the co-ops that have sent through questions in advance, adding that there will be an opportunity for other questions at the end of all presentations. Questions will be responded to as the time allows including those submitted in the chat function during the meeting.

In accordance with CEHL Constitution and ASIC rules, voting will be conducted:

- by poll
- by secure survey for the election of directors, and
- by proxy
- Proxy votes have been received; and
- Co-op Authorised representatives - where the co-op has not pre-voted - will vote by poll and survey in the meeting.
- Samantha Winter, a CEHL Appointed Director, is scrutinising the voting process on behalf of the Board.

2. Co-op vote on minutes of the 2020 AGM

Heidi Lee proposed the following motion to the members:

MOTION

THAT the minutes of the Annual General Meeting, held on 28 November 2020, be accepted as a true and correct record.

The resolution missing from last year's minutes was: That PKF be appointed as CEHL's auditor for the 2020/2021 financial year which will now be inserted into the official minutes for last year's AGM.

Heidi Lee confirmed that the Motion to accept the minutes of the 2020 AGM has been passed.

3. Chairperson's report

Heidi Lee delivered the chairperson's report Heidi:

- Thanked the CEHL Board Directors and committee members, acknowledge the contribution of all co-op members to co-ops and CEHL employees through the many unexpected turns that was 2020 & 2021.
- Acknowledged the members of Company Rent and Affordability Benchmark Advisory Group. Following the resignation of some committee members in 2019/20, the remaining two members closed out the committee's work supported by the Policy Advisory Committee and the Co-op Program Committee – the Group concluded in December 2020.
- Acknowledged the members of CPC for establishing their engagement principles and process for engagement of key program projects.
- Acknowledged the contribution of PAC members who have worked hard to ensure a co-op voice in important Program Policy work.
- Each year CEHL Scholarship Program provides \$2,000 study grants to people living in our co-ops to further their education. This year 9 scholarships were awarded.
- On behalf of the Board Heidi acknowledged the significant contribution Karren Walker has made to her co-op and the Co-op Housing Program and the broader co-operative sector.
Karren has been an active member of her Housing Co-operative since she became a member in 1988 (33 years ago).

Karren was elected to the Board of Directors at Common Equity Housing Ltd in 2005 and was our Chairperson for 9 years. This was during a period of major growth of the program.

In 2018 Karren's contribution to the co-op sector was recognised by the Business Council of Co-operatives and Mutuels when she was inducted into the BCCM's Honour Roll.

Karren has significant experience in the delivery and management of client-focused service, responses to those experiencing homelessness and other at-risk households in our community.

We acknowledge the outstanding contribution she has made, and continues to make, to the lives of others.

Karren Walker spoke for a few minutes accepting the award.

Heidi spoke to the Board's achievements for 2020/2021:

- Maintained 25% affordability benchmark, with the Board endorsing member feedback through the Company Rent and Affordability Benchmark consultation.
- Established the Co-op Program Committee, to provide advice and recommendations to the board regarding, program direction and development, co-op engagement – managing change and communication, emerging issues for co-ops.
- Strategic Plan – Towards 2025 sets a clear direction, the Co-op Program Committee provided advice and recommendations to the board regarding, program direction and development, co-op engagement and managing change and communication, emerging issues for co-ops.

The members were shown the strategic plan video

Heidi Lee introduced Liz Thomas, CEHL's new Managing director

4. Managing Director Introduction

Liz Thomas, CEHL's new Managing Director introduced herself to the meeting noting that priorities for the 2022 were:

- Respond to feedback from co-op surveys
- Improve Board and co-op communication, and reporting
- Work with the Housing Registrar to address 2020/21 performance assessment issues
- Develop CEHL's role as a co-op housing ambassador
- Proactively engage with internal and external stakeholders
- Build on internal culture of excellence and integrity

Heidi Lee handed the Chairing of the remainder of the AGM to the CEHL Company Secretary, Brad Hosking.

5. Election of Directors

Brad announced that we had received 24 proxies and there are 4 appointed representatives voting, these 4 people have been sent a secure survey link. Samantha Winter will confirm the vote count and announce the successful nominees.

There are 4 nominees for 3 available positions on the board.

The director nominations are:

- Fiona Herman of Endeavour CERC
- Heidi Lee of Merri CERC
- Judy Reid of Phoenix CERC
- Robyn Evans of Merri CERC

I now invite the nominees to say a few words in support of their nominations:

- Fiona Herman spoke to the members in support of her nomination
- Heidi Lee spoke to the members in support of her nomination
- Judy Reid spoke to the members in support of her nomination
- Robyn Evans spoke to the members in support of her nomination

The vote for directors was carried out by a secure survey link for appointed co-op representatives where their co-op had not pre-voted on the co-op's proxy.

The votes will be added to those already received by proxy and will be advised by our scrutineer, Samantha Winter, CEHL Appointed Director.

While the vote is confirmed there were several presentations, Brad welcomed Louise Crabtree-Hayes.

6. Articulating Value in Housing Co-operatives

Associate Professor Louise Crabtree-Hayes, Principal Research Fellow at Western Sydney University and lead on the Articulating Value in Housing Co-ops Research spoke to the members about the research that is being carried out. Wendy Stone from Swinburne University of Technology who is the person on the ground in Victoria working on this important research also spoke to the members introducing herself.

The Presentation will be available on the CEHL website

7. Co-op Program Committee Report

Gillian McFee spoke to the Program Committee Report noting that the committee had:

- Established engagement framework
- Provided feedback on upcoming engagement
- Strong contribution to development of the new Strategic Plan
- Strong contribution to recruitment and induction of new Managing Director

The Presentation will be available on the CEHL website

Brad thanked Gillian McFee and introduced Kevin Robbie

8. Creating Meaningful Impact

Kevin Robbie, from Think Impact the organisation will be leading a major co-op engagement process to develop an outcomes framework that will link the activities that both co-ops and CEHL do to achieve the outcomes we want to achieve.

Through this process the focus on building member skills and be able to articulate the value of co-op housing for members, the program and community.

The Presentation will be available on the CEHL website

9. Program Report

Nicola Foxworthy, Program Director, delivered the CEHL Program Report.

- Acknowledging co-op members for their contribution into CEHL processes.
- Thanking the Training Advisory Committee, that there has been some positive training activity this year.
- Thanking the Newsletter Advisory Group for publishing more co-op and member focused articles and increasing readership.

Advocating for a better housing system

- With other Housing Associations we have been actively advocating proposals to government for further investment in social and affordable housing with the Premiers announcement last weekend of over \$5b to create over 12,000 homes and tens of thousands of jobs.
- We are also active in the Affordable Housing Industry Advisory Group (made up of key property industry players) to advise government on ways to increase affordable housing through making changes to the planning system

Managing COVID impacts - CEHL ability to quickly respond

- CEHL was well prepared to make a quick response to the impact of COVID with Business Continuity Planning and investment in systems and technology enabled a smooth transition to work remotely.
- Our income-based rent model could immediately respond to people who lost income through adjusting their rents and CEHL has actively worked with co-ops to ensure they could continue to operate, providing responsive information as COVID rules changed, enabling co-ops to manage their requirements remotely and contribute to Program engagement.

- Training and resources have been developed and provided to Co-ops to ensure they are ready to respond to significant changes occurring in the RTA. COVID has impacted the timelines for these changes, so this work will continue into the coming year.

Co-op Future Directions Plans driving outcomes

- Co-ops have been progressing their FDP plans, and to see how the planning process is helping co-ops identify actions for their property portfolio and co-op governance.

Co-op transition

- A number of co-ops decided to transition co-op models from CERC to CMC. For those co-ops, the transition is the culmination of significant work by co-op members to consider their capacity and priorities and represents them making an active choice about the Co-op model that suits them best. The CDS team worked with those Co-ops to ensure they understood their options and implications of their choices.

\$1M boost to major works and upgrades

- We delivered an additional \$1m in maintenance works compared to last year. This included 39 additional Third Schedule jobs (upgrades and major works) funded by the additional \$550k CERC company rent CEHL received from the rent model change.
- The Asset Team have also been working with the Community Housing Industry Association (CHIA) to clarify how energy efficiency measures for homes can be incorporated into maintenance delivery.

Nicola Foxworthy answered a question submitted from a Co-op regarding the program report.

10. Financial and Directors Reports

Brad Hosking delivered the Corporate and Financial report.

Organisational development

- Securing \$15M long-term & lower-cost financing and maintaining investment in Program properties with \$7.12M Maintenance Stimulus grant funding for over 500 homes (2020-2022) and \$10.1M Grant funding under the Victorian Government Big Housing Build to help fund 50 new program homes under construction.
- Delivering financial benefit to the Program with \$476k net income from Capital Investments.

Technology Investment

- Three years of investment in technology systems enabled continuity of services to co-ops & members during COVID-19 restrictions with the benefit of our 3-year investment in technology and the ability to work remotely.

Financial Report

- We met our loan interest & any required repayments & loan conditions, including an acceptable level of interest cover (ICR).
- We maintained our investment in program properties and applied operating surplus to repay debt or holding those funds for property development and acquisition.
- CEHL's Revenue of \$22.1m is \$3.4m above last year. This includes rent revenue of \$15.1m (which was the same as the previous year and that was due to the rent moratorium). Revenue also includes grant income of \$2.7m [Wilson Ave – VPF \$1.2m, Maintenance stimulus \$1.3m, SHGF \$250k] and includes gross income of \$628k from capital investments, noting that this excludes rent retained by CERCs.
- CEHL's administrative expenses are consistent with last year. There was an increase in employment costs due to Award rate increases but was mostly offset by lower legal fees and reduced motor vehicle costs.
- Finance costs of \$1.1m were consistent with the prior year.

- Depreciation was down slightly, this is mostly MV depreciation and the amortisation of IT software costs.
- Property expenses were up 66% by an amount of \$4.1m to a total \$10.3m. The key drivers of the cost increase were due to an additional \$2.7m of maintenance expense (including \$1.3m of maintenance stimulus works), an increase in insurance costs of \$133k and a significant increase to Council Rates of almost \$600k.
- We recorded a gross operating surplus of almost \$1.3m. The overall surplus for the year was \$100m, due a significant increase in the value of property assets, highlighting the challenge of a tight and increasingly expensive housing Victorian market.
- Brad spoke to the application of program revenue detailed in the annual report.

Brad Hosking answered questions submitted from co-ops regarding the financial statements.

11. Financial Statements & Auditor Appointment Motions

Brad Hosking presented the two motions to the members.

THAT the Annual Financial Statements for the year ended 30 June 2021, together with the Directors' Report and the Independent Auditor's Report in respect of those financial statements be received.

AND

THAT PKF be appointed as CEHL's auditor for the 2021-2022 financial year.

This vote was carried out by Zoom Poll and Brad Hosking confirmed that both motions presented were passed.

12. Election Results

Samantha Winter (scrutineer) announced that we have a tied vote for Judy Reid of Phoenix CERC and Robyn Evans of Merri CERC, and we are required to conduct an additional vote via Zoom poll for those authorised by their co-ops to vote.

The meeting had a 10-minute break for the second round of voting.

Robyn Evans apologised that she had to leave the meeting and thanked the members and congratulated the returning and new directors, and expressed that if she is not returned, she has enjoyed her time on the board.

Brad Hosking asked Samantha Winter to confirm that the second round of voting was completed. This was confirmed and Samantha Winter advised that Heidi Lee and Fiona Herman are returned as an Elected Directors to the CEHL Board and that from the result of the tied election vote, that Robyn Evans is returned as an Elected Director to the CEHL Board.

Brad Hosking congratulated the returning Directors and thanked Judy Reid for her nomination.

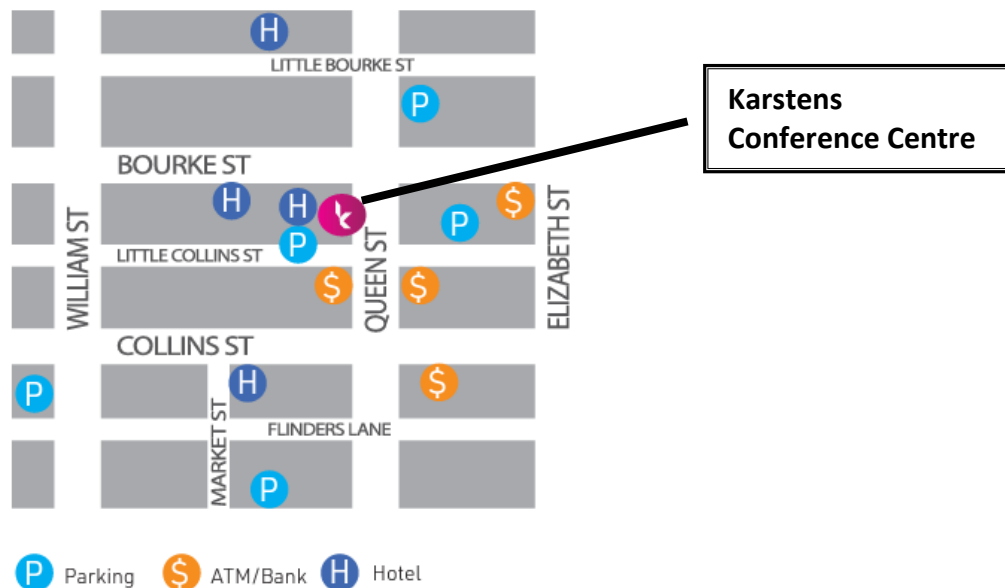
13. Meeting Close

The meeting Chair declared the meeting closed at 1.25pm

GETTING TO THE VENUE and RSVP TO ATTEND

This year's CEHL Annual General Meeting is being held at Karstens Conference Centre located in the heart of Melbourne's CBD. Conveniently positioned between trams and train routes, the venue is a 10-minute walk from Flinders Street and Southern Cross Stations.

123 Queen Street Melbourne VIC | 1300 008 710 | info@karstens.com.au | www.karstens.com.au



Public Transport

Train:

10-minute walk from Flinders Street or Southern Cross Stations

Trams:

Collins Street: Tram no. 11,12,48,109

Bourke Street: Tram no. 86,96

Further Transport information www.ptv.vic.gov.au

Parking

[412 Little Collins Street](#)

[200 Queen Street](#)

[189 Queen Street Adina Hotel](#)

Good to know

Accessible Ramps and doors

Free Wi-Fi

[RSVP TO ATTEND ONLINE](#)

[RSVP TO ATTEND IN PERSON](#)

Co-op Program Committee and Strengthening the Member Voice Project

The Co-op Program Committee (CPC) is a committee of the CEHL Board established to advise the Board on member views about the Co-op Program.

Following a 2-year review of CPC, the Board asked CPC to consider options for strengthening the voice of Member Co-ops, and their members, in the Co-op Program. The major recommendation CPC made to the Board in the review was that the member voice needed to be strengthened by making sure CPC membership was representative of all Co-ops.

Having a strong, accountable member voice embedded in the international co-operative values and principles is critical in building trust between CEHL, Member Co-ops and their members. Doing this well also strengthens CEHL's corporate governance.

The Board has given CPC six months to undertake this project, with a report expected early in 2023.

CPC has arranged engagement activities to make sure we hear the voice of Co-op members.

These activities include:

- 8 face to face regional consultations (10th October – 14th November)
- An online focus group with newer Co-op Members (< 5 years)
- An online survey seeking feedback on Member Voice options and
- A CPC presentation and breakout groups at the AGM

We need to hear different views about how to strengthen the Member Voice.

The Story So far....

From the regional forums held so far, there has been strong support for the idea of a Co-op Council and regional councils organised around 9 regions. Members are telling us that the focus must be on being heard and building trust between Member Co-ops and CEHL. For this to happen, a Co-op Council must be independent, with clear roles and responsibilities, good governance, be adequately resourced and have a chairperson. We are also hearing that re-building trust must start at the regional level, by encouraging co-operation between Member Co-ops in regions.

Join CPC Members at the AGM to learn more about the project on Strengthening the Member Voice.

CPC Members will make a short presentation at the AGM about options being considered, including challenges and opportunities that have been raised at the Regional Consultations.

Following the presentation, a CPC member will facilitate smaller groups of members to give feedback and answer some questions that will help CPC prepare a report to the Board before the end of the year.

For more information email CPC at amy.k@cehl.com.au