

**Chinese Australian Services Society Limited**  
**Minutes of the Fortieth (40<sup>th</sup>) Annual General Meeting**

Date: Sunday, 7 November 2021

Venue: Registered Office, 44-50 Sixth Avenue, Campsie NSW 2194 & ZOOM Video Conferencing

Time: 10:00am

Attendance (In-Person): Henry Nan Hung Pan, Bo Zhou, Leng Tan, Anthony Pan, Chuan Zhang (Sean), Stephen Li, Tao Bai, Dong Li, Chin Hsuan Chen (Colin), Lau Yuk Ying Chu, Lee Lin Fung (Winnie), Bei Lu, Tica Lee, Louise Wu, Francis Lee, Evan Huang, Ding Juan Xu, Fei Wang, Rui Zhang Li, Hun Chew Low, Bosco Chang, Kit Ieng Leong (Kitty), Lawrence W Y Chan, Jimmy Song, Tie Jun Feng, Shun Cheng (Provisional Member), Michelle Hui (Provisional Member), Esther Dong (Provisional Member).

Attendance (via POA): Ching Tan (POA to Bo Zhou).

Attendance (via ZOOM): Joyce Wang, Ivy Wong, Amy Chen, Elaine Chung, Sui Ying Li, Long Fei Wang, Peony Chik, Winnie Huang, Ernest Yung, Pauline Kim, Ming Chen, Baozhen He, Helen Kwan, Eva Liu.

Apologies: Tony Goh, Seong Ngoh Mok, Kui Sang Lim, Wendy Liang, Peng Bai, George Poon, Shan Zou, Ivan Wong, Candy Xie, Haixia Yu, Wendy Mo and Yunfang Lu.

At 10:00am the Chairperson, Dr Bo Zhou, announced that there were sufficient members to form a quorum to commence the 39<sup>th</sup> Annual General Meeting (AGM) of the Chinese Australian Services Society Ltd, commonly known in the community by its brand name "CASS".

Dr Zhou welcomed everyone to the meeting and consulted members on the language to be used. It was resolved to conduct the meeting in English.

*1. To confirm the Minutes of the Thirty-Ninth (39<sup>th</sup>) Annual General Meeting held on 29 November 2020.*

- Members were able to access the Minutes on CASS social media platforms.
- No amendments were raised by any attendee at the Meeting.
- Dr Leng Tan moved that the Minutes be accepted. Mr Hun Chew Low seconded the motion.
- There being no objections from the floor, the motion was unanimously passed.

*2. Business arising from the Minutes.*

- There was no item arising from the Minutes.

*3. To receive and consider the Report of the Board of Directors for the year ended 30 June 2021.*

- Members were able to access the Report prior to this meeting on CASS social media platforms. Copies were also available to members at the meeting.
- Mr Dong Li moved the motion to adopt the Report. Dr Leng Tan seconded the motion.
- There being no objections from the floor, the motion was unanimously passed.

*4. To receive and consider the Income Statement, Balance Sheet and Auditors' Report for the year ended 30 June 2021.*

- Mr Sean Zhang presented the Income Statement, Balance Sheet and Auditors' Report for the year ended 30 June 2021.
- Mr Zhang highlighted that CASS Group had generated revenue of approximately \$33m and a surplus of over \$998k in the last financial year. The net asset was \$15.7m which was 6.8%

more than the previous year. He also remarked that CASS Group successfully passed the financial audit carried out by the auditor. He thanked Mr Henry Pan and staff members for their efforts.

- Mr Sean Zhang moved that the financial statements be accepted. Ms Louise Wu seconded the motion.
- There being no objections from the floor, the motion was unanimously passed.

5. *To elect three (3) members to the vacancies on the Board of Directors and six (6) members to the positions of Alternate Directors for the ensuing year.*

- Dr Zhou introduced Mr Hun Chew Low as the Returning Officer for the election.
- Mr Low announced that there were 3 Director vacancies on the Board of Directors. The 3 retiring Directors were Dr Bo Zhou, Mr Henry Nan Hung Pan OAM and Mr Colin Chen.
- Mr Low then announced that there were 3 nominations received. The 3 candidates were as follows:
  - Dr Bo Zhou;
  - Mr Henry Nan Hung Pan OAM;
  - Dr Bei Lu.
- As the number of candidates equalled the number of vacancies, Mr Low declared that all nominated candidates were duly elected as Directors of the Board of Directors.
- Mr Low announced that the 6 retiring Alternate Directors were Mr Barry Guan, Mrs Winnie Fung, Mrs Teresa Chu, Dr Bei Lu, Ms Tica Lee and Dr Yan Dan Goh.
- Mr Low announced that there were 6 vacancies for the Alternate Director positions and there were 6 nominations received.
- The 6 candidates for the position of Alternate Director were as follows:
  - Mrs Winnie Fung;
  - Mrs Theresa Chu;
  - Ms Tica Lee;
  - Ms Haixia Yu;
  - Mr Shun Cheng;
  - Dr Michelle Hui.
- As the number of candidates equalled the number of vacancies, Mr Low declared that all nominated candidates were duly elected as Alternate Directors of the Board of Directors for the ensuing year.
- Mr Low congratulated all the candidates for their successful elections to the Board.

6. *To elect a maximum of two (2) Elders to the vacancies on the Council of Elders for the next four (4) years.*

- Mr Hun Chew Low announced that the retiring Elders was Mr Kui Sang Lim.
- Mr Low announced that there was one nomination received for the position of Elder who was Mr Colin Chen.
- Voting was carried out in respect to the nomination of Mr Colin Chen to the position of Elder. Only members attending in person or providing POA were given the voting right. 26 votes out of the 26 (100%) voting members attended in person (25) or provided POA (1) voted for the nominee. Based on the ballot result, Mr Low declared that Mr Colin Chen was elected as an Elder on the Council of Elders for the next 4 years.
- Mr Low congratulated Mr Chen for his successful election as an Elder on the Council of Elders.
- Dr Bo Zhou thanked Mr Low for his assistance in conducting this part of the proceedings of the AGM.

7. *To elect an auditor for the Company for the coming year.*

- Mr Anthony Pang expressed that the current auditor, StewartBrown, is one of the top auditors with expertise in aged care and disability services. He mentioned that the Board was satisfied with the service provided and proposed to continue to engage the same auditor for the ensuing year.
- A motion was moved by Mr Anthony Pang to continue the appointment of the current auditor and Mr Hun Chew Low seconded the motion.
- There being no objections from the floor, the motion was unanimously passed.

8. *To determine an Entrance Fee for CASS Membership.*

- Mr Pang advised that the Board of Directors proposed that the Entrance Fee for CASS membership be unchanged for the coming year, i.e. remaining at a total amount of \$38 (admin fee of \$30 plus GST and \$5 as security liability payment).
- A motion was moved by Ms Kitty Leong to keep the Entrance Fee unchanged and Mr Sean Zhang seconded the motion.
- There being no objections from the floor, the motion was unanimously passed.

9. *To determine the Annual subscription fee for CASS Membership.*

- Mr Pang advised that the Board of Directors proposed that the Annual Subscription Fee be kept at the current amount, i.e. \$55, inclusive of GST.
- A motion was moved by Mr Anthony Pang that the Annual Subscription Fee be remained at the current amount of \$55. Mr Jimmy Song seconded the motion.
- There being no objections from the floor, the motion was unanimously passed.

10. *General Business*

- Mr Pang reported 2021 is a remarkable year for CASS as it reaches the milestone of 40<sup>th</sup> Anniversary for providing social and welfare services to the multicultural community. CASS was the winner of the 2021 Premier's Multicultural Community Medals and Late Chief Operations Manager Maria Chang was inducted to the NSW Premier's Multicultural Honour Roll. Our Honorary Executive Director Henry Pan was the winner for Compassion Award.
- He also proposed to pass a motion thanking the Honorary Executive Director, Late Chief Operations Officer, Senior Staff members, all staff members and volunteers for their hard work during the year.
- A motion was moved by Mr Anthony Pang and Mr Tao Bai seconded the motion.
- There being no objections from the floor, the motion was unanimously passed.

There being no other business, the 40<sup>th</sup> Annual General Meeting was closed at 10:45am.

Minutes prepared by:



Meeting Secretary – Mr Jimmy Song

Confirmed as a true record by:



Chairperson – Dr Bo Zhou