



Minutes

Annual General Meeting 2024

Sleep Health Foundation | ABN 91 138 737 854

5pm–5.30pm AEDT, Thursday 7 November 2024

Date: Thursday 7 November 2024

Time: 5pm–5.30pm AEDT (VIC/NSW/TAS/ACT time)

Location (online only): <https://us02web.zoom.us/j/89198463834>

Attendees: Shantha Rajaratnam, Moira Junge, Jennifer Low, Andrew Vakulin, Alexander Wolkow, Robert Adams, Ashley Midalia, Darren Mansfield, Liv Patterson, Edwina Cornish, Jenny Haycock, Jennifer Walsh, Russell Jarvis, Helen Burdette, Kathleen Maddison, Rachel Beard, Tony Pearson, Craig Reid, Garun Hamilton, Subash Heraganahally, Amy Reynolds, Thane Joski, Naomi Boyson

1. Acknowledgement of Country

Shantha opened the meeting with an Acknowledgement of Country

2. Apologies

Formal apologies were submitted by Prof David Hillman, Rowena Graham, Yaqoot Fatima, Simon (?) and Rita Harding. Linda Schachter arrived at the meeting at 5.15pm AEDT.

3. Minutes of 2023 AGM held 10 November 2023.

RESOLUTION 1: The minutes of the 2023 Annual General Meeting are accepted.

Shantha presented the first resolution.

A motion to accept the Minutes of the 2023 AGM was submitted by Kathleen Maddison. Robert Adams seconded the motion to accept.

Decision: Resolution 1 was accepted unanimously.

4. Chair's Report

Prof Shantha Rajaratnam, the Sleep Health Foundation's Chair, provided a brief report on the Foundation's activities for the year.

He began by acknowledging and thanking the office, the Board, the Foundation's corporate partners, and the volunteers on various Foundation committees and working parties.

Highlights from the reporting year include:

- The government's formal response to the 2019 Parliamentary Inquiry into Sleep Health Awareness;
- Collaboration on the Mitchell Institute's Policy Evidence Review (and Policy Evidence Brief)
- Updates to the Foundation's branding and the launch of a fresh new website
- Continued input and insight from the Foundation's Lived Experience Advisory Partners (LEAP)

Shantha paid special thanks to Robert Adams, the Foundation's current Deputy Chair, who is completing his final term on the Board at the close of the AGM. He expressed appreciation for Bob's wise council, guidance and advice, and critical expertise throughout his six years as a Board member.

Shantha then handed over to Darren Mansfield to provide an update on the Business Council and Code of Practice for Suppliers of CPAP Sleep Therapies.



Darren extended his appreciation for the Business Council and Healthy Sleep Partners of the Sleep Health Foundation. Their likeminded passion for the improved sleep health of Australia is recognised and reflected in their support. The SHF's continued strides in progress towards achieving its objectives are only made possible by the contributions of these partners.

Darren also provided an update on the Code of Practice for CPAP Suppliers. The rigorous 13 item application ensures certified suppliers demonstrate outstanding service for the community and patients. This recent financial year, the Sleep Health Foundation certified 55 outlets around Australia. Darren is also leading an initiative to provide additional education to service providers to help them better understand sleep disorders, their implications and treatment.

Jenny Haycock provided an update on the Lived Experience Advisory Partners (LEAP). She began her role as LEAP co-chair at the end of 2023.

- There are currently nine lived experience members covering a broad range of disorders
- The group renamed from the Consumer Reference Council to the Lived Experience Engagement Partners following a workshop with Lived Experience Australia
- SHF produced a number of short videos featuring members of LEAP exploring their stories and experiences with sleep disorders
- At the beginning of the year, members voted on priorities for the year, including “consumer input into sleep health professional education” and “consumer input into new sleep health models of care for sleep disorders”
- The group continue to provide direction and guidance into SHF's activities and resources – reviewing fact sheets, providing feedback on the website, engaging with media and providing input into conference symposia

Jenny and Andrew (LEAP co-chair) both thanked all past and current members of the Lived Experience Advisory Partners. Andrew thanked Jenny in particular as well, who has taken a strong leadership role since becoming co-chair.

Shantha introduced Jennifer Low as the incoming Chair of the Board. Jen added her thanks to Shantha, Moira, Liv, and the Board for their tireless work and their support for her to move into the role of Chair. In the past decade, the SHF has achieved a lot as a small organisation without government funding thanks to the passion of its Board, members and supporters. The foundations of SHF are solid, with a great reputation and relationships already established. She looks forward to this next phase of the SHF and finalising a new strategic plan to further drive increased brand recognition and the impact of the SHF on community sleep health.

5. CEO's Report

Dr Moira Junge gave a brief overview of key operational matters and activities. She began by thanking the Board, volunteers and committee members, LEAP and members of the Foundation.

- She echoed Shantha's enthusiasm for the government's formal response to the 2019 Parliamentary Inquiry into Sleep Health Awareness
- She highlighted the speaker program which continues to flourish, and the growth of Sleep Health Week since its inception in 2022
- The Sleep Science Communication Award is a highlight of Sleep DownUnder, encouraging researchers to consider the impact of their work on the world beyond their PhD and publications



Moira concluded her report by thanking Shantha and noting his impressive gravitas, steady hand, and immense contributions to the Foundation since he joined the Board as a director in 2015 and then as Chair in 2020.

6. Adoption of new Constitution

Ashley Midalia provided context for the review of the Constitution. The current Constitution requires modernisation to reflect digital changes to the landscape and consideration of the introduction of an executive role. Language was tidied to align with this. Bylaws are intended to be introduced to streamline processes and provide more timely updates to procedures. The review and coinciding updates were guided by Governology.

RESOLUTION 2: That the new Constitution circulated to members, and tabled, and if thought fit pass the following as a special resolution: That pursuant to section 136(2) of the Corporations Act (2001) (Cth), the Constitution of the Company be repealed and replaced with the new Constitution tabled at the General Meeting and signed by the Chair of the meeting for the purposes of identification, with effect from the close of the meeting or any adjournment of it.

A motion to accept the new Constitution was submitted by Jennifer Low.
Ashley Midalia seconded the motion to accept.

Shantha asked those present to vote on the motion by raising a physical hand. There were no objections.

Decision: Resolution 2 was accepted unanimously.

7. Appointment of Auditor

RESOLUTION 3: Nathan Boyd of Boyd Audit is appointed Auditor of the Company.

A motion to accept the Nathan Boyd of Boyd Audit as the appointed Auditor of the Company was submitted by Kathleen Maddison.
Alexander Wolkow seconded the motion to accept.

Decision: Resolution 3 was accepted unanimously.

Financial Statements and Reports presented by Moira Junge.

RESOLUTION 4: The audited financial report of SHF for the year ended 30 June 2024 is adopted.

A motion to accept the audited financial report of SHF for the year ended 30 June 2024 was submitted by Linda Schachter.
Kathleen Maddison seconded the motion to accept.

Decision: Resolution 4 was accepted unanimously.

8. Questions on Notice

No questions were submitted on notice.

9. Next Annual General Meeting

The next Annual General Meeting of the Sleep Health Foundation will take place online during September 2025. Date to be confirmed.

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