



Minutes

Annual General Meeting 2025

Sleep Health Foundation | ABN 91 138 737 854
5pm–5.30pm AEDT, Wednesday 26 November

Date: Wednesday 26 November 2025

Time: 5pm–6pm AEDT (VIC/NSW/TAS/ACT time)

Location (online only): <https://us02web.zoom.us/j/2820485449?omn=86758287976>

Attendees: Jennifer Low (Chair), Moira Junge (CEO), Linda Schachter, Alexander Wolkow, Yaqoot Fatima, Jenny Haycock, Lewis Kaplan, Peter Cistulli, Russell Jarvis, Liv Patterson, Shantha Rajaratnam, Jennifer Walsh, Andrew Vakulin, Rosemary Horne.

1. Acknowledgement of Country

Jennifer opened the meeting with an Acknowledgement of Country.

2. Apologies

Christopher Worsnop.

3. Minutes of 2024 AGM held 7 November 2024.

RESOLUTION 1: The minutes of the 2024 Annual General Meeting are accepted.

Jennifer Walsh motioned to accept resolution 1.

Shantha Rajaratnam seconded.

Decision: The minutes of the 2024 Annual General Meeting were accepted.

4. Chair's Report

Ms Jennifer Low reported on the year's activities.

She began her report by thanking Moira for her hard work as the Foundation's CEO and Liv Patterson for her support behind the scenes as Administration and Communications Coordinator. She also thanked the Board and committee members for their work and support throughout the 2024-2025 financial year.

She extended her thanks in particular to Prof Shantha Rajaratnam and Ms Rita Harding, who would be stepping down from the Board, since Shantha completion of 12 months as the immediate past Chair of the Foundation, and Rita completion of her maximum six years as an independent Board member.

The 2024-2025 financial year was a transitional year for the Sleep Health Foundation (SHF). A revision of SHF's business model was required to ensure sustainability and impact. This was informed by conversations with stakeholders, focussed effort into brand and organisational awareness, and fueled by the importance of embedding lived experience voices.

Reflecting on her own lived experience, Jen emphasised the value of providing the community with resources that are accessible and informed by evidence. A key focus area of the Foundation has been to better utilise and strengthen lived experience representation and insight into all of its operations through the Lived Experience Advisory Partners (LEAP). This is something the SHF continues to improve and work towards.



The Industry Research and Collaborations Committee (IRCC) also took on additional responsibility through consideration of how and why SHF participates in research. It now oversees partnership requests from industry and institutions and provides support to the operations team in reviewing Letter of Support requests.

As a result of these refinements, the SHF reviewed its structure. Committees actively operating are:

- SHF Board
 - Finance & Risk Committee
 - Relationships & Engagements Committee
 - Lived Experience Advisory Partners (LEAP)
 - Industry Research and Collaborations Committee (IRCC)
 - College of Experts
 - Sleep Health Week (SHW) Working Party
 - Daylight Saving Working Party
- CEO/Office

5. CEO's Report

Dr Moira Junge gave a brief overview of the key operational matters for the 2024-2025 period. She encouraged attendees to refer to the Annual Report for more detail.

She began by thanking Jen in her first year as Chair of the Board for her commitment, work ethic, and insight – providing direction and attention to the needs of the Foundation and the community it serves.

At the core of SHF's mission is the need to be guided by lived experience. This is reinforced by the Chair of the Board's personal living experience of narcolepsy. Current engagement with lived experience stakeholders continues to be refined.

The 2024-2025 financial year reinforced that some of the SHF's greatest strengths lie in collaboration with organisations with aligned passions and purpose. A major highlight included Sleep Health Week 2025's webinar with Beyond Blue, which registered interest from over 6,000 people, anecdotally reported as their highest webinar engagement to date.

The policies and templates newly developed by the Industry Research and Collaborations Committee demonstrated how we can better partner in research. The employment of a budget line for resource support in research grant partnerships ensures that the Sleep Health Foundation can continue to support important research with financial considerations for implementation.

Moira paid her respects to the Board, the Foundation's corporate partners, and the Lived Experience Advisory Partners for their engagement, expertise and support.

6. Appointment of Auditor

RESOLUTION 2: Nathan Boyd of Boyd Audit is appointed Auditor of the Company.

Shantha Rajaratnam motioned to accept resolution 2.
Linda Schachter seconded.

Decision: Nathan Boyd of Boyd Audit's appointment as Auditor of the Company was accepted.

Moira presented the Financial Statements and Reports.

- 2025 loss: \$51,461
- 2025 retained surplus: \$332,372
- Cash at 30 June 2025: \$366,762
- 2025 total assets: \$529,230



- 2025 total liabilities: \$196,856

Moirá summarised the Sleep Health Foundation's activities and expectations relating to its cashflow and financial position.

In the 2024-2025 financial year, SHF had a loss of over \$50,000. During this period, a number of partners' circumstances changed and they were unable to commit to SHF's partnership program. Although unexpected that these partners would not be renewing, the need to review the partnership model was known. Consultants were engaged during the financial year to facilitate this.

Despite the overall loss, the Sleep Health Foundation remains in a good position for a not-for-profit of its size. It remains solvent, even with expense of two full time employees.

RESOLUTION 3: The audited financial report of SHF for the year ended 30 June 2025 is adopted.

Peter Cistulli motioned to accept resolution 1.

Linda Schachter seconded.

Decision: The audited financial report of SHF for the year ended 30 June 2025 was accepted.

7. Questions on Notice

No questions had been received. Questions were opened to those attending the meeting. None were received.

8. Next Annual General Meeting

The next Annual General Meeting of the Sleep Health Foundation will take place online during October 2026. Date to be confirmed.

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