

**The Inclusion Circle Incorporated**  
**(formerly NEEOPA (NSW Equal Employment Opportunity Practitioners Association))**

Annual General Meeting Minutes 22<sup>nd</sup> June 2022, 8.30am – 10.00am

Onsite meeting hosted by Accenture, Level 2, International House, 3 Sussex St, Barangaroo NSW

**Present onsite**

Alegra	Howard	EY
Alice	Moginie	MSD
Alison	Burgess	EY
Alpana	Modi	Australian Red Cross
Amanda	Ewing	Accenture
Andrea	Brooks	Sydney University
Anna	Yanatchkova	Sydney Opera House
De-anne	English - McAdams	ASIC
Fiona	Davies	Australian Red Cross
Fungai	Mutsiwa	mwah
Gudrun	Elms	Endeavour Energy
Hilary	Pugh	KWM
Jackie	Khoo	Accenture
Jen	Lanahan	Sparke Helmore Lawyers
Julie	Chai	Asian Leadership Project
Katherine	Li	Suncorp
Lauren	Levin	Minter Ellison
Mariam	Veiszadeh	Speaker
Marisa	West	Accenture
Mimi	Lee	Meiava
Myreen	Aronowitz	360HR
Suzanne	Fawcus	Macquarie University
Tahnee	Nicholson	NAB
Tasmin	Calleja	KWM

**Online Attendees**

Estelle	Olstein	Individual Member
Fiona	Krautil	Diversity Knowhow

**Welcome and Introduction**

**Review of the AGM minutes held 7 June 2021**

Julie Chai provided a brief review of previous minutes.

Subsequently, minutes of the meeting held on 7 June 2021 were adopted as true and correct. Acceptance moved by Myreen Aronowitz and seconded by Fiona Davies

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## **PRESIDENT'S REPORT: January to December 2021**

Beginning with our history, established in 1985 as a not-for-profit association, NEEOPA (NSW Equal Employment Opportunity Practitioners Association) was a collaborative community of practice where progressive employers and practitioners can share, learn, and grow through authentic discussions across all dimensions of diversity and inclusion.

A historic and significant highlight in October, was the successful rebrand from NEEOPA to The Inclusion Circle, evolving our name and visual identity. We achieved this change in consultation with our Members and the pro bono expertise of independent strategy-led creative communications agency Six Black Pens. We are now positioned as a network to advance diversity, equity, and inclusion practice within workplaces and beyond. Thank you, Six Black Pens for the invaluable in-kind support, the result of which was recognised as a finalist in the 'Design for good' section of the AGDA Design Awards.

While 2021 was another COVID-year, I remain optimistic that as we recover post-pandemic with a mix of COVID-safe in-person and social events and online forums, The Inclusion Circle will return to a strong financial position. Our Zoom platform continues to enable greater reach and accessibility for Members not based in Sydney, with video recordings available for belated viewing.

At our hybrid (in-person and virtual) June 2021 Annual General Meeting (AGM), the following Executive Committee (ExCo) were elected:

2021 - 2022 Office Bearers:

- Julie Chai, Asian Leadership Project, President
- Fiona Davies, Life Without Barriers, Vice President
- Gudrun Elms, Endeavour Energy, Treasurer

2021 - 2022 ExCo:

- Lauren Levin, MinterEllison
- Jen Lanahan, Link Group
- Myreen Aronowitz, 360HR
- Alice Young, IKEA Australia
- Suzanne Fawcus, Macquarie University
- Jackie Khoo, NBN Australia

On behalf of the ExCo, I would like to thank Kathleen Cullen our Membership Engagement Coordinator for her exemplary contribution to ensure that all events and our AGM were delivered seamlessly, our Members managed and liaison and support for all guest speakers. I extend my heartfelt thanks to the ExCo for your collective time, expertise, passion, and commitment to creating such high-quality events for our Members during another challenging year.

During 2021, we delivered six (6) forums and a first hybrid AGM due to the coronavirus pandemic and Members emerging from working from home. These included:

**February:** Women in STEM - Inspiring the next generation, an inaugural collaboration event with EEON and DPA discussing how to tackle the prevailing barriers to creating more gender-equal industries with keynote by Bronwyn Evans and panellists Taylah Griffin, Angela Bee Chan and Madhu Bhaskaran,

**April:** Addressing Sexual Harassment in the Workplace featured Kate Eastman SC, Michael Jeh and Shaan Ross-Smith, expertly discussing practical ways employers can address the issue and drive cultural change and leadership to promote positive workplace cultures for women and men.

**June:** Black Lives Matter yarnning circle conversation with Mundanara Bayles from BlackCard, who shared her journey, what the Black Lives Matter movement looks like in the Australian context, and insights on how individuals and organisations can tackle racism. Our hybrid virtual AGM was concurrently held with former President Alison Hernandez and Dr David Cooke assisting as Independent Vote overseer. Thank you, Alison, David, and all Members in attendance, including Deloitte for the provision of venue and hospitality.

**July:** Workplace response to Domestic and Financial Abuse featured a case study exploration by Claire Dawson and Jane Threader unpacking how business can partner with the community sector to address complex social issues.

**September:** Women in Politics - the barriers to achieving gender balance and how women and men are working together to combat this was knowledgeably discussed by Amanda Webb, Zali Steggall OAM MP, and Alex Greenwich MP.

**December:** Building Inclusive and Accessible Workplaces as the New Norm was powerfully examined by Giancarlo de Vera and Ebru Sumaktas.

We strengthened our collaborative partnership with our peers, Equal Employment Opportunity Network (EEON) based in Victoria and Diversity Practitioners Association (DPA) based in Queensland through ongoing knowledge sharing, information, and insights.

We intend to further explore the best mix of events via a combination of COVID-safe in-person and online going forward, to meet the needs of our new world.

In closing, thank you to our valued Members for your ongoing contribution to The Inclusion Circle this year, including our guest speakers.

Yours sincerely,

Julie Chai  
President, The Inclusion Circle  
June 2022

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## **TREASURER'S REPORT: January to December 2021**

There are several items of note regarding our income and expenditure during the 2021 financial year:

### **Financial Performance**

The ongoing impacts of the coronavirus pandemic during 2021 had a significant impact on our financial status as a not-for-profit member organisation. Our total income as at 31 December 2021 was \$22,070, which was a reduction of \$6,066 from the previous year. In anticipation of fewer membership renewals, we actively managed our expenditure by continuing to make modest charity donations on behalf of our speakers in recognition of their support and minimising any discretionary spend. This helped us reduce expenditure to below 2020 level. We achieved a successful rebrand with new name and visual identity, from NEEOPA to The Inclusion Circle, with minimal cost on

website redesign and new marketing banner, due to the generous provision of in-kind support from Six Black Pens. However, at the end of the 2021 financial year, we experienced an operating loss of \$9,522.

The pandemic affected many small businesses and we saw its impact on a large portion of our membership base. Total memberships decreased by 7% to 70, which is the primary reason for our reduction in revenue. That being the case, we continue to take pride in The Inclusion Circle being affordable and accessible to sole practitioners and small businesses with less than 100 employees.

We are confident that as we resume in-person forums and offer new revenue generating activities in 2022, as well as further reduce our administration expenses, we will turn the 2021 operating loss around.

### **Member Engagement**

During 2021, we delivered six forums via a mix of in-person, hybrid and zoom-based forums. Our forum registrations numbers remained consistent with 2020 registrations. We look forward to offering more in-person and online forums throughout 2022 as we continue to adapt and evolve to new ways of connecting and working.

### **Community support**

It is important to recognise the contributions of our forum speakers who generously share their time and expertise with our members. We made donations on their behalf to the following charities:

- Deadly Futures Aboriginal Corporation
- Black Dog Institute
- Good Shepherd Australia
- Way Ahead, Mental Health Association NSW
- People with Disability Australia (PWDA)

### **Acknowledgements**

On behalf of the Executive Committee, I would like to thank our Membership Engagement Coordinator, Kathleen Cullen for her excellence in supporting us, our members and event coordination during 2021. I would also like to acknowledge and thank the Executive Committee for their contributions, passion, and commitment to the Inclusion Circle during another challenging year.

Finally, I thank our valued Members for your ongoing contribution to The Inclusion Circle this year, including our guest speakers.

Yours sincerely,

Gudrun Elms  
Treasurer, The Inclusion Circle  
June 2022

### **The following nominations were submitted for Voting of the Executive for 2022/23**

- President & Committee: Alice Young, Atlassian
- Vice President & Committee: Gudrun Elms, Endeavour Energy

- Treasurer & Committee: Jackie Khoo, Accenture
- Committee: Alpana Modi, Australian Red Cross
- Committee: Brett Atkinson, Pride in Diversity
- Committee: Fungai Mutsiwa, mwah.
- Committee: Jen Lanahan, Sparke Helmore Lawyers
- Committee: Suzanne Fawcus, Macquarie Business School

**Members voted for the following Executive Committee for 2022/23**

- President: Alice Young, Atlassian
- Vice President: Gudrun Elms, Endeavour Energy
- Treasurer: Jackie Khoo, Accenture

**Committee**

- Alpana Modi, Australian Red Cross
- Brett Atkinson, Pride in Diversity
- Fungai Mutsiwa, mwah.
- Jen Lanahan, Sparke Helmore Lawyers
- Suzanne Fawcus, Macquarie Business School

**Elect President 2022/23**

Gudrun Elms expressed sincere thanks to outgoing Executive Committee and welcomed new members to the Executive Committee.

**General Business**

There being no further business the Annual General meeting closed at 10.15am.

Signed..... Position: .....

Dated.....