Mitchell Business Network

Annual General Meeting 2026

The Mitchell Business Network invites all members to attend our upcoming Annual General Meeting.

The AGM is an important opportunity for members to hear an update on the network's activities, achievements and financial position, as well as help shape the direction of the MBN for the year ahead.

During the meeting, we will:

- Present reports from the President, Secretary and Treasurer
- Review the activities and progress of the MBN
- Discuss the proposed committee structure and roles
- Elect the committee for the coming year
- Discuss upcoming events, priorities and plans for the network
- Provide members with an opportunity to raise questions and share ideas

All committee positions will be declared vacant, and nominations will be invited for the following roles:

Executive Committee

- President
- Vice President
- Secretary
- Treasurer

General Committee

- Events Manager
- Marketing and Communications Officer
- General Committee Members

We strongly encourage all MBN members to attend, whether you are interested in joining the committee, contributing ideas or simply learning more about what is planned for the network.

Date: 12 Aug 2026

Time: 09:00

Location: 1/59 High St, Wallan VIC 3756

Please RSVP by 10 Aug 2026 to assist us with planning.

Online Link: https://events.teams.microsoft.com/event/86cd156c-94cf-46f2-9b42-41010056be65@eb9a658f-de12-40e0-8bf9-4593cd0b493f

We look forward to seeing you there and working together to support and strengthen our local business community.

When	12-08-2026 at 09:00
Location:	Bendigo Bank Boardroom Wallan, 1/59 High St, Wallan VIC 3756
Chairperson	Clive Enever
Minute taker	Melissa Kirkham
Present	Clive Enever (Vice President), Fiona Harrell-Maher , Jorden Harris (President, Information, Info Tech), Melissa Kirkham (Secretary, Admin), Melissa Kirkham (Secretary, Admin), Admin User , Eadaoin Wright
Apologies	Benjamin Gregory , Cameron Kirkham , Adriana Pugliese

Minutes

1. Welcome & Opening

- Welcome from the Chairperson
- Acknowledgement of Country
- Confirmation that appropriate notice of the AGM has been provided
- Confirmation that a quorum is present

The Annual General Meeting of the Mitchell Business Network (MBN) commenced at **9:30am**

Members and guests were welcomed to the meeting, with discussion focusing on the future direction of the Mitchell Business Network, the election of the incoming committee, membership growth, events, sponsorship opportunities and MBN's role within the wider Mitchell Shire business community.

2. Attendance and Apologies

- Record members and guests present
- Record apologies
- Record any proxies received, where permitted

Attended: Mayor John Dougal, Clive Enever, Eadaoin Wright, Melissa Kirkham, Jorden Harris, Donna O'Donoghue, Syed Rizvi, Titian Rosati, Martha Perilla, Karen Breen, Fiona Harrell-Maher, Peter Bourke

Apologies: Adriana Pugliese, Benjamin Gregory, Tanveer Bedi, Cameron Kirkham, Jamie Johnston

3. Confirmation of Previous AGM Minutes

- Review the minutes of the previous Annual General Meeting
- Consider any corrections or amendments
- Motion to accept the previous AGM minutes as a true and accurate record

4. Business Arising from the Previous AGM

- Review outstanding actions
- Provide updates on any matters carried forward from the previous AGM

5. President's Report

- Overview of MBN activities and achievements
- Networking events and member engagement
- Community and business partnerships
- Challenges, opportunities and priorities for the network

The meeting discussed the future direction of the Mitchell Business Network and the importance of establishing a clear purpose for the organisation.

MBN will focus on building a stronger and more connected local business community through:

- Education and professional development
- Business-to-business connection
- Collaboration and sharing of knowledge
- Supporting and promoting local businesses
- Building trust between businesses and the wider community
- Advocacy on matters affecting local businesses
- Supporting sustainable business and community growth across Mitchell Shire

It was acknowledged that previous challenges within the organisation had included insufficient collaboration, competing commitments and too much responsibility falling on a small number of committee members.

The incoming committee expressed its intention to create a more collaborative structure where responsibilities are delegated, and committee members actively support each other.

The importance of ensuring future activities, events and proposals align with MBN's mission and purpose was highlighted.

6. Secretary’s Report

- Membership and committee records
- Committee meetings and administration
- Consumer Affairs Victoria reporting
- Governance documents and association records
- Committee induction and handover arrangements
- Current membership numbers
- Membership renewals and new members
- Company membership arrangements
- Membership benefits and engagement
- Online member directory

7. Treasurer's Report

- Presentation of the annual financial statements
- Income and expenditure
- Membership and event income
- Current financial position
- Outstanding payments, reimbursements or liabilities
- Motion to receive and accept the Treasurer's Report and financial statements

The Treasurer's Report for the year was presented.

During the **first six months**, the MBN account increased from **$9,288.79 to $10,173.54**.

Income during this period included:

- **$1,934.75** TyBooking payment
- Two credits of **$60 each** from Bethel Solutions

The principal expense during the first six months was:

- **$1,170.00** paid to Kilmore Racing Club for the Trackside Event

During the **second six months**, no income was received.

Expenses during this period totalled **$1,579.20**, comprising:

- Laptop and office purchase: **$803.00**
- MYOB software: **$537.50**
- Catering for the MBN March event: **$238.70**

The closing bank balance was **$8,594.34**.

Overall, MBN's account reduced by approximately **$694.45** over the year.

Financial transparency and regular reporting will continue to be a priority for the incoming committee.

8. Review of Committee Structure and Roles

- Presentation of the proposed committee structure
- Review of executive and general committee roles
- Presentation of updated position descriptions
- Committee attendance and participation expectations
- Committee induction, mentoring and succession planning
- Consideration of working groups or subcommittees

9. Declaration of Committee Positions Vacant

- Declare elected committee positions vacant
- Appoint a returning officer, where required
- Explain the nomination and voting process
- Confirm nominations received
- Invite additional nominations, where permitted

Melissa opened the floor for the committee to be elected. We discussed the positions and proceeded to open the floor for elections.

The following appointments were recorded:

The floor was opened for the Presidents position, nominations were taken and Clive nominated Jorden Harris, with no other nominations Jorden accepted the position.

President:
Jorden Harris

The floor was opened for the Vice Presidents position, nominations were taken and Jorden nominated Clive Enever, with no other nominations Clive accepted the position.

Vice President:
Clive Enever

The floor was opened for the Secretary position, nominations were taken and Both Jorden and Clive nominated Melissa Kirkham, with no other nominations Melissa accepted the position.

Secretary:
Melissa Kirkham

Treasurer:
Position currently to be filled on an acting basis pending appointment of a permanent Treasurer. Melissa Kirkham

General Committee Members:

- Syed Rizvi
- Karen Breen
- Fiona Harrell-Maher
- Donna O'Donoghue

The incoming committee will further clarify individual responsibilities across events, marketing, communications and general committee support.

The committee agreed that responsibilities should be distributed across the committee rather than relying on individual office bearers to undertake the majority of MBN activities.

10. Election of Executive Committee

President:
Jorden Harris

The floor was opened for the Vice Presidents position, nominations were taken and Jorden nominated Clive Enever, with no other nominations Clive accepted the position.

Vice President:
Clive Enever

The floor was opened for the Secretary position, nominations were taken and Both Jorden and Clive nominated Melissa Kirkham, with no other nominations Melissa accepted the position.

Secretary:
Melissa Kirkham

Treasurer:
Position currently to be filled on an acting basis pending appointment of a permanent Treasurer. Melissa Kirkham

11. Election of General Committee

General Committee Members:

- Syed Rizvi
- Karen Breen
- Fiona Harrell-Maher
- Donna O'Donoghue

12. Confirmation of the Incoming Committee

- Announce the incoming committee
- Confirm acceptance of elected positions
- Confirm committee induction and handover arrangements
- Recognise and thank outgoing committee members

The incoming committee will further clarify individual responsibilities across events, marketing, communications and general committee support.

The committee agreed that responsibilities should be distributed across the committee rather than relying on individual office bearers to undertake the majority of MBN activities.

13. Banking and Administrative Authorities

- The incoming committee discussed several administrative matters requiring attention following the change of committee.

  These include:

  - Updating authorised bank signatories
  - Confirming responsibility for the MBN bank account
  - Establishing appropriate debit card access for approved online payments
  - Reviewing payment arrangements for TidyHQ and other online services
  - Transferring access to MBN social media accounts
  - Transferring Google Drive and organisational records
  - Ensuring membership records are current
  - Confirming the appropriate Consumer Affairs Victoria contact person for the association
  - Ensuring financial expenditure is appropriately reported and ratified by the committee

14. Priorities for the Coming Year

- Proposed networking and event calendar
- Professional development workshops and guest speakers
- Informal member catch-ups
- Membership growth and retention
- Member directory development
- Sponsorship and partnership opportunities
- Marketing, newsletters and social media
- Member communication channels
- Community engagement
- Budget and financial priorities

15. Motions and Special Business

- Consider motions submitted in accordance with the AGM notice
- Consider proposed governance or procedural changes
- Consider any other special business listed in the AGM notice

16. General Business

- Discussion included:
  - Growing MBN's active membership
  - Re-engaging former members and contacts
  - Improving communication with businesses
  - Establishing sustainable sponsorship revenue
  - Supporting businesses affected by infrastructure works
  - Increasing MBN's visibility throughout Mitchell Shire
  - Encouraging greater committee and member participation
  - Developing a stronger, collaborative relationship with Council and the wider community

17. Next Committee Meeting

- The next committee meeting will be held **in person on 2 September 2026** .

  Further details are to be confirmed with committee members.

18. Meeting Close

- Final comments from the incoming President
- Thank members and guests for attending
- Declare the Annual General Meeting closed

End of minutes.