

Secretary Report – Annual General Meeting

01 July 2024 to 30 June 2025

Summary

- **Governance & Compliance**

- AWL remains compliant with its Constitution and reporting requirements with the Australian Charities and Not-for-Profit Commission (ACNC).
- The next Annual Information Statement is due on 31 January 2026.
- All changes to responsible persons and director name changes have been lodged and updated with the ACNC as required.
- All Directors have Director Identification Numbers and were checked against the Australian Securities and Investments Commission's banned and disqualified persons register prior to being registered as responsible persons for AWL with the ACNC.

- **Meetings**

- During the 2024-2025 reporting period, the Board held:
 - ten (10) board meetings,
 - one (1) Strategic Planning Day and
 - one (1) Annual General Meeting
- Minutes have been recorded for each. Two sets of Minutes remain outstanding for adoption by the new Board.
- Minutes for this period have been provided to the current auditors, Crowe.

- **Membership**

- As at the date of the AGM AWL has ten (10) current directors: nine (9) with voting rights and one (1) non-voting co-opted director, being the immediate past President, Astrid Haban-Beer.
- Five (5) directors remained on the board throughout the reporting period, Renee Bianchi, Emma Luck, Shelley O'Connell, Alinta Robinson-Herbert and Astrid Haban-Beer.
- Five (5) new directors were appointed in 2024, being Josie Hullick, Sophie Lefebvre, Jessica McClymont KC, Kylie Weston-Scheuber and Danielle Mildren.
- During the reporting period, one (1) director resigned, being Danielle Mildren (Women Lawyers Association ACT). Amanda Garside was appointed in her place following the end of the financial year; her

appointment will be reflected in records for 2025-2026.

- **Key Administrative Projects & Activities**

Since my appointment in November 2024, I have supported the Board through the following activities:

- Facilitating compliance reporting obligations with the Australian Charities and Not-for-profits Commission (ACNC).
- Developing and implementing an onboarding pack for newly appointed Directors.
- Maintaining accurate compliance and governance records for all Directors and meetings of the Board.
- Initiating the development of a Conflicts of Interest Policy—an ongoing project designed to strengthen AWL’s governance framework.
- Managing and maintaining the Board’s digital document storage system (Dropbox), including file organisation and access oversight.
- Updating legacy templates to reflect the current AWL branding and current constituent body logos, and collating Director photographs for website updates.
- Creating new template documents to support efficient record keeping and to provide a clear, functional precedent suite for future secretaries.
- Preparing and distributing board packs and related communications.
- Establishing a new historical reference record to assist ongoing organisational knowledge management, including:
 - A register of all past Presidents and Directors; and
 - A register of all past conference sponsors.
- Supporting the Board in planning and preparing for the Annual General Meeting.

1. Board Membership Report

Current Directors

Continuing Directors

Renee Bianchi	President
Emma Luck	Vice President
Shelley O’Connell	Treasurer
Alinta Robinson-Herbert	Secretary



Astrid Haban-Beer

Immediate Past President
(Co-opted)

Appointed 2024-2025

Josie Hullick (nee Short) Director

Sophie Lefebvre Director

Jessica McClymont KC Director

Kylie Weston-Scheuber Director

Danielle Mildren Director

Resigned 2024-2025

Danielle Mildren Director

Appointed 2025-2026

Amanda Garside Director

2. Board Members & Qualifications 01 June 2024 to 30 June 2025

Please see attached.

3. Board Attendance from 01 July 2024 to 30 June 2025

Please see attached.

4. Summary of Proxy votes received ahead of AGM

Please see attached.

Alinta Robinson-Herbert

Secretary, Australian Women Lawyers

Dated: 29 November 2025.

AWL Director Qualifications FY 2024-2025

NAME	POSITION	QUALIFICATION
Current Board		
Renee Bianchi	President	Bachelor of Biomedical Science (Hons) Bachelor of Laws/Diploma of Legal Practice
Emma Luck	Vice President	Bachelor of Laws (Hons) Postgraduate Diploma in Legal Practice
Alinta Robinson-Herbert	Secretary	Bachelor of Laws Bachelor of Arts Graduate Diploma of Legal Practice
Shelley O'Connell	Treasurer	Bachelor of Laws (Hons) Bachelor of Arts (English) Graduate Diploma of Legal Practice
Astrid Haban-Beer	Immediate Past President	Bachelor of Laws Bachelor of Arts Master of Laws
Danielle Mildren	Director	Bachelor of Laws
Jessica McClymont KC	Director	Bachelor of Laws
Josie Hullick	Director	Bachelor of Laws (Hons) Graduate Diploma of Legal Practice Graduate Diploma of Psychology
Kylie Weston- Scheuber	Director	Doctor of Philosophy Bachelor of Arts/Bachelor of Laws (Hons) Bachelor of Music

		Graduate, Australian Institute of Company Directors Licentiate Diploma in Music
Sophie Lefebvre	Director	Bachelor of Laws (Hons) Bachelor of Arts Graduate Diploma of Legal Practice
Amanda Garside	Director	Bachelor of Laws/ Bachelor of Arts (Psych) Graduate Diploma of Legal Practice
Directorship ending at AWL 2024 AGM		
Harriet Boothman	Director/secretary	Bachelor of Arts (Hons) Juris Doctor
Catherine Cheek	Director/treasurer	Bachelor of Arts Bachelor of Laws
Georgia Hagias	Director	Bachelor of Laws (Hons) Bachelor of International Studies
Stephanie Pasharis	Director	Bachelor of Laws (Hons) Bachelor of Commerce

Meeting Attendance Record - AWL Board

2024 - 2025 Meetings													
Meeting Number	1	2	3	4	5 (+1)	6	(+1)	7	8	9	10	Total	
Meeting Date	29 July 2024	26 Aug 2024	28 Oct 2024	26 Nov 2024	29 Nov 2024	9 Dec 2024	1 Feb 2025	17 Feb 2025	24 Mar 2025	28 Apr 2025	23 Jun 2025		
Meeting Type	Reg BM	Reg BM	Reg BM	Reg BM	AGM & Meeting	Reg BM	SPD	Reg BM	Reg BM	Reg BM	Reg BM	10 Reg +2 (AGM/SPD)	
1	Renee Bianchi	✓	A	✓	✓	✓✓	✓	✓	✓	✓	✓	✓	11 /12
2	Emma Luck	✓	✓	✓	✓	✓✓	✓	✓	A	✓	✓	✓	11 /12
3	Shelley O'Connell	✓	✓	A	A	✓✓	✓	✓	A	✓	✓	✓	9 /12
4	Alinta Robinson-Herbert	✓	✓	A	✓	✓✓	✓	✓	✓	✓	✓	✓	11 /12
5	Astrid Haban-Beer	✓	✓	✓	✓	✓✓	✓	A	✓	A	✓	✓	10 /12
6	Catherine Cheek	✓	A	✓	✓	A	N/A	N/A	N/A	N/A	N/A	N/A	3 /5
7	Harriet Boothman	✓	✓	✓	✓	✓	N/A	N/A	N/A	N/A	N/A	N/A	5 /5
8	Stephanie Pasharis	A	A	✓	A	✓	N/A	N/A	N/A	N/A	N/A	N/A	2 /5
9	Georgia Hagias	A	A	A	A	A	N/A	N/A	N/A	N/A	N/A	N/A	0 /5
10	Danielle Mildren	N/A	N/A	N/A	N/A	Ab	A	✓	✓	✓	R-N/A	N/A	3 /5
11	Kylie Weston-Scheuber	N/A	N/A	N/A	N/A	✓	✓	✓	✓	A	✓	✓	6 /7
12	Sophie Lefebvre	N/A	N/A	N/A	N/A	✓	✓	✓	✓	✓	✓	✓	6 /7
13	Jessica McClymont KC	N/A	N/A	N/A	N/A	N/A	A	A	✓	A	✓	✓	3 /6
14	Josie Hullick (nee Short)	N/A	N/A	N/A	N/A	A	Ab	✓	✓	A	✓	A	3 /7
No. Directors per meeting 5 Directors for quorum		7 /9	5 /9	6 /9	6 /9	Both 7 /9	6 /10	8/10	8 /10	6 /10	9 /10	8 /10	

Meeting Attendance Record - AWL Board

Symbol	Meaning
#	Number
✓	Attended
A	Apology
AB	Absent
X	NIL Meeting
R	Resigned and not present
N/A	Not a Director at that time
TBC	To Be Confirmed
SPD	Strategic Planning Day
AGM	Annual General Meeting
	Non-voting co-opted Director

AWL AGM Proxies

Last updated 28 Nov 2025

#	Name	Constituent Body	Proxy Nominated	Dated	Received by Secretary	Notes (if any)
1.	Michelle Williams	WLASA	Shelley O'Connell	03/11/2025	03/11/2025	NIL
2.	Melissa Forbes	NTWLA	Josie Hullick	12/11/2025	12/11/2025	
3.	Erin Morton	NTWLA	Josie Hullick	12/11/2025	13/11/2025	
4.	Justine Anderson	WLANSW	Renee Bianchi	13/11/2025	13/11/2025	
5.	Lee Campbell	NTWLA	Josie Hullick	13/11/2025	13/11/2025	
6.	Antonella Rodruiguez	WLASA	Shelley O'Connell	11/11/2025	17/11/2025	
7.	Molly Shanahan	WLASA	Shelley O'Connell	13/11/2025	17/11/2025	
8.	Louise Parry	WLA ACT	Amanda Garside	21/11/2025	21/11/2025	
9.	Courtney Chow	WLASA	Shelley O'Connell	24/11/2025	24/11/2025	
10.	Katherine Sierakowski	AWL / WLAWA	Emma Luck	24/11/2025	24/11/2025	Form indicates constituent body is AWL, but nominator from WA. WLAWA presumed.
11.	Michelle Lee Bennett	WLAWA	Emma Luck	24/11/2025	24/11/2025	
12.	Nicolina Sasha Lademann	VWL	The Chair	17/11/2025	24/11/2025	Received by RB 21/11/2025. RB has retained hard copy.
13.	Catherine Offer	WLWA	Emma Luck	25/11/2025	25/11/2025	
14.	Melissa Gillespie	WLWA	Emma Luck	26/11/2025	26/22/2025	
15.	Elizabeth Ruddle	WBA	Kylie Weston-Scheuber	26/11/2025	26/11/2025	
16.	Monique Hardinge	WBA	Kylie Weston-Scheuber	27/11/2025	27/11/2025	

AWL AGM Proxies

Last updated 28 Nov 2025

17.	Sandra Karabidian	WBA	Kylie Weston-Scheuber	12/11/2025	27/11/2025	
18.	Elise Taylor	WBA	Kylie Weston-Scheuber	12/12/2025	27/11/2025	
19.	Larisa Forgac	WLASA	Shelley O'Connell	27/11/2025	27/11/2025	
20.	Astrid Haban-Beer	WBA	Kylie Weston-Scheuber	27/11/2025	27/11/2025	
21.	Kahlia Shensone	WBA	Kylie Weston-Scheuber	27/11/2025	27/11/2025	
22.	Shivani Pallai (Thamotherampillai)	VWA	Sophie Lefebvre	27/11/2025	27/11/2025	
23.	Bronwyn Campbell	WLWA	Emma Luck	27/11/2025	27/11/2025	
	Joanna Abraham	VWL	Sophie Lefebvre	27/11/2025	27/11/2025	Received after deadline, unable to be received.