



**Geelong Archers Inc**

**PO Box 249**

**GEELONG VIC 3220**

E-Mail: [secretary@geelongarchers.org.au](mailto:secretary@geelongarchers.org.au)

ABN: 52 163 972 970

CAV Registration No: A0058451L

## **2014 Annual General Meeting**

### **Minutes**

Date: Saturday 13 December 2014

Time: 1.00pm

Venue: Club Shed, Jarvis Oval, Deakin University

#### **1. Opening of Meeting**

The President declared the meeting open at 1.03pm, and extended a warm welcome to the members in attendance.

#### **2. Attendance**

As per Attendance Register – see attached.

##### **Note:**

1. *As per the Rules of Association Clause 8.9.3 which states, "If the question is whether or not to confirm the minutes of a previous meeting, only those members who were present at that meeting may vote."*
2. *This Clause only applies to a vote to confirm the minutes, and does not apply to any other business on the agenda.*

#### **3. Apologies**

Nil

#### **4. Adoption of Minutes – 2013 AGM**

**Motion:** *"That the Minutes of the 2013 Annual General Meeting be received and adopted."*

**Moved:** S Womersley      **Seconded:** N Ashton      **Carried Unanimously**

#### **5. Adoption of Minutes Special General Meetings:**

- |     |                          |                                        |
|-----|--------------------------|----------------------------------------|
| 5.1 | Saturday 12 July 2014    | (voting new logo)                      |
| 5.2 | Saturday 8 October 2014  | (voting CAV approval for word changes) |
| 5.3 | Saturday 11 October 2014 | (voting draft Rules of Association)    |

**Motion:** *"That the Minutes of the three Special General Meetings be received and adopted."*

**Moved:** M Niewinski      **Seconded:** D Waller      **Carried Unanimously**

#### **6. Business Arising from the Minutes**

Nil

## 7.

### Annual Reports:

#### 7.1 Committee:

**Motion:** *"That the reports of the President, Secretary and Property Officer be received and adopted."*

**Moved:** S Womersley

**Seconded:** N Ashton

**Carried Unanimously**

#### 7.2 Financial Statements 1 July 2013 – 30 June 2014

At this stage the President gave leave of the Secretary to provide an explanation as to the reason the Financial Statements were not available:

1. It became evident after the end of the Financial Year there were considerable problems being encountered with the then electronic accounting system, making it extremely difficult for the Treasurer to provide accurate Financial Statements for presentation to the AGM and, most importantly; the Department of Justice/Consumer Affairs Victoria as required by GA as an Incorporated Association registered under the Associations Incorporation Reform Act 2012;
2. As a result of discussions between the President, Secretary and Treasurer it was determined to discontinue using the Quicken/QuickBooks electronic accounting system;
3. The Secretary was authorised to:
  - Source an alternative system that was ultimately identified as MYOB Basic, which will serve the needs of GA;
  - Source adequate training by a suitably qualified person, which was achieved;
  - The person chosen presented the required qualifications for training with the MYOB system, and was contracted to provide training of the (possibly) incoming Treasurer;
  - Two initial training sessions took place covering 3 hours each, as this was considered necessary to address the many initial requirements associated with installing the MYOB system on the Secretary/Treasurer computer;
  - The installation is a long process, considering all incoming and outgoing expenditure has to be accounted for prior to attempting to produce the Annual Financial Statements.
4. Considering the Annual Financial Statements are required by law to be lodged with the Department of Justice/Consumer Affairs by no later than 5 months following the end of the current Financial Year, it was obvious GA could not comply.
5. The Secretary applied to the Department of Justice/Consumer Affairs for an extension of time, providing the reasons why. The application was successful, and GA now has until 30 March 2015 to lodge the Annual Financial Statements.

## 8.

### Election and Appointment of Executive Committee Members:

#### 8.1 Appointment of Scrutineers

On a recommendation by the Secretary the following members were approved by a show of hands:

- S Womersley
- L Lyons

Ballot Papers for a secret ballot were distributed containing the names of all nominees, with boxes for voting either YES or NO.

#### **Note:**

The Ballot Papers were destroyed by S Womersley without revealing the number of votes recorded for each candidate, as is the normal procedure for secret ballots.

#### 8.2 Nominees:

##### **Election of Officers:**

President	(2 year term)	Lovrenc (Lorry Niewinski)
Vice President	(1 year term)	Chris Middleton
Treasurer	(2 year term)	John Womersley

**Appointment of Officers**

Member Protection Officer	(2 year term)	Susanne Womersley
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**Ordinary Members:**

Recorder	(2 year term)	Nicole Ashton
Member	(1 year term)	David Waller
Member	(2 year term)	Maria (Mary) Niewinski

**Appointment of Ordinary Members**

Webmaster	(2 year term)	Liam Lyons
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**Note:**

1. See Ballot Paper attached;
2. All nominees for Officers and Ordinary Members of the Executive Committee were elected;
3. David Waller will undertake the role and responsibility of an Ordinary Member of the Executive Committee for a 1 year term;
4. Mary Niewinski will undertake the roles and responsibilities for a 2 year term:
  - IMG/AA Membership Data Base Officer;
  - Canteen Manager;
  - "Come 'N' Try" Courses Co-ordinator;
  - Fulfill the role and responsibility of the Treasurer only whenever absent for an extended period of time, specifically relating to the incoming and outgoing of funds, banking and payment of creditors;
5. Considering this situation the signatories to all legal requirements required by Westpac Bank shall be:
  - President – Lovrenc (Lorry) Niewinski
  - Secretary/Treasurer – John Womersley
  - Ordinary Executive Committee Member – Maria (Mary) Niewinski
  - Only 3 signatories are required by Westpac Bank

## 8.3 Confirm the Executive Committee Appointments:

A recommendation by the Secretary following an impromptu discussion by the Executive Committee it was agreed to:

- Confirm the appointments of the MPO and Webmaster as interim appointments;
- The appointments shall be formally confirmed at the 1<sup>st</sup> EC meeting in 2015

**Note:** Both nominees' appointments were confirmed.

## 9. Confirm or Vary the Annual Membership Fee (if required)

As required by the Rules of Association 2014 GA are required to consider the Annual Membership Fee as per Sub-Clause 8.1, 3.7 which states, "To confirm or vary the amounts (if any) of the Annual Membership Fee and Joining Fee if applicable."

*Following discussion it was agreed to leave this matter to "lay on the table" a legal term for such matters to be considered at a later date, either by an Executive Committee with a recommendation to a future AGM for a variation of Membership Fees. This situation will be determined by any future movement of either AV or AA Membership Fees*

## 10. Business of Which Notice Has Been Given:

10.1 Draft Rules of Association – Final Confirmation – see attached page 4

- Information regarding the process provided by Secretary;
- Vote to adopt the final draft as approved by the Department of Justice/Consumer Affairs Victoria.

**Note:**

1. *There was only one minor change required by the Department of Justice/Consumer Affairs to comply with the Incorporated Associations Reform Act 2012, but this did not impact on the purpose, intent or substance of the Clause 9.14.1 – see attached page 4.*
2. *Following discussion it was uniformly agreed a vote was not necessary, considering that there was no real amendment to the substance of the submission for approval to the Department of Justice/Consumer Affairs.*

**11. Close of Meeting**

- 11.1 Considering the situation regarding Item 7.2 the Annual General Meeting was adjourned, to be re-convened by electronic means at a date when the Annual Financial Statements are available to be adopted by those members present and authorised to vote.
- 11.2 The 2014 Annual General Meeting of Geelong Archers Inc was adjourned by the President at 1.35pm.



**John S Womersley OAM  
Secretary/Treasurer  
Geelong Archers Inc**

**Attachment:**

**9.14 Rules of Association 2014**

- 9.14.1 The Rules of Association shall only be amended at an Annual General Meeting or Special General Meeting called for that purpose. Motions shall be advised to members not less than 30 days prior to the date of any meeting. Amendments to these motions shall be advised to members not less than 21 days prior to the date of the meeting.