

ANNUAL GENERAL MEETING MINUTES

Held on: Tuesday 25th July 2023
At the Loomberah War Memorial Hall, Loomberah



1. **AGM Meeting opened at:** 7:05pm
2. **AGM: Welcome by Chairperson** (Derani)
3. **AGM: Risk Awareness Statement**
4. **AGM: Present:** (as noted on the Sign on/ Sign off Register): Jodie Archer (TRC), Tanya McKnight, Janelle Tongue, Derani Barwick, Kate Ponto, Trish Moore, Karlie Tongue, Ian Pittman, Liz Blackburn
5. **AGM: Apologies** – Leanne Ponto, Rebecca Barwick, Kay Burnes
6. **AGM: Confirmation of Minutes** of the AGM held 25th July 2019 (pre Covid 19). Read by Liz Blackburn and moved to be true and correct by Ian, seconded by Janelle
7. **AGM: President/Chairperson's Report** (Derani) - Report adopted by Liz, seconded by Karlie.
8. **AGM: Financial Report** (Tanya) - Report adopted by Ian, seconded by Janelle.

Current bank balances total \$15,625.69 as at 25th July 2023

Deposit Bonds currently held \$1,000

Available funds \$14,625.69

Financial records audited by TRC for 2022 financial year, No issues – books are well kept. Statement of Financial Position and Statement of Cashflow for the year ended 30/6/2022 provided by TRC and circulated at meeting.

2023 financial year records to be provided to TRC for audited purposes.

Unaudited Income & Expenditure – 1/7/2022 to 30/6/2022 circulated. Income \$2,628.94, Expenses

\$6,296.65 = Loss \$3,667.65. Note capital expense of \$2881.82 for balance of Northwest Shutters.

9. **AGM: Business Arising/ Questions**, if any, in relation to the Chairperson's Report and/or the financial report. Nil.
10. **AGM: Election of Office Bearers/ Executive** to be conducted by Returning Officer (Existing Members only can vote. Members can only vote once for each position.)
 - The Returning Officer Jodie Archer took the chair and declared all positions vacant.
 - a) President/Chairperson –**
 - Derani was nominated by Janelle – nomination declined.
 - Karlie was nominated by Derani – nomination declined

- Ian was nominated by Derani – nomination declined
- Liz was nominated by Janelle. Seconded by Derani – nomination accepted.
- b) Secretary** – There were no nominations for Secretary. The position remains vacant.
- c) Treasurer** – Tanya was nominated by Ian. Seconded by Janelle – nomination accepted.
- d) Booking Officer** – Rebecca was nominated by Derani. Seconded by Liz – nomination accepted (prior to the meeting in Rebecca’s absence)
- e) Publicity Officer** - Karlie was nominated by Derani. Seconded by Ian – nomination accepted.

11. **AGM: Correspondence Out:** Nil

12. **AGM: Booking Officer’s Report:** 18 individual hall hires in 2022/2023 financial year, in addition to weekly church usage.

13. **AGM: General Business:**

13.1. Current membership noting members contact phone numbers and email address

NB [Notification of Change of 355 Committee -Writeable PDF Template.pdf to be completed for TRC](#)

Elizabeth Blackburn	President/Chairperson
Derani Barwick	
Rebecca Barwick	Booking Officer
Tanya McKnight	Treasurer
Ian Pittman	
Janelle Tongue	
Karlie Tongue	Publicity Officer
Kate Ponto	
Leanne Ponto	
Incoming new member (see election on General Meeting Minutes 25.7.23) Trish Moore	Secretary

13.2. Committee Membership – Welcome to new committee member Trish Moore. Moved by Janelle, seconded by Karlie.

13.3. Proposed 2023/2024 Fees and Charges:

HALL HIRE TIME	EXAMPLE	FEE (inc. GST)
Long Night (until Midnight)	Wedding, party, dinner	\$220.00
Full day (until 5pm)	Elections, luncheon, expo	\$165.00
Half day (morning or afternoon)	Morning/afternoon tea, craft group, childrens’ party	\$100.00
Meetings (1-3 hours)		\$55.00
St. Luke’s Church Annual Hire Agreement		\$5.50 per annum
PA Hire (in addition to hall hire)		\$55.00
Optional ‘shoulder’ booking for event set up/pack up	For the day/s prior to, or after a major event	\$220.00 for full day or \$110 for half day (before or after Midday)

- To be ratified at the next General meeting after consultation with the Booking Officer.

- Removal of 'Chair & Table Hire' from the Schedule of Fees. No longer available for hire, for WHS reasons.

13.4. Strategic Plan – see appendices.

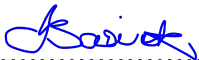
13.5. Asset Register - see appendices. To be ratified at the next General meeting after Working Bee checks.

14. **AGM: Business Without Notice:**

14.1. With the change to the executive positions, it was agreed to change the signatories on the Regional Australian Bank Accounts. Kay Burnes from TRC to be added as a signatory. New Secretary also to be added upon confirmation. Derani Barwick to be removed as a signatory. Moved by Tanya, seconded by Liz

15. **AGM: Next Meeting:** July 2024.

Meeting closed at: 8:39pm (minutes taken and prepared by Liz Blackburn)



.....
Derani Barwick
Signature of (Outgoing) Chairperson



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Elizabeth Blackburn
Signature of (Outgoing) Secretary

Appendices

- * Chairperson's (President) Report
- * Treasurer's Report 2022-2023
- * Treasurer's Report Jan-Jun23
- * Loomberah Hall – 2022 Financial Reports (TRC audited)
- * Strategic Plan
- * Asset Register