

# Meeting Minutes

**Subject: SCA Annual General and Special General Meeting**

**Date: 7 August 2013**

**Time: 7.07pm – 7.36pm**

**Location: Steels Creek Community Centre, 699 Steels Creek Rd**

**Chair Person: Allan Giffard**

**Minute-taker: Eva Matthews**

## Attendees

Malcolm Calder	Allan Giffard
Eva Matthews	Jo Spears
Tim Edwards	Barb Ashmore
Gretha Edwards	Craig Matthews
Amanda Williams	Shirley Anderson
John Anderson	Linda Lyons
Nola Bethell	Sandra Turnley
Edd Williams	Vicki Stewart

## Apologies

Kerrie Williams	
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## Key Discussion Points and Decisions

#	Description
1	<ul style="list-style-type: none"><li>Checked quorum (5 members present) – confirmed</li></ul>
2	<ul style="list-style-type: none"><li>Minutes of previous general/annual meetings – confirmed none to date</li></ul>
3	<ul style="list-style-type: none"><li>Received President's Report on activities of the Association during the last preceding financial year</li><li>Hard copy (attached) distributed to attendees and President talked to this; additionally acknowledged individual committee members for their significant contributions, Steels Creek Community Centre committee for their collaboration with SCA, VBAF for the funding received, retiring committee member Malcolm Calder for his significant contributions to SCA, SCCC and our community</li></ul>
4	<ul style="list-style-type: none"><li>Received Financial Report for the last preceding year</li><li>Hard copy (attached) distributed to attendees</li></ul>
5	<ul style="list-style-type: none"><li>Received the signed statement submitted by the Association in accordance with the Act</li></ul>
6	<ul style="list-style-type: none"><li>Declared all committee positions vacant</li><li>Declared nominations for committee positions – one person nominated for each office position; four people nominated for the four ordinary committee member positions – 3 existing committee members and one new nominee</li><li>All positions elected as per rule 23 (4) of SCA's rules of Association:</li></ul>

	<ul style="list-style-type: none"> <li>○ President – Allan Giffard</li> <li>○ Vice-President – Tim Edwards</li> <li>○ Secretary – Eva Matthews</li> <li>○ Treasurer – Gretha Edwards</li> <li>○ Ordinary committee members: Craig Matthews, Joanne Spears, Barb Ashmore, Kerrie Williams</li> </ul>
7	<ul style="list-style-type: none"> <li>▪ Questions taken from the floor: <ul style="list-style-type: none"> <li>○ Committee member of Steels Creek Community Centre, Vicki Stewart, asked whether she could regularly attend SCA committee meetings in the interests of ongoing collaboration; unanimously invited to do so</li> <li>○ Sandra Turnley asked, in response to recent communications from SCA, ‘who is Jesse Odgers?’ Allan Giffard responded, explaining her casual role in assistance to the Project Manager over recent months and her ongoing casual role in assistance of SCA in implementing the programs being administered by SCA for the community</li> <li>○ Sandra Turnley additionally asked, ‘what is happening with replacement of the Project Manager?’ Allan Giffard responded that he is in discussion with VBAF as to varying the existing contract to allow SCA committee to appoint appropriately qualified consultants as required to fulfil the broad range of functions required to plan and implement projects going forward</li> </ul> </li> </ul>
8	<ul style="list-style-type: none"> <li>▪ Declared intention to vote on the Special Resolution to change SCA’s Rules of Association, as per the notice and documentation previously provided</li> <li>▪ Attendees given some time to re-read the notice and ask any questions; Sandra Turnley asked for clarification of the policy related to rule 50 (2); explained by committee</li> <li>▪ Vote taken on the following: <ul style="list-style-type: none"> <li>○ That the new model rules be adopted in full, with proposed variations as follows:</li> </ul> <p>Rule 36 (2) The quorum for a general meeting is the presence (physically, by proxy or as allowed under rule 35) of 5 of the members entitled to vote.</p> <p>Rule 48 (1) b) ensure that all moneys received are paid into the account of the Association within 30 days after receipt; and</p> <p>Rule 50 (2)</p> <ul style="list-style-type: none"> <li>(a) The Chairperson of the meeting must declare one-third of all positions on the Committee vacant and hold elections for those positions in accordance with rules 51 to 54. If the number of committee members is not a multiple of three, then the number nearest to but not less than one-third must be declared vacant.</li> <li>(b) The positions to be declared vacant are to be determined at the Committee meeting immediately previous to the Annual General Meeting, according to the Association’s policy on this matter. The positions becoming vacant will be advertised to Association members within a minimum of 21 days of the Annual General Meeting.</li> <li>(c) The retiring committee members are eligible for re-election at the Annual General Meeting.</li> </ul> <p>Rule 55 (1) Subject to subrule (3) and rule 56, a committee member holds office until their position is declared vacant at an annual general meeting, as per the Association’s policy.</p> <ul style="list-style-type: none"> <li>○ In addition, Rule 3 of the new model rules gives Associations the option of nominating the date of their last day of the financial year. SCA’s current rules define [rule 2 (1)] the financial year as ending on 30 June. It is proposed that this remain the same. As such,</li> </ul> </li> </ul>

the proposal for Rule 3 of the new rules is:

Rule 3 Financial year: the financial year of the Association is each period of 12 months ending on 30 June.

- Members unanimously voted to accept all parts of the proposed Special Resolution

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**President's Report**  
**Steels Creek Association Inc – AGM 2013**

It is with great pleasure that I present my first, and the inaugural Steels Creek Association's, President's report.

Steels Creek Association has a lot to be proud of. In our first year of operations, the continued hard work and lateral thinking of the committee members has enabled SCA to secure just over \$362,000 in funding for our community. This funding will assist not only individual members of our community, via our health and wellbeing classes and capacity-building training programs, but also improve existing infrastructure – like finishing the landscaping at the Steels Creek Community Centre (currently underway) – and create new infrastructure for all of the community to enjoy together (such as the seating along the Steels Creek track).

As President, I have found the challenge of establishing a new community group and dealing with the funding providers such as VBAF and FRRR an interesting and, in some cases challenging, experience; however, I believe the rewards the community have received and will receive in the future will be well worth the effort.

Of course, none of the results would have been possible without the tremendous work that the committee and our project manager (Eva Matthews) have contributed, and for their efforts I am very grateful. SCA's commitment moving forward is to ensure that the community has access to funds and services that help our community to improve the wonderful environment we know and love as Steels Creek.

We will continue to liaise with the community to ensure the projects we deliver are representative of the community's needs, and I encourage all members of the community to put forward their ideas and suggestions to help SCA achieve the best possible outcome for all.

Highlights of our first year:

- Secured just over \$341,000 in grants from the Victorian Bushfire Appeal Fund, administered by the committee and first-year programs rolled out by the project manager
- To date, this funding has seen SCA facilitate:
  - A well-attended series of 5 seminars on Post-traumatic Stress, presented by trauma expert Michael Burge OAM
  - The purchase of new equipment for the Steels Creek Community Centre, including coffee machine, couch, outdoor poster boards to help advertise community events, and accordion door, with indoor play equipment for children soon on its way also
  - The finalisation of landscaping of the Community Centre, making it a safer, low maintenance space for all to enjoy
  - Weekly wellbeing classes at the Community Centre
  - A family BBQ day, sponsored and supported by Coates Hire Lilydale
  - A 20% discount on hires from Coates Hire Lilydale until at least the end of Dec 2013, to help with property recovery and ongoing management

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- The scheduling of the first of the capacity-building training programs – First Aid and Chainsaw – which will be delivered between late August and late October
  - Regularly and openly communicated with residents in Steels Creek and neighbouring communities through letterbox drops, listings in the Grapevine and Jolly Thing, and the SCA membership base; soon to be further enhanced with the development of a new website for our community
  - Spearheaded a campaign, with the support of our Federal member Tony Smith, to improve mobile communications in and around Steels Creek
  - Organised and sent a letter of support and useful advice to the Tasmanian communities affected by bushfires earlier this year
  - Together with the Clamberers, hosted the inaugural Steels Creek track community walk and BBQ
  - Secured \$20,000 in funding from the Foundation for Rural & Regional Renewal for improving the amenity and enjoyment of the Steels Creek track through creation of four landscaped seating areas

Allan Giffard, President



**Profit & Loss [With Year to Date]**

**July 2012 through June 2013**

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	Selected Period	% of Sales	Year to Date	% of YTD Sales
<b>Income</b>				
DHS Grants				
DHS - HW Health & Wellbeing Pr	\$93,774.50	41.5%	\$93,774.50	41.5%
DHS - PM Proj Mgr & Comms Pro	\$112,232.00	49.6%	\$112,232.00	49.6%
Total DHS Grants	\$206,006.50	91.1%	\$206,006.50	91.1%
Grant - FRRR	\$19,868.20	8.8%	\$19,868.20	8.8%
Membership Fees	\$320.00	0.1%	\$320.00	0.1%
Interest Earned	\$4.38	0.0%	\$4.38	0.0%
<b>Total Income</b>	<b>\$226,199.08</b>	<b>100.0%</b>	<b>\$226,199.08</b>	<b>100.0%</b>
<b>Cost of Sales</b>				
<b>Gross Profit</b>	<b>\$226,199.08</b>	<b>100.0%</b>	<b>\$226,199.08</b>	<b>100.0%</b>
<b>Expenses</b>				
DHS - CB Comm.Cap Build Proj				
CBCT	\$2,382.60	1.1%	\$2,382.60	1.1%
CAdmin	\$95.00	0.0%	\$95.00	0.0%
CCBBQ	\$430.00	0.2%	\$430.00	0.2%
Total DHS - CB Comm.Cap Build Proj	\$2,907.60	1.3%	\$2,907.60	1.3%
DHS - HW Health & Wellb Pro Ex				
HWMB	\$7,752.62	3.4%	\$7,752.62	3.4%
HWSC	\$2,845.78	1.3%	\$2,845.78	1.3%
Total DHS - HW Health & Wellb Pro Ex	\$10,598.40	4.7%	\$10,598.40	4.7%
DHS - PM Proj Mgr Expense				
PM Fees	\$27,577.55	12.2%	\$27,577.55	12.2%
PM Web	\$45.00	0.0%	\$45.00	0.0%
PM Mentor	\$825.00	0.4%	\$825.00	0.4%
PM Admin	\$4,416.92	2.0%	\$4,416.92	2.0%
PM - Bank Charges	\$2.50	0.0%	\$2.50	0.0%
PM - Postage	\$187.67	0.1%	\$187.67	0.1%
Total DHS - PM Proj Mgr Expense	\$33,054.64	14.6%	\$33,054.64	14.6%
<b>Total Expenses</b>	<b>\$46,560.64</b>	<b>20.6%</b>	<b>\$46,560.64</b>	<b>20.6%</b>
<b>Operating Profit</b>	<b>\$179,638.44</b>	<b>79.4%</b>	<b>\$179,638.44</b>	<b>79.4%</b>
<b>Other Income</b>				
<b>Other Expenses</b>				
<b>Net Profit / (Loss)</b>	<b>\$179,638.44</b>	<b>79.4%</b>	<b>\$179,638.44</b>	<b>79.4%</b>

**Balance Sheet**

**As of June 2013**

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<b>Assets</b>	
Current Assets	
Cash On Hand	
Cheque Account	\$39,638.44
Short term Deposit	\$140,000.00
Total Cash On Hand	\$179,638.44
Total Current Assets	\$179,638.44
<b>Total Assets</b>	<b>\$179,638.44</b>
<b>Liabilities</b>	
<b>Net Assets</b>	<b>\$179,638.44</b>
<b>Equity</b>	
Current Year Earnings	\$179,638.44
<b>Total Equity</b>	<b>\$179,638.44</b>