

MARYBOROUGH COMMUNITY HOUSE INC.

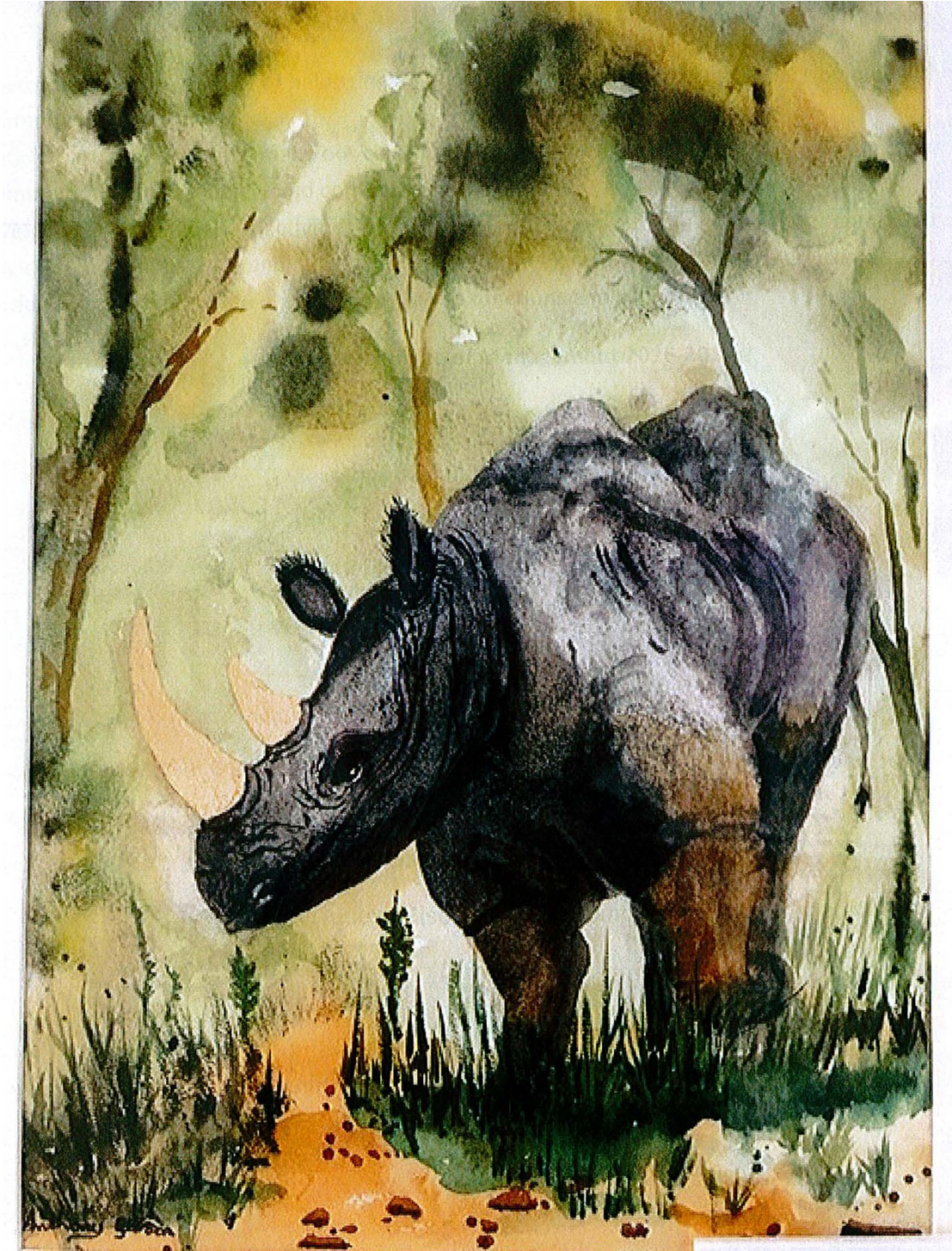
2016-2017

ANNUAL GENERAL MEETING

Date: 17th October 2017 - 1.30pm

ABN:14 524 323 936

ASSOCIATION MEMBER No: AAO026131M



MARYBOROUGH COMMUNITY HOUSE

Annual General Meeting

July 2016- June 2017 17th October 2017 1.30pm

Our Statement of Purpose

- To actively promote a sense of belonging and community spirit and reduce social isolation with the community.
- Work in partnership to help make our community a better place to live.
- Promote equality, availability and community engagement.
- Develop referral and deliver activities and programs in response to the needs of our community.
- Provide referral assistance and information for those seeking a wider range of services, and
- Provide a venue for outside organisations to run functions and programs

Present Committee of Management 2016-2017

Acting Chair – Amanda Crameri

Secretary- Amanda Crameri, Cara King

Treasurer- Bernie Crameri

Committee Members, Cara King, Tony Gibson

Colin Possamai,

Ruth Bumpstead (Staff)

Staff of House- Coordinator – Ruth Bumpstead, Book-Keeper/Nils- Jan Allemand,
Cleaner – Vivien Price

With thanks to past/ retiring Committee Members

Tracey Wilson, Charlie Humphrey

Cara King

Thank you for your association with us and for your support and input to our community house, which keeps us alive and active due to all your efforts.

WE WOULD LIKE TO ACKNOWLEDGE THE FOLLOWING

All the people who come through our doors, to the groups and organisations that utilise our venue and services. The many dedicated volunteers who generously give of their time, their skills and knowledge to assist other residents in the community.

For funding received and ongoing support from the State Government Department of Health and Human Services -



DONATIONS OF GOODS, SERVICES, TIMES OR SKILLS

Maryborough Supa IGA, CV Automotive & Electrical, Visat Communication & Security, Carisbrook Lions Club, Maryborough Lions Club (Community), Louise Staley MP, Ian Cain Electrical, Maryborough Bearings and Industrial Supplies, Mitre 10 and Dulux paints, Bendigo Bank (Maryborough branch) Maryborough Highland Society. Tracey Wilson, (COM retired), Anthony Gibson (COM), Amanda Crameri (COM), Colin Possamai (COM), Bernie Crameri (COM), Valda DeVoogel, Charlie Humphrey (COM retired), Hank DeVoogel, Jeanette Adams, Robyn Inglis, Pamela Brightwell, Marilyn Etherton, Monika Geschkowski, Renee Borg, Craig Wilson, Sharon Monk, Nancey McQuienn, Heather Hill, Maxine Greenwood, Amy Sonsie, Kerri Price, Judy Walter, Marlene Stork, Cyril Collyer, Chris Gilfillan, Glad Collyer, Lorraine O'Dal, Cara King, Breannan Hepburn, Heather Liddicoat, Irene Fitness, Veronica Miles, Andrew Fitness, Susane Shaw, Cahsn Bradley, Maurice Robe, Vivien Price, Sheryl Apps, Jan Allemann, Ruth Bumpstead, Heidi Bellini, Pamela Whitehead, Sandra Hamilton, Gus Hogg, Jeni Melton.

FUNDING

Department of Health & Human Services (Co-ordination Program), Department of Social Services (Volunteers Program), The Ian Rollo Currie Estate Foundation (FRRR Program), Central Goldfields Shire (Community), Good Shepherd Micro-Finance (No Interest Loans Scheme Program),

PARTNERSHIPS

Good Shepherd Microfinance, Maryborough District Health Service, Maryborough Lions Club, National Australia Bank, Maryborough Branch Salvation Army.

Maryborough Community House

Annual General Meeting

17th October 2017

Agenda

1. Welcome
2. Apologies
3. Minutes of previous AGM- attached
4. Business Arising from meeting
5. Annual Reports- attached
 - Chairperson
 - Co-ordinator
 - Financials/Auditor
6. Speaker Shane Bicknell – Strategic Plans
7. Election of Committee of Management and Committee members
 - Chair
 - Vice-President
 - Secretary
 - Treasurer
 - Committee Members
8. General Business
 - Financials -Designation of Authority (Bank Signatories), Appoint Auditor 2017/2018, Set Associate membership at \$5.00, for 2017/2018.
 - Notice to establish a motion: for the Committee of Management to initiate a review and possibly make changes to the Statement of Purpose, for the M.C.H. Inc. The Statement of purpose sits within the existing MCH Model Rules. From the review make updates to this statement and enact into policy within the next 6 months.
 - Certificates of Appreciation/Life Membership.
- 9 Close of Meeting.

Maryborough Community House

Annual General Meeting

Maryborough Community House

Annual General Meeting

July 2015 to June 2016

18th October 1.30PM

Welcome – Tracey Wilson welcomed all present.

Tracey acknowledged the traditional owners of the land.

Present: Tracey Wilson(Chair), Amanda Crameri (Sec), Bernard Crameri (Treasurer) Colin Possamai, E Charles Humphrey, Jenifer Melton, Gus Hogg, , Nancey McQuienn, Ruth Bumpstead (Coordinator) Jan Allemand (Book Keeper), Pam Brightwell, Janine Perry, Sandra Hamilton , Lorraine O’Dal, Shane Bicknell (Accountant), Jeanette Adams, Helen Broad, Janine Perry, Adam Balzan, Paula Nixon, Narrina Colliccoat.

Apologies: Robyn Ingles, Neale Chandler

Guest Speaker- Adam Balzan from the NAB spoke and told us about the partnership between NAB, Good Shepherd Micro Finance and MCH in regards to the NILS program. The first loan was lent in 2010, with last year facilitating 25 loans. He told us about other programs NAB have to give support to low income people or beginning savers.

Minutes of the previous meeting - September 2015. Minutes were read.

A motion to accept these minutes was moved by Colin Possamai, seconded by Bernie Crameri - All accepted.

Business arising from the minutes-nil

Annual reports –attached

- Chairperson- Tracey Wilson -read
- Coordinator- R.Bumpstead-read
- Finance- attached to the AGM report is a copy of our Balance Sheet and Profit and Loss Statement. Shane Bicknell (Accountant) presented this report .

All report’s from the last AGM were accepted on motion

Moved by Charlie Humphrey seconded by Bernie Crameri. Passed Yes

General Business- None

Election of Executive and Committee Members

Statement read by Adam Balzan

He declared all positions vacant and called for the following positions to be filled: He asked for further nominations from the floor- none were forth coming.

President: Tracey Wilson Nominated by Amanda Crameri Seconded Bernie Crameri by

Vice President: No Nomination

Secretary: Amanda Crameri Nominated by E C Humphrey Seconded by Bernie Crameri

Treasurer: Bernie Crameri Nominated by Amanda Crameri Seconded by E C Humphrey

Committee Members

Ruth Bumpstead Coordinator (Non Voting)

Colin Possamai Nominated by Amanda Crameri Seconded Bernie Crameri

Maxine Greenwood Nominated Amanda Crameri by Seconded by Bernie Crameri

Charlie Humphrey Nominated by Amanda Crameri Seconded Bernie Crameri by

There being no more nominations from the floor the incoming committee accepted their positions.

Other Business: The Committee had the pleasure to honour Nancey McQuienn as a life member. Thank-you for many years of service and volunteering.

Certificates of Appreciation were presented to-

Gus Hogg, Nancey McQuienn, Irene Fitness, Pam Brightwell, Colin Possamai, Monika Geschkowski, Jenifer Melton, Lorraine O'Dal, Debbie Lowe, Maxine Greenwood, Charlie Humphrey, Maurice Robe, Bridget Thompson, Jeanette Adams, Amanda Crameri, Bernie Crameri, Andy Fitness & Marlene Stork

Other Business-

Question from Gus Hogg - about opening of the refurbished house in an ongoing capacity. This will take place as soon possible, pending internet/telephone connection.

Question from Paula Nixon regarding the need to upgrade the main function room- committee acknowledged this should be a 2017 activity.

Bank Signatories for the next year will stay the same, as per the election of committee members who are already positioned as bank signatories.

Tracey Wilson offered a vote of thanks to the new committee members and a thank-you to everyone for their attendance.

Closed meeting 2.05 pm followed by afternoon tea.

President's Report 2016/2017

I would like to take this opportunity to sincerely thank all people, volunteers, community groups and businesses who have given impetus to the community house in the last twelve months. We face interesting, challenging and changing times. Funding shortfalls and the loss of NILS presents the need to continually re-invent ourselves against the backdrop of our Statement of Purpose.

The Statement of Purpose presented at the beginning of this document represents the foundation ideals for Maryborough Community House as in our Model Rules. The existing statement which was written in 2011 has meaningful components, but may need a review in the coming year. We need to continually ask ourselves- "Why are we here, what do we stand for and how can we implement meaningful objectives to get the very best from the House in a sustained manner?" Everyone's input is welcomed to determine this for the future.

The Committee is owed a huge gratitude of thanks- with special mention to Tracey Wilson who Chaired the Committee for two and half years- she leaves us with a greater level of professionalism in the way we undertake our multitude of roles and responsibilities, we are indebted to her in the many streamlined processes which we now use. One example is the yearly calendar of responsibilities, which outlines the many legislative, financial and compliance issues we are responsible for over the course of the year. This has resulted in a more proactive and considered response from the committee, and more efficiency in undertaking our roles. Policies have been created and updated to reflect changing cultural and political compliance, the Policy and Procedures which stand behind this organisation are current, up to date and reflect the hard work and activity which quietly goes on at the Committee level. I would like to thank each Committee member for their input- it is valued and integral to our fulfilment of the administrative arm which stands behind the House. I would also encourage others to join the Committee if you are interested, it is a great way to develop Governance skill and tools.

Over the past twelve months, Ruth, as the House Coordinator, has been amazing as she balances the needs of the House and its participants. We have seen progress, change and adjustment as we acclimatise to the way the building operates after the renovations- there have been challenges such as storage and working out how we will all function in the fresh environment. New furniture, a new television, new storage, new paint work, new kitchen, new computer room, reception and offices have meant better facilitation and use of all space. We are committed to make the building exterior just as good too, with attention to the garden, signage, maintenance and access issues all part of our planning. Ruth has a vast array of responsibilities which she undertakes with a great sense of commitment to the House, she is evolving and becoming a competent and reliable manager on many levels. She has the capacity to manage a complex range of responsibilities and we appreciate how much she has achieved in the last twelve months. The committee demands a high standard from the Coordinator, which means she often works beyond her twenty hours, but we appreciate her competency and good nature in the multitude of activities which she undertakes.

We must continue to seek additional funding and develop ways to increase our income from room hire and program activity. The space is available to hire and use for outside organisations and we would like to see a full calendar of events, activities and room hire. We appreciate all volunteers, groups and program

must continue to seek additional funding and develop ways to increase our income from room hire

and program activity. The space is available to hire and use for outside organisations and we would like to see a full calendar of events, activities and room hire. We appreciate all volunteers, groups and program leaders who facilitate this varied usage. Also we are actively campaigning Government to seek more funding and demand extra employment hours. The notion that we assist on so many levels to empower people in our community is a potent political lever and we seek assistance from everyone to remind our politicians of this.

I would like to acknowledge Jan Allemand and thank her for the work she has done in the last twelve months- sadly the NILS program is now finished, and Jan is only employed for five hours as our bookkeeper. She undertook all Nils activities in a very professional manner. She is a valued member of the team. Thank you also to Vivien Price who cleans for the house, it is always maintained to a high standard, and this is appreciated and reflects a professional tone always.

Volunteers are also so important and I thank every-one who has contributed in this capacity. They continuously step up and take responsibility with the myriad of activities that go on in the back ground- compliance checks, policy updates, information gathering, referrals, data storage, care and collection, fund raising, front desk, maintenance, gardening, catering, kitchen coordination and communication. This sharing is integral to our success.

Thank you all for your attendance today at the Annual General Meeting and I look forward to continuing to work with the House, the Committee, volunteers and participants in the future.

Amanda Crameri

Acting President

Coordinator's Report

I'd like to begin my report by sending out a very big thank you to all our volunteers who come along each week to contribute at the House for the benefit of others. Each year residents from all walks of life and abilities offer their time and expertise to enhance the House and develop the skills of many residents.

Without their commitment, I would not be able to complete all that is required in the twenty hours I'm employed each week nor would we be able to stay open past that twenty hours a week. Many offer their time and various donations of goods or funds towards House programs and projects without asking or expecting anything in return.

To give an idea, here is a list of just a few tasks our volunteers do each week.

Sit on Committee of Management, reception, update Facebook and Website, cook for Village lunches, afternoon tea's or Share the Care project, various administration tasks around Policies and Procedures, create flyers for varying programs and events, raise funds through stalls, donate art work or other goods and services, teach yoga, craft or computer classes, maintain the garden, remove rubbish, maintenance jobs around the house or run a school holiday program.

This I believe, is what makes our Community House the inclusive social place it is. Thank you one and all your support to myself and everyone, it is very much appreciated.

A few months after moving back into our renovated building we held an open day to show off our renovations. Since then the kitchen has been registered as a commercial kitchen. We are hiring out the kitchen and other rooms when they are not occupied by our programs. Staff and volunteers are still sorting out boxes, cupboards and rooms.

Through donations from anonymous individuals and businesses, community funds raised by the Maryborough Highland Society and volunteer fundraising we have been able to purchase and install a smart television in the main room for tutorials and entertainment.

Half a dozen volunteers painted the main room with donated materials from Cramer's Mitre 10 and their suppliers Dulux Paints. We have set up two small meeting areas for people to sit with friends and have beautified the gardens that become overgrown and unkempt with the renovations taking place and loss of our gardener after finding employment.

In May six volunteers successfully completed their First Aid and CPR course followed by another five successfully completing their Food Hygiene Certificate.

Everyone was sad to see our NILS funding dropped in June as this program had met a very high need in the Maryborough Community. Given the changes in funding Jan's hours had to be dropped and all NILS clients now go through Castlemaine Community House or Bendigo Family and Financial Service for their NILS loans.

Created since coming back into the building was the "Share the Care" project to assist people living rough or homeless in our Community. This project came to fruition from discussions with Lion's Club members, participants and residents who gave input into the growing concern for people doing it hard. We then

in meeting with MDHS Housing officer, Shire staff and Welfare organisations to develop a group to work together for the cause.

To assist us with this project we have received \$200 from the Carisbrook Lions Club to assist in food, Maryborough Lion's Club donated 4 Back pack beds, we received a further eight from Swags for the Homeless. Two groups of MEC students have also been working on the project raising funds or creating service connection cards. These cards will have information of various services for health and welfare agencies and social connections in and around Maryborough.

MCH has formed an informal partnership with the Maryborough branch of the Salvation Army to work together going out in a van to provide food and support to those in need.

Our main stay programs such as Community Craft, Art from the Heart and Trevor's Art Group ebb and flow with numbers depending on the weather, health or travel plans of participants.

The Carer Support Group and Village Lunches continues to grow now that word is getting out there through Newsletters, Facebook, our Website or simply word of mouth. Many people are becoming socially connected to each other, the staff, the House and its programs. This is despite the fact with the Village Lunch we have had a number of kitchen coordinators due to employment or family commitments.

Thank you

Ruth Bumpstead
Coordinator



Maryborough Community House Inc
Trading, Profit and Loss Statement
For the Year ended 30 June 2017

	2017	2016
	\$	\$
Income		
Donation Income	1,214.20	756.15
Fundraising Income	982.00	1,707.40
Grants DHS-NHCP(House Oper Grant)	57,206.33	54,496.42
Grants NILS	6,000.00	6,000.00
Grants - other	1,000.00	12,251.08
Grants Volunteer		4,868.00
Interest Income	486.53	840.94
MCH Projects	2,283.07	1,873.27
Membership Dues	235.00	173.00
Office Services Income		9.29
Room Hire	1,948.08	2,690.88
Hire of Equipment	145.45	22.73
	71,500.66	85,689.16
Gross Profit from Trading	71,500.66	85,689.16
Expenditure		
Administration Costs	200.00	430.75
Advertising	601.23	944.06
Catering	541.74	115.51
Cleaning	350.73	32.09
Computer & Software expense	264.35	662.08
Consultancy Fees		3,563.80
Depreciation	207.92	1,870.49
Donations		41.14
Equipment	3,061.18	253.64
Freight & Cartage	7.48	
Fundraising Expenses	18.00	101.25
Gas & Electricity	1,713.87	2,168.35
Insurance	889.23	898.22
Postage	116.86	74.55
Printing & Stationery	404.88	262.99
Professional Fees	300.00	300.00
Professional development	2,174.09	
Programme Expense	2,579.40	1,341.41
Rates & Taxes	1,593.94	1,287.33
Repairs & Maintenance	1,328.13	919.06
Subscriptions & Memberships	1,490.89	1,619.55
Superannuation Contributions - Employees	4,960.61	5,217.41
Telephone & Communications	2,635.25	2,418.09
Travell & Accomodation	742.73	

*The accompanying notes form part of these financial statements.
These financial statements have not been subject to audit or review and should be read in
conjunction with the attached Compilation Report.*

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Maryborough Community House Inc
Trading, Profit and Loss Statement
For the Year ended 30 June 2017

	2017	2016
	\$	\$
Wages	55,536.29	61,712.10
less Wage Subsidy		(9,126.75)
Workcover	543.31	604.80
	82,262.11	77,711.92
Loss before Income Tax	(10,761.45)	7,977.24

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Maryborough Community House Inc
Balance Sheet
As at 30 June 2017

	Note	2017 \$	2016 \$
Current Assets			
Cash and Cash Equivalents		8,912.12	21,887.04
Financial Assets	5	<u>33,601.75</u>	<u>33,275.99</u>
Total Current Assets		<u>42,513.87</u>	<u>55,163.03</u>
Non-Current Assets			
Property, Plant and Equipment	6	<u>6,391.84</u>	<u>5,215.76</u>
Total Non-Current Assets		<u>6,391.84</u>	<u>5,215.76</u>
Total Assets		<u>48,905.71</u>	<u>60,378.79</u>
Current Liabilities			
Trade and Other Payables	7	<u>3,694.86</u>	<u>5,638.82</u>
Total Current Liabilities		<u>3,694.86</u>	<u>5,638.82</u>
Total Liabilities		<u>3,694.86</u>	<u>5,638.82</u>
Net Assets		<u>45,210.85</u>	<u>54,739.97</u>
Equity			
Retained Profits		45,210.85	54,739.97
Total Equity		<u>45,210.85</u>	<u>54,739.97</u>

The accompanying notes form part of these financial statements.



Maryborough Community House Inc
Statement of Appropriations
For the Year ended 30 June 2017

	2017	2016
	\$	\$
Retained Profits - Beginning of Year	55,972.30	46,762.73
Loss before Income Tax	(10,761.45)	7,977.24
Profit after Income Tax	45,210.85	54,739.97
Unappropriated Profit at 30 June 2017	45,210.85	54,739.97

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Maryborough Community House Inc
Notes to the Financial Statements
For the Year ended 30 June 2017

1. **Summary of Significant Accounting Policies**

(a) **Basis of Preparation**

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Reform Act (Vic) 1981. The committee has determined that the association is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

(b) **Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less.

(c) **Employee Benefits**

No provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period.

(d) **Property, Plant and Equipment**

Property, plant and equipment are carried at cost, independent or committees' valuation. All assets excluding freehold land, are depreciated over their useful lives to the association.

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

(e) **Revenue and Other Income**

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the entity and specific criteria relating to the type of revenue as noted below, has been satisfied.

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

All revenue is stated net of the amount of goods and services tax (GST).

Sale of Goods

Revenue is recognised on transfer of goods to the customer as this is deemed to be the point in time when risks and rewards are transferred and there is no longer any ownership or effective control over the goods.

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Maryborough Community House Inc
Notes to the Financial Statements
For the Year ended 30 June 2017

	2017	2016
	\$	\$
2. Profit		
Expenses		
Employee Benefits Expense	60,496.90	66,929.51
Depreciation and Amortisation	207.92	1,870.49
Advertising	601.23	944.06
Freight & Cartage	7.48	
Insurance	889.23	898.22
Postage	116.86	74.55
Printing & Stationery	404.88	262.99
Rates & Taxes	1,593.94	1,287.33
Repairs & Maintenance	1,328.13	919.06
Telephone & Communications	2,635.25	2,418.09
Other Expenses	13,980.29	2,107.62
	82,262.11	77,711.92

3. Profit for the Year

Profit before income tax expense from continuing operations includes the following specific expenses:-

Charging as Expense

Movements in Provisions

Depreciation

- Depreciation of Property, Plant and Equipment	207.92	1,870.49
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Net Expenses Resulting from Movement in Provisions	207.92	1,870.49
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4. Cash and Cash Equivalents

Deposits	345.70	65.00
Petty Cash Imprest	89.80	75.21
Cash at Bank - Bendigo	8,476.62	21,729.65
Load & Go		17.18
	8,912.12	21,887.04

Reconciliation of Cash

Cash and Cash Equivalents	8,912.12	21,887.04
	8,912.12	21,887.04

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The front cover of this booklet depicts a painting by Anthony Gibson, it an expression of the ideals mentioned in the MCH Inc. Strategic Plan-

Communication, Support, People, Skill, Sustainability and expression of these Ideas.

Thank-you Anthony Gibson for permission to use this creative artwork as our front page.

THE LAST RHINOS

The rhino Horn problem- In his book 'The Last Rhinos', the late Prof. Laurence Anthony said that:

On the streets of China or Vietnam, ounce for ounce Rhino horn is more valuable than gold. "If you truly want to grasp the situation faced by environmentalists, do what a poacher does and look at a Rhino and see a three foot long horn made of pure gold."