

MARYBOROUGH COMMUNITY HOUSE INC.

2017-2018

ANNUAL GENERAL MEETING

DATE 16th OCTOBER 2018 -1.30PM

ABN: 14 524 323 936

ASSOCIATION MEMBER NO: AA0026131M



MARYBOROUGH COMMUNITY HOUSE

Annual General Meeting

July 2017- June 2018 16th October 2018 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 2017-2018

President – Amanda Crameri

Vice President-Anthony Gibson

Secretary- Breeannan Hepburn

Treasurer- Bernie Crameri

Lorraine O'Dal, Kerri Price, Carlene Forde, Colin Possamai

Ruth Bumpstead (Staff, non-voting privileges) Retired

Staff of House- Coordinator – Book-Keeper- Jan Allemand, Cleaner – Vivien Price

With thanks to past/ retiring Committee Members

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 -



To champion the economic and social strength of Australia's regional, rural & remote communities through partnerships with the private sector, philanthropy and governments



DONATIONS OF GOODS, SERVICES, TIME OR SKILLS

Maryborough Supa IGA, CV Automotive & Electrical, Visat Communication & Security, Carisbrook Lions Club, Maryborough Lions Club (Community), Louise Staley MP, Jaala Pulford MP, Ian Cain Electrical, Maryborough Bearings and Industrial Supplies, Mitre 10, Bendigo Bank (Maryborough branch) Maryborough Highland Society. Judy Walter, Cyril Collyer, Chris Gilfillan, Glad Collyer, Irene Fitness, Andrew Fitness, Maurice Robe, Vivien Price, Jan Allemann, Sandra Hamilton, Angela Dalglish, Maria Hall, Tinka, Deb Foster, Alan Every, Helen Broad, Rebecca Sullivan (Granny Skills), Paul Lehmann, Valda De Voogel, Hank De Voogel, Marilyn Etherton, Craig Wilson, Lead Loddon Murray/ Lead Maryborough, Jane Milburne, Paula Guy, Costa Di Biase, Maryborough Sustainability Group, Kathy Tobin, Troy West, Sue Birch (RANCH), Asteria, ASQ, True Foods, Jean Gibson, RED Hats, Centre for Non-Violence, Redpath Tyre and Safety, Maryborough Toy Library, Amanda Crameri (PRES/COM), Anthony Gibson (VICE PRES/COM), Bernie Crameri, (TRES/COM), Kerri Price, (COM), Lorraine O'Dal, (COM), Breannan Hepburn (SEC/COM), Colin Possamai, (COM) , Carlene Forde (COM), Ruth Bumpstead (PAST STAFF)

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), Department of Justice & Regulation Safe & Secure Grant, Bendigo Bank Avoca District Co-Operative Grant

PARTNERSHIPS

Maryborough District Health Service, Maryborough Lions Club, Maryborough Branch Salvation Army.

Maryborough Community House

Annual General Meeting

16th October 2018

Agenda

1. Welcome
2. Apologies
3. Minutes of previous AGM- attached
4. Guest Speaker Chris Pollock- Leadership and Planning
5. Business Arising from meeting- the adoption of new Statement of Purpose
Special motion to change Model Rules in that the statement of purpose which sits atop our model rules be changed as per the supplementary document sent out to Associate members 21 days prior to this meeting.
6. Annual Reports- attached
 - Chairperson
 - Co-ordinator
 - Financials/Auditor
7. Election of Committee of Management
 - Chair
 - Vice-President
 - Secretary
 - Treasurer
 - Committee Members
8. General Business
 - Financials - Designation of Authority (Bank Signatories), Appoint Auditor 2018/2019, Set Associate membership at \$5.00, for 2018/2019.
9. Close of Meeting.

Maryborough Community House

Annual General Meeting

July 2016 to June 2017

17th October 1.30PM

Welcome – Amanda Crameri welcomed all present.

Amanda acknowledged the traditional owners of the land.

Present: Amanda Crameri(Chair), Cara King (Sec), Bernard Crameri (Treasurer) Colin Possamai, Anthony Gibson, Jenifer Melton, Gus Hogg (Life Member) , Nancey McQuienn (Life Member), Ruth Bumpstead (Coordinator) Jan Allemmand (Book Keeper), Pam Brightwell, Lorraine O’Dal, Shane Bicknell (Accountant), Helen Broad, Narrina Colliccoat, Marilyn Etherton, Joan & John McCormack, Luise Vine, Val De Voogel, Irene Fitness, Margaret McCulloch, Maxine Greenwood, John Hickson, Kerri Price, Robyn Inglis, Sandra Hamilton, Jean Gibson

Apologies: Louise Staley, Breeannan Hepburn, Andy Fitness, Marlene Stork, Heather Hill, Renee Borg, Judy Walters, John Donaldson, Sharon Monk

Minutes of the previous meeting - September 2016. Minutes were read.

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

Business arising from the minutes-nil

Annual reports –attached

- Chairperson- Amanda Crameri -read
- Coordinator- R.Bumpstead-read
- Finance- attached to the AMG report is a copy of our Balance Sheet and Profit and Loss Statement. Shane Bicknell (Accountant) presented this report .
- Guest Speaker- Shane Bicknell- Shane spoke on the importance of have Statement of Purpose, values and goals associated to our activity.
-

All report’s from the AGM were accepted on motion

Moved by Jenny Melton seconded by Narrina Colliccoat. Passed Yes

General Business- None

Election of Executive and Committee Members-

Statement read by Shane Bicknell

He declared all positions vacant and called for the following positions to be filled:

Nomination for Chairperson were received from

Amanda Crameri

Nominated by Anthony Gibson & Seconded by Colin Possamai

As this person has been nominated unopposed she was elected to the position of President

Nomination for Vice Chair was received for Anthony Gibson

Nominated by Bernie Crameri and Seconded by Colin Possamai

As this person has been nominated unopposed Anthony Gibson elected to the position nominated as Vice Chairperson.

Nomination for Secretary was received for Breeannan Hepburn

Nominated by Amanda Crameri and seconded by Bernie Crameri

As this person has been nominated unopposed Breeannan elected to the position nominated as Secretary.

Nomination for Treasurer was received for

Bernie Crameri

Nominated by Colin Possamai & Seconded by Anthony Gibson

As this person has been nominated unopposed I declare Bernie Crameri elected to the position nominated as Treasurer.

Nomination for General Committee Member was received for

COLIN POSSAMAI, KERRIANNE PRICE, NARRINA COLLICOAT & LORRAINE O'DAL

The incoming committee accepted their positions.

Other Business:

- 9 Financials -Designation of Authority (Bank Signatories), Appoint Auditor 2017/2018, Set Associate membership at \$5.00, for 2017/2018.
- 10 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 12 months.
- 11 Pass the motions in Other business Narrina Collicoat Second Marg McCulloch

Ruth Bumpstead presented and unfurled the new Logo and sign- designed by A Gibson and created by people in the craft group- specifically Maxine Greenwood and Pam Brightwell. This sign plague

will be used as a Welcome Sign at the front door and used within our stationery as a logo. It has been created using mosaics.

Certificates of Appreciation were presented to- Breannan Hepburn, Heather Hill, Charlie Humphrey, Robyn Inglis, Andy & Irene Fitness, Val & Hank De Voogel, Monika Geschkowski, Cara King, Heather Liddicoat, Pam Brightwell, Maxine Greenwood, Nancey McQuienne (Life Member), Veronica Miles, Craig Wilson, Sharon Monk, Lorraine O'Dal, Colin Possamai, Vivienne Price, Marilyn Etherton, Maurice Robe, Kerrienne Price, Susanne Shaw, Cyril Collyer, Amy Sonsie, Judy Walter, Renee Borg, Jan Allemand, Carson Bradly, Sheryl Apps, Jeanette Adams, Tracey Wilson, Anthony Gibson, Amanda & Bernard Crameri, Glad Collyer, Marlene Stork.

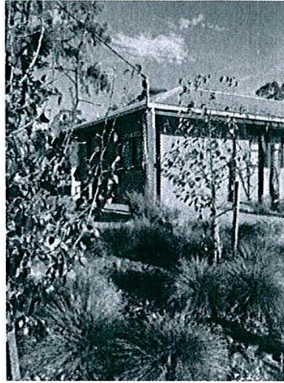
Amanda Crameri offered a vote of thanks to the new committee members and a thank-you to everyone for their attendance.

Closed meeting 2.27pm followed by afternoon tea.

MCH Statement of Purpose

July 2018

- 1. Community Ownership:**
To set, manage and control the direction, resources, decision-making and processes of the Maryborough Community House.
- 2. Community Participation:**
To recognise that everyone has a valuable contribution to make and to facilitate community members to join in at any level.
- 3. Empowerment:**
To put into practice a process which respects, values and enhances people's ability to have control of their lives.
- 4. Access and Equity;**
To ensure equitable access for people of all abilities. To promote fairer access and distribution of economic resources and power between people.
- 5. Life Long Learning:**
To develop the value of Life Long Learning by building and supporting the personal skills, knowledge and abilities of people.
- 6. Inclusion:**
To accept and value the diverse contributions that people make and to be sensitive to their individual needs and culture.
- 7. Networking:**
To link, form partnerships, collaborate and work with individuals, groups, other agencies, government, business and charitable organisations.
- 8. Advocacy:**
To act with and on behalf of community members to ensure that their individual or group needs are met.
- 9. Self Help:**
To come together in a supportive group environment to share information, knowledge, skills and life experiences in order that each participant can develop their full potential.



I would like to take this opportunity to sincerely thank all people, volunteers, community groups and businesses who have contributed to the Community House in the last twelve months. We face interesting, challenging and changing times, always asking ourselves are we relevant and how do we present ourselves and respond to the community within the framework set out by our over-arching organisation N H Vic, and our funding partners DHHS? We need to continually inspire and propel our efforts against the backdrop of our *Statement of Purpose and Vision*.

The Statement of Purpose written in 2011 is now no longer relevant, and we have spent the whole year defining what we believe to be our purpose. This is a body of work in which we should all be proud, it forms a testimonial which should give direction, coherency and strength into the future.

The Committee is owed a huge gratitude of thanks - all committee members take on tasks which require particular skill sets, which gives a collective strength to how we go about our roles and responsibilities. Policies are continually being 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. The Committee are focused on the Governance requirements set out by legislation and can encompass many different responsibilities, such as insurance, asset management, looking at the Employment agreements of our staff, maintenance, liaising with the Council on the state of the building, recruitment. This year we had a massive exercise, switching internet to NBN, setting up a new provider, new phone system and then upgrading the computer servers. Such an exercise puts pressure on our finances and our techno capabilities.

We thank our retiring Co-ordinator Ruth Bumpstead for the work she has undertaken over the last six years. Her legacy is the professionalism in which she was very particular about enforcing the policies and being compliant in terms of what is required for us to receive funding from the Government. We thank her for her service and hard work. Now we look forward to a new era for the House where we welcome a new staff member Jeanie Clark.

We must continue to seek additional funding and develop ways to increase our income from room hire program activity and grant monies. 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. We are always applying for grant money and hopefully we will receive funding to continue the development of the compound for storage and the community garden. The

committee also has a vision about how the building should be expanded into the future to provide storage, a social area classroom and office space. The Community House is one place that anyone can come and enjoy a coffee and a chat, this is an invaluable service which brings people together.

We actively campaigned the state Government to seek more funding and demanded extra employment hours, this was partly successful in that we were awarded another five hours per week. Both the coordinator and book keeper now receive more hours.

I would like to acknowledge Jan Allemann and thank her for the work she has done in the last twelve months. 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

President



Co-ordinator's Report

Maryborough Community House has had another busy year with overwhelming support from volunteers. One may ask where would we be without the dedication and vast contribution from our many volunteers?

On behalf of the Committee of Management I would like to take this opportunity to convey a sincere thank you to all our dedicated volunteers who assisted Ruth and the Committee of Management to keep our House ticking along all year.

Participation numbers have been extremely good based on the year as a whole. Numbers fluctuated from time to time depending on the programs on offer.

Particular attention was paid to following our **Strategic Plan**.

Programs included:

Health and Fitness with Tai Chi classes, Chinese Stretch Meditation, Grief Group and Village lunches every Tuesday;

Art and Craft with Art from the Heart, Trev's Art Group and Community Craft;

Vocational Skills with Computer classes;

Life Skills with a new and hugely successful Simply Living which has covered Gardening, Fruit Bottling, Essential Oils, Sewing, Weaving, Craft and Happy Spinners to name a few; and

Special Interest with another new program – Searching your Family History.

Here again our Volunteers have shown great initiative and commitment to another successful year at Maryborough Community House.

Community Engagement with Central Goldfields Shire, local Service Clubs, Community Organisations, Businesses and Traders has been continued with several new groups adding their support.

Another relatively new relationship has been secured with the Maryborough Education Centre. Several VCAL students have assisted with gardening and following a special request from them were presented with the history of our House plus the basics of Community Development. This program is scheduled to take place again in Term 3 next year. It is a joy to see young people wanting to learn about us and what we do.

Funding: The year saw two successful funding applications. Firstly thank you to the Bendigo Bank for \$1,100 which enabled three small projects to happen: Broadcasting Basics program was undertaken thanks to our local Community Radio station Goldfields FM; Health and Wellbeing in conjunction with Maryborough & District Health Service; and a Leadership Program for committee members and volunteers which resulted in the creation of an updated Strategic Plan.

We also were successful in gaining a Community Safety Fund Grant of \$8,886 from the Department of Justice. This facilitated the completion of Stage One of our Community Garden: site excavation, installation of security fence and connection of water and power to site. Further funding will be sourced for the next stages of the Community Garden.

Thanks to our promotional team, our profile has been greatly enhanced through the local community via Facebook and monthly newsletters. Kerry and her team have done a wonderful job and continue to do so.

In closing I would like to personally thank members of the Committee and all our Volunteers for working together and supporting each other, effectively ensuring that our House is a welcoming, enriching and happy place for all.

Thank you, Lorraine O'Dal, Committee Member, 25/9/2018

**Maryborough Community House Inc.
Statement by Members of the Committee**

The committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the committee the financial statements:

1. Presents fairly the financial position of Maryborough Community House Inc. as at 30 June 2018 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Maryborough Community House Inc. will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the committee and is signed for and on behalf of the committee by:

Amanda R Crameri Amanda R Crameri
(President)

Anthony Gibson Anthony Gibson *
(Committee Member)

Bernard J Crameri B. J. Crameri
(Treasurer)

Dated 16/10/18

Maryborough Community House Inc
Trading, Profit and Loss Statement
For the Year ended 30 June 2018

	2018	2017
	\$	\$
Income		
Donation Income	2,483.75	1,214.20
Fundraising Income	1,588.00	982.00
Grants DHS-NHCP(House Oper Grant)	60,391.34	57,206.33
Grants NILS		6,000.00
Grants - other	10,986.00	1,000.00
Interest Income	842.61	486.53
MCH Projects	5,020.83	2,283.07
Membership Dues	180.00	235.00
Misc Income	681.82	
Office Services Income	15.87	
Room Hire	4,135.00	1,948.08
Hire of Equipment	36.36	145.45
	86,361.58	71,500.66
Gross Profit from Trading	86,361.58	71,500.66
Expenditure		
Administration Costs	289.64	200.00
Advertising	519.35	601.23
Catering	68.88	541.74
Cleaning	171.59	350.73
Computer & Software expense	277.20	264.35
Depreciation	2,776.57	207.92
Donations	25.00	
Equipment	2,260.84	3,061.18
Freight & Cartage	10.00	7.48
Fundraising Expenses	134.20	18.00
Gas & Electricity	1,704.25	1,713.87
Insurance	1,071.31	889.23
Postage	102.73	116.86
Printing & Stationery	233.00	404.88
Professional Fees	300.00	300.00
Professional development	877.27	2,174.09
Programme Expense	1,271.43	2,579.40
Rates & Taxes	1,464.50	1,593.94
Repairs & Maintenance	1,312.80	1,328.13
Subscriptions & Memberships	2,291.36	1,490.89
Superannuation Contributions - Employees	4,706.30	4,960.61
Telephone & Communications	2,537.07	2,635.25
Travel & Accomodation	420.00	742.73
Wages	52,985.56	55,536.29
Workcover	503.30	543.31
	78,314.15	82,262.11

*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.*

Maryborough Community House Inc
Trading, Profit and Loss Statement
For the Year ended 30 June 2018

	2018	2017
	\$	\$
Profit before Income Tax	<u>8 047.43</u>	<u>(10,761.45)</u>

*The accompanying notes form part of these financial statements.
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Maryborough Community House Inc
Balance Sheet
As at 30 June 2018

	2018	2017
	\$	\$
Equity		
Retained Profits	54,020.58	45,210.85
Total Equity	<u>54,020.58</u>	<u>45,210.85</u>
 Represented by:		
Current Assets		
Deposits	101.55	345.70
Petty Cash Imprest	51.23	89.80
Cash at Bank - Bendigo	<u>7,802.43</u>	<u>8,476.62</u>
	7,955.21	8,912.12
Non-Current Assets		
Property Improvements	8,815.00	
Less Accumulated Impairment	<u>317.00</u>	
	8,498.00	
Plant & Equipment	12,424.00	9,106.27
Less Accumulated Impairment	<u>5,174.00</u>	<u>2,714.43</u>
	7,250.00	6,391.84
	<u>15,748.00</u>	<u>6,391.84</u>
Investments		
Term Deposit 1680	<u>34,345.06</u>	<u>33,601.75</u>
	34,345.06	33,601.75
Total Assets	<u>58,048.27</u>	<u>48,905.71</u>
Current Liabilities		
Sundry Creditors	1,076.60	1,335.11
Other Creditors	<u>2,951.09</u>	<u>2,359.75</u>
	4,027.69	3,694.86
Total Liabilities	<u>4,027.69</u>	<u>3,694.86</u>
Net Assets	<u>54,020.58</u>	<u>45,210.85</u>

The accompanying notes form part of these financial statements.

Maryborough Community House Inc
Notes to the Financial Statements
For the Year ended 30 June 2018

	2018	2017
	\$	\$
2. Profit		
Expenses		
Employee Benefits Expense	57,691.86	60,496.90
Depreciation and Amortisation	2,776.57	207.92
Advertising	519.35	601.23
Freight & Cartage	10.00	7.48
Insurance	1,071.31	889.23
Postage	102.73	116.86
Printing & Stationery	233.00	404.88
Rates & Taxes	1,464.50	1,593.94
Repairs & Maintenance	1,312.80	1,328.13
Telephone & Communications	2,537.07	2,635.25
Other Expenses	10 594.96	13 980.29
	78 314.15	82,262.11

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

2,776.57 207.92

Net Expenses Resulting from Movement in Provisions

2 776.57 207.92

4. Cash and Cash Equivalents

Deposits

101.55 345.70

Petty Cash Imprest

51.23 89.80

Cash at Bank - Bendigo

7 802.43 8 476.62

7 955.21 8 912.12

Reconciliation of Cash

Cash and Cash Equivalents

7 955.21 8 912.12

7 955.21 8,912.12

The accompanying notes form part of these financial statements.

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Maryborough Community House Inc
Notes to the Financial Statements
For the Year ended 30 June 2018

	2018	2017
	\$	\$
5. Financial Assets		
Current		
Term Deposit 1680	34 345.06	33 601.75
	<u>34,345.06</u>	<u>33 601.75</u>
6. Property, Plant and Equipment		
Land and Buildings		
Property Improvements		
Property Improvements	8,815.00	
Less Accumulated Impairment	<u>317.00</u>	
	8,498.00	
Total Land and Buildings	<u>8 498.00</u>	
Plant and Equipment		
Plant & Equipment	12,424.00	9,106.27
Less Accumulated Impairment	<u>5 174.00</u>	<u>2 714.43</u>
	7,250.00	6,391.84
Total Plant and Equipment	<u>7 250.00</u>	<u>6 391.84</u>
Total Property, Plant and Equipment	<u>15 748.00</u>	<u>6 391.84</u>
7. Trade and Other Payables		
Current		
Sundry Creditors	1,076.60	1,335.11
Other Creditors	2,951.09	2,359.75
Total Trade and Other Payables	<u>4 027.69</u>	<u>3 694.86</u>

The accompanying notes form part of these financial statements.

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