

# PORT FAIRYMEN'S SHED

## Minutes of Annual General Meeting 2013



**Date:** 6pm, 29<sup>th</sup> August 2013

**Venue:** Port Fairy Men's Shed Meeting Room

Port Fairy Showgrounds, Hamilton – Port Fairy Road Port Fairy

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### 1 Attendance & Apologies

**Members in attendance:** Ralph Leutton (in the Chair) plus 20 other members (as listed on p5 at end of Minutes).

**Apologies:** Nick Abbott, Tess Abbott, Ern Bishop, Glenn Dowie, Gail Down, Peter Down, John Ellard, Ross Manniche, Freya Marriott, Peter Ridout, Joy Rundell, Jack Smits, Ed Symonds, Dan Tehan (MP), Jeanette Toller-Bond.

#### Welcome by President

President, Ralph Leutton, welcomed members and guests to the Annual General Meeting and invited members to stay on for the BBQ following the meeting.

### 2 Confirmation - Minutes of Previous Meeting

*It was moved (Leo Dalton/ Mick Wentworth) that the Minutes of the previous year's AGM held 24<sup>th</sup> October 2012 be confirmed as a true and accurate record of the meeting. **Carried***

### 3 Reports:

#### 3.1 President's Report

President, Ralph Leutton, outlined the key points in his report as presented in the Annual Report circulated to all members present.

Although the recent passing of **Don Stephens** (the founding President of the PFMS) on 11<sup>th</sup> July, occurred just outside the 2012/13 period covered in the report, Ralph acknowledged the legacy left by Don in getting the Port Fairy Men's Shed started.

Ralph particularly acknowledged the good work of the Committee over the past 12 months and also the positive involvement that the Craft Group and Art Group were having on the life of the Shed. He thanked out-going Committee member, **Leo Dalton**, who was not standing for office in 2013/14, for his contribution in organising the store and associated procedures over a number of years.

He drew the attention of members to the report by VP-Projects, **Geoff Barker**, and thanked Geoff for the good work he has done in ensuring the projects undertaken in 2012/13, which were many and varied, had progressed well and helped engage the band of willing "shedders", listed in Geoff's report, who regularly turned up at the Shed each week.

In this regard, it was disappointing that out of a relatively large membership base, there was only a core of around 20 that contributed to projects and activities in the workshop. However, he pointed out that he was not overly concerned because if everyone on our list turned up we would have an OHS nightmare on the cards as the Shed could not sustain attendance above 20 members at any time.

In closing his remarks he thanked Auditor, Wayne Krause, for his work at short notice.

### 3.2 Secretary's Report

Harry Bracegirdle outlined his comments he made in his report and the reference to key points such as the website, the membership summary (124 members), the grants that had been applied for in the year and the growing use of the Shed meeting by other community groups such as the Cemetery Trust, the Craft Group and more recently, the Port Fairy CWA. The use by external organisations made the Shed a valuable community asset.

Harry apologised to members that he had not published as many Newsletters as in other years and acknowledged that this failing didn't help keep the communications channels to as open to members as required.

### 3.3 Treasurer's Report

In the absence of Treasurer, Peter Down, Harry Bracegirdle had compiled the Treasurer's report. Harry outlined to the meeting the key aspects of the financial activities in 2012/13, in particular the **Profit & Loss Statement** and **Balance Sheet** for the period ending 30<sup>th</sup> June 2012.

Despite the 2012/13 budget that was tabled at the last AGM indicating a loss of around \$1,900 the Committee had exercised sound financial management to return a net increase of financial assets of around \$220.

Harry also explained the rationale behind the change of banking arrangements in 2012/13 resulting in the opening of a new, interest-bearing trading account in favour of the old trading account and Internet savings account. This was necessary because the Internet savings account had to maintain a balance of over \$10,000 in order to earn interest, and this was proving difficult due to cash flow problems in the previous financial year. The new trading account, supplemented by two Term Deposit accounts, reflected a combined balance of **\$20,586.10** as of 30<sup>th</sup> June 2013.

Ewen Cameron questioned the net amount of GST paid over the financial year as this was not itemised in the P&L. In response, Harry Bracegirdle explained that he had not detailed the tax control account in the reports and could not, without access to the Quicken accounting system on the computer, accurately say how much GST was involved. However, he assured members that as a consequence of BAS statements over the year we had received a credit back from the ATO, albeit a modest amount.

President, Ralph Leutton, highlighted a \$299.06 expense entry in the P&L that was listed as "Bad Debts – written off". This was a consequence of possible errors in the Q2 and Q3 BAS returns that resulted in only \$133 being returned by the ATO, which had left an uncleared balance of \$299.06 in the tax control account. This effectively meant monies possibly owing to the PFMS by the ATO.

On this understanding, the Committee, at its last meeting and acting upon advice from the Auditor, had agreed to write this amount off to clear the balance as of 30<sup>th</sup> June but acknowledged that this could possibly be recovered in the first quarter of 2013/14. Ewen Cameron suggested that these monies should be recoverable.

Following the presentation of the Annual Report the Chairman then called for a motion to accept the reports of the President, Secretary and Treasurer.

*It was therefore moved (Garry Finnigan / Harry Bracegirdle) that the reports be accepted. **Carried***

## 4 Election of Office Bearers

President Ralph Leutton indicated that the normal practice would be for him to vacate the Chair for an election of Office Bearers but, on the understanding that a ballot was not required, he deferred to Harry Bracegirdle, as Public Officer for the Port Fairy Men's Shed, to announce the results of the election of Office Bearers for the 2013/14 year.

The nominations for the various Committee positions that had been received by the due date were as follows:

Position	Nominee	<i>Nominated / Seconded by</i>
<b>President</b>	Ralph Leutton	<i>H. Bracegirdle / G. Barker</i>
<b>Vice-President Property)</b>	Jack Smits	<i>K. Bunge / G. Barker</i>
<b>Vice-President (Projects)</b>	Geoff Barker	<i>H. Bracegirdle / K. Bunge</i>
<b>Secretary</b>	Roger Swifte	<i>H. Bracegirdle / G. Barker</i>
<b>Treasurer</b>	Harry Bracegirdle	<i>G. Barker / R. Manniche</i>
<b>Social &amp; Welfare Officer</b>	Keith Bunge	<i>R. Manniche / G. Barker</i>
<b>Operations Manager</b>	Dennis Lemke	<i>G. Barker / K. Bunge</i>
<b>Ordinary Member</b>	Ross Manniche	<i>H. Bracegirdle / G. Barker</i>
<b>Ordinary Member</b>	Garry Finnigan	<i>G. Barker / R. Manniche</i>

As there was only one nomination for each available position it was declared those nominated be duly elected to the position as listed.

President, Ralph Leutton, congratulated the incoming committee members and spoke briefly about the practice of the out-going committee to focus on one particular aspect of Shed operations / issues at each meeting (*i.e. one meeting might focus on the large equipment in the Shed, another on small hand tools and another, succession planning*). He thought this had worked well and would look to continue the practice in 2013/14.

## 5 Adoption of Budget

### 5.1 Budget for 2013/14

Treasurer, Harry Bracegirdle, spoke to the meeting about the budget presented in the Annual Report which allowed for a balance budget in 2013/14. This would help maintain a cash balance of around \$20,000 and in-line with the adopted position of the Committee to have sufficient, available reserves to cover two years of operation at an anticipated cost of around \$9,000 per annum.

He explained that the Shed was now maturing into a steady, working state, as far as day-to-day operational activities were concerned, and there was now a good history of operational costs developed in the accounts on which to draw budgetary information.

As a consequence of this data, it was relatively simple to frame a budget based on historical costs by using the Quicken accounting system to bring forward previous year's income and expenditure and then massage the figures to fit the current trends. In this regard, the first-pass budget was based on this historical data and allowances then made for inflationary increases and other known factors.

Harry outlined that our projects work was starting to realise a small profit and this helped the bottom line in the budget. He had allowed for an increase in projects income in 2013/14 to \$4,000 on the understanding that a large project to restore an historical lifeboat, in conjunction with the Heritage Society, should return a minimum of \$2000 in early 2013.

On the expenditure side he had budgeted for an increase in equipment purchase to \$3,000 (not counting any income or expense from successful grant applications for equipment) and for a modest increase in expenditure on small tools to \$960 (*cf. \$371 spent on 2012/13*).

*It was moved (Harry Bracegirdle / Mick Wentworth) that the budget as presented be adopted. **Carried***

**5.2 Membership fees for 2013/14**

Inherent in the budget as presented, was the recommendation of the previous Committee that membership fees for 2013/14 be held at the same rate as the previous year, being \$20 per member.

Ewen Cameron informed the meeting that the Hamilton Men's Shed charged \$5 per member per session, which was an alternative method of raising membership funds. Following a short discussion about the pros and cons of various fee options, the meeting ratified the decision of the Committee to hold annual fees at \$20.

*It was therefore moved (Leo Dalton / Harry Bracegirdle) that the decision of the Committee, to set annual membership fee at \$20, be ratified. **Carried***

**6 Appointment of Auditor for 2013/14**

Whereas Wayne Krause had stepped in at short notice to take on the role of Auditor for 2012/13 due to the unavailability of the appointed Auditor, Geoff Arnold, Wayne did not want to continue in the role in subsequent years.

It was therefore recommended that the appointment of an Auditor for 2013/14 be left to the discretion of the new Committee. Mick Wentworth suggested that we approach Brian Maloney who would be suitable for the role.

*It was moved (Harry Bracegirdle / John Lampard) that Committee investigate options for an Auditor and appoint accordingly. **Carried***

**7 Meeting close:**

President Ralph Leutton thanked members for their attendance. In his closing remarks he invited members to join the BBQ dinner.

However, after formally closing the AGM he then wanted to spend a short time on an *informal forum* to gain insight from members on what activities could be introduced into the life of the Shed for the ultimate benefit of members and to encourage greater participation.

**The meeting closed at 6.45 pm.**

**Minutes Confirmed:**

.....Date: .....

**See over for attendees:**

**Attendees:**

<b>FirstName</b>	<b>LastName</b>
Geoffrey	<b>Barker</b>
Robert	<b>Blackmore</b>
Harry	<b>Bracegirdle</b>
Keith	<b>Bunge</b>
Ewen	<b>Cameron</b>
Leo	<b>Dalton</b>
Garry	<b>Finnigan</b>
Robert	<b>Gatt</b>
Max	<b>Holmes</b>
Jim	<b>Kent</b>
John	<b>Lampard</b>
Ralph	<b>Leutton</b>
Gerry	<b>McCartin</b>
Roy	<b>Pollock</b>
John	<b>Porter</b>
John	<b>Rundell</b>
Roger	<b>Swifte</b>
Henry	<b>Toller-Bond</b>
Ton	<b>van Doorn</b>
Mick	<b>Wentworth</b>
Gray	<b>Wilson</b>