

PORT FAIRYMEN'S SHED

Minutes of Annual General Meeting 2015



Date: 6pm, 23rd October 2015

Venue: Port Fairy Men's Shed Meeting Room

Port Fairy Showgrounds, Hamilton – Port Fairy Road, Port Fairy

1 Attendance & Apologies

Members in attendance: Ralph Leutton (in the Chair) plus 27 other members (as listed on p5 at end of Minutes).

Apologies: Geoff Barker, Sue Barnes, Eric Bishop, John Lampard, Dennis Napthine, Dan Tehan, Jeanette Toller-Bond, Henry Toller-Bond

Welcome by President

In opening the meeting at 6pm the President, Ralph Leutton, formally welcomed members and guests to the 2015 Annual General Meeting.

2 Confirmation - Minutes of Previous Meeting

It was moved (Keith Bunge / Ern Bishop) *"That the Minutes of the previous year's AGM held 9th October 2014 be confirmed as a true and accurate record of the meeting".* **Carried**

3 Reports:

The Annual Report had previously been circulated to members and hard copies were also distributed at the meeting. President, Ralph Leutton, proposed that the report be reviewed as written but invited members of the committee to highlight the relevant sections of their reports.

3.1 President's Report

President, Ralph Leutton, outlined the key points in his report as presented in the Annual Report.

Ralph acknowledged the work of the Committee in 2014/15 and thanked them for their contribution. He specifically thanked Harry Bracegirdle, who was standing down as Acting Secretary and Treasurer, for his work in these roles.

He highlighted the fact that the Port Fairy Men's Shed had now reached a level of maturity and was functioning well as a place where members can come and enjoy the camaraderie and work on worthwhile community projects.

In closing, Ralph felt that we had finished the past 12 months on a very positive note from a financial perspective. Although the Moyne Shire Council had not supported the Shed's request for direct grant funding support to cover operational activities he acknowledged that the Streetscape work they had provided, and the remuneration it returned, had significantly helped the financial bottom line.

3.2 Secretary's Report

Harry Bracegirdle spoke briefly on matters he made in his report. This included the grant funding received although he pointed out that as grants generally only cover projects or equipment, and not operational costs, the need for equipment funding had diminished as the Shed reached a sort of steady state in its development. He also spoke about the number of non-financial members purged from the membership list at the end of 2014/15 which helps keep our AMSA membership/insurance premiums to a minimum. He was pleased to report that, as of 23rd October 2015, the membership had grown again to be 101 members.

3.3 Treasurer's Report

Treasurer, Harry Bracegirdle, spoke to his report and the financial statements for 2014/15, in particular the **Profit & Loss Statement** and **Balance Sheet** for the period ending 30th June 2015. The P&L indicated a net profit of \$4,733.46 which was mainly attributable to the income generated from Streetscape project work that totalled just over \$6,000. As of 30th June 2015 the PFMS had a total of \$25,860 in cash assets in various accounts at the bank.

Harry highlighted the transfer of Term Deposit monies from the National Australia Bank to the Bendigo (Community) Bank during 2014/15. In total, we have \$15,000 spread over two term deposit accounts at the Bendigo and these accounts were designated as "Reserve Fund" accounts and served as a financial buffer for future, potentially leaner years. This policy to rename the Term Deposit accounts as Reserve Funds was reported at last year's AGM.

It was moved (Harry Bracegirdle / Ross Manniche) *"That the financial reports be accepted"*. **Carried**

3.4 Adoption of Annual Report

It was moved (Barry Stewart / Thelma Swifte) *"That the Annual Report as tabled be accepted"*. **Carried**

4 Special Business:

4.1 Motion to amend the Incorporated Rules of the Port Fairy Men's Shed

A motion to amend the Rules of the Port Fairy Men's Shed had previously been circulated with the Notice of Annual General Meeting.

Preamble:

The Committee of Management of the Port Fairy Men's Shed at a regular Committee Meeting considered the structure of the Committee and discussed a simplification of that structure to more readily attract members to a role on the Committee of Management.

It was therefore proposed that the current structure of:

President;
Vice-President (1) – Building and Equipment;
Vice-President (2) – Projects;
Secretary;
Treasurer;
Social and Welfare Officer;
Operations Manager; and
Two Ordinary Members,

be replaced by the following structure:

President;
Vice-President;
Secretary;
Treasurer; and
Four Ordinary members.

Recommendation:

Therefore, it was the **Recommendation** of the Committee of Management for the Port Fairy Men's Shed **that the following amendments be made to the Model Rules for the Association.**

Motion:

It was moved (Peter Down / Harry Bracegirdle) *that the following amendments to the Model Rules for the Association be adopted:*

“That Rule 20 Part (3) (b) be amended from

“(3) (b) two ordinary members” to be

“(3) (b) four ordinary members”; and

That Rule 21 Part (1) (c) be deleted;

Part (1) (d) be renamed to Part (c);

Part (1) (e) be renamed to Part (d);

Part (1) (f) be deleted;

Part (1) (g) be deleted; and

That these amendments be notified to the Department according to the conditions of the Act.”

Before being put to a vote, the Chair invited discussion on the amendment. Ewen Cameron queried the need to change the structure as it was his belief that the current rules reflected the proposed structure. However, he was seemingly reviewing the original (Model) Rules that we adopted in 2008/09 and not the version amended in July 2010 which reflected the current Committee structure now considered for amendment.

After discussion, the motion was **Carried**.

5 Election of Office Bearers

President Ralph Leutton indicated that the normal practice would be for him to vacate the Chair for the election of Office Bearers but, on the understanding that a ballot was not required for those positions for which prior nominations had been received, he proposed to hand over the Chair to Secretary and Public Office, Harry Bracegirdle, for the election of a the President and then with the indulgence of the meeting re-assume the Chair following that election.

The nominations for the various Committee positions that had been received by the due date were as listed in the following table in section 5.1 below.

It was noted that the proposal to amend the Rules as adopted in section 4 above, would require that the rule amendment be first approved by Consumer Affairs Victoria. However, this would necessitate the holding of a special general meeting at a later date to elect officers and committee members according to the proposed new structure.

Ewen Cameron rightfully queried the validity of proceeding with an election based on the new structure prior to it being formally approved. However, the matter was resolved on the suggestion from Peter Roysland that the current committee could remain until the new structure was formally adopted and that the election at this AGM proceed on the basis of the new structure, with those elected formally taking up office when approval was received from Consumer Affairs Victoria. This would obviate the need to call a second meeting.

It was therefore moved (Peter Roysland / Ern Bishop) *“That the current committee remain in office until the new rules are formally approved by CAV and that the election of incoming committee proceed on the basis of the proposed new structure with the office bearers and ordinary members formally taking up office once approval had been received”.* **Carried**

5.1 Nominations for the 2015/16 Committee positions

Nominations, received by the Secretary by the due date of 16th October 2015, are listed in the following table.

Position	Nominee	Nominated / Seconded by
President	Ralph Leutton	H. Bracegirdle / Ern Bishop
Vice-President	Peter Down	R. Leutton / H. Bracegirdle
Secretary	No nomination received	
Treasurer	No nomination received	
Ordinary Member(s)	Keith Bunge	H. Bracegirdle / R. Manniche
	Ross Manniche	R. Leutton / H. Bracegirdle
	Barry Stewart	H. Bracegirdle / R. Leutton
	No nomination received	

As the number of nominations for the positions of President, Vice-President, and three ordinary members were equal or less than the number of positions then Ralph Leutton, Peter Down, Keith Bunge, Ross Manniche and Barry Stewart were duly elected to the respective positions and will take up office once approval from CAV is received.

The Chair, Ralph Leutton, then called for nominations from the floor for positions of Secretary, Treasurer and one additional Ordinary member. No nomination was forthcoming for the position of Secretary or Treasurer and the matter was left to the incoming committee to fill these on a casual basis.

A nomination (Peter Down / Keith Bunge) for **Dennis Lemke** as an Ordinary member was subsequently received and carried. Therefore Dennis Lemke was elected to fill the final Ordinary member position.

6 Adoption of Budget

6.1 Budget for 5/16

Treasurer, Harry Bracegirdle spoke to the meeting about the budget he had prepared, and presented in the Annual Report which allowed for a modest loss of around \$340 in 2015/16. This would help maintain our funds of around \$25,000 and in-line with the reserves policy.

Harry outlined that the Streetscape Project to refurbish bench seats for the Moyne Shire Council was now nearing completion and therefore the on-going income from that source was uncertain. He had therefore taken a conservative view on anticipated income from such project work. Some income for 2015/16 had already been received since 1st July 2015 and was factored into the budget.

It was moved (Harry Bracegirdle / Peter Down) *"That the budget for 2015/16 as presented be adopted"*. **Carried**

6.2 Membership fees for 2015/16

Inherent in the budget was the recommendation of the Committee that membership fees for 2015/16 remain at \$25 which helped cover the per member insurance levy set by AMSA.

It was moved (Peter Down / Harry Bracegirdle) *"That the membership fee for 2015/16 be set at \$25 with effect from 1st July 2015."* **Carried**

7 Appointment of Auditor for 2013/14

It was moved (Harry Bracegirdle / Garry Finnigan Down) *"That Adrian Crosier be appointed as Auditor for 2015/16"*. **Carried.**

8 Meeting close:

In closing the meeting, President Ralph Leutton thanked members for their attendance and invited to stay for the sausage sizzle.

The meeting closed at 6.40 pm.

Minutes Confirmed:

.....Date:

See over for attendees:

Attendees:

First Name	Last Name	Present	Apology
Ern	Bishop	Y	
Robert	Blackmore	Y	
Harry	Bracegirdle	Y	
Dave	Bruce	Y	
Keith	Bunge	Y	
Ewen	Cameron	Y	
Leo	Dalton	Y	
Gail	Down	Y	
Peter	Down	Y	
Garry	Finnigan	Y	
Keith	Gibson	Y	
Murray	Hennig	Y	
Dennis	Lemke	Y	
Ralph	Leutton	Y	
Ross	Manniche	Y	
John	McIntyre	Y	
Rod	Meehan	Y	
Alan	Nightingale	Y	
Jan	Petersen	Y	
Evelyn	Pollock	Y	
John	Porter	Y	
Judy	Roberts	Y	
Peter	Roysland	Y	
Jennifer	Stephens	Y	
Barry	Stewart	Y	
Thelma	Swifte	Y	
Mick	Wentworth	Y	
Gray	Wilson	Y	
Geoffrey	Barker		Apology
Sue	Barnes		Apology
Eric	Bishop		Apology
John	Lampard		Apology
Dr. Denis	Napthine		Apology
Daniel	Tehan (MP)		Apology
Henry	Toller-Bond		Apology
Jeanette	Toller-Bond		Apology