



ANNUAL GENERAL MEETING 2019

held on Tuesday 19th February 2019 commencing at 11:00am
at the RACV Club 501 Bourke St, Melbourne.

MINUTES

PRESENT:

The attendance register is appended to these minutes

1. WELCOME& OPENING COMMENTS – *Chair Helene Bender OAM*

Helene Bender OAM opened the meeting at 11:00am and delivered a *Welcome to Country*

In welcoming those in attendance Helene made particular note of first time attendees and past Victoria Branch Chairs, Ian Perdriau AM, Don Hyde AM and Anne Scott OAM

Helene also explained that the Victoria Branch has now moved to a Jan/Dec financial year in accordance with the National financial year and hence to facilitate this change of financial year

2. APOLOGIES – *Secretary Fred Harrington OAM*

The list of apologies is appended to these minutes

3 MINUTES OF THE 2017 ANNUAL GENERAL MEETING & 2018 ADJOURNED ANNUAL GENERAL MEETING

Moved by: Ross Newton OAM

Seconded by: Barbara Thompson OAM

Motion: that the Minutes of the 2017 Annual General Meeting and 2018 Adjourned Annual General Meeting be accepted as an accurate record of those meetings.

Carried

4. ANNUAL REPORT BY CHAIR HELENE BENDER OAM

In tabling this report I acknowledge Diane James AM who was VIC Branch Chair until November last year.

One of our successful endeavours for the year was the campaign to acquire email addresses to encourage online communications with our members, thus cutting significant time, stationery, printing and postage costs for our Branch. With the help of actor, Ken James, over 91% of our members have now supplied us with an email contact address.

Continued to build the relationship with our Patron, the Governor of Victoria, through attendance at two Investitures and progressing an opportunity for an event to be held at Government House. William Lye OAM researched and prepared an excellent report on current OAA membership diversity which has been presented to the Governor for her consideration.

2018 saw the resignation of Cathy Roth OAM, Michael Kennedy OAM and Christine Unsworth AM from Victoria Branch for health or personal reasons and we thank them for their service over the years. We welcomed during the year Peter Jones AM and William Lye OAM

Worked with National on the development and input of numerous policies including the National Strategic Plan

Hosted the National Chairman Barry Nunn to a boardroom meeting in Melbourne where significant issues were raised and mutual areas of interest discussed.

Successfully hosted members and guests to our 2018 signature events:

- *Australia Day Flag Raising Ceremony at The Shrine

- *Inspiring Australians Oration with Dr Susan Alberti AO at Deakin Edge Federation Square

- *National Masterpieces lecture, exhibition and lunch at NGV

- *New Awardees Ceremony, Alex Theatre

- *Annual Luncheon, with Steve Moneghetti AM at William Angliss College

This year the Vic Branch is keen to retain and grow membership and continue to focus on diversity in culture, gender and age. We all know 35 to 50 year olds who have gone above and beyond, so why not nominate them for an Order of Australia award.

I thank all our Regional Groups for the outstanding work they do organising quality events and welcoming new recipients who are their potential new members.

The Victoria Branch values Fred Harrington OAM our Secretary; he is an excellent sounding board for both the outgoing and incoming Chair – thank you.

In closing I acknowledge Duncan Stalker OAM who due to tenure of years on the Victoria Branch committee is standing down. We acknowledge Duncan has been Vic Branch Chairman Regional; Chair of Communications sub-committee, an excellent representative of the South West Regional Group and a brilliant Chair of the 2014 National Conference in Victoria. Duncan thank you, and we wish you ongoing health and happiness.

Moved by: Helene Bender OAM

Seconded by: Richard Rozen OAM

Motion: that the report of Victoria Branch Chair, be accepted.

Carried

5 TREASURERS REPORT AND ADOPTION OF ACCOUNTS FOR 2018.

Treasurer Wayne Myers presented his report and the Accounts for 2018. A copy of the report and financial accounts are attached to these minutes.

Moved by: Wayne Myers OAM

Seconded by: Alex Arbuthnot AM

Motion: that the report of Victoria Branch Chair, be accepted.

Carried

6 ELECTION OF OFFICE-BEARERS & COMMITTEE MEMBERS FOR 2019-2020

Fred Harrington OAM provided the following statement regarding the election:

Notice of AGM and call for nominations were sent by email to all members who have provided an email address and by mail to the members who have not provided an email address in accordance with the By Laws and Branch Rules with nominations closing 25 days before the AGM

Following the call for nomination I confirm that at the close of nominations the number of nominations received for membership of the Committee did not exceed the vacancies available and so no vote is required. I have pleasure in announcing the following members of the Order of Australia Association elected to the Victoria Branch committee for the period 2018-19.

▪ Chairman	Helene Bender OAM
▪ Deputy Chair (Metropolitan)	Dr Yvonne Ho
▪ Deputy Chair (Country)	Barbara Abley AM
▪ Secretary	Fred Harrington OAM
▪ Treasurer	Wayne Myers OAM
▪ Committee Member	William Lye OAM
▪ Committee Member	Peter Jones AM
▪ Committee Member	Irene Harrington OAM
▪ Committee Member	Barbara Thomas OAM
▪ Committee Member	Dr June Kane AM
▪ Committee Member	Vacant

With one vacancy remaining nominations were called from the members in attendance. Helene advised that Pam Robinson OAM had advised that she was prepared to nominate however due to illness was unable to attend today. Noting that there were no nominations the meeting was advised that contact will be made with Pam to progress her appointment to the Victoria Branch Committee.

I also advise that the following members will be co-opted to the Victoria Branch committee:

▪ Co-opted Member	Tony Smith OAM
▪ Co-opted Member	Richard Rozen OAM

Members in attendance greeted the result of the election with applause.

7 OTHER BUSINESS FOR WHICH NOTICE HAS BEEN RECEIVED

There were no notices received in relation to any other Business.

8 OTHER BUSINESS AT THE DISCRETION OF THE CHAIR

The following items were raised:

- Is there a need for the Financial Statements to be audited? Treasurer Wayne Myers advised that Branch financials do not need to be audited. Branch accounts are incorporated into the National Accounts and audited at that stage.
- When will the Vic Branch congratulatory letters be sent to new awardees? Helene Bender advised that they are now in the mail so it is OK for Regional Groups to send out their letters.
- It was noted that Treasurer Wayne Myers OAM has resigned as Treasurer. Wayne advised that he will complete the accounts to the end of February and provide appropriate handover to the new Treasurer.
- It was also noted that following today's election of Vic Branch committee Dr John Basarin OAM was no longer a member of the Vic Branch Committee. It was agreed that a letter be sent to John acknowledging his time and contribution to Vic Branch while he was a member of the committee.
- A vote of thanks was proposed to Wayne Myers acknowledging his efforts and contribution while Vic Branch Treasurer. This was carried with acclamation.

9 CLOSE OF ANNUAL GENERAL MEETING – *Chair Helene Bender OAM*

Chair, Helene Bender OAM closed the Annual General Meeting at 11.40am

2019 AGM Attendance Record

Name	Name	Name
Fred Harrington OAM	John Capp OAM	
Brian Stahl OAM	Marion Lau OAM	
Andrew Mackenzie OAM	Duncan Stalker OAM	
Doug Caulfield OAM	William Lye OAM	
Pam Robinson OAM	Helen Jurcevic OAM	
June Kane AM	Maren Chandler OAM	
Ross Newton OAM	Carlos de Lemos OAM	
Irene Harrington OAM	Marion de Lemos OAM	
Helene Bender OAM	Ian George OAM	
Graeme Woolacott OAM	Graeme Johnson OAM	
Sue Campbell OAM	Isobel Morgan OAM	
Barbara Thomas OAM	Graeme Johnson OAM	
Alex Arbuthnot AM	Christine Unsworth AM	
Professor Charles Qin OAM	Dr Yvonne Ho AM	
Val Lennie OAM	John Burt OAM	
John Ravenhall AM	Barbara Abley AM	
Duncan Stalker OAM	Dot Browne OAM	
Barbara Thompson OAM	Wayne Myers OAM	
Ian Perdriau AM	Anne Scott OAM	
Don Hyde AM	Richard Rozen OAM	
Evelyn Field OAM		

Name		
Grant Coultman-Smith OAM		
Lady Primrose Potter AC		
Dr John Basarin OAM		
Graeme Standish OAM		
Meg Davoren Honey OAM		
Peter Habersberger AM		
Peter Jones AM		
Bill Noonan OAM		
Pam Robinsom OAM		
Cathy Roth OAM		
Maureen Capp		
Rysia Rozen OAM		

THE ORDER OF AUSTRALIA ASSOCIATION

VICTORIA BRANCH

TREASURER'S REPORT

31 DECEMBER 2018

Attached is the Financial Statement for the year to 31 December 2018. The comparative figures for 2016-2017 are for fifteen months. In line with National requirements, figures have been included this year for Regional Groups. Thank you to Regional Group Treasurers for their cooperation in providing these figures promptly.

Functions conducted during the year were:

Australia Day Flag Lowering – surplus \$1035

Oration – cost of \$598

National Gallery of Victoria exhibition – surplus \$384

New Recipients' reception – cost \$1475

Annual luncheon – surplus \$1482.

We are grateful for donations received from:

Paul Wheelton AM KSJ – as General donations & Oration sponsorship.

The final instalment of \$15000 as our contribution towards a Foundation scholarship was paid during the year.

Our merchandise, ably handled by Richard Rozen OAM, has netted the Branch only \$1324 this year following some extra purchasing of stock. A review of the merchandise operation was conducted during the year with the goal of improving this situation in the coming year.

There were three Regional Support payments distributed during the year with the first relating to the final 2017 distribution from National.

The use of email has improved our communication costs. Office expenses (the National term) cover meeting costs for the Branch Committee and the Regional Groups quarterly meeting.

Wayne Myers OAM CGSJ CPA

Treasurer

Profit & Loss
The Order of Australia Association-Victoria Branch
For the year ended 31 December 2018

Vic Branch 2016-2017 Actual		Vic Branch YTD Actual	YTD Budget	Total Regional Groups	Victoria Consolidated
	Income				
\$46,377	Total Merchandise Sales	\$12,858	\$20,000	\$0	\$12,858
\$37,966	Less Total Cost of Sales	\$11,534	\$10,000	\$0	\$11,534
\$8,411	Gross Profit	\$1,324	\$10,000	\$0	\$1,324
	Plus Other Income				
\$5,910	Branch Support Grant Income	\$7,990	\$5,900		\$7,990
\$13,500	Donations Received	\$14,310	\$5,000	\$11,315	\$25,625
\$352	Interest Income	\$1,357	\$350	\$103	\$1,460
\$1,485	Other Sundry income	\$1,256	\$900	\$4,182	\$5,438
	Functions Other:				
\$1,420	Function Income Flag Lowering	\$1,180	\$1,180		\$1,180
\$10,264	Function Income Luncheon	\$5,162	\$0		\$5,162
\$8,120	Function Income NGV	\$8,234	\$8,200		\$8,234
\$4,451	Function Income Oration				
	Function Income Other			\$46,867	\$46,867
\$24,255	Total Functions Other:	\$14,576	\$9,380	\$46,867	\$61,443
\$53,913	Total Other Income	\$39,489	\$21,530	\$62,467	\$101,956
	Less Operating Expenses				
\$830	Bank Charges and Fees	\$0	\$550		\$0
\$15,000	Donations / Scholarships	\$15,000	\$0	\$4,500	\$19,500
	Postage / Courier	\$40	\$0		\$40
	Printing / Stationery	\$43	\$0		\$43
\$2,953	Regional Support	\$8,938	\$5,900	-\$8,329	\$609
\$2,482	Sundry Expenses	\$1,000	\$0	\$10,995	\$11,995
	Functions Other:				
\$110	Function Cost Flag Lowering	\$145	\$110		\$145
\$8,228	Function Cost Luncheon	\$3,680	\$0		\$3,680
	Function Cost New Recipients	\$1,475	\$0		\$1,475
\$7,751	Function Cost NGV	\$7,850	\$7,800		\$7,850
\$4,901	Function Cost Oration	\$598	\$450		\$598
	Function Cost Other			\$47,645	\$47,645
\$20,990	Total Functions Other:	\$13,748	\$8,360	\$47,645	\$61,393
	Newsletter & Communications:				
\$9,860	Total Newsletter & Communications:	\$2,424	\$3,600	\$0	\$2,424
	Office Expenses:				
\$1,993	Total Office Expenses:	\$1,898	\$1,680	\$0	\$1,898
\$54,108	Total Operating Expenses	\$43,092	\$20,090	\$54,811	\$97,903
-\$195	Net Profit	-\$2,279	\$11,440	\$7,656	\$5,377

Reviewed by: Jacqueline Sawyer,
 Certified Practising
 Accountant
 CPA Australia #1569057
 Sawyer 18/2/2019

FINAL

Balance Sheet
The Order of Australia Association-Victoria Branch
As at 31 December 2018

Vic Branch 2017		Vic Branch	Total Regional Groups	Victoria Consolidated
Assets				
	Bank			
\$61,894	OAA Vic Branch Term Deposit	\$48,001		\$48,001
	OAA Victoria Bch Merchandise	\$3,688		\$3,688
\$19,817	OAA Victoria Branch General Ac	\$26,037		\$26,037
\$81,711	Total Bank	\$77,726	\$0	\$77,726
Current Assets				
\$15,433	Merchandise Stock	\$13,897		\$13,897
	Merchandise Stock Asset - adjustment	\$1,332		\$1,332
	Regional Group Bank Accounts	\$0	\$52,317	\$52,317
\$15,433	Total Current Assets	\$15,229	\$52,317	\$67,546
\$97,144	Total Assets	\$92,955	\$52,317	\$145,272
Liabilities				
	Current Liabilities			
\$204	Sundry Creditors and Accruals	-\$1,705		-\$1,705
\$204	Total Current Liabilities	-\$1,705	\$0	-\$1,705
\$204	Total Liabilities	-\$1,705	\$0	-\$1,705
\$96,940	Net Assets	\$94,660	\$52,317	\$146,977
	Equity			
	Current Year Earnings	-\$2,280	\$7,657	\$5,377
\$63,440	Members Funds B/F	\$78,635	\$44,660	\$123,295
\$3,500	New Scholarship Fund	\$3,500		\$3,500
	Retained Earnings	-\$195		-\$195
\$30,000	Scholarship Reserve	\$15,000		\$15,000
\$96,940	Total Equity	\$94,660	\$52,317	\$146,977

Reviewed by: Jacqueline Sawyer
Certified Practising Accountant
CPA Australia # 1569057

J. Sawyer
18/02/2019

The Order of Australia Association-VIC Branch - Balance Sheet

New report available

Balance Sheet

The Order of Australia Association-Victoria Branch
As at 31 December 2018

Add Summary

31 Dec 2018

Assets

Bank

OAA Vic Branch Term Deposit	48,001.13	48
OAA Victoria Bch Merchandise	3,688.25	47
OAA Victoria Branch General Ac	26,037.02	47
Total Bank	77,726.40	

Current Assets

Merchandise Stock	13,897.21	48
Merchandise Stock Asset - adjustment	1,331.76	47
Regional Group Bank Accounts	52,316.63	47
Total Current Assets	67,545.60	

Total Assets	145,272.00
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Liabilities

Current Liabilities

Sundry Creditors and Accruals	(1,705.00)	47
Total Current Liabilities	(1,705.00)	

Total Liabilities	(1,705.00)
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Net Assets	146,977.00
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Equity

Current Year Earnings	5,376.83	
Members Funds B/F	123,295.17	
New Scholarship Fund	3,500.00	47
Retained Earnings	(195.00)	47

2/1/2019

Xero | Balance Sheet | The Order of Australia Association-VIC Branch

Scholarship Reserve	15,000.00
Total Equity	146,977.00

Reviewed by: Jacqueline Sawyer
Certified Practising Accountant
CPA Australia # 1569057

J Sawyer
18/02/2019

REGIONAL GROUPS FINANCIAL BALANCES 31 DECEMBER 2018

	BARWON	HIGHLANDS	MELB	CENTRAL	EASTERN	GIPPSLAND	LODDON	MORNINGTON				NORTH		NORTH EAST		SOUTH CENTRAL	WESTERN		TOTAL REGIONAL GROUPS		ADJUSTED		Original value	Difference
								MALLEE	PENINSULA	SUBURBS	GOULBURN	SOUTH WEST	SUBURBS	GOULBURN	SUBURBS									
INCOME																								
211 Functions	4710.00	2935.00			5409.00	11130.00		507.00	1589.50		14790.63	2355.00	2761.00	680.30	48867.43		46360.43		48867.43		46360.43		507.00	
275 Donations	40.00	960.00						2300.00	6000.00		15.00	2000.00					9015.00		11315.00		11315.00		2300.00	
265 BAG	578.00	516.00	1399.00	1094.00		529.00	467.00	355.00	532.00	580.00	674.00	267.00	540.00	798.00	8329.00		0.00		8329.00		0.00		0.00	
270 Interest	13.20	23.71									42.00						102.42		102.42		102.42		2.20	
280 Other	40.00	70.00			64.00	3375.00	467.00				422.00			211.20	4182.20		4182.20		4182.20		4182.20		0.00	
TOTAL INCOME	5381.20	4504.71	1422.51	6567.00	15034.00		467.00	3162.00	8121.50	580.00	15943.63	4622.00	3301.00	1689.50	70796.05		59657.85		62467.05		62467.05		2809.20	
EXPENSES																								
365 Functions	4162.63	2466.50			6808.30	11208.88		642.00	2686.50	437.55	13495.00	2358.00	2844.00	534.99	47644.35		48002.35		47644.35		47644.35		-358.00	
455 Donations	500.00				600.00			2150.00	250.00		1000.00				4500.00		2350.00		4500.00		4500.00		2150.00	
460 Other	1860.23	1073.68			323.00	3513.00	467.00		469.40	82.50	1236.04	1207.35	71.00	690.04	10995.24		11350.24		10995.24		10995.24		-355.00	
445 Regional Support	6522.86	3540.18	0.00	7731.30	14721.88		467.00	2792.00	3405.90	520.05	15731.04	3565.35	2917.00	1225.03	63139.59		8329.00		8329.00		8329.00		-25.00	
TOTAL EXPENSES	-1141.66	964.53	1422.51	-1164.30	312.12		0.00	370.00	4715.60	59.95	212.59	1056.65	384.00	464.47	7656.46		53398.59		54810.59		54810.59		1412.00	
SURPLUS																	6259.26		7656.46		7656.46		1397.20	
950 Bank Account Opening	2696.19		2867.77	4042.98	6744.09	5673.02	3565.35	1006.15	5384.68	2135.05	6173.89	1725.89	1353.48	1291.63	44660.17		44182.84		44660.17		44660.17		477.33	
606 Bank Account Closing	1554.53	3832.30	5465.49	5579.79	5985.14		3565.35	1376.15	10100.28	2195.00	6386.48	2782.54	1737.48	1756.10	52316.63		50443.10		52316.63		52316.63		1874.53	
Bank Account Investment Account	496.50	3832.30	5465.49	5579.79	5985.14		565.35	1376.15	10100.28	2195.00	6386.48	2782.54	1737.48	1756.10	48258.60		46384.07		48258.60		48258.60		0.00	
	1058.03						3000.00							2008.92	6066.95		6066.95		6066.95		6066.95		0.00	