

THE ORDER OF AUSTRALIA ASSOCIATION

VICTORIA BRANCH PO Box 18389, Collins Street East, Melbourne Vic 8003

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
 Deputy Chair (Metropolitan)
 Deputy Chair (Country)
 Secretary
 Treasurer
 Committee Member
 Committee Member
 Helene Bender OAM
 Barbara Abley AM
 Fred Harrington OAM
 Wayne Myers OAM
 William Lye OAM
 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 MemberCo-opted MemberTony Smith OAMRichard 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 todays' 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	
lan 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

2017	For the year ended 31 L	Vic Branch	YTD Budget	Total Regional Groups	Victoria Consolidated
ctual	Income			Groups	
16,377	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				
910	Branch Support Grant Income	\$7,990	\$5,900		\$7,990
0	Donations Received	\$14,310	\$5,000	\$11,315	\$25,625
	Interest income	\$1,357	\$350	\$103	\$1,460
	Other Sundry income	\$1,256	\$900	\$4.182	\$5.438
	Functions Other:				
	Function Income Flag Lowering	\$1,180	\$1,180		\$1,180
	Function Income Luncheon	\$5,162	\$0		\$5,162
	Function Income NGV	\$8,234	\$8,200		\$8,234
	Function Income Oration				
	Function Income Other			\$46,867	\$46,867
	Total Functions Other:	\$14,576	\$9,380	\$46,867	\$61,443
	Total Other Income	\$39,489	\$21,530	\$62,467	\$101,956
	Less Operating Expenses				
	Bank Charges and Fees	\$0	\$550		\$0
	Donations / Scholarships	\$15,000	\$0	\$4,500	\$19,500
	Postage / Courier	\$40	\$0		\$40
	Printing / Stationery	\$43	\$0		\$43
	Regional Support	\$8,938	\$5,900	-\$8,329	\$609
	Sundry Expenses	\$1,000	\$0	\$10,995	\$11,995
	Functions Other:	04.45	\$110		\$145
	Function Cost Flag Lowering	\$145	\$110		\$3,680
	Function Cost Luncheon	\$3,680 \$1,475	\$0		\$1,475
	Function Cost New Recipients Function Cost NGV	\$7,850	\$7.800		\$7,850
	Function Cost NGV Function Cost Oration	\$598	\$450		\$598
	Function Cost Other	\$350	\$430	\$47,645	\$47,645
	Total Functions Other:	\$13.748	\$8,360	\$47,645	\$61,393
	Total Functions Other.	\$13,740	\$0,500	941,040	\$01,000
	Newsletter & Communications:				
	Total Newsletter & Communications:	\$2,424	\$3,600	\$0	\$2,424
	Office Expenses:				
5	Total Office Expenses:	\$1,898	\$1,680	\$0	\$1,898
8	Total Operating Expenses	\$43,092	\$20,090	\$54,811	\$97,903
5	Net Profit	-\$2,279	\$ \$11,440	\$7,656	\$5,377

Reviewed by: Jacqueline Sawyer.

Certified Practions

Accountant

CPA Australia # 1569057

Dawyer 18/2/2019

FINAL

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

	As at 31 December 2018			
Vic Branch 2017		Vic Branch	Total Regional Groups	Victoria Consolidated
	Assets			
	Bank	\$48,001		\$48,001
\$61,894	OAA Vic Branch Term Deposit	\$48,001		\$3,688
	OAA Victoria Bch Merchandise	\$3,688		\$26,037
\$19,817	OAA Victoria Branch General Ac	\$26,037	60	\$77,726
\$81,711	Total Bank	\$77,726	\$0	\$11,120
	Current Assets	\$13,897		\$13,897
\$15,433	Merchandise Stock			\$1,332
	Merchandise Stock Asset - adjustment	\$1,332 § \$0	\$52,317	\$52,317
	Regional Group Bank Accounts	\$15,229	\$52,317	\$67,546
\$15,433	Total Current Assets	\$15,225	\$52,517	407,010
\$97,144	Total Assets	\$92,955	\$52,317	\$145,272
	Liabilities			
	Liabilities			
	Current Liabilities			
\$204	Sundry Creditors and Accruals	-\$1,705 🕏	-	-\$1,705
\$204	Total Current Liabilities	-\$1,705	\$0	-\$1,705
		-\$1,705	\$0	-\$1,705
\$204	Total Liabilities	-01,700		
\$96,940	Net Assets	\$94,660	\$52,317	\$146,977
	Equity	-\$2,280 🕴	\$7,657	\$5,377
	Current Year Earnings	\$78,635	\$44,660	\$123,295
\$63,440	Members Funds B/F	\$3,500 {	ψ44,000	\$3,500
\$3,500	New Scholarship Fund	-\$195 👌		-\$195
	Retained Earnings	\$15,000		\$15,000
\$30,000	Scholarship Reserve	\$15,000 \$94,660	\$52,317	
\$96,940	Total Equity	\$94,000	ψ02,017	(F

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

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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			
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	31 Dec 2018
Assets	
Bank	
OAA Vic Branch Term Deposit	48,001.13
OAA Victoria Bch Merchandise	3,688.25
OAA Victoria Branch General Ac	26,037.02
Total Bank	77,726.40
Current Assets	
Merchandise Stock	13,897.21
Merchandise Stock Asset - adjustment	1,331.76
Regional Group Bank Accounts	52,316.63
Total Current Assets	67,545.60
Total Assets	145,272.00
Liabilities	
Current Liabilities	
Sundry Creditors and Accruals	(1,705.00)
Total Current Liabilities	(1,705.00)
Total Liabilities	(1,705.00)
Net Assets	146,977.00
Equity	
Current Year Earnings	5,376.83
Members Funds B/F	123,295.17
New Scholarship Fund	3,500.00
Retained Earnings	(195.00) 3
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Scholarship Reserve

15,000.00

Total Equity

146,977.00

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

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