



THE ORDER OF AUSTRALIA ASSOCIATION

VICTORIA BRANCH

PO Box 18389, Collins Street East, Melbourne Vic 8003

ANNUAL GENERAL MEETING 2020

held on Tuesday 17th March 2020 commencing at 11:00am
at the RACV Club 501 Bourke St, Melbourne.

DRAFT MINUTES

PRESENT:

The attendance register is **appended to these minutes**

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

Helene Bender OAM opened the meeting at 11:00am and delivered an *Acknowledgement of Country*

In welcoming those in attendance Helene made particular note of first time attendees and any past Victoria Branch Chairs.

Helene also explained that with the members attending and the Proxies received there was a quorum. Lists of attendees, together with a summary of the Proxies received are **appended to these minutes.**

2. APOLOGIES – *Secretary Fred Harrington OAM*

The list of apologies received is **appended to these minutes**

3 MINUTES OF THE 2019 ANNUAL GENERAL MEETING

Moved by: *Dr June Kane AM*

Seconded by: *Alex Arbuthnot AM*

Motion: *that the Minutes of the 2019 Annual General Meeting held on 19th February 2019 be accepted as a true and accurate record of the meeting.*

Carried

4. ANNUAL REPORT BY CHAIR Dr HELENE BENDER OAM

The Annual Report presented by Dr Helene Bender OAM is **appended to these minutes**

Moved by: *Dr Helene Bender OAM*

Seconded by: *Phillip Newman OAM*

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

Carried

5 TREASURERS REPORT AND ADOPTION OF ACCOUNTS FOR 2019.

In the absence of Treasurer Alan Brook OAM Fred Harrington OAM presented the Treasurers report and the Accounts for 2019. A copy of the report and financial accounts are appended to these minutes.

Moved by: Fred Harrington OAM **Seconded by:** Wayne Myers OAM

Motion: that the report of Victoria Branch Treasurer and Accounts, be accepted.

Carried

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

Fred Harrington OAM provided the following statement regarding the election:

Nominations for all committee positions were called via a notice in the December edition of the e-Newsletter to members with email addresses and mailed to those members without email addresses all members in accordance with the Branch Rules.

At the close of Nominations the following nominations were received:

- | | |
|-------------------------------|------------------------|
| ▪ Chairman | Dr Helene Bender OAM |
| ▪ Deputy Chair (Metropolitan) | Dr Yvonne Ho AM* |
| ▪ Deputy Chair (Country) | No nomination received |
| ▪ Secretary | Fred Harrington OAM |
| ▪ Treasurer | Alan Brook OAM |
| ▪ Committee Member | Pam Robinson OAM |
| ▪ Committee Member | William Lye OAM |
| ▪ Committee Member | Dr June Kane AM |
| ▪ Committee Member | Barbara Thomas OAM |
| ▪ Committee Member | Barbara Brook OAM |
| ▪ Committee Member | No nomination received |

*Yvonne Ho AM also nominated as a Committee Member. As she is the only nomination for Deputy Chair (Metropolitan) she will be declared as Deputy Chair (Metropolitan) and her nomination for Committee Member is no longer applicable.

I **declare** that as the number of nominations received for membership of the Victoria Branch Committee was less than the vacancies available, I have pleasure in announcing the following members of the Order of Australia Association elected to the Victoria Branch committee for the period 2020-21.

- | | |
|-------------------------------|----------------------|
| ▪ Chairman | Dr Helene Bender OAM |
| ▪ Deputy Chair (Metropolitan) | Dr Yvonne Ho AM |
| ▪ Secretary | Fred Harrington OAM |
| ▪ Treasurer | Alan Brook OAM |
| ▪ Committee Member | Pam Robinson OAM |
| ▪ Committee Member | William Lye OAM QC |
| ▪ Committee Member | Dr June Kane AM |
| ▪ Committee Member | Barbara Thomas OAM |
| ▪ Committee Member | Barbara Brook OAM |

With one committee member position remaining vacant nominations were called from those attending.

Moved by Pam Robinson OAM

Seconded by: Dr June Kane OAM

Motion: that Peter Jones AM be elected to the Victoria Branch Committee

As no further nomination was received Peter Jones was declared elected.

In relation to the positions of Deputy Chair Country and Deputy Chair Metropolitan the Victoria Branch Committee at its February 2020 meeting resolved to undertake the necessary steps to restructure the Vic Branch committee by combining the positions of Deputy Chair – Metropolitan and Deputy Chair – Country and subject to no nominations for the vacant position being received the restructure take place following the 2020 Annual General Meeting.

As there was no nomination for the position of Deputy Chair Country the Branch will now progress with combining the two Deputy positions into one position known as Deputy Chair...

Helene further advised that the following member will be co-opted to the Victoria Branch committee in the role of Membership Secretary.

- Co-opted Member Tony Smith 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:

- a) Voi Williams OAM moved a vote of thanks to Tony Smith OAM for his continuing role as Membership Secretary and asked that Tony be informed.

This was carried with acclamation

- b) Position of Deputy Chair

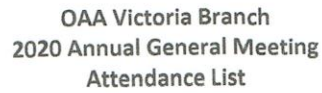
During discussion on the decision to consolidate the two Deputy Chair positions the following comments were made:

- RGs do not want the groups to suffer from the lack of a specific deputy chair.
- Support for RGs should be enhanced
- Regional structure is the base of the Vic Branch so it is hoped this change will not impact RGs.
- RGs should not hesitate to send invites to members of the Vic Branch committee,
- RG meeting reports should focus on what events are coming up rather than past events. This would help Vic Branch committee and other RGs to give consideration to attending.

9 CLOSE OF ANNUAL GENERAL MEETING – Chair Helene Bender OAM

Chair, Helene Bender OAM thanked the RACV City Club staff for their assistance today and closed the Annual General Meeting at 11.28am

2020 AGM Attendance Record



4

OAA Victoria Branch
2020 Annual General Meeting
Attendance List

[illegible]

Appendices

| Summary of Proxy Forms received by the nominated closing time. | | |
|---|---------------|------------------------|
| Member | Proxy | Direction given |
| Joseph Lo Bianco AM | Helene Bender | Yes |
| Gerard Lambourne | Helene Bender | Yes |
| Peter Haddad | Helene Bender | Yes |
| Beryl McMillan OAM | Helene Bender | Yes |
| William Noonan OAM | Helene Bender | Yes |
| James Barry | Helene Bender | Yes |
| William Lye OAM QC | Helene Bender | Yes |
| Michael Steer AM | Helene Bender | Yes |
| Dr Anthony Weldon OAM | Helene Bender | Yes |
| Noelle Weatherly OAM | Helene Bender | Yes |
| Ross Synot OAM | Helene Bender | Yes |
| Peter Blundell | Helene Bender | Yes |
| Terry O'Callaghan AM | Helene Bender | Yes |
| Robert Charles OAM | Helene Bender | Yes |
| Esther Watson OAM | Helene Bender | Yes |
| Francis Watson OAM | Helene Bender | Yes |
| Don Lawson OAM | Helene Bender | Yes |
| Andrew Spilva | Helene Bender | Yes |
| | | (19) |
| Rowena Alsop OAM | Helene Bender | No |
| Wendy Galloway | Helene Bender | No |
| Phyllis Boyd OAM | Helene Bender | No |
| Shirley Chiller OAM | Helene Bender | No |
| Anona Armstrong | Helene Bender | No |
| Frances Separovic | Helene Bender | No |
| John Harcourt | Helene Bender | No |
| John Wauchope | Helene Bender | No |

Appendices

| | | |
|-------------------------|---------------------------------------|------|
| Phillipa Challis OAM | Helene Bender | No |
| Gavan Collery OAM | Helene Bender | No |
| Alex Anderson OAM | Helene Bender | No |
| Cathy Roth OAM | Helene Bender | No |
| Gregory Reinhardt AM | Helene Bender | No |
| Meg Davoren Honey | Helene Bender | No |
| Patricia O'Hara OAM | Helene Bender | No |
| Francis Bertagnolli OAM | Helene Bender | No |
| Frances Gentle | Helene Bender | No |
| | | (17) |
| Max Kelleher OAM | The Chair | No |
| Efrem Goldhamer | Chairperson | No |
| Nicholas Callinan AO | The Chair | Yes |
| James Williams | Chairman | Yes |
| Meredith Doig | The Chair | Yes |
| Peter Norman OAM | The Chairman | Yes |
| Trevor Clark OAM | The Chairman of the meeting | Yes |
| Alexander Stoneman | Meeting Chair | Yes |
| Desmond Pearson | Chair of Meeting | Yes |
| Dr W Uhlenbruch AO | The Chairman of the meeting | Yes |
| Karen Hayes OAM | The Chairman | Yes |
| Ian Pyman | The Chairman | No |
| | | (13) |
| Patricia Ellis | Fred Harrington | Yes |
| David Heazelwood OAM | Fred Harrington | Yes |
| | | (2) |
| | | |
| Jill Jeffrey | Anne Brackley Note did not attend AGM | Yes |
| Jean Wise OAM | John Burt OAM | Yes |

Appendices

List of Apologies

| Members Name | Members Name |
|--------------------------|---------------------|
| Francis Bertagnolli, OAM | Brian Stahl OAM JP |
| Mary Drost OAM | Domonic Barbaro OAM |
| Leonard Levy OAM | Trevor Clark OAM |
| Richard Rozen OAM | Colin Browne OAM |
| Rysia Rozen OAM | Peter Doak OAM |
| William Lye OAM QC | John Higgs OAM |
| Irene Harrington OAM JP | John Ravenhall AM |
| Barbara Thompson OAM | Maren Chandler AM |
| Dr Yvonne Ho AM | Marion Lau OAM |
| Peter Norman OAM | Helen Jursevic OAM |
| Alex Anderson OAM | Jan Carter OAM |
| Allan Collier OAM | Cathy Roth AM |
| Murray McCutcheon AM | John Ravenhall AM |
| Rhys Maggs AM | Barbara Abley AM |
| John Capp OAM | |

OAA VIC Branch Chair's Report tabled at the Tuesday March 17, 2020 Annual General Meeting at RACV City Club Melbourne

Success comes from building on the foundations set by previous committees and from introducing new opportunities for you our members.

2019 started with an invitation to join the Australia Day March along Swanston Street past the Melbourne Town Hall to the Kings Domain Gardens and then lunch hosted by RACV.

February was the third Inspiring Australians Oration at Deakin Edge; the Oration was delivered by the Right Honourable Lord Mayor of Melbourne Sally Capp. The event also included a Q&A with Foundation scholarship recipient Juanita Collins-Mundine and entertainment by young singer Imogen Spendlove.

The National Masterpiece lecture, exhibition and lunch at the National Gallery Victoria was again well attended by members and their guests in June.

We thank Alek Vass and his wife Susan for their ongoing hosting of the new honours recipients reception at the Alex Theatre in St Kilda. The Vass family provided the venue, lighting and sound, staff and afternoon tea at no cost. Members and their guests were entrained by Wendy Stapleton and the Australian Women's Choir.

Our last Branch function for the year was the annual lunch at William Angliss Restaurant with guest speaker Rosie Batty AO. Members and guests also had the opportunity to hear from and meet Foundation scholarship recipient Jeremy Doupe.

We also thank Christine Unsworth AM and David Mann AM for being MC of events during the year.

Continued to build the relationship with our Patron, the Governor of Victoria, through attendance at the growing number of Investitures at Government House

We saw the retirement of Irene Harrington OAM in early December for health reasons, the resignation of Fred Harrington OAM as Regional Groups Co-ordinator, and note Barbara Abley AM hasn't re-nominated for 2020. We acknowledge the contribution Irene and Barbara made in their first year to the Communications sub-committee and thank Fred for his excellent work with the Regional Groups over the years.

Fred has nominated as Secretary for 2020, he will still part of the VIC Branch committee for another twelve months.

Committee worked with National on the development and input of numerous policies including reviewing the National Strategic Plan late last year

Appendices

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

In tabling this report I thank all the members of the VIC Branch committee for their commitment and hard work to ensure 2019 was a social success for our members and a financial success for the Branch.

Each contributed as part of a sub-committee and were always willing to assist at events.

I acknowledge the work of:-

Alan Brook OAM Treasurer

Fred Harrington OAM our Secretary, it isn't the easiest position to hold on any committee

Dr June Kane AM Merchandise committee chair ably assisted by our Treasurer, a coopted member Barbara Brook OAM for her work in receiving and despatching of orders and we note the input from Neil Soulier OAM during the year. It is pleasing to see some new merchandise and the much awaited scarf.

Irene Harrington OAM Communications chair for 9 months and her committee for their work producing e-Newsletters and VIC pages for *The Order* magazine during 2019.

Peter Jones AM Events committee chair and one of his staff Alex Day. Peter has ensured our events continue to grow in quality and the feedback from members has been positive.

William Lye OAM QC our Branch Nominated Director on the Board

Thank RACV City Club for setting the chairs further apart than normal and ensuring we had hand sanitiser available for members to use.

In closing, thank you to our members who together with guests attend our Branch events when time allows. Please stay well.

Treasurer's Report 2019

This year has been one of exciting events from the Oration to Jersey Boys and the Annual Luncheon. It has also been a year of change. I took over as treasurer earlier in the year from Wayne Myers and I would like to thank him for his hard work and in setting up the accounts online in Xero. There has also been a change in Merchandise, and I would like to thank Richard Rozen for the smooth handover of stock.

The year ahead looks just as exciting with plenty of work for the treasurer as always.

Financial Statements

Attached are copies of the Balance Sheet and Profit and Loss Report for 2019 which have been reviewed by National and their auditors.

Highlights for 2019:

- Merchandise Sales - \$ 19,460 up from \$12,493 in 2018
- Jersey Boys - \$ 15,029 received from this event
- NGV Visit – Terracotta Warriors surplus \$536.27
- Annual Luncheon surplus \$ 1,879.77
- Consolidation of Regional Group accounts into Xero Accounting system for National reporting.
- Regional Group Distribution - \$ 6,130

An allocation of \$10,000 has been made for Scholarship Reserve from Jersey Boys Funds. Additional allocations will be towards the Oration 2020 and investing in new merchandise products.

I would like to thank the Victorian Branch Committee, specifically the Chair Helene and Secretary Fred for their support throughout this year as we all balance work, family and voluntary commitments. The support has been greatly appreciated.

Alan Brook OAM
OAA – Vic Branch Treasurer

Balance Sheet

The Order of Australia Association-Victoria Branch
As at 31 December 2019

| Account | 2019 | 2018 |
|--------------------------------------|-------------------|-------------------|
| Assets | | |
| Bank | | |
| OAA Vic Branch Term Deposit | 70,675.01 | 48,001.13 |
| OAA Victoria Bch Merchandise | 6,381.55 | 3,688.25 |
| OAA Victoria Branch General Ac | 21,530.93 | 26,037.02 |
| Total Bank | 98,587.49 | 77,726.40 |
| Current Assets | | |
| Accounts Receivable | (270.00) | |
| Debtor National GST | 483.20 | |
| Merchandise Stock | 14,655.18 | 13,897.21 |
| Merchandise Stock Adjustment | | 1,331.76 |
| Prepayments | 2,000.00 | |
| Regional Group Bank Accounts | 54,482.30 | 52,316.63 |
| Total Current Assets | 71,350.68 | 67,545.60 |
| Total Assets | 169,938.17 | 145,272.00 |
| Liabilities | | |
| Current Liabilities | | |
| Sundry Creditors and Accruals | | (1,705.00) |
| Non-current Liabilities | | |
| Oration 2020 | 5,500.00 | |
| Scholarship Reserve | 10,000.00 | |
| Total Non-current Liabilities | 15,500.00 | 0.00 |
| Total Liabilities | 15,500.00 | 0.00 |
| Net Assets | 154,438.17 | 145,272.00 |
| Equity | | |
| Current Year Earnings | 23,650.28 | 5,376.83 |
| Members Funds B/F | | 123,295.17 |
| New Scholarship Fund | | 3,500.00 |
| Retained Earnings | 130,787.89 | (195.00) |
| Scholarship Reserve | | 15,000.00 |
| Total Equity | 154,438.17 | 146,977.00 |

Profit and Loss

The Order of Australia Association-Victoria Branch
For the year ended 31 December 2019

| Account | 2019 | 2018 |
|------------------------------------|------------------|-------------------|
| Trading Income | | |
| Merchandise Mail Sales | 818.19 | 4,859.00 |
| Merchandise Nat Conference Sales | | 808.00 |
| Merchandise Online Sales | 90.92 | 1,992.00 |
| Merchandise Other Branch Sales | 467.72 | 1,968.25 |
| Merchandise Postage & Handling fee | 1,806.58 | 1,223.50 |
| Merchandise Regional Group Sales | | 502.00 |
| Merchandise Special Event Sales | | 1,195.00 |
| Merchandise Special Program Sales | | 310.00 |
| Merchandise Sales | 16,276.11 | |
| Total Trading Income | 19,459.52 | 12,857.75 |
| Cost of Sales | | |
| Merchandise Cost | 11,105.56 | |
| Merchandise Cost Bank Charges | 576.68 | 626.52 |
| Merchandise Cost Inventory Holding | | 694.83 |
| Merchandise Cost National Share | 2,463.91 | 1,527.11 |
| Merchandise Cost Postage | 1,439.66 | 1,468.28 |
| Merchandise Cost Purchases | 2,056.92 | 7,217.40 |
| Total Cost of Sales | 17,642.73 | 11,534.14 |
| Gross Profit | 1,816.79 | 1,323.61 |
| Other Income | | |
| Branch Support Grant Income | 10,256.00 | 7,990.00 |
| Donations Received | 19,028.96 | 25,624.83 |
| Function Income Flag Lowering | | 1,180.00 |
| Function Income Luncheon | 6,255.19 | 5,161.65 |
| Function Income NGV | 9,420.32 | 8,233.76 |
| Function Income Other | | 46,867.43 |
| Hard copy eNewsletter fees | 350.00 | 70.00 |
| Interest Income | 1,456.86 | 1,459.67 |
| Other Sundry income | 331.04 | 5,308.34 |
| Regional Group Lunch Contribution | 368.18 | |
| Social Affiliation fees | 235.00 | 60.00 |
| Total Other Income | 47,701.55 | 101,955.68 |
| Operating Expenses | | |
| Branch Committee meeting expenses | 567.28 | 624.00 |
| Communications AGM | 716.62 | 1,171.81 |
| Communications New Recipients | 2,551.80 | 799.52 |
| Donations / Scholarships | (8,500.00) | 19,500.00 |
| Function Cost Flag Lowering | | 145.00 |
| Function Cost Luncheon | 4,375.42 | 3,680.00 |
| Function Cost New Recipients | 49.95 | 1,475.30 |

Appendices

| | | |
|----------------------------------|------------------|------------------|
| Function Cost NGV | 8,884.05 | 7,849.99 |
| Function Cost Oration | 3,334.64 | 598.18 |
| Function Cost Other | | 47,644.35 |
| Fund Allocations | 5,500.00 | |
| Newsletter E News | 1,001.82 | 453.00 |
| Postage / Courier | 172.73 | 40.00 |
| Printing / Stationery | 205.11 | 42.62 |
| Regional Groups meeting expenses | 531.82 | 1,274.00 |
| Regional Support | 6,129.00 | 609.00 |
| Sundry Expenses | 347.82 | 11,995.69 |
| Total Operating Expenses | 25,868.06 | 97,902.46 |
| Net Profit | 23,650.28 | 5,376.83 |