



ANNUAL GENERAL MEETING 2021

Held on Tuesday 16th March 2021 commencing at 11:00am
via ZOOM link

MINUTES

PRESENT:

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

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

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

In welcoming those in attendance Helene made particular note of first time attendees.

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 2020 ANNUAL GENERAL MEETING

Moved by Barbara Thomas OAM

Seconded by: Irene Harrington OAM

Motion: that the Minutes of the 2020 Annual General Meeting held on 17th March 2020 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**

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Moved by: Dr Helene Bender OAM

Seconded by: Barbara Brook OAM

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

Carried

5 TREASURERS REPORT AND ADOPTION OF ACCOUNTS FOR 2020.

Treasurer Alan Brook OAM presented the Treasurers report and the Accounts for 2020. A copy of the report and financial accounts are **appended to these minutes.**

Moved by: Alan Brook OAM

Seconded by: Barbara Thomas OAM

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

Carried

6 ELECTION OF OFFICE-BEARERS & COMMITTEE MEMBERS FOR 2021-2024

Fred Harrington OAM provided the following statement regarding the election:

Nominations for all committee positions were called via a notice sent to all members on 29th January 2021. At the close of Nominations the following nominations were received:

- Chairman Dr Helene Bender OAM
- Deputy Chair (Metropolitan) Dr Yvonne Ho AM*
- Secretary No nomination received
- Treasurer No nomination received
- Branch Nominated Director William Lye OAM QC
- Membership Secretary Fred Harrington OAM
- Chair Merchandise Professor June Kane AM
- Regional Groups Coordinator Barbara Brook OAM
- Committee Member Barbara Thomas OAM

Subsequent to the close of nominations Dr Yvonne Ho AM withdrew her nominations due to her changed circumstance with work commitments having been offered fulltime employment and she has accepted the offer.

There was no nomination for the position of Treasurer from Alan due to his new position and work load; he has offered to continue as Treasurer until the VIC Branch has a replacement and he will assist with the handover.

According I can **declare** the following as members of the Vic Branch Committee for the period 2021 to 2024

- Chairman Dr Helene Bender OAM
- Branch Nominated Director William Lye OAM QC
- Membership Secretary Fred Harrington OAM
- Merchandise Chair Professor June Kane AM
- Regional Groups Coordinator Barbara Brook OAM
- Committee Member Barbara Thomas OAM

Fred then handed back to Chair Helene Bender OAM to seek nominations from the floor the committee vacancies.

Helene then thanked Fred for his contribution as Vic Branch Secretary and the start to his role as Membership Secretary.

Helene then commenced the process of seeking members to fill the positions currently vacant.

Secretary and Treasurer.

Helene advised that as there were no nominations received by the closing date for nominations for Secretary or Treasurer a further email was sent to all members again calling for Nominations for these positions with the revised closing time of 5:00 pm on 12th March 2021.

As no nominations were received for either position nominations from the floor for each of the positions of Secretary and Treasurer were called

Secretary

No nominations were received.

Treasurer

No nominations were received.

Deputy Chair

Helene advised that following the close of nominations, Dr Yvonne Ho AM withdrew her nomination due to changed work commitments,

Following this withdrawal of nomination action was taken to encourage someone to accept taking on this position and Helene indicated that Trevor Clark OAM has provided written acceptance of his willingness to accept this position and called for any further nominations.

In the absence of any other nominations Trevor Clark OAM was declared elected as Vic Branch Deputy Chair for the term 2021-2024.

Committee Members

Helene advised that subsequent to the calling of nominations the National Constitution/By-laws were reviewed to enable Branch Committees to have up to 12 members rather than the maximum of nine at the calling of nominations.

Following this ability to again to have up to 12 action has been taken to encourage additional members to accept taking on these position.

Helene advised that Paul Hemming AO has provided written acceptance of his willingness to accept a committee position and called for any further nominations.

In the absence of any further nominations Paul Hemming AO was declared elected a Committee Member for the period 2021-2024

Helene further advised that the following member will be co-opted to the Victoria Branch committee in the role of Events Coordinator until May 2021

- Co-opted Member Peter Jones AM

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 Chair asked if any members had any other business, none was forthcoming.

9 CLOSE OF ANNUAL GENERAL MEETING – Chair Helene Bender OAM

In closing the meeting Helene thanked the following:

- Regional Groups for their assistance and support during the past year.
- Alan Brook OAM and Dr Yvonne Ho AM for their contribution as members of the Victoria Branch Committee.
- Pam Robinson OAM for her contribution during her time as a member of the Victoria Branch Committee

Prior to the close of the meeting Fred Harrington OAM expressed the thanks of the outgoing Victoria Branch Committee to Helene for her leadership of both the committee and the Victoria Branch during the past year.

Chair, Helene Bender OAM closed the Annual General Meeting at 11.21am.

2021 AGM Attendance Record

Alex	Arbuthnot AM
Ray	Beebe OAM
Helene	Bender OAM
Barb	Brook OAM
Douglas	Caulfield OAM
Trevor	Clark OAM
Geoffrey	Dare OAM
Meg	Davoren Honey OAM
Mary	Drost OAM
Ian	George OAM
Barbara	Green AM
Geoffrey	Grinton OAM
Fred	Harrington OAM
Irene	Harrington OAM JP
Paul	Hemming AO
Yvonne	Ho AM
June	Kane AM
Ian	knight oam
David	Kram AM
William	Lye OAM QC
Noela	MacLeod AO
Murray	McCutcheon
Wayne	Myers OAM
Jason	Ronald OAM
Patricia	O'Hara OAM
Richard	Rozen OAM
Terence	Shannon OAM
Geoff	Stevens AO
Barbara	Thomas OAM
Barbara	Wellington AM
Graeme	Woolacott OAM

2021 Proxies

Summary of Proxy Forms received by the nominated closing time.		
Member	Proxy	Direction given
Grant Coultman-Smith	Fred Harrington OAM	Yes

List of Apologies

Members Name	Members Name
Anne Payne OAM	Genevieve Overell AM
Dr Bernard Jenner OAM	Barbara Hughes OAM
Marion Lau OAM	Pam Robinson OAM
Suzette Gallagher OAM	Peter Norman OAM
Cathy Roth OAM	

The Order of Australia Association

Victoria Branch

Treasurer's Report 2020

This year has been one offering many challenges to the Association. Although we have not been able to meet and run in normal ways, we have been able to keep in touch using modern technology. Not being able to meet face to face has not meant we haven't been able to keep working and meeting together in different ways. Merchandise sales have continued, although at a reduced level, and the additional function of managing receipt and distribution of merchandise, although adding to the workload, has enabled a timely and efficient processing of orders for Members, Branches and Regional Groups.

The year ahead looks exciting, as we begin new ways of operating and supporting our members. As always there will be plenty of work for Treasurers.

Financial Statements

Attached are copies of the Balance Sheet and Profit and Loss Report for 2020 which have been reviewed by National and their auditors.

Highlights for 2020:

- Merchandise Sales - \$ 13,256.15
- Consolidation of Regional Group accounts into Xero Accounting system for National reporting.
- Regional Group distribution from BAG payments - \$ 6,261
- Allocation of \$15,000 has been made for Scholarship Reserve from existing reserves.

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. Their friendship and support have been greatly appreciated.

Alan Brook OAM
OAA – Vic Branch Treasurer

Profit and Loss

The Order of Australia Association-Victoria Branch
For the year ended 31 December 2020

Account	2019	2020	Notes
Trading Income			
Merchandise Mail Sales	818.19		
Merchandise Nat Conference Sales	1200.00		
Merchandise Online Sales	2367.05	4,575.89	
Merchandise Other Branch Sales	4079.73	1,322.73	
Merchandise Postage & Handling fee	1806.58	1,856.45	
Merchandise Regional Group Sales	264.09	27.27	
Merchandise Special Event Sales	1168.62		
Merchandise Sales	7755.26	6,920.81	
Merchandise Sales - Vic Bch Events		409.45	
Total Trading Income	19,459.52	15,112.60	
Cost of Sales			
Merchandise Cost	11105.56	9,162.27	
Merchandise Cost Bank Charges	576.68	695.28	
Merchandise Cost National Share	1769.08	3,380.68	1
	Inventory Holding refund	694.83	-
Merchandise Cost Postage	1439.66	1,699.25	2
Merchandise Cost Purchases	7434.56	5,857.59	3
Total Cost of Sales	23,020.37	20,795.07	
Merchandise Gross Profit	(3,560.85)	(5,682.47)	
Other Income			
Branch Support Grant Income	10256.00	10,462.00	4
Donations Received	19028.96	10.50	5
Function Income Luncheon	6255.19	-	
Function Income NGV	9420.32	-	
Function Income Oration		5,500.00	6
Hard copy eNewsletter fees	350.00		
Interest Income	1456.86	1,160.39	
Merchandise Income		545.91	7
Other Revenue		2,890.00	8
Other Sundry income	331.04		
Regional Group Lunch Contribution	368.18	218.18	
Social Affiliation fees	235.00		
Total Other Income	47,701.55	20,786.98	
Operating Expenses			
Branch Committee meeting expenses	567.28	924.42	
Communications AGM	716.62		
Branch Support Grant Regionals		6,261.00	4
Communications New Recipients	2551.80	830.75	
Donations / Scholarships	-8500.00		
Function Cost Luncheon	4375.42	60.00	
Function Cost New Recipients	49.95		
Function Cost NGV	8884.05		
Function Cost Oration	3334.64	5,116.60	6
Fund Allocations	5500.00		
Fund Allocations - Oration 2021		4,202.00	4
Funds Allocation - Scholarship		15,000.00	9
Merchandise Purchases - Vic Bch Events		409.44	

Balance Sheet

The Order of Australia Association-Victoria Branch

As at 31 December 2020

Account	31 Dec 2019	31 Dec 2020	Notes
Assets			
Bank			
OAA Vic Branch Term Deposit	70,675.01	80,862.64	1
OAA Victoria Bch Merchandise	6,381.55	7,355.83	
OAA Victoria Branch General Ac	21,530.93	13,717.57	
Total Bank	98,587.49	101,936.04	
Current Assets			
Accounts Receivable	(270.00)	-	
Debtor National GST	483.20	-	
Merchandise Stock	14,655.18	14,500.45	
Merchandise Stock Asset - adjustment	(5,377.64)	(123.87)	2
Prepayments	2,000.00	-	
Total Current Assets	11,490.74	14,376.58	
Total Assets	110,078.23	116,312.62	
Liabilities			
Current Liabilities			
GST		326.24	
Total Current Liabilities		326.24	
Non-current Liabilities			
Oration 2020 (\$4k from BAG & \$1.5 Jersey Boys)	5,500.00		
Oration 2021		4,202.00	3
Scholarship Reserve	10,000.00	25,000.00	4
Total Non-current Liabilities	15,500.00	29,202.00	
Total Liabilities	15,500.00	29,528.24	
Net Assets	94,578.23	86,784.38	
Equity			
Current Year Earnings	19,985.90	(18,296.52)	
Retained Earnings	74,592.33	105,080.90	
Total Equity	94,578.23	86,784.38	

Notes	Description
1	Term Deposit rolled over on 3rd Dec for 7 months to obtain best interest rate.
2	Journal adjustments for repaired brooch sold, new merchandise posting error, additional stock located and stock not allocated to a sale.
3	Fund allocation from 2020 BAG payment for Oration 2021.
4	Additional allocation of \$15,000 to reserve approved at Oct branch meeting.