



Collingwood Harriers Athletic Club Inc.

Minutes for Annual General Meeting

12 August 2021

Held via Zoom

Start at 7:30pm

Present: Andrew McAdam, Graeme Scott, Tony Williams, Eugene Nemesi, Lou Santiglia, Bob Gardiner, Hartley Tobin, Jim Hopkins, Grant Sargent, Steve Griffiths, Chris Waldron, Andrew Dawson, Matthew Webster, Scott Lovell, Chris Boylen, Nick Rosa, Sofie Fabre, Campbell Maffett, Marty Galea.

Apologies: Nil

Chairperson of Meeting:

As the President of the Club, Scott Lovell chaired the meeting in accordance with Rule 46(1) of the Constitution.

Minutes of AGM held on 26 November 2020:

The minutes of the AGM held on 26 November 2020 were noted as having been tabled with a copy being posted on the Club's website.

Resolution:

The minutes be accepted as a true and accurate record of the meeting.

Moved: Campbell Maffett – Seconded: Lou Santiglia.

Carried (on a show of hands)

Business arising from the 2020 AGM minutes:

Nil

Presentation of Reports:

The Chairperson advised the meeting that regrettably the Club's annual report had not been completed because the Club was still waiting to receive the audited financial statements from the Club's appointed auditor. Andrew McAdam, the Club's Secretary advised that on 19 July 2021 the auditor had acknowledged receipt of the Club's accounts and that the audit report was needed for the August meeting. He also advised that the Treasurer had chased up the auditor in recent days, but to no avail. Against this background, the Secretary proposed that approval by the meeting of the annual report and the financial statements be adjourned for a week, and that this item of business be dealt with by email, with the procedure involving the Secretary sending the completed annual report (with financial statements and audit report included) by an email to each member in attendance at the meeting, with those members then replying to advise their vote on the approval of the report and financial statements. The meeting signified general agreement, and so a motion was put to the meeting:

Resolution:

The members present are to vote via email on approval of the annual report and financial statements, with those documents to be issued to the members present by email by 19 August 2021.

Moved: Matthew Webster – Seconded: Sofie Fabre.

Carried (on a show of hands)

The President, Scott Lovell then referred to his report to be published in the 2021 Annual Report and spoke to that report.

The Treasurer, Sofie Fabre referred to her report to be published in the 2021 Annual Report and spoke to that report.

The Winter Team Co-Ordinator, Campbell Maffett referred to his report to be published in the 2021 Annual Report and spoke to that report.

The Summer Team Co-Ordinator, Steve Griffiths referred to his report to be published in the 2021 Annual Report and spoke to that report.

The Acting coaching Co-Ordinator, Scott Lovell referred to his report to be published in the 2021 Annual Report and spoke to that report.

Resolution:

The reports referred to above are accepted.

Moved: Steve Griffiths – Seconded: Graeme Scott.

Carried (on a show of hands)

Annual Subscription

Resolution:

The Annual Subscription for 2021-22, being \$90 for adult competition members (in addition to the Athletics Victoria fee);

\$45 for Junior competition members (in addition to the Athletics Victoria fee); and \$10 for officials, coaches and social members – is confirmed.

Moved: Jim Hopkins – Seconded: Steve Griffiths.

Carried (on a show of hands)

It was noted that the subscription for the category of recreational runner was \$Nil, as the Committee has resolved that the Club should not to accept members in that category, but that any member who may be in that category would, in any event, not have voting rights.

Announcement of Delegates

Mr Lovell briefly described the role of the Club's delegates to AV and to AV's Red Zone (soon to become Zone A). He then announced that the Committee had appointed:

- a) Chris Boylen, Ian Fisher, Kevin Wigmore, and Tony Williams as the Club's delegates to Athletics Victoria;
- b) Chris Boylen and Steve Griffiths as the Club's delegates to AV Red Zone

Presentation of Awards

Mr Lovell advised that the Life Members Association keeps records and makes recommendations for the Club's life member and service awards. He said that for 2020/21 the following members had been recommended for life membership:

Chris Boylen: recognised especially for his contribution as the Club's pole vault coach.

Ian Fisher: recognised especially for his contribution as one of the Club's officials.

Mr Lovell noted that by rule 14(1) of the constitution, a nomination for life membership must be approved at the annual general meeting.

Resolution:

The nominations of Chris Boylen and Ian Fisher for life membership of the Club are approved.

Moved: Steve Griffiths – Seconded: Graeme Scott.

Carried (on a show of hands)

Steve Griffiths, in his capacity as the Club's registrar and records and rankings officer, advised that the following Club competition awards had been made:

W S Tunaley JP – Decathlon Champion

Justin Hanrahan

Kirralee Radford Summer Points Award

Corrina Minko

Colin Murraylee Summer Points Award

Marty Galea

Steve Griffiths also noted that due to COVID-19 restrictions the Club had been unable to hold the 100 yards championship, and other awards were not awarded as the relevant competition had been abandoned during the season. Hence the honour board will be notated as 'Not Conducted' where relevant.

Number of Ordinary Committee Members

Mr Lovell noted that the Committee has recommended there be 8 ordinary members of the Committee, and that this needs to be approved by this meeting.

Resolution:

The Committee's recommendation that there be 8 ordinary members of the Committee is approved.

Moved: Andrew McAdam – Seconded: Tony Williams.

Carried (on a show of hands)

General Business

Mr Lovell asked whether there were any items for general business.

Campbell Maffett asked for thoughts on the future of the Club. He said that in his view the Club needed to broaden its membership base. He spoke about Park Run, and about his proposal at Committee for establishment of Collingwood Runners. He noted that the inaugural Collingwood Classic had been aimed at appealing beyond registered athletes, and that quite a few non-registered athletes did participate. He said the future of the Club lay in attracting those who are currently participating in Park Run (for free). There was then discussion but nothing was resolved.

Election of Office Bearers / Committee

Mr Lovell declared all Committee positions vacant. He then handed the meeting over to Jim Hopkins in his capacity as the election manager.

Executive Members

Mr Hopkins noted that nominations had been called for and that at the close of nominations the following had been received:

President:	Scott Lovell
Vice President:	Jim Hopkins
Secretary:	Andrew McAdam
Treasurer:	Sofie Fabre
Summer Team Co-Ord	Steve Griffiths
Winter Team Co-Ord:	Campbell Maffett

Mr Hopkins declared each nominee duly elected.

He also noted that the position of Administration Manager remains vacant.

Ordinary Members

Mr Hopkins noted that the number of ordinary members to be elected had been approved as 8 in number. He said that nominations had been called for and that at the close of nominations Chris Boylen was the only nominee.

However, since the close of nominations, there had been further nominations received, namely:

- Andrew Dawson
- Nick Rosa
- Lou Santiglia

As the total for nominations received was less than 8, he declared those members elected as ordinary members of the Committee.

Close of Meeting

Mr Lovell thanked those who had nominated for Committee positions. He noted that the Committee would meet on 24 August 2021 at 7:30pm

Mr Lovell then formally closed the meeting at 9:15pm.

Approval of Annual Report and Financial Statements

On 19 August 2021, the Secretary sent an email to each of the other 18 members present at the AGM on 12 August 2021, which email attached a copy of the Club's 2020/21 Annual Report, incorporating the Club's audited financial statements. The email asked that members vote on approval of the report and financial statements by a return email. The Secretary received 11 responses each advising approval, and the Secretary too votes for approval.

Accordingly, there were 12 approvals and 7 abstentions.

Andrew McAdam

Secretary

Collingwood Harriers Athletic Club Inc

ABN 77 721 165 688

FINANCIAL REPORT

For the year ended 31 March 2021

Prepared by

All About Business Pty Ltd

15 Vincent
Street

MACLEOD VIC
3085

Collingwood Harriers Athletic Club Inc

ABN 77 721 165

688

BALANCE SHEET

\$

\$

SALES

Uniform Sales	300.00	1,430.0
Banking Income	0.41	25.27
Term Deposits Income	1,507.7	1,826.8
Fund Raising & Grants	10,800.0	3,359.1
Pole Vault Hire	-	360.00
Bookings & Hire of Facilities	10,876.9	33,313.5
Maintenance & Equipment Contributions	1,350.0	4,075.0
	41,395.1	58,570.5
GROSS SURPLUS FROM TRADING	41,395.1	58,570.5

EXPENDITURE

Annual Report Printing	-	1,228.4
Athlete Sponsorship	1,100.0	500.00
Awards/Trophies	250.00	1,302.9
Bank charges	58.25	74.75
Canteen Supplies	69.10	335.65
Catering	165.00	1,237.6
Cleaning & Bthroom Supplies	455.71	1,230.3
Club Room Capital	-	4,163.9
Contract Cleaning	2,282.0	-
Equipment Hire	180.00	-
Event Operations	315.00	-
Facilities Expenditure	509.00	19,313.9
Improvements/Equipment	4,700.1	21,777.5
Office Supplies & Postage	300.45	348.43
Utilities	4,296.5	6,444.7
Washroom Services (COY)	-	1,821.6
	16,524.7	59,991.8
SURPLUS FROM ORDINARY ACTIVITIES BEFORE INCOME	24,870.4	(1,421.32)
Retained surplus at the beginning of the financial year	135,787.6	137,208.9
TOTAL AVAILABLE FOR APPROPRIATION	160,658.0	135,787.6

Collingwood Harriers Athletic Club Inc

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BALANCE SHEET

	2021	2020
	\$	\$
ASSETS		
Current Assets		
Coulson Reserve Trust A/C 15462	31,605.73	31,239.40
Bendigo Bank Transaction A/C 16191	28,323.52	18,181.86
Collingwood Harriers Term A/C 68287	100,728.8	86,366.3
	160,658.0	135,787.6
TOTAL ASSETS	160,658.0	135,787.6
NET ASSETS	160,658.0	135,787.6
EQUITY		
TOTAL EQUITY	160,658.0	135,787.6

Collingwood Harriers Athletic Club Inc

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STATEMENT OF CASH FLOWS

2021

2020

Note

\$

CASH FLOWS FROM OPERATING ACTIVITIES

Receipts from customers	41,395.15	58,570.56
Payments to suppliers and employees	(16,524.74)	(59,991.88)
Net cash provided by operating activities	2 24,870.41	(1,421.32)

CASH FLOWS FROM FINANCING ACTIVITIES

Net increase in cash held	24,870.41	
beginning of year	(1,421.32) Cash at the	
	<u>135,787.64</u>	
	<u>137,208.96</u>	
Cash at end of year	<u>160,658.05</u>	<u>135,787.64</u>

Collingwood Harriers Athletic Club Inc

ABN 77 721 165

For the year ended 31 March
2021

STATEMENT OF CASH FLOWS Note

2021	2020
2021\$	2020
\$	\$

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

- a. This financial report is a special purpose financial report prepared for use by directors and members of the company. The directors have determined that the company is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the following Australian Accounting Standards:

AASB 1031: Materiality

AASB 110: Events after the Balance Sheet Date

The financial report is prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this report:

b. Property, Plant and Equipment

Property, plant and equipment are carried at cost, independent or directors' valuation. All assets, excluding freehold land and buildings, are depreciated over their useful lives to the company.

c. Inventories

Inventories are measured at the lower of cost and net realisable value. Costs are assigned on a first-in first-out basis and include direct materials, direct labour and an appropriate proportion of variable and fixed overhead expenses.

Collingwood Harriers Athletic Club Inc

NOTE 2: CASH FLOW INFORMATION ABN 77 721 165
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STATEMENT OF CASH FLOWS Note

2021
\$

2020
-

For the purposes of the statement of cash flows, cash includes cash on hand and in at call deposits with banks or financial institutions, investments in money market instruments maturing within less than two months, net of bank overdrafts

a. Reconciliation of Cash

Cash at the end of the reporting period as shown in the statement of cash flows is reconciled to the related items in the statement of financial position as follows :

Cash on hand	160,658.05
135,787.64	

These notes should be read in conjunction with the attached compilation report.

**b. Reconciliation of CashFlow from Operations with
Profit from Ordinary Activities after Income Tax**

Surplus after income tax	24,870.4	(1,421.32)
Cash flow from operations	24,870.4	(1,421.32)

Scope

We have audited the attached financial report, being a special purpose financial report of Collingwood Harriers Athletic Club Inc for the year ended 31/03/2021. The company's directors are responsible for the financial report and have determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are consistent with the financial reporting requirements of the company's constitution and are

appropriate to meet the needs of the members. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of Collingwood Harriers Athletic Club Inc . No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial report has been prepared for distribution to members for the purpose of fulfilling the directors' financial reporting requirements under the company's constitution. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with accounting policies described in Note 1, so as to present a view which is consistent with our understanding of the company's financial position, and performance as represented by the results of its operations and its cash flows. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion, the financial report presents fairly in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of Collingwood Harriers Athletic Club Inc as at 31/03/2021 and the results of its operations and its cash flows for the year then ended.

Name of Firm All About Business Pty Ltd



Name of Partner _

Stella Guest

All About Business Pty Ltd

15 Vincent Street

MACLEOD VIC 3085

Dated : 18/08/2021