

Draft Minutes of NWPOA Annual General Meeting 16 Sep 20

Meeting type	Annual General Meeting
Venue	Oyster Point Scout Hall - Scarborough
Chairperson	Murray Gellert
Date	Wednesday 16 th September, 2020
Opened time	7:34 pm
Closed time	8:10 pm
Attendance	See Appendices 1 & 2 – 21 Memberships and 28 Proxies

1. Welcome and 2. Apologies

The President opened the meeting at 7:34 pm and welcomed all present and acknowledged Councillor Sandra Ruck. A quorum was present. (We need 17 properties in person or by proxy).

The chairman gave a brief overview of the program: – AGM first, followed by the GM. No refreshments after the meeting due COVID restrictions.

Apologies:

Renee Walls (Maybe)	19/20	Kelly Harvie (Maybe)	20/21
Jim Snow (Maybe)	20/21	Terry Sinkinson	20/21
Debra A Kelly (Maybe)	20/21	Wendy Warren	20/21
Kim Van Scherpenseel	19/20	Caroline Strano	20/21
Charlene Clark	19/20	John/Ruth Snow	20/21
Janet Murray	20/21	Paul Burton	20/21
Suzy Burton	19/20	Ron Lewis	20/21
John Kendall	20/21	Hank & Maryanna Van Erkel	20/21
Steve Penman	20/21	Sue & Rod Greasley	20/21
Lisa Green	20/21	Mark & Susanna Rossetto	20/21
Vickie Templeman	19/20	David Bauze	20/21
Kenlie & Paul Williams	20/21	Brenton & Claire Keats	20/21
Ian Carvolth	20/21	Terry & Coralie Sinkinson	

3. Proxies

28 Proxies were recorded. See List at Appendix 2

4. Confirmation of Minutes of the Annual General Meeting held 11th September 2019.

The Chairman advised that the draft Minutes of the last AGM had been on the NWPOA website, distributed by email and hard copies tabled at the meeting.

Motion: That the Minutes of the Annual General Meeting of 11th September 2019 be adopted as true and correct.			
Moved	Seconded	Decision	Action items arising
D Clair	Ann Moore	Carried	Nil

5. Business Arising from the Minutes

NIL

6. NWPOA Committee Report – Murray Gellert

M Gellert presented his report which is attached as Appendix 3.

President then called Norman Davey forward and publicly thanked him for his previous service on the committee. He presented him with gift in appreciation.

N Davey thanked the President for his kind words and gift. He further noted that he had enjoyed his previous time on the committee and the chance to serve the association and members.

Motion: That the NWPOA Committee report be accepted			
Moved	Seconded	Decision	Action items arising
M Gellert	M Bowmaker	Carried	Nil

7. Treasurers Report – David Clair

Hard Copies of the report were tabled at the meeting. The report is attached at Appendix 4

Motion: That the audited financial report be adopted			
Moved	Seconded	Decision	Action items arising
D Clair	M Gellert	Carried	Nil

8. Appointment of Auditors – David Clair

David mentioned that is it recommended that we appoint EMANDEM Accountants, Milton, as the Association's auditors.

Motion: That the Auditor for 2020-21 be EMANDEM Accountants, MILTON QLD			
Moved	Seconded	Decision	Action items arising
D Clair	A Moore	Carried	Nil

9. General Business - Subscription Fee Increase

David Recommended that Subscription Fees be increased by \$5 for both Wet and Dry Blocks

Motion: Subscription Fees be increased by \$5 for both Wet and Dry Blocks			
Moved	Seconded	Decision	Action items arising
D Clair			To be considered in the General Meeting which is to follow the AGM

10. Election of Officers

The Chairman declared all positions on the Management Committee vacant and handed the meeting over to the Returning Officer, Ray Prince.

The Returning Officer noted that the nominations for positions which were received prior to the meeting had not been received the required 14 days prior, and thus were not valid.

The Returning Officer then called for nominations from the floor for the vacancies.

The results are summarised below:

President -	Murray Gellert
Vice-President-	David Clair
Secretary -	Terry Moore
Treasurer -	Ann Moore
Membership Registrar Officer -	Laura Valenti
Newport Watch Area-Coordinator -	Pam Bauze
Communications Officer -	Catriona Lightfoot
Committee Member	Josh Kindred
Committee Member	Clive Burrows
Committee Member	Graeme Cadwallader
Immediate Past President –	Vacant

11. Closure

The Chairman declared the meeting closed at 8:10 pm.

12. Next Meeting

The next Annual General Meeting of the Association will be held on Wednesday 15th September 2021.

13. Attachments

Appendix 1	Attendance Record
Appendix 2	Record of Proxies
Appendix 3	Presidents Report
Appendix 4	Audited Financial Report

NWPOA AGM 16 Sep 2020 Attendance Record

Pam Bauze	Fay Hope
Murray Gellert	Clive Burrows
Catriona Lightfoot	Graeme & Colleen Cadwallader
Jean Turnbull	Anne & David Andrews
Maureen Bowmaker	Ken Butcher
Reva Mayfield	Martin Kelly
Tom & Joy Herrigan	Trevor & Sonia Anger
Norman Davey	Sandra Ruck
Sara & Dave Rodwell	Laura Valenti & David Clair
Josh Kindred	Ray Prince
Ann & Terry Moore	

A total of 21 Memberships was present.

NWPOA Annual General Meeting 16 September 2020 - Proxy Vote Record

Seq	Name	Address	Financial Member Y/N	Proxy Given To:
1	Janet Murray	34 Australia Ct NEWPORT	Y	Terry Moore
2	Wendy Warren	59 Lionhart Cr Newport	y	Pam Bauze else Jean Turnbull
3	Susan Ann Cuerdan	10 Thistle Ct NEWPORT	Y	David Clair
4	Bradley Edwards	6 Thistle Ct NEWPORT	N	David Clair
5	Peter Dolley	11 Thistle Ct NEWPORT	Y	David Clair
6	Simon & Nicole Hagen	13 Enterprise Ct NEWPORT	N	Maureen Bowmaker else Pam Bauze
7	Ian & Anita Adams	48 Courageous Ct NEWPORT	Y	Clive Burrows else Pam Bauze
8	Ian & Kaye Gleeson	43 Courageous Ct NEWPORT	Y	Clive Burrows else Pam Bauze
9	Peter & Ann Groot	39 Courageous Ct NEWPORT	Y	Clive Burrows else Pam Bauze
10	Sandra & Tony McAliece	38A Courageous Ct NEWPORT	Y	Clive Burrows else Pam Bauze
11	Henry & Sybil Mandryk	36 Courageous Ct NEWPORT	Y	Clive Burrows else Pam Bauze
12	Ian & Beverly Townsend	35 Courageous Ct NEWPORT	Y	Clive Burrows else Pam Bauze
13	Terry Redfern & Cheryl Morgar	31 Courageous Ct NEWPORT	Y	Clive Burrows else Pam Bauze
14	Bill & Ray Him	29 Courageous Ct NEWPORT	Y	Clive Burrows else Pam Bauze
15	Mick & Debra-Ann Roza	28 Courageous Ct NEWPORT	Y	Clive Burrows else Pam Bauze
16	Ern & Val Patterson	27 Courageous Ct NEWPORT	Y	Clive Burrows else Pam Bauze
17	Robert Hynes	24 Courageous Ct NEWPORT	Y	Clive Burrows else Pam Bauze
18	Geoff & Carolyn Kerr	19 Courageous Ct NEWPORT	Y	Clive Burrows else Pam Bauze
19	Helga & David Brice	12 Courageous Ct NEWPORT	Y	Clive Burrows else Pam Bauze
20	Jerry & Diane Emberly	7 Courageous Ct NEWPORT	Y	Clive Burrows else Pam Bauze
21	Merv & Martlene Waldron	8 Courageous Ct NEWPORT	Y	Clive Burrows else Pam Bauze
22	Nigel & Janet Bucknell	5 Courageous Ct NEWPORT	Y	Clive Burrows else Pam Bauze
23	John & Gloria King	4 Courageous Ct NEWPORT	Y	Clive Burrows else Pam Bauze
24	Suzanne Greasley	8 Aurora Pl NEWPORT	Y	Pam Bauze
23	Ian Carvolth & Anne Novley	115 Griffith Rd NEWPORT	Y	Pam Bauze
24	Peter Wilkinson	3 Australia Ct NEWPORT	Y	Pam Bauze
25	Mark Rossetto	23 Australia Ct NEWPORT	Y	Pam Bauze
26	Ron Lewis	18 Mariner Ct NEWPORT	Y	Pam Bauze
27	Coralie Sinkinson	50 Southern Cross Dv NEWPORT	Y	Pam Bauze
28	Brenton Keats	29 Reliance Ct NEWPORT	Y	Pam Bauze

Presidents Report
NWPOA AGM 16th September 2020.

Welcome everyone to this our AGM for 2020.

The past year has, as far as the Association is concerned, been rather quiet.

The committee has been meeting on a monthly basis and the NWAG (advisory group) meeting with Council every 4 months. At all meetings, matters raised have been discussed and any questions dealt with or turned over to the proper authority.

Neighbourhood watch has continued under the guidance of Pam Bauze and our ever-watchful zone captains who endeavour to maintain our connection with the membership.

The membership has remained steady at 360 and finances are in good order with the Association having over \$14,000.00 in the Bank.

Unfortunately, the Covid virus has impacted the association by disallowing us to hold the Easter egg hunt and Sundowners both of which will return when this is all over.

Over the year there have been few contentious matters other than those relating to the Stocklands development lock operation. The lock signal lights and noise from the water weir have both been referred to council who have investigated the matters along with the relevant authorities and dealt with them accordingly. Unfortunately, everyone may not be completely satisfied with the result but there is little more that can be done.

During the last few months the committee has been dealing with the ways in which the Association can increase our membership, and in doing so, has developed, along with a consultant, a new web site.

It will assist with the delivery of the newsletter, include membership renewals online, an advertising section to replace the annual trades publication and many other sections providing an all-encompassing publication.

The association continues to provide the services and events of past years:

The trailer remains popular and continues to be used on a regular basis.

Boat licenses for our younger family members.

Sundowners, when possible

Easter egg hunt again when possible.

Christmas lights competition

Pipers on the canals

Santa and his helpers giving out sweets to residents and their children on Christmas morning.

I believe the association is in a healthy position and although some of the committee are resigning their positions this year, the new committee with your help, will continue to build a strong entity into the future.

At this stage I would like to call on Norman Davey to come forward and receive a small gift in appreciation of his service to the association. For several years Norman has served on the NWAG committee as Secretary and finally last year as vice president. He has been a tremendous assistant to me as president and I was deeply sorry to see him leave the committee. Thank you, Norman, for your invaluable contribution

Finally, a big thankyou to all committee members and zone captains for your support over the past year, I wish you well next year.

Murray Gellert

President

Newport Waterways Property Owners Association Inc
Financial Statements
For the Year Ended 30 June 2020

Newport Waterways Property Owners Association Inc
Financial Statements
For the Year ended 30 June 2020

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Newport Waterways Property Owners Association Inc
Trading, Profit and Loss Statement
For the Year ended 30 June 2020

	2020	2019
	\$	\$
Income		
Business Directory Subscriptions	3,625	2,250
Donations	-	39
Membership Subscriptions	2,824	5,285
Other non operating revenue	-	379
	<u>6,449</u>	<u>7,953</u>
Gross Profit from Trading	<u>6,449</u>	<u>7,953</u>
Less Expenditure		
Advertising	308	26
AGM/General Meetings	320	670
<i>Auditor's Remuneration</i>		
Auditor's Remuneration	330	330
Christmas Function	-	1,900
Donations	900	500
Equipment	230	791
Fees & Permits	57	210
Functions	3,451	-
Insurance	2,007	2,214
Postage	-	135
Printing & Stationery	232	5,112
Rent	-	320
Repairs & Maintenance	202	11
Street Signs	-	1,138
Total Expenditure	<u>8,037</u>	<u>13,357</u>
Plus Other Income		
Interest Received	35	175
	<u>35</u>	<u>175</u>
Loss	<u>(1,553)</u>	<u>(5,229)</u>

The accompanying notes form part of these financial statements. These financial statements have not been subject to audit or review, and should be read in conjunction with the attached Compilation Report.

Newport Waterways Property Owners Association Inc
Statement of Appropriations
For the Year ended 30 June 2020

	2020	2019
	\$	\$
Retained Profits at Beginning of Year	12,817	18,046
Loss before Income Tax	(1,553)	(5,229)
Accumulated Profit after Income Tax	<u>11,264</u>	<u>12,817</u>
Profit after Prior Year Adjustments	<u>11,264</u>	<u>12,817</u>
Unappropriated Profit at 30 June 2020	<u>11,264</u>	<u>12,817</u>

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Newport Waterways Property Owners Association Inc
Balance Sheet
As at 30 June 2020

	<i>Note</i>	2020	2019
		\$	\$
Current Assets			
Cash and Cash Equivalents	6	11,264	12,817
Total Assets		<u>11,264</u>	<u>12,817</u>
Equity			
Retained Profits	7	11,264	12,817
Total Equity		<u>11,264</u>	<u>12,817</u>

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Newport Waterways Property Owners Association Inc
Certificate by Members of the Committee

I, Murray Gilbert of _____
and

I, David Clair of _____
certify that:

We attended the annual general meeting of the association held on 16 September 2020.

The annual financial statements for the year ended 30 June 2020 were submitted to the members of the association at the annual general meeting.


Murray Gilbert
Committee Member


David Clair
Committee Member

16 September 2020

Newport Waterways Property Owners Association Inc Statement by Members of the Committee

The committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in the Notes to the Financial Statements.

In the opinion of the committee the accompanying financial statements:

- 1 Present a true and fair view of the financial position of Newport Waterways Property Owners Association Inc as at 30 June 2020 and its performance for the Year then ended
- 2 At the date of this statement, there are reasonable grounds to believe that Newport Waterways Property Owners Association Inc will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the committee and is signed for and on behalf of the committee by:



President: Murray Gilbert

Treasurer: David Clair

Dated: 16 September 2020

**Newport Waterways Property Owners Association Inc
Independent Auditor's Report
to the Members of
Newport Waterways Property Owners Association Inc**

We have audited the accompanying financial report, being a special purpose financial report, of Newport Waterways Property Owners Association Inc (the Association), which comprises the Committee's Report, the Assets and Liabilities Statement as at 30 June 2020, the Income and Expenditure Statement for the Year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by Members of the Committee.

Committee's Responsibility for the Financial Report

The Committee of Newport Waterways Property Owners Association Inc is responsible for the preparation of the financial report, and has determined that the basis of preparation described in the Notes to the Financial Statements is appropriate to meet the requirements of the Associations Incorporation Act (Queensland) and is appropriate to meet the needs of the Members. The committee's responsibility also includes such internal control as the committee determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error.

In making those risk assessments, the auditor considers internal control relevant to the Association's preparation of the financial report that gives a true and fair view, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial report of Newport Waterways Property Owners Association Inc presents fairly, in all material respects, the financial position of Newport Waterways Property Owners Association Inc as at 30 June 2020 and its financial performance for the Year then ended in accordance with the accounting policies described in the Notes to the Financial Statements, and the Associations Incorporation Act (Queensland).

Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to the Notes to the Financial Statements, which describe the basis of accounting. The financial report has been prepared to assist Newport Waterways Property Owners Association Inc to meet the requirements of the Associations Incorporation Act (Queensland). As a result, the financial report may not be suitable for another purpose.

Newport Waterways Property Owners Association Inc
Notes to the Financial Statements
For the Year ended 30 June 2020

I Significant Accounting Policies

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act (Queensland). The committee has determined that the association is not a reporting entity.

The following material accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of the financial statements.

Basis of Preparation

The financial statements have been prepared on an accruals basis and are based on historical costs unless otherwise stated in the notes. The accounting policies that have been adopted in the preparation of the statements are as follows:

(a) Revenue and Other Income

Revenue from the sale of goods is recognised at the point of delivery as this corresponds to the transfer of significant risks and rewards of ownership of the goods and the cessation of all involvement in those goods.

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

All revenue is stated net of the amount of goods and services tax (GST).

(b) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the balance sheet.

The accompanying notes form part of these financial statements. These financial statements have not been subject to audit or review, and should be read in conjunction with the attached Compilation Report.

Newport Waterways Property Owners Association Inc
Notes to the Financial Statements
For the Year ended 30 June 2020

2	Revenue	2020	2019
		\$	\$
	Sales Revenue		
	Sale of Goods	6,449	7,953
	Other Income		
	Interest Received	35	175
		<u>6,484</u>	<u>8,128</u>
3	Expenses	2020	2019
		\$	\$
	Advertising	308	26
	Insurance	2,007	2,214
	Postage	-	135
	Printing & Stationery	232	5,112
	Rent	-	320
	Repairs & Maintenance	202	11
	Other Expenses	5,288	5,539
		<u>8,037</u>	<u>13,357</u>
4	Income Details	2020	2019
		\$	\$
	Income		
	Interest Received		
	- Other Corporations	35	175
5	Expenses Details	2020	2019
		\$	\$
	Overhead Expenses		
	Auditor's Remuneration		
	Auditor's Remuneration	330	330
	Total Expenses	<u>330</u>	<u>330</u>
6	Cash and Cash Equivalents	2020	2019
		\$	\$
	Cash and Cash Equivalents		
	Bank of Queensland A/c 10141910	2,515	1,099
	Bank of Qld Websaver A/c 21352615	8,749	11,718
	Total Cash and Cash Equivalents	<u>11,264</u>	<u>12,817</u>
	Cash Reconciliation		
	Cash and Cash Equivalents	11,264	12,817
		<u>11,264</u>	<u>12,817</u>

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Newport Waterways Property Owners Association Inc
Notes to the Financial Statements
For the Year ended 30 June 2020

7 Retained Profits / Accumulated Losses	2020 \$	2019 \$
Retained Profits at Beginning of Financial Year	12,817	18,046
Less		
Net loss attributable to members	1,553	5,229
Retained Profits at 30 June 2020	<u>11,264</u>	<u>12,817</u>

The accompanying notes form part of these financial statements. These financial statements have not been subject to audit or review, and should be read in conjunction with the attached Compilation Report.