

Bundanoon Community Association Inc.
GENERAL MEETING
Supper Room
Bundanoon Soldiers' Memorial Hall
Thursday 15 February 2024
AGENDA

Acknowledgement of Country, and welcome to members and visitors

Attendance and Apologies

1. **Confirmation of Minutes** – BCA General Meeting, 21 December 2023
Attachment One
2. **President's Report**
Attachment Two
3. **Correspondence**
Attachment Three
4. **Report of Committee Meeting 1 February 2024**
Attachment Four
5. **Treasurer's Report**
Attachment Five
6. **General Business**
 - a) **Business arising** from the previous meeting minutes and correspondence (if any)
 - a. Correction to minutes of November meeting
 - b. External stairs – to be repaired over three-week period from March 11.
 - c. Loft safer access – completed.
 - d. Steet parking/picnic park – Convenor is in discussions with Council. Disabled parking spot identified as outside Morton Café.
 - e. Stolen trees – replacement trees marked with blue forestry paint
 - f. Electrical storm and Hall damage – the replacement component for the lighting system was \$1980. We have made an insurance claim for this.
 - g. Pedestrian rail crossing sound – ARTC have adjusted the tones of the warning siren which is closer to the sound of the warning bells.

 - b) **Winterfest Steam Train visit** – the Transport Heritage Museum will run a steam train excursion from Sydney to Goulburn coinciding with the Winterfest weekend in July. We have been offered a ticket plan to let people travel from Sydney to Bundanoon so they can get off and stay in the town until the return train. This will also allow locals to catch the train for a shorter ride to Goulburn and return. It will be the official opening of the museum in the Bundanoon Railway Station with dignitaries and the opportunity to screen the 50th anniversary of A Steam Train Passes. A working group, including MPT, Winterfest, TAHE, History Group, Bundanoon Hotel, Osborn House,

and Makers Markets are working on a proposal for approval by the Transport Heritage Museum.

- c) **Annual General Meeting** – our next meeting will be our Annual General Meeting. This meeting is important to receive the audited financial reports, President and Convenor reports and to elect the office bearers and committee members for 2024. All positions are declared vacant. Only members who have been a member of the BCA for over a month are welcome to apply. Nominations for positions must be received by the secretary at least one week before the meeting.
- d) **Warrigal workers welcome** – Lyn Morehen has been working with a small group to arrange a welcome event for the international workers at Warrigal Community Village. Lyn will report on progress and plans.

7. Subcommittee Activities (or updates)

- a. **Hall Convenor** - The Memorial Hall is looking grand! Over the Christmas break the Hall was getting ready for another busy year.

We have a wonderful new Hall Booking Volunteer Bobbi; new safer stairs to the loft; two emotive pieces of local artwork kindly donated by the artists hanging in the Supper Room; touch ups of peeling paint in the Main Hall; repolished floors throughout; a newly refreshed and painted white desk in the Supper Room by Timothy; a newly secure handrail at the front entrance and now at last, the outside crumbling stairs to the projector room have remedial works on the way starting 11 March. Please note this means that the Hall is out of bounds Monday to Friday 9 am to 5 pm until 29 March inclusive.

We are also looking for new Hall Willing Workers (HWW) who can volunteer a week every month to help with the Hall checking of toiletries, the odd forgotten rubbish, checking lights, doors locked and all the behind the Hall things that go on unseen (until it isn't). If you can help as a HWW please email me and I can pass you details on to Rosemary Page who looks after the HWW roster.

Welcome to 2024.

8. Any Other Business or Announcements?

9. Guest Speaker – no guest speaker for last meeting of year

Refreshments

Next meeting: Annual General Meeting, 21 March 2024 at 7.30 pm
Bundanoon Soldiers' Memorial Hall.

Attachment One – Minutes of previous meeting

Followed by March General Meeting

DRAFT

MINUTES

Bundanoon Community Association Inc.

GENERAL MEETING

21 December 2023

Acknowledgement of Country, and Welcome to members and visitors

Attendance and Apologies: 27 members present 1 apology, 1 visitor

1. Confirmation of Minutes – BCA General Meeting, 16 November 2023
 - a. Corrections noted General Business e) correct apostrophe is Soldiers' Memorial Hall, 7 c) sponsors sought.

Confirmed Greg Olsen 2nd Henk Janssen

2. President's Report

Attachment Two President advised that the Resilience Expo had been well attended. Survey showed that 35% had a fire plan and that 60% said that following attendance at the Expo they would prepare their plan.

3. Correspondence

Attachment Three + Letter from Bundanoon Primary School

4. Report of Committee Meeting 7 December 2023

Attachment Four + Report on Picnic Park lease

5. Treasurer's Report

Attachment Five - Bruce Marshall asked for explanation of Winterfest grant. President advised grant had been fully used. Peter Brown questioned decrease in interest rates on term deposit. President advised that the interest rate had actually increased. Geoff Pollard suggested ticket price for Bundanoon Sings concerts be increased. President explained prices were at the level that allowed families could attend. Peter Gray requested clearer explanation of sub-committee ticket sale income. President explained that all ticket sales went into one chart of account to account for the whole of the BCA. These can also be dissected to subcommittee level if members are interested to that level.

Confirmed Jonathan Melrose-Rae 2nd Bruce Marshall

6. GENERAL BUSINESS

- a) External stairs – President has sent urgent request to Council. Now outstanding for 15 months.
- b) Loft access ladder – will be installed by week ending 22nd December.
- c) Disabled parking spot designated as outside Morton Café
- d) Bundanoon Railway Station – BHG will hold meeting early 2024.

Attachment One – Minutes of previous meeting

- e) Stolen trees – replacement trees planted at Jubilee site.
- f) Electrical storm and Hall damage – insurance cover and costs to be investigated.
- g) Pedestrian rail crossing sound – reinstatement of traditional bell sound request sent to ARTC.

7. SUBCOMMITTEE ACTIVITIES (OR UPDATES)

- a. Instruments of Delegation (IOD) updated
- b. Special thanks and presentation to Convenors for 2023 by President

8. OTHER BUSINESS/ANNOUNCEMENTS

- a. Lyn Morehen – asked for support for a celebration for Warrigal workers. Pamela Jane, Leeanne Tyler-Olsen, Ken Hillman, Jeremy Tonks and others volunteered to assist.
- b. Leeanne Tyler-Olsen proposed a vote of thanks to the BCA Committee

- 9. Guest Speaker – no guest speaker for last meeting of year

Festive Refreshments

Next meeting: General Meeting, 15 February 2024 at 7.30 pm

Supper Room, Bundanoon Soldiers' Memorial Hall.

President's Report 15 February 2024

January was quiet for the BCA Committee and Members with no Committee or General Meeting held in January. It was a welcome break for the Committee.

We now gear up for the 2024 AGM to report on 2023. While the final figures will not be available until our Auditors have completed their reports, our financial result is good provided it is seen with some interpretation. Our Commonwealth Bank Winterfest Grant was fully expended in 2023, adding about \$21,000 to the expenses of the BCA. If this is removed from the Income/Expense statement, we expect to trading surplus of approximately \$6,000. This surplus is thanks to the Garden Ramble which provides the most significant income to the Association.

Our Hall has been upgraded during the break and the Hall Convenor reports on this. I am happy especially with the much safer loft access ladder that reduces a significant risk to members and hirers.

The external stairs to the old projection room will also be repaired, allowing access to interested parties. It may well be an item that will be placed on the State Heritage Register as there are very few, if any, rooms like this left in the State.

The Annual General Meeting will be held on Thursday March 21st in the Hall. As 2023 has been my third term as President I cannot stand next year under our Constitution. I will be glad to pass the baton.

CORRESPONDENCE

Correspondence – Summary of major items below from 7 December to 1 February

Correspondence does not list internal correspondence between subcommittees and the committee/President

- a) Council various press releases
- b) Council re repairs to external access stairs
- c) National Symbols Office – various flag flying notifications
- d) Council – Museum of History in Supper Room planned for Seniors Week
- e) Council – swimming extended opening for Christmas party – low numbers due to weather
- f) Council – many thanks for detailed acquittal for Resilience Expo Grant and permission to use photos
- g) Office of General Manager – Feedback from issues raised at meeting
- h) Laterals (our auditors) items to prepare for 2023 Financial report for AGM
- i) Council – donating the planter boxes permanently
- j) Council – repairs to external stairs funded, planning underway
- k) BDCU re CPR sessions with Greg Page
- l) Council re loft ladder inspection for sign-off
- m) Office of Sport – feedback on Local Sport Defibrillator suggesting manikin and CPR trainer is included in grants
- n) Council – invitation to Resilience Training at Quest Wednesday 21 February 2024
- o) Southern Highlands Carriage Club - invitation to opening of Multi-disciplined Arena 17 February
- p) Office of Environment and Heritage – advice for listing projector room on State Heritage Register
- q) Bill Whitting – update on his project to improve access across the railway line
- r) Serendipity – request to use Bundanoon Sings! keyboard and amp for their rehearsals (sent to Bundanoon Sings for advice)
- s) Bundanoon School BCA providing prizes for celebration assembly
- t) ARTC various on Picnic Park and Erith Street land parcel leases
- u) Tennis Club, Bowling Club and Croquet Club – donations for Christmas Party
- v) Various – meetings for steam train visit on Winterfest weekend
- w) ARTC warning siren replacing bells requesting bells.
- x) Microsoft re adding extra NFP licences

COMMITTEE UPDATE – February 2024

The Committee met on 1 February as there was no January meeting. Below are items provided for information or comment that were discussed or decided that are not in the business for this general meeting. If you have any questions or would like clarification, please raise this at the end of general business.

Dean Carey and Donna Andrews have joined the Committee for the final two months of the current Committee term. Welcome Dean, who has done a great job directing MPT events and running the light and sound for events. Welcome Donna who is a familiar face with Rex Cinema.

Picnic Park and opposite Bundanoon Hotel – we are still waiting to hear back from ARTC about a modified licence and also from Council about a tri-party agreement or Council taking on the lease.

Good Yarn income – the Committee endorsed a proposal from the Hall Convenor and President that the income from Council for the Good Yarn be retained for Repairs and Maintenance for the Hall. There are items that as lessees fall under our responsibility.

Flag protocol – the President met with the Bundanoon RSL Subbranch to clarify flag flying protocols at the Southern Villages War Memorial. The Subbranch is seeking clarification at a regional meeting and resolved for now that the arrangement continue with the BCA raising flags on prescribed days as notified by the Commonwealth Flag Officer, except for ANZAC Day and Remembrance Days where the RSL will manage the flags. (Update 11 Feb 2024 – The Bundanoon Subbranch have advised that their members are not in favour of flying the Aboriginal and Torres Strait Islander flags at the Memorial. BCA President has advised the RSL that the BCA will not fly flags until this can be clarified.)

Planter Boxes – Council have advised that their donated tulip planter boxes (ours in front of the Old Goods Shed) can be used by the Green Team or returned. The Green Team have agreed to maintain the planters.

Microsoft Not-for-profit licences – we have an additional 10 Microsoft Office 365 E1 licences – these are full Microsoft Office licences with 1TB of OneDrive storage. If convenors have a need/use for these please contact the President.

TREASURER'S REPORT

Balance Sheet

Bundanoon Community Association Incorporated

As at 31 December 2023

31 DEC 2023

31 DEC 2022

Assets

Bank

BCA Inc (4 Months)	50,629.86	-
BCA Inc (6 Months)	50,959.86	-
BCA Statement Account 741	2,931.60	-
BDCU Account	-	10,280.97
BDCU Online Saver	-	137,306.13
BDCU VISA Debit Card	-	1,737.86
Savings Account	34,442.17	-
Visa Debit Card	1,044.17	-
Total Bank	140,007.66	149,324.96

Current Assets

Accounts Receivable	9,055.20	4,808.00
Cash Floats	650.00	650.00
Float	908.00	908.00
Petty Cash Floats	50.00	50.00
Square Balance Adjustments	-	125.02
Trade Debtors	-	3,236.85
Total Current Assets	10,663.20	9,777.87

Fixed Assets

Accum. Depreciation: Computers	(6,284.15)	(6,284.15)
Accum. Depreciation: Equipment	(37,266.91)	(37,266.91)
Accum. Depreciation: Furniture	(26,837.35)	(26,837.35)
Computers at Cost	7,925.25	7,925.25
Equipment at Cost	71,884.09	71,884.09
Furniture at Cost	55,540.55	55,540.55
Inventories	2,616.60	2,616.60
Total Fixed Assets	67,578.08	67,578.08

Total Assets

218,248.94 **226,680.91**

Treasurer's Report

Liabilities

Current Liabilities

Accounts Payable	-	(20.00)
Accruals	-	2,100.00
GST	2,907.46	2,841.67
Hall Bonds Held	1,650.00	1,050.00
Rounding	1.00	-
Square Balance	-	125.02
Trade Creditors	-	513.00
Total Current Liabilities	4,558.46	6,609.69

Total Liabilities 4,558.46 6,609.69

Net Assets 213,690.48 220,071.22

Equity

Current Year Earnings	(6,380.74)	12,144.36
Prior Year's Surplus/Deficit	220,071.22	207,926.86
Total Equity	213,690.48	220,071.22

Profit and Loss

Bundanoon Community Association Incorporated For the year ended 31 December 2023

	2023	2022
Trading Income		
Advertising Income	35,902.07	39,031.40
Donations Received	4,403.75	5,011.02
Grants Received	11,694.00	9,874.55
Hall Hire - External	15,320.88	14,847.19
JCG Subscription	18.18	18.18
Membership Fees	2,024.84	1,382.81
Merchandise Sales	1,872.08	1,960.73
Raffle Income	631.81	1,839.04
Refreshments Income	1,671.31	99.28
Refund Income	1,689.09	-
Sponsorship	6,000.01	10,992.78
Square Sales	-	201.64
Stalls	5,037.73	4,825.43
Sundry Income	-	451.00
The Good Yard Rent Rebate	6,366.92	6,063.74
Ticket Sales - Events	76,276.49	57,886.72
Workshop Income	-	4,199.01
Total Trading Income	168,909.16	158,684.52
Gross Profit	168,909.16	158,684.52
Other Income		
Interest Income	2,624.36	570.42
Total Other Income	2,624.36	570.42
Operating Expenses		
Advertising	527.09	1,284.55
Audit Fees	-	2,100.00
Bank Fees & Charges	211.33	(5.91)
Cleaning	9,075.50	8,582.78
Consumables	2,318.49	2,876.83
Depreciation	-	9,413.41
Donations Given	4,759.55	4,662.44
Equipment Purchases	7,628.95	5,413.90
Gifts	1,036.10	-
Hire & Rental Costs	29,615.39	11,128.80
Insurance	6,945.11	6,702.33
License Fees and Films	1,339.20	3,960.10
Online Subscription	1,693.37	2,333.59
Other Expenses	4,418.81	5,673.64
Performer Fees	12,770.46	12,045.17
Piano Tuning	490.92	654.56

Treasurer's Report

	2023	2022
Postage	619.76	501.00
Printing	31,451.17	32,855.34
Production	11,280.69	-
Professional Services	21,997.85	8,876.45
Refreshments	6,284.11	7,464.04
Refunds	23.64	-
Reimbursements	1,689.09	521.38
Samples/Promotion	4,992.26	-
Signage	1,861.64	376.36
Square Fees	85.56	386.16
Stationery	875.52	965.63
Storage	4,640.87	4,280.30
Trade Services	14.55	5,094.76
Transport Hire	1,406.68	922.77
Utilities	2,642.45	2,441.45
Volunteer Expenses	148.18	-
Waste Removal	1,795.60	1,578.29
Workshop Providers & Tutors	3,274.37	4,020.46
Total Operating Expenses	177,914.26	147,110.58
Net Profit	(6,380.74)	12,144.36

NB Depreciation is NOT included which will provide a trading result of closer to \$(15,000). Adjusting for the Winterfest Grant (\$21,00) being spent, the result is a positive of about \$6,000. This will be reported at the 2023 FY AGM on 21st March 2024.