

LITTLE NICHOLSON STREET PLAYCENTRE INC

AGM

MINUTES

16th October 2018

Royal Oak

7.45pm to 9pm

Attendees: Nat; Tamsin; Louise S; Renee; Angela; Lou; Julie; Hayley, Rach D; Rachel G; Kim

Apologies: Gemma; Chloe

1. Welcome and Apologies

2. Order of Business

- a. The Committee have previously confirmed the minutes of the last annual general meeting.
- b. The Committee have previously received the committee's report upon the activities of the association in the last financial year.
- c. The FY18 financials were provided and presented to all Committee members.

3. Confirmation of 2019 Committee

- a. Resolution for new members. It was resolved that:
 - a. Natalie Britton would resign from the Committee and Angela Kreis would be appointed as President.
 - b. We are yet to appoint a Secretary to replace Angela. However we have identified a potential candidate.
 - c. Rachael Davern would continue as Treasurer.
 - d. Julie will be resigning from the Committee and the Toys role would be combined with Parties which will continue to be held by Rachel G.
 - e. Hayley would move to the Maintenance role.
 - f. Kim Buchanan will be appointed to the Events & Promotions role.
 - g. Chloe Gibson will be appointed to Fundraising role.
 - h. All other Committee Members would remain in their current positions.
- b. All necessary Resignation and Nomination forms were completed (Annexure A) and it was agreed that the Registration & Appointment of Members form would be finalised at the Committee Meeting in November.

4. Wrap up of 2018

- a. Each of the Committee Members presented their 2018 goals and key achievements for the year (see Annexure B).

5. FY18 Full Year Financial Summary

- a. The Treasurer presented the FY18 Financial Statements to the Committee (Annexure C).
 - a. As of 30 September 2018 the FY18 result was a net profit of \$0.6k, above the budget forecast of a loss of \$1.7k.
 - b. LNSP remains solvent. The cash position as at 30th September was \$58.9k, above the \$25k buffer considered prudent to cover any “ongoing concern” risks to the centre in accordance with the 2018 approved Risk Register.
- b. The Treasurer declared that:
 - a. These statements give a true and fair view of the financial matters to which they relate and are not misleading, and
 - b. There are reasonable grounds to believe, at the date of this statement that the association will be able to pay its debts as and when they fall due.
- a. All Committee Members confirmed the Financial Statements provide a true and fair view of the association’s financial performance and position as provided and presented at the AGM.

6. FY19 Budget

- a. The Treasurer presented the draft FY19 Budget to the Committee (Annexure C).
- b. The Committee agreed that all budgeted items looked reasonable however agreed that further discussion would be required to determine whether the 10% increase on Memberships was achievable and whether we should target to achieve this revenue growth through other areas such as Donations and/or Fundraising.
- c. It was agreed that all Committee members would review the budget in further detail to determine whether there are any opportunities to generate additional revenue / lower costs.
- d. It was agreed that the budget would be finalised and approved at the next Committee meeting in November.

7. Other matters requiring discussion

- a. It was agreed that the WOW Sausage Sizzle Fundraiser scheduled for Saturday, 17 Nov would be rescheduled to February 2019 due to limited availability of Committee Members
- b. The Member Xmas party will be held on Saturday, 1 December.
- c. Rachel confirmed she is continuing to follow up with Council regarding the License Renewal.
- d. Lou presented the Membership Fee proposal (see Annexure D). The Committee approved the new membership fee proposal however requested that it

incorporate a discounted party pricing option for Annual Members. Lou advised she will amend the fee proposal before submitting to Council for its approval.

- e. The Committee reviewed the BOY calendar. It was confirmed that the Pest Inspection took place early October and noted that Insurance Policy renewal was due in December.
- f. The 2019 draft calendar was reviewed and it was agreed that this would be finalised at the Committee meeting in November.
- g. The Action Items List was reviewed, including the maintenance checklist.

8. Next Meeting:

- a. The next Committee Meeting would be held on Tuesday, 11 November. Items to be included on the agenda:
 - Risk Register Review
 - 2019 Calendar
 - 2019 Budget

ANNEXURES:

- **Annexure A:** Completed Nomination and Resignation Forms
- **Annexure B:** 2018 Role Wrap-ups
- **Annexure C:**
 - LNSP Treasurer Update 7th August 2018 Meeting
 - LNSP Treasurer Update 7th August 2018 Meeting – Figures
- **Annexure D:** DRAFT Membership Fee Proposal