

Alexandra & District Traders & Tourism Association Minutes of Annual General Meeting	
Date:	Tuesday 11 th August, 2020
Time:	6:00pm
Location:	Alexandra Visitor Information Centre, Rotary Park, Alexandra VIC 3714



No	Agenda	Minute	Action
1	Attendance:	Members: Ian Davis, Andrew Embling, Daniel Crane, Caolan O'Connor, Mike Dalmau, Gordon Simpson, Ayden Embling Guests: Cr Margaret Rae, Matt Thomas, Craig Lloyd, Alison Foletta	
2	Apologies:	Nigel Lyttle, Gerry Laws	
3	Welcome:	Ian welcomed all in attendance.	
4	Minutes of Previous Meeting:	Motion: The minutes of the Annual General Meeting held 13 August 2019 are accepted. Moved: Mike Dalmau Seconded: Daniel Crane. All in favour. Carried.	
5	President's Report	Ian spoke to the President's Annual Report, recounting the success of Spring Fair 2019. However, due to this year's health crisis many other activities, such as Easter Fair, were necessarily postponed. Ian also spoke to the ongoing issue of parking in Grant Street.	
6	Treasurer's Report	Daniel Crane spoke to the Annual Financial Report (attached). Daniel commented on the disappointing trend downward of membership over the last five years, and a significant reduction in total revenue showing the importance of events like Easter Fair. Daniel reported that the biggest challenge for ADTTA going forward is maintaining and increasing the current member base. Motion: The Financial Report for the year ending 30 June 2020 is accepted. Moved: Daniel Crane Seconded: Gordon Simpson. All in favour. Carried.	



ADTTA Meeting Minutes

7

Elections:

Ian stood down as Chair and invited Matthew Thomas to facilitate the nominations and election process. Matt declared all roles vacant.

Nominations for President

Nominee	Moved by	Seconded by	Accepted/Declined
Ian Davis	Gordon Simpson	Andrew Embling	Accepted

As there were no further nominations the meeting welcomed **Ian Davis** as the President. Carried.

Nominations for Vice President

Nominee	Moved by	Seconded by	Accepted/Declined
Andrew Embling	Mike Dalmau	Daniel Crane	Accepted

As there were no further nominations the meeting welcomed **Andrew Embling** as the Vice President. Carried.

Nominations for Treasurer

Nominee	Moved by	Seconded by	Accepted/Declined
Daniel Crane	Caolan O'Connor	Andrew Embling	Accepted

As there were no further nominations the meeting welcomed **Daniel Crane** as the Treasurer. Carried.

Nominations for Secretary

Nominee	Moved by	Seconded by	Accepted/Declined
Caolan O'Connor	Andrew Embling	Mike Dalmau	Accepted

As there were no further nominations the meeting welcomed **Caolan O'Connor** as the Secretary. Carried.



ADTTA Meeting Minutes

		Nominations for Committee				
		Nominee	Moved by	Seconded by	Accepted/Declined	
		Gordon Simpson	Mike Dalmau	Daniel Crane	Accepted	
		Mike Dalmau	Ian Davis	Daniel Crane	Accepted	
		Nigel Lyttle	Caolan O'Connor	Andrew Embling	Accepted	
		<p>As there were no further nominations the meeting welcomed Gordon Simpson, Mike Dalmau and Nigel Lyttle as Committee Members. Carried.</p> <p>There are currently two vacancies as Committee Members.</p> <p>Matt Thomas handed the meeting back to Ian Davis.</p>				
8	Member Fees:	<p>Motion: The annual membership fees for the 2020/2021 financial year are set at \$75/yr for retail/tourism businesses, \$50/yr for tradesmen, and \$25/yr for Community Groups, and \$Free for Friends of the Visitor Information Centre.</p> <p>Moved: Caolan O'Connor. Seconded: Mike Dalmau. All in favour. Carried.</p> <p>Craig Lloyd inquired whether ADTTA were entering into a commercial arrangement with North East Productions (Ayden) who is also a member of ADTTA. Ayden confirmed that NEP were providing this service free of charge to ADTTA.</p>				
9	Appointing an Auditor:	<p>Motion: DMK Taxation and Accounting is appointed as the auditor for the year ending 30 June 2021.</p> <p>Moved: Mike Dalmau. Seconded: Ian Davis. All in favour. Carried.</p>				
10	Meeting Close:	Meeting closed at 6:36pm.				

ALEXANDRA AND DISTRICT TRADERS AND TOURISM ASSOCIATION INC.**Income and Expenditure Statement****For the year ended 30 June 2020**

	2020	2019
	\$	\$
Income		
Annual Membership Fees (1)	2,950	5,100
Donations / Pledges Received (2)	500	2,250
Fundraising & Promotions (3)	5,386	15,401
Grants Received - RDV (GRVT) (4)	20,000	33
Interest Received - Bendigo Bank (5607)	21	31
Interest Received - Bendigo Bank T/D	18	18
Total income	<u>28,875</u>	<u>22,834</u>
Expenses		
Advertising and Promotion (5)	25	-
Consultants Fees (6)	509	-
Depreciation	396	263
Donations - General (Community)	-	500
Donations - Visitor Information Centre (7)	750	170
Festivals, Events, Promotions & Projects (8)	9,210	13,865
Filing Fees (9)	59	29
Grants Expended - RDV (GRVT) (10)	16,720	-
Insurance (11)	1,742	1,012
Total expenses	<u>29,412</u>	<u>15,840</u>
Profit (loss) from ordinary activities before income tax	(537)	6,995
Income tax revenue relating to ordinary activities	-	-
Net profit (loss) attributable to the association	(537)	6,995
Total changes in equity of the association	(537)	6,995
Opening retained profits	13,186	6,191
Net profit (loss) attributable to the association	<u>(537)</u>	<u>6,995</u>
Closing retained profits	<u>12,649</u>	<u>13,186</u>

These financial statements are unaudited. They must be read in conjunction with the attached Accountant's Compilation Report and Notes which form part of these financial statements.

ALEXANDRA AND DISTRICT TRADERS AND TOURISM ASSOCIATION INC.

Detailed Balance Sheet as at 30 June 2020

	Note	2020 \$	2019 \$
Current Assets			
Cash Assets			
Bank - Bendigo Bank Chq A/C (150955607) (12)		8,410	10,368
Bank - Bendigo Bank T/D (152133955) (13)		3,556	3,538
		<u>11,966</u>	<u>13,906</u>
Total Current Assets		<u>11,966</u>	<u>13,906</u>
Non-Current Assets			
Property, Plant and Equipment			
Plant & Equipment - at Cost (14)		7,587	6,987
Less: Accumulated Depreciation		(6,263)	(5,867)
		<u>1,324</u>	<u>1,120</u>
Total Non-Current Assets		<u>1,324</u>	<u>1,120</u>
Total Assets		<u>13,289</u>	<u>15,026</u>
Current Liabilities			
Payables			
Unsecured:			
Trade Creditors		-	1,540
Prepaid Membership Fees		-	300
Unearned Income - Easter Fair (2020) (15)		640	-
		<u>640</u>	<u>1,840</u>
Total Current Liabilities		<u>640</u>	<u>1,840</u>
Total Liabilities		<u>640</u>	<u>1,840</u>
Net Assets		<u>12,649</u>	<u>13,186</u>

These financial statements are unaudited. They must be read in conjunction with the attached Accountant's Compilation Report and Notes which form part of these financial statements.

ALEXANDRA AND DISTRICT TRADERS AND TOURISM ASSOCIATION INC.

Detailed Balance Sheet as at 30 June 2020

	Note	2020 \$	2019 \$
<hr/>			
Members' Funds			
Accumulated surplus (deficit)		12,649	13,186
Total Members' Funds		<u>12,649</u>	<u>13,186</u>

These financial statements are unaudited. They must be read in conjunction with the attached Accountant's Compilation Report and Notes which form part of these financial statements.

Depreciation Schedule for the year ended 30 June, 2020

[illegible]

ALEXANDRA AND DISTRICT TRADERS AND TOURISM ASSOCIATION INC.

APPENDICES / NOTES

1) Annual Membership Fees

Total Normal Member's for Year = 32 (down from 52 in 2019, 75 in 2018 and 95 in 2017). Total "Friends of the VIC" for Year = 0.

Total revenue from membership over the last five (5) years is as follows:

- 2020 - \$2,950 (32 Members)
- 2019 - \$5,100 (52 Members)
- 2018 - \$7,100 (75 Members)
- 2017 - \$8,550 (95 Members)
- 2016 - \$8,925 (96 Members + Friends of the VIC)

Membership receipts accounted for approximately 30% of the ADTTA's 2020 income (excluding bank interest received and the RDV Grant). This compares to approximately 22% last year.

To be frank, it's hard to see a future for the ADTTA with such a significant decline in Membership over the last five (5) years. With the trend being one of decline it's difficult to see a turnaround in the future.

2) Donations / Pledges Received

Yea Community Bank	\$ 500.00
--------------------	-----------

3) Fundraising & Promotions

Spring Fair	\$ 4,186.20
Xmas Carols/Carnival/Promotion/Business Breakfast	\$ 1,200.00
Easter Fair (refer Note 15)	\$ 0.00
	<u>\$ 5,386.20</u>
	=====

Total Revenue this year was \$9,741 (excluding bank interest and the RDV Grant), being well down on the \$22,751 reported last year, and the \$18,027 in 2018. It goes to show the importance of the Easter Fair and the impact it has on our revenue.

4) Grants Received – RDV (GRVT)

Novation of existing grant to develop an Events Venue in Alexandra (being a basic Equestrian Venue at the Alexandra Rodeo Venue (currently owned by DPMC)). Funds were received from GRVT due to GRVT being wound up at 30 June 2019 and therefore being unable to auspice the project.

**ALEXANDRA AND DISTRICT TRADERS AND TOURISM ASSOCIATION
INC.**

APPENDICES / NOTES

5) Advertising and Promotion

Cost to advertise the AGM.

Refer "Festivals, Events, Promotions & Projects" (Note 8) which includes advertising of the Spring Fair, Christmas Carols and Christmas Bonanza.

6) Consultants Fees

Payments to Regional Business Toolkit for monthly management of the digital signboard at the Alexandra Visitor Information Centre.

7) Donations – Visitor Information Centre

Virtual Access (Internet & Domain License Fee)	\$ 170.40
AVIC Christmas Lunch	\$ 429.50
Fuel (AVIC – Julie Olson)	<u>\$ 150.00</u>
	<u>\$ 749.90</u>

These expenses were paid for and on behalf of the AVIC.

8) Festivals, Events, Promotions & Projects

Spring Fair

- Entertainment (including Sound)	\$ 2,740.00
- Craig Lloyd (Entertainment)	\$ 100.00
- Ann Friedel Publishing	\$ 626.80
- UGFM	\$ 99.00
- I & M Simpson & Son Pty Ltd (Ice)	\$ 52.80
- Alexandra Foodworks (Drinks)	<u>\$ 148.56</u>
	<u>\$ 3,767.16</u>

Christmas Carols/Carnival/Promotion

- Embling Rural	\$ 180.00
- Ann Friedel Publishing	\$ 1,133.00
- Entertainment (including Sound)	\$ 2,500.00
- Alexandra Newsagency	\$ 14.95
- I & M Simpson (Xmas Vouchers)	\$ 369.80
- Alexandra Foodworks (Drinks)	\$ 41.93
- Alexandra Foodworks (Gift Card)	\$ 250.00
- Alexandra Motorcycles (Xmas Vouchers)	\$ 100.00
- Alexandra Foodworks (Xmas Vouchers)	\$ 200.00
- Alexandra Apparel (Xmas Vouchers)	<u>\$ 200.00</u>
	<u>\$ 4,989.68</u>

**ALEXANDRA AND DISTRICT TRADERS AND TOURISM ASSOCIATION
INC.**

APPENDICES / NOTES

Easter Fair	
- Ann Friedel Publishing	\$ 453.00
	<u>\$ 453.00</u>
	=====
	<u>\$ 9,209.84</u>

9) Filing Fees

Annual filing Fee charged by Consumer Affairs Victoria.

10) Grants Expended – RDV (GRVT)

Payments made to:

- M & A Dean (Ausco Site Building)	\$ 5,500.00
- The Temporary Fence Shop (Temporary Fencing)	<u>\$11,220.00</u>
	<u>\$16,720.00</u>
	=====

11) Insurance

Annual *Public & Products Liability Insurance* paid to Local Community Insurance Services. I applied for a partial credit / refund due to the cancellation of the 2020 Easter Fair and are due to receive a cheque for \$667.02. This cheque will be sent to PO Box 44, Alexandra. As yet, the cheque hasn't been given to me to bank.

12) Bank – Bendigo Bank Cheque A/C

Split of the Bank Account Balance is as follows:

- ADTTA Funds	\$ 5,096.17
- RDV Funds held in Trust	<u>\$ 3,313.50</u>
	<u>\$ 8,409.67</u>
	=====

13) Bank – Bendigo Bank Term Deposit

The reconciled Term Deposit Balance as at 30 June 2020 was \$3,556.07 (compared to \$3,538.32 as at 30 June 2019).

**ALEXANDRA AND DISTRICT TRADERS AND TOURISM ASSOCIATION
INC.**

APPENDICES / NOTES

14) Plant & Equipment

Movement for the year was \$600.00 being the purchase of the Teac 49" Ultra HD LED Smart TV.

15) Unearned Income – Easter Fair (2020)

Represents funds paid to the ADTTA by Stall Holders for the 2020 Easter Fair with which these Stall Holders can use for the 2020 Spring Fair (if held) or the 2021 Easter Fair. As the funds are utilised they will be reallocated to Income.

It's not surprising that the net result reported this year is as poor as it is. With membership numbers and the associated revenue being so far down, along with the cancellation of our main revenue source, the Easter Fair (although that expenditure is also down), the net result was always going to be disappointing. The Net Loss of \$537 is actually flattering because if you take out the RDV Grant and associated expenditure, the Net Loss would actually be \$3,817.

I mentioned this in my Treasurer's Report for the AGM last year and I'll mention it again. It is crystal clear that the biggest challenge I see going forward for the new Committee is first of all maintaining, and then secondly, increasing the membership base. Last year's figure of 52 members was the lowest reported membership since 2013. This year's drop to 32 (a decline of 38.46% from last year) continues the downward trend which, should that trend continue, would make it difficult for the ADTTA to remain viable.

The cancellation of the 2020 Easter Fair due to COVID-19 was out of the committee's control. Unless things turnaround in Melbourne in a hurry, you would think holding the 2020 Spring Fair is very doubtful. To potentially have both of your main revenue generating sources (which are "profit making" or cash flow positive), not available, points towards a bleak future for the ADTTA.

I wish I could have put more of a positive spin on my report but the numbers are what they are.

In finishing, I'd like to thank the Committee for their support over the last 12 months.

Daniel Crane
ADTTA Treasurer