

Alexandra & District Traders & Tourism Association

Minutes of Annual General Meeting



Date:	Tuesday 9 th August, 2022
Time:	6:00pm
Location:	Alexandra Visitor Information Centre, Rotary Park, Alexandra

No	Agenda	Minute	Action
1	Attendance:	Members: Ian Davis, Gordon Simpson, Daniel Crane, Mike Dalmau, Nigel Lyttle, Caolan O'Connor, Janene Simpson Guests: Cr Damien Gallagher	
2	Apologies:	Matt Thomas, Steve Downey, Gerry Laws	
3	Welcome:	Ian welcomed all in attendance.	
4	Minutes of Previous Meeting:	Motion: The minutes of the Annual General Meeting held 13 July 2021 are accepted. Moved: Gordon Seconded: Mike. All in favour. Carried.	
5	President's Report	Ian Davis reported that it was pleasing to see business activity return to a new normal after a challenging two years, and that despite a downturn in tourism activities and activity at the Visitor Information Centre he was optimistic about the outlook for Alexandra and the Murrindindi Shire.	
6	Treasurer's Report	Daniel Crane spoke to the Annual Financial Report (attached). Motion: The Financial Report for the year ending 30 June 2022 is accepted. Moved: Daniel Crane Seconded: Gordon. All in favour. Carried. The executive extended their gratitude to Dan for managing our finances through the last couple of challenging years.	



7 Elections:

Ian stood down as Chair and invited Cr Damien Gallagher to facilitate the nominations and election process. Matt declared all roles vacant.

Nominations for President

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

As there were no further nominations the meeting welcomed **Gordon Simpson** as the President. Carried.

Nominations for Vice President

Nominee	Moved by	Seconded by	Accepted/Declined
Andrew Embling	Mike	Ian	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
Dan Crane	Andrew	Nigel	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	Dan	Andrew	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	
		Ian Davis	Andrew	Dan	Accepted	
		Nigel Lyttle	Caolan	Dan	Accepted	
		Mike Dalmau	Gordon	Andrew	Accepted	
		Janene Simpson	Gordon	Dan	Accepted	
		<p>As there were no further nominations the meeting welcomed Ian Davis, Nigel Lyttle, Mike Dalmau and Janene Simpson as Committee Members. Carried.</p> <p>There is currently 1 vacancy for the Committee Members.</p> <p>Cr Damien Gallagher handed the meeting back to Gordon Simpson.</p>				
8	Member Fees:	<p>Motion: The annual membership fees for the 2022/2023 financial year are set at \$75/yr for retail/tourism businesses, \$50/yr for solo tradesmen, and \$25/yr for community groups, and \$Free for Friends of the Visitor Information Centre.</p> <p>Moved: Daniel Crane. Seconded: Andrew Embling. All in favour. Carried.</p>				
9	Appointing an Auditor:	<p>Motion: DMK Taxation and Accounting is appointed as the auditor for the year ending 30 June 2023.</p> <p>Moved: Gordon Simpson. Seconded: Mike Dalmau. All in favour. Carried.</p>				
10	Meeting Close:	<p>Meeting closed at 6:45pm.</p>				

ALEXANDRA AND DISTRICT TRADERS AND TOURISM ASSOCIATION INC.

Income and Expenditure Statement

For the year ended 30 June 2022

	2022	2021
	\$	\$
Income		
Annual Membership Fees (1)	1,900	3,425
Donations / Pledges Received (2)	1,975	-
Fundraising & Promotions (3)	8,825	3,237
Grants Received - RDV (DJPR)	-	5,000
Grants Received - Murrindindi Shire	-	2,000
Interest Received - Bendigo Bank (5607)	-	2
Interest Received - Bendigo Bank T/D	1	10
Rebates and Refunds (4)	1,016	667
Total income	<u>13,718</u>	<u>14,341</u>
Expenses		
Advertising and Promotion (5)	608	993
Consultants Fees (6)	1,146	1,910
Depreciation	239	374
Donations - Visitor Information Centre (7)	288	443
Festivals, Events, Promotions & Projects (8)	8,557	6,678
Filing Fees (9)	60	59
Grants Expended - RDV (GRVT) (10)	5,000	3,313
Insurance (11)	1,869	1,850
Postage (12)	139	141
Total expenses	<u>17,907</u>	<u>15,761</u>
Profit (loss) from ordinary activities before income tax	(4,189)	(1,420)
Income tax revenue relating to ordinary activities	-	-
Net profit (loss) attributable to the association	<u>(4,189)</u>	<u>(1,420)</u>
Total changes in equity of the association	<u>(4,189)</u>	<u>(1,420)</u>
Opening retained profits	11,229	12,649
Net profit (loss) attributable to the association	<u>(4,189)</u>	<u>(1,420)</u>
Closing retained profits	<u>7,040</u>	<u>11,229</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 2022

	Note	2022 \$	2021 \$
Current Assets			
Cash Assets			
Bank - Bendigo Bank Chq A/C (150955607) (13)		7,326	7,354
Bank - Bendigo Bank T/D (152133955) (14)		-	3,566
		7,326	10,920
Total Current Assets		7,326	10,920
Non-Current Assets			
Property, Plant and Equipment			
Plant & Equipment - at Cost		7,587	7,587
Less: Accumulated Depreciation		(6,876)	(6,637)
		711	950
Total Non-Current Assets		711	950
Total Assets		8,037	11,869
Current Liabilities			
Payables			
Unsecured:			
Outstanding Cheques (15)		996	-
Unearned Income - Easter Fair (2020) (16)		-	640
		996	640
Total Current Liabilities		996	640
Total Liabilities		996	640
Net Assets		7,040	11,229

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ALEXANDRA AND DISTRICT TRADERS AND TOURISM ASSOCIATION INC.
Detailed Balance Sheet as at 30 June 2022

	Note	2022	2021
		\$	\$
<hr/>			
Members' Funds			
Accumulated surplus (deficit)		7,040	11,229
Total Members' Funds		<u>7,040</u>	<u>11,229</u>

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

APPENDICES / NOTES

1) Annual Membership Fees

Total Normal Member's for Year = 27 (down from 49 in 2021, 32 in 2020, 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:

- 2022 - \$1,900 (27 Members)
- 2021 - \$3,425 (49 Members)
- 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 14% of the ADTTA's 2022 Income. This compares to 37% last year (excluding bank interest received and the RDV Grant).

2) Donation / Pledges Received

Alexandra Community Pharmacy	Donation	\$ 175.00
AVIC	Donation	<u>\$ 1,800.00</u>
		<u>\$ 1,975.00</u>

3) Fundraising & Promotions

Easter Fair (Trade Sites/Gate/Drinks/Amusements)	\$ 6,523.75
Xmas Carols/Carnival/Shop Local Promotion	<u>\$ 2,301.00</u>
	<u>\$ 8,824.75</u>

4) Rebates & Refunds

JLT Insurance Refund due to COVID-19 and not being able to hold the 2021 Easter & Spring Fairs.

Total Revenue this year was \$13,718 compared to \$9,329 last year (the 2021 Income figure excludes Bank Interest and the RDV Grant). The Easter Fair made up 48% of this year's total Revenue.

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

APPENDICES / NOTES

5) Advertising and Promotion

- Alexandra Newspapers (AGM Ad Cost)	\$ 58.22
- Turbo Productions (Business Directory)	<u>\$ 550.00</u>
	\$ 608.22
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Refer "Festivals, Events, Promotions & Projects" (Note 8) which includes advertising of the Christmas Carols / Christmas Bonanza and Easter Fair.

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)	\$ 174.40
- Fuel (AVIC Co-ordinator)	<u>\$ 113.98</u>
	\$ 288.38
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These expenses were paid for and on behalf of the AVIC.

8) Festivals, Events, Promotions & Projects

Christmas Carols/Carnival/Promotion:

- Ian & Linda Davis (BBQ Meat)	\$ 237.26
- Ann Friedel Publishing	\$ 1,193.50
- Entertainment (including Sound)	\$ 2,000.00
- Float	\$ 450.00
- Alexandra Foodworks (Drinks, etc)	\$ 180.33
- Xmas Vouchers Redeemed	<u>\$ 1,097.49</u>
	<u>\$ 5,158.58</u>

Easter Fair:

- Ann Friedel Publishing	\$ 127.60
- Entertainment (Rodney Vincent)	\$ 900.00
- Entertainment (Kate Young)	\$ 450.00
- Sound (North East Light & Sound)	\$ 1,200.00
- Entertainment (Darren Colston)	\$ 600.00
- UGFM (Advertising)	<u>\$ 121.00</u>
	<u>\$ 3,398.60</u>
	\$ 8,557.18

9) Filing Fees

Annual Filing Fee charged by Consumer Affairs Victoria.

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

APPENDICES / NOTES

10) Grants Expended – RDV (GRVT)

Payments made to:

- Alexandra Events \$ 5,000.00

11) Insurance

Annual *Public & Products Liability Insurance* paid to Local Community Insurance Services (JLT).

12) Postage

Post Office Box Rent.

13) Bank – Bendigo Bank Cheque A/C

Balance of Trading Account as at 30 June 2022.

14) Bank – Bendigo Bank Term Deposit

Term Deposit closed / redeemed 15 March 2022.

15) Cheque to Dan Crane to reimburse for the following Bills he paid for and on behalf of the ADTTA:

- Regional Business Tool Kit (Digital Sign Board)	\$ 127.33
- Corner Hotel Alexandra (Xmas Vouchers x 2)	\$ 100.00
- I & M Simpson & Son Pty Ltd (Xmas Voucher)	\$ 48.00
- UGFM (Easter Fair Ad)	\$ 121.00
- Andrew Embling (Reimbursement-paid for D Colston)	<u>\$ 600.00</u>
	<u>\$ 996.33</u>
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16) 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 2021 Spring Fair (if held) or the 2022 Easter Fair. Given the 2022 Easter Fair was held, have allocated the Liability balance to Income.

The reported Net Loss as per the *Income and Expenditure Statement* is \$4,189 for the year. If we were to remove the effects of the RDV Grant Expended (\$5,000 going out) then the actual Net Loss would have become a Net Profit of \$811.

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

APPENDICES / NOTES

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

Daniel Crane
ADTTA Treasurer