



# Spencers Brook Progress Association Inc.

## 2024 AGM MINUTES

**Spencers Brook Progress Association Inc.**

### **Annual General Meeting Minutes**

**Date:** 24 October 2024

**Time:** 6:03pm

**Place:** Spencers Brook Tavern  
48 Thomas Street spencers Brook WA 6401

**Attendees:** 25 in attendance, 15 were financial members. A quorum was established and the meeting proceeded.

**Apologies:** John and Rebecca Klassek

**Proxies:** Nil received



required minimum of 75% of members present assenting to pass the resolution.

### Acceptance of financial statements

9

*Proposed resolution: That the financial statements tabled at the annual general meeting be accepted.*

**Moved:** Pat Lummis

**Seconded:** Marilyn Rulyancich

**Passed**

### Acceptance of annual report

10

*There was no annual report tabled at the annual general meeting.*

### Appointment of an auditor

55150

*Proposed resolution: That John Thompson be appointed as Spencers Brook Progress Association Inc's auditor for the next reporting period.*

**Moved:** Maria Weibel-Wilding

**Seconded:** Pat Lummis

**Passed**

### Results of the general election:

The Scrutineer established that the forms of nomination were all valid and that each vacant position had one nomination and read out each nomination. A show of hands accepted each position as filled individually and declared the election completed satisfactorily.

12

No of Nomination forms accepted	Position:	Name:	Nominated by:	Seconded:	Passed/Not Passed
1	Chairperson	Annie Kavanagh	Annie Kavanagh	Lesley-Ann Hoare	Passed
1	Vice Chairperson	Maria Weibel-Wilding	Maria Weibel-Wilding	Marilyn Rulyancich	Passed
1	Secretary	Marilyn Rulyancich	Marilyn Rulyancich	Simon Wallace	Passed
1	Treasurer	Lesley-Ann Hoare	Lesley-Ann Hoare	Marilyn Rulyancich	Passed
1	Committee Member 1	Pat Lummis	Pat Lummis	Marilyn Rulyancich	Passed
1	Committee Member 2	John Klassek	John Klassek	Marilyn Rulyancich	Passed
1	Committee Member 3	Matt Letch	Matthew Letch	Marilyn Rulyancich	Passed
1	Committee Member 4	Bernie Caffrey	Bernie Caffrey	Annie Kavanagh	Passed

The newly elected Chairperson, Annie Kavanagh, congratulated the new committee and proceeded to thank the members, guests and visitors for their attendance, and invited them to the bar for a small celebration following the Community Forum.

Marilyn Rulyancich thanked the outgoing Vice Chair, Simon Wallace, for stepping up when the President resigned and for his contribution to the SBPA for the past 18 months.

13

**AGM Meeting closed and the Community Forum followed.**

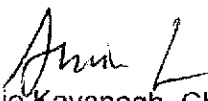
The Community Forum documents are attached as Appendix "D".

**Minute taker:** Marilyn Rulyancich, Secretary

**Signed:**

**Name:**

**Date:**

  
Annie Kavanagh, Chairperson SBPA

25/10/2024

## Spencers Brook Progress Association

### Vice President's Report 2024

Welcome and thank you for coming tonight.

This year started with our annual Australia Day event which was held in the grounds of the Station Master's house. The Spencer Brook community came together to celebrate that wonderful feeling of being Australian by joining for a free breakfast and a good old fashioned chin-wag. Entertainment was provided by a local singing group who led us in the singing of the national anthem.

The community came together again mid-year for a luncheon get-together at the Lume Café in Northam.

Work continued on the restoration of the Station Master's house through the year with several busy bees to keep the grounds in good condition.

The committee made a presentation to the Shire of Northam detailing the demographics of our community, a summary of the history of the area and seeking support for grants and funding.

Towards the end of the year there were several resignations from the committee which included the President, Treasurer and some committee members.

This action left quite a hole in the committee and I am grateful for the support shown to the community by Marilyn Rulyancich who took on the role of Secretary, Leslie-Anne Hoare who stepped into the role of Treasurer, Maria Wilding and Pat Lummis who stepped into the roles of committee members. Thank you to Annie Kavanagh who retained her role on the committee.

The committee has been working on a business plan for the association which documents in detail the current and future projects and the process to achieve those outcomes. The document gives a clear indication of how the association will move into the future.

The Constitution when reviewed was found to not comply with the current legislation. A new constitution using the model rules as described in the Associations Incorporations Act 2015 and Regulations has been compiled and will be presented for adoption tonight. This constitution will bring us into compliance with the legislation.

I am sure that your newly elected committee tonight will be in a strong position to take Spencers Brook forward in exciting new directions for the future.

I would like to wish everyone success in the coming year.

## **SBPA FINANCIAL REPORT STATEMENT – 24 OCTOBER 2024**

As a new Committee and a new Treasurer, I'm sure you will understand that reporting on the current financial status of the Spencers Brook Progress Association has been fraught with more than a little difficulty!

Even though the SBPA does not have to be audited, it has become apparent that there is a real need for this to happen as soon as possible, and annually in the future, so that we may move forward in a more transparent manner.

We have an accountant who is willing to review the accounts pro bono, as soon as we can get them all to him. As Treasurer, and with the Committee, we have struggled with a lack of cooperation from the former Treasurer and President to obtain the records and accounts. Trying to put the records together has taken considerable time, especially tracking the expenditure from grant monies and most importantly, how that expenditure is being spent in relation to the particular project or event that the grant funds have been allocated for.

However, I must congratulate Cathie, the former Treasurer, for the job she did in transitioning all the data from hard copy to computer. Unfortunately we only recently received a copy of all the data on a thumb drive so that I could check off the random receipts, invoices and bank statements. I have all those documents here, filed in yearly quarters for you to read, should you wish to.

Similarly, the expenditure on the Station Masters House is difficult to sort out clearly. Several items in the grant applications were approved, but were either not begun or not completed, However, there was a massive overspend on the kitchen renovations alone.

We have also found several items of deposits and expenditure that have no details attached to them, making the task of accounting rather complex. This is made especially difficult when invoices or receipts are missing.

That being said, and in the time frame we have had, I have managed to provide an un-audited set of accounts. I am happy to take questions and attempt to answer them now but would prefer if you could email the questions to me after the meeting and I will respond to them then if I can. I am saying this because being un-audited, I may not give the clearest of

responses. In the Rules of Association, it clearly states that any member is entitled to inspect the records at any time. I have a strong belief and practice of making all accounts freely available for viewing, including bank statements, and I hope that we can do so with these here.

**Our Current Balance at the Bendigo Bank** is **\$6,871.09**. This includes:

- **\$2,700** grant from the Shire for community engagement events for the forthcoming year;
- **\$1,201.59** unspent Shire Community Engagement event funds from last year;
- **\$283.44** of \$1 000 Kleenheat grant fund, specifically requested to build a shed for gas bottles.

Total grant monies held in trust amounts to **\$4,193.03**. These funds can only be spent on the purposes for which we have applied.

Available unassigned funds are currently **\$2,678.06**. You will be pleased to know that our one fundraising activity, the Quiz Night, was very popular and raised just over \$1 000. I'm sure the next one will be just as popular!

We have sailed close to the wind in the past and would like to see our new Strategic Plan and Business Plan be the tools for a more fiscally productive, responsible and accountable future. Each of these plans will have comprehensive financial modelling and achievable budgets. Our new pro bono accountant has already offered his assistance in developing a budget for major capital works to the renovations at the SMH and quotes are being collated as we speak.

The Committee are enthusiastic and are already planning new events and fundraising activities and will be applying for targeted grants for events and projects. All of these activities will ensure that the SBPA can move forward with a clearer financial picture and always be accountable to its members.

Thank you.

**Treasurer:**

Signed: L. Hoare Date: 24/10/24

**Vice President:**

Signed: [Signature] Date: 24/10/2024

# Profit and Loss

## Spencers Brook Progress Association For the 13 months ended 31 October 2024

OCT 2023-OCT 2024

<b>Trading Income</b>	
Fundraising	963.70
Grant income	7,700.00
Interest Income	49.16
Membership fees	810.00
Utilities charged	758.61
<b>Total Trading Income</b>	<b>10,281.47</b>
<b>Gross Profit</b>	<b>10,281.47</b>
<b>Other Income</b>	
Cash deposit	2,734.37
<b>Total Other Income</b>	<b>2,734.37</b>
<b>Operating Expenses</b>	
Building supplies	4,884.16
Event expenses	1,662.90
Insurance	1,321.42
Light, Power, Heating	141.30
Motor Vehicle Expenses	76.46
Printing & Stationery	217.51
<b>Total Operating Expenses</b>	<b>8,303.75</b>
<b>Net Profit</b>	<b>4,712.09</b>



# Profit and Loss

## Spencers Brook Progress Association For the 23 months ended 31 October 2023

DEC 2021-OCT 2023

### Trading Income

Caretaker Rent	2,409.21
Grant income	22,200.00
Membership fees	1,347.78
Sales	159.20
Utilities charged	(139.00)
<b>Total Trading Income</b>	<b>25,976.19</b>

**Gross Profit** 25,976.19

### Other Income

Cash deposit	630.00
Donations	102.50
<b>Total Other Income</b>	<b>732.50</b>

### Operating Expenses

Bank Fees	4.50
Building supplies	23,233.88
Consulting & Accounting	640.00
Event expenses	2,526.42
Fees and Permits	2,311.89
Freight & Courier	44.00
Insurance	1,943.87
Light, Power, Heating	1,278.41
Motor Vehicle Expenses	45.00
Printing & Stationery	531.24
Repairs and Maintenance	213.99
Telephone & Internet	620.00
<b>Total Operating Expenses</b>	<b>33,393.20</b>

**Net Profit** (6,664.51)

24/10/2024

Firstly, welcome to everyone here this evening. As the newly elected committee we want to reassure you all that moving forwards the Progress Association will be run with transparency and with community at its core.

We invite all of you to stay on a little longer, appreciating many of you are shearing, harvesting or at other work, and have a chat about what you would like to see happen, or not happen, here.

The past few months have not been easy as the interim committee tried to unravel the past three years particularly with how money has been spent. We are confident we have accounted for much of it, but it will remain for the auditor to finalise our accounts.

So, moving forwards we are happy that we have reached a point where most of the loose ends have been tidied up, a positive relationship with the Shire has been re-established and we are about to embark on the strategic plan for the association. We prepared the 'skeleton' strategic plan which was presented and approved by committee in July. However, this is a working document so not set in stone and once prepared will be available to the wider community for consultation and feedback.

I personally think we need a slow and steady approach to managing the affairs of the progress association. The quiz night proved we have a friendly and vibrant community here in Spencers Brook and surrounds and we need to focus on bringing people together and at the same time raising much needed funds.

On that point whilst not conclusive we need roughly the following each year to sustain us:

SBPA operating costs	\$3200.00
SMH	\$ 600.00
Fire shed/tender	\$ 650.00

totalling around \$4500.00 (these figures are obviously drawn from historical data over the past three years and may change in the future). Quite a lot of the \$3000 operating costs involved community events like the Christmas function etc for which we seem reliably to get a \$3000 annual grant from the Shire of Northam to cover those.

Therefore, we need to raise around \$1500/pa just to break even. In the past 12 months nearly half of that was raised from memberships but clearly, we need to do some fundraising to cover the shortfall and to implement other projects.

So clearly fundraising will be a major focus for this new committee. All and any suggestions and help towards fundraising will be most gratefully received. On that note we will be forming a fundraising sub-committee.

With regards to the fire shed and tender. For those who don't know it is not only our primary defence in the case of a fire, but it is manned entirely by volunteers from his community for which we THANK YOU. Moving forward it is highly likely we will need replace the current aging tender but, in the meantime, it is important we support the fire brigade with our contributions towards costs.

Finally, the Station Master's House. It has been slightly frustrating to discover that the \$20,000 we received from the Shire of Northam has not been spent on essential structural repairs and maintenance but directed towards a new kitchen. However, we have met with the Shire planning officers and now have a blueprint for moving forwards.

We have been advised by the Shire that they require three reports from us:

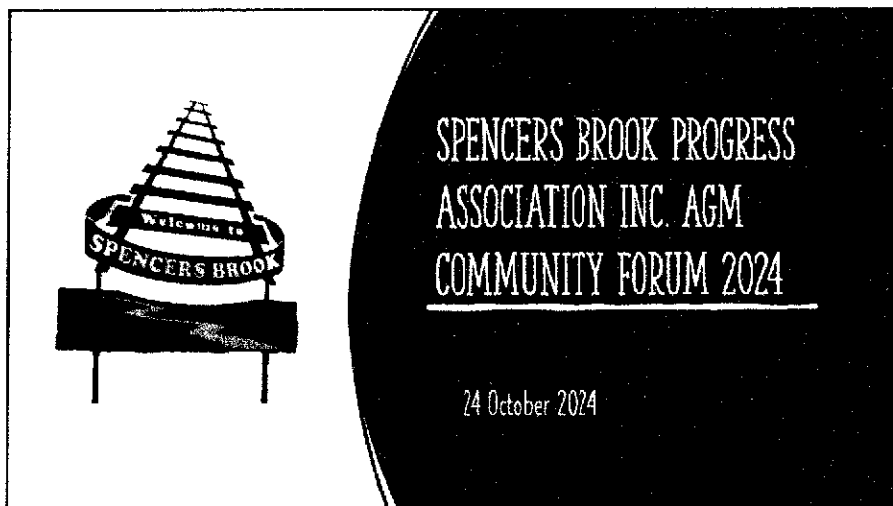
- Structural engineering report
- Quantity surveyor's report
- Building certifier's report

Once these have been completed, they will form the basis of the Management plan for the SMH. Currently the working idea is a 'living museum'. The building is sensitively restored and repaired and brought up to code with the idea it will become a multi-use centre for the community. We can see several potential uses including community group use, events, short term accommodation, Artist-in-Residence to name just a few, all of which need to be addressed and approved of by the community and then the Shire.

I won't keep you any longer, but I just wanted to thank the interim committee particularly Marilyn (our admin and governance guru who has tirelessly sought to establish what we are meant to be doing and correctly); Lesley-Ann (our finance wizard who has ploughed through mountains of figures to help give us some insight into our finances) and Simon (who has been an invaluable help retrieving all our records).

I look forward to working with the new committee and community to make this special place that extra bit special.

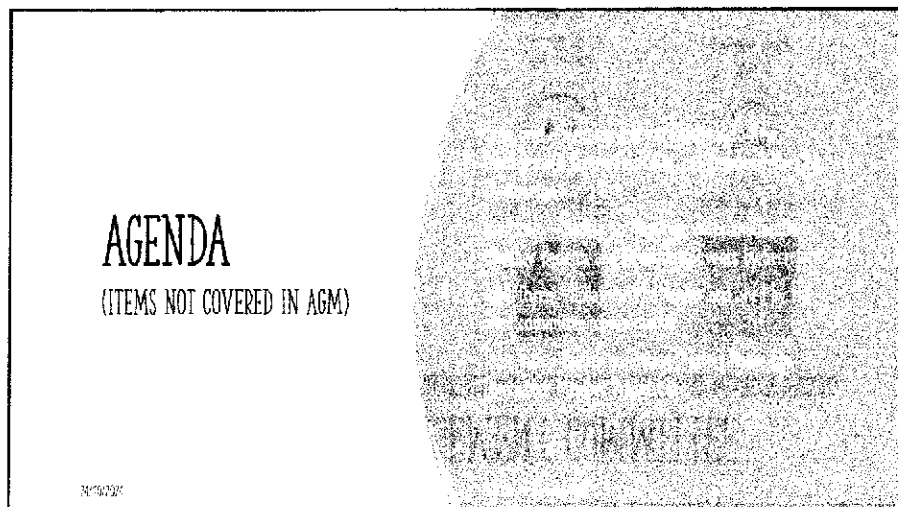
Annie Kavanagh



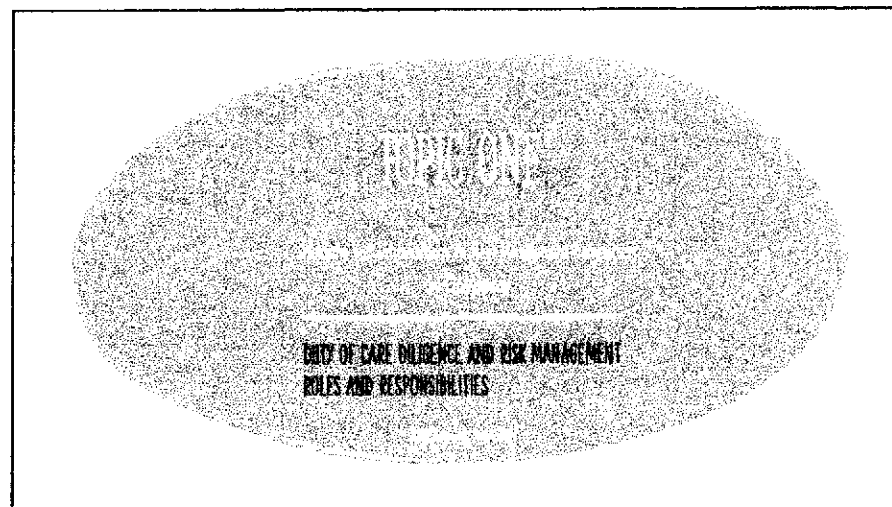
1



2



3



4

## OUTGOING MANAGEMENT COMMITTEE

MUST CONSIST OF CHAIRPERSON, VICE CHAIRPERSON, SECRETARY, TREASURER AND AT LEAST FOUR (4) OTHER PERSONS.



Vacant  
Chairperson



Simon Wallace  
Vice Chairperson



Marilyn Relyonsich  
Secretary



Lesley-Anne Hoore  
Treasurer



Annie Kavanagh  
Committee Member



Maria Wilburg-Wahel  
Committee Member



Pat Lucinus  
Committee Member



Vacant  
Committee Member

ASM Committee 2023-2024

5

## MEETINGS DATES & LOCATIONS

MEETINGS DATES & LOCATIONS  
NETWORKING EVENTS

6

## MEETINGS, MEMBERS, WEBSITE & EVENTS

### Meetings

- Location, time, notice
- AGM, Special General, General/Networking
- Sub-committees
  - Governance & Communication
  - Finance and Risk
  - Tourism and Events
  - Personnel and Heritage

### Members

- Member Benefits
- Networking Events
- Fundraising activities
  - Quiz nights
  - George Saxon at Bankings
  - Plant and market stalls

### Events

- Australia Day
- World Darts Day
- Quiz Nights
- Petanque Competitions
- Quenching
- Acze Day
- Christmas cards and greetings

### Website

- New website
- On-line member directory
- Newsletter

10/20/2023

ASM Committee 2023

7

## MEETINGS DATES & LOCATIONS

MEETINGS DATES & LOCATIONS  
NETWORKING EVENTS  
WHAT DO WE NEED?

8

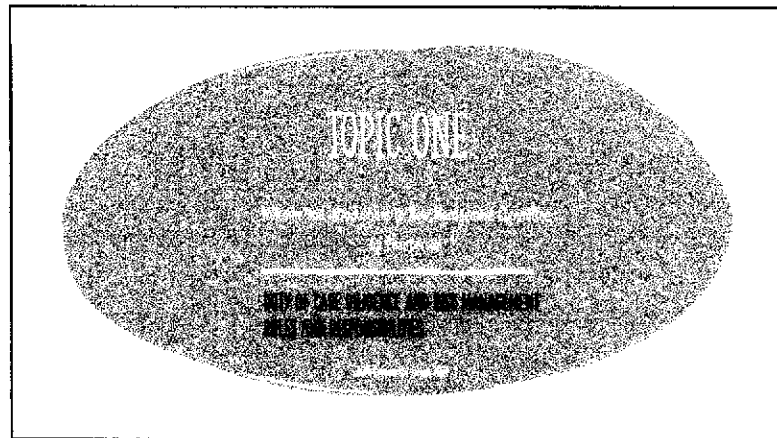
## 9

10

11

## 12

[www.spencersbrookpa.org.au](http://www.spencersbrookpa.org.au)



Committees are responsible for :

### **DUTY OF CARE DILIGENCE AND RISK MANAGEMENT**

The role of a committee member should:

- be prepared for meetings, broadly understand the financial position of the association, follow up on action items, keep informed about the association's operations and activities, and ask questions.

The responsibility of a committee member

- should take steps to ensure that the association meets its obligations under other laws, that accounts are kept of the transactions, financial position and performance of the association; and the association's solvency status is monitored on an ongoing basis.

A committee member's role is also:

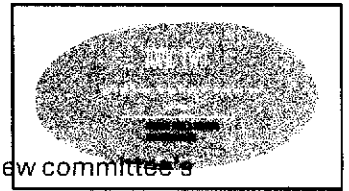
- to manage the association in accordance with the constitution, and ensure the association complies with its obligations under the Act, rules and any legislation and funding agreements or other contracts; monitors its legal responsibilities to provide a safe working environment for members, volunteers and people who may use the association's premises or services.

The committee must give a project manager support and authority to successfully manage association projects

## MEETINGS

All meetings will take place at the Spencers Brook Tavern.

A meeting dates and events calendar will be forwarded to all members after the new committee's next meeting.



Constitution Rules state that the committee must meet at least 3 times per year and a special committee meeting can be called anytime. A committee member can also now attend electronically by phone, zoom, etc. or by proxy.

There are 3 types of Meeting with special timeframes for notices

- AGM - The committee determine the date, time and place for the AGM and the financial year is the end of June. Members fees will be calculated pro-rata to the end of June 2025 and members will have the option to pay upfront for 6 months or 18 months to bring it into line with the constitution.
- Special General Meetings –are held so the whole membership can deal with specific motions or business. Eg changes to the constitution, major expenditure, etc.
- General Meeting – A meeting for all members to network and have an update on what has occurred since the previous meeting, have an opportunity to speak on any topic, put forward any suggestions or proposals and vote on issues related to the association. Attendance can be in person, by electronic means or by proxy.

The committee are proposing to get more of the community involved by sharing their thoughts and ideas on a Sub-committee. The suggested sub-committees being proposed are:

- Governance and Communication
- Finance and Risk
- Tourism and Events
- Restoration and Heritage

## MEMBER BENEFITS

*With the goal of "BRINGING THE BROOK COMMUNITY TOGETHER", we aim to have these available to anyone when becoming a member:*

- A monthly subscription to our PROPOSED email newsletter to keep you informed on what is happening in and around our town and locality
- Have a FREE listing to promote your business or service on the Member On-line Directory (Small admin fee) and opportunity to sponsor for prestige or pole position on the website
- Exclusive access to our on-line Member Directory
- Invitation to regular networking events at the Spencers Brook Tavern
- Opportunity to attend *at least* three member meetings annually
- Discount and first take on tickets to special events

## WEBSITE

With plans for a totally new, user friendly, interactive website, you will have the opportunity to:

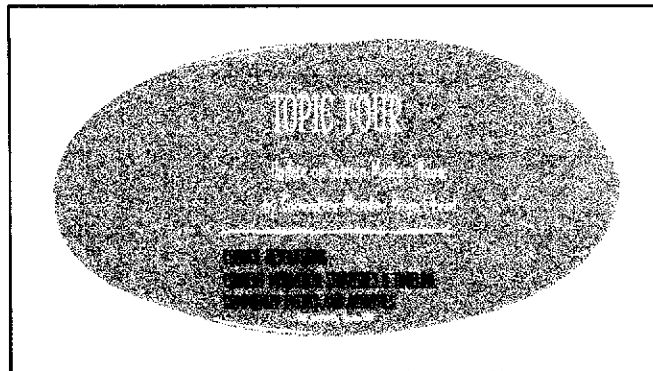
- Be involved in the preservation and improvements to our historic buildings and the environment
- Promote a stronger sense of community cooperation
- Have an opportunity to advertise for employees, tradespeople, home help, etc
- Have access to information that may concern our regional area

## MEMBER NETWORKING EVENTS

The networking events will allow members and guests to:

- Be involved in knowledge sharing with others
- Give you a voice to express your ideas, concerns and thoughts on the region.
- Have an opportunity to communicate any concerns and suggestions to appropriate government departments, the local council or other relevant organisations
- Support each other to apply for grants to build and maintain public amenities
- Further networking events will be organised throughout the year at the tavern. All are welcome, it is an opportunity to hear what has been happening recently and how progressive the new committee plan to be. Inclusivity, transparency and communication are key to the success of any organisation, and the new committee are looking forward to working WITH the community, FOR the community.





The Shire of Northam have given clear directions on what is required to happen for them to approve any use of the Station Masters House.

A formal letter from the shire to the former president (received on 13 August 2024 and two days prior to the last meeting) clearly stated the resolution from the council meeting on June 19, 2024.

To comply with that decision, the SBPA were to provide within 6 months a:

- Schedule of works to repair the building,
- evidence of self-supporting finance to carry out the works, and
- outlining how the community space would be utilised.

The shire also offered assistance in developing the Management Plan.

The Council also advised that it had deferred a decision to provide funding towards the SMH so that the Shire could enable a report to Council with a detailed cost benefit analysis to bring the SMH into compliance compared to providing an alternative facility and to investigate options for the property to be transferred to the shire.

The Shire provided a grant of \$20,000 in 2022 for the SMH to do:

Fire Risk Management and Clean Up

Removal and replacement of unsafe wall on back verandah

Bathroom and toilet renovation

Kitchen renovation

The \$20000 grant was acquitted in 2024

\$1,727 was spent on tree services and termite inspection

\$20,487.60 was spent on the kitchen with some of the expenditure spent on cabinetry and plumbing to the bathroom.

We are currently getting quotes for works that need to be done including:  
Brickwork, guttering, bathroom floor, shed repairs, chimney repairs, etc.