

Victorian Automotive Forum (inc)



Organisation number: A0046959D

President – Craig Brittle Treasurer – Peter Lawrence Secretary – Pat Thornton

Email: vicautoforum@outlook.com

2017 VAF Annual General Meeting

MINUTES OF MEETING

Held at ACE, Docklands

10th March 2017

Chair – Craig Brittle

1. Introduction - Meeting Opened at 0900

Craig Brittle welcomed the attendees and opened the meeting.

Members in attendance

Greg Barker	Jim Baker	Michael Barlow
Gary Atherton	Diamantis Bitzios	
David Adams	Pat Thornton	
Ron Locandro	Dave Camper	
Peter Lawrence	Mark Ward	
Craig Brittle	Jon Scholz	
Adrian Lauder	Adrian Lightbody	
Adrian Lea	Carl Gibson	

Others attending

Paul Scagliotti	IAME
Dorothy Bakens	McGraw-Hill

Apologies

Brett Ambosio	Wayne Haw
Alan Platt	Lyndon Chislett
Michael Mavrikakis	
Michael Christie	

2. Minutes from previous meeting:

- Minutes of the previous General Meeting of March 11 2016 were presented: It was moved – Ron Locandro Seconded – Gary Atherton that the Minutes be accepted. The motion was carried.

Victorian Automotive Forum (inc)



Organisation number: A0046959D

President – Craig Brittle Treasurer – Peter Lawrence Secretary – Pat Thornton

Email: vicautoforum@outlook.com

3. Financial Statement year ending 31 Dec 2016:

Peter Lawrence provided a financial statement including the bank balance sheet as of 31 December 2016, which was circulated to the members. It was noted that the VAF (inc) held no trusts or mortgages during the 2016 Financial Year. The financial report is attached to these minutes.

It was moved – Ron Locandro Seconded – Gary Atherton that the Financial Statement for the 2016 financial year be accepted. The motion was carried.

4. Presidents report

Craig Brittle presented his report for 2016. He mentioned that the VAF was in a strong and viable position. He thanked the VAF committee for its efforts and especially Peter Lawrence. Due to the strong financial position, Craig stated that the funds should be used for the benefit of the members. Craig also stated that, with the demise of ASA, members of the VAF will have to work closer with shared resources, advice and intelligence.

5. Election of Office Bearers and Committee

Craig Brittle announced that he would not be seeking re-election for the role of President of the VAF, and thanked the members of the VAF for their support during his term of office.

Peter Lawrence called for nominations. As there was only one nomination for each position, the following persons were declared elected:

- President Adrian Lea (moved C Brittle / J. Baker)
- Vice President Adrian Lauder (moved G. Atherton /D. Camper)
- Treasurer Peter Lawrence (moved D. Camper / P. Thornton)
- Secretary Pat Thornton (moved A. Lauder /D. Adams)
- General Committee Alan Platt (including Web Master)(moved P. Lawrence/ P. Thornton)

Craig Brittle (moved A. Lea/ P. Lawrence)

Ron Locandro (moved P. Thornton/J. Baker)

Gary Atherton (moved A. Lauder/ C Brittle)

6. Next Annual General Meeting:

The Annual General Meeting for the 2017 financial year will be held in March 2018, at a date and location to be advised.

7. Meeting Closed:

Friday 10th March, 9.37 AM.

Victorian Automotive Forum (inc)



Organisation number: A0046959D

President – Craig Brittle Treasurer – Peter Lawrence Secretary – Pat Thornton

Email: vicautoforum@outlook.com

Financial Report, Year ended 31 Dec 2016

Assets as at 01 January 2016

Cheque Account balance	\$9983.70
Outstanding Invoices:	\$0.00
Total assets	\$9983.70

Income:

	2015	2016
Membership Fees	\$3060.00	\$1860.00
Forum Registrations	\$5400.00	\$8010.00
Interest	\$0.00	\$0.00
Sponsorships	\$0.00	\$0.00
Other Income	\$1756.28 ¹	\$0.00
Total	\$10,216.28	\$9870.00

Note 1: Transfer of funds from closed Bendigo Bank account

Memberships were down significantly in 2016, but Forum Attendance was up. After deducting the one-off income from the closure of the old account our trading performance in 2016 was better than in 2015. I was able to separate the memberships and registrations a lot easier this year so thanks to the TAFEs for separating the purchase orders.

Significant Expenses:

	2105	2016
Bank Fees	\$143.37	\$156.04
Depreciation	\$0.00	\$200.00
Expense reimbursements	\$22.78	\$1770.28²
Costs of holding meetings	5201.24	\$987.30
Transfers to Operating Account ³	\$2000.00	\$300.00
Asset purchases	\$580.00	\$0.00
Depreciation	\$0.00	\$0.00
Software	\$359.00	\$0.00
Office expenses (stationery etc.)	\$11.28	\$179.00
Professional Association Fees	\$240.00 ³	\$0.00
Consumer Affairs Fee	Not itemised	\$54.50
Bad Debts	\$0.00	\$1490.00
Website	\$0.00	\$202.28
Total	\$8557.67	\$5339.40

Note 2: The majority of this reimbursement was for meal expenses put onto a TAFE Corporate Credit Card when on two occasions the VAF Card was not accepted at an event.

Victorian Automotive Forum (inc)



Organisation number: A0046959D

President – Craig Brittle Treasurer – Peter Lawrence Secretary – Pat Thornton

Email: vicautoforum@outlook.com

Note 3: IAME memberships

Assets as of 31 December 2016

Cheque Account balance	\$16,087.48
Operating Account balance	\$1,872.76
Laptop Computer	\$380.00
Outstanding Invoices:	\$180.00
Total assets	\$12,833.70

Liabilities as of 31 December 2016

Current liabilities	\$0.00
Provision for bad debts	\$0.00

Net Operating Surplus (Deficit) for	2015	2016
	\$3608.61	\$5430.60

Trusts, Loans and Mortgages

The VAF had no trusts, loans or mortgages during the 2016 Financial Year

Other notes to this Report

The operating surplus was very sound last year. The fall in memberships is of concern, but not entirely unexpected due to the general upheaval in the TAFE sector. The Association is in a sound financial position and able to meet all its debts on time.

It has taken a while to get a handle on the proper use of the MYOB software but now that all transactions have now been recorded onto the MYOB software in 2016, this has made it a lot easier to get a handle on this year's finances. There is a lot of "junk" hiding in the background of the MYOB file from years gone by and I would like to take it to a person with some accounting knowledge to get it cleaned up properly. I will discuss this with the Committee.

In 2015 the Committee opened a second account at the Bendigo Bank. This account has two credit cards associated with it so that payment for meals and so forth at meetings can be made directly from VAF funds. Up until then the present individual Committee members were using their corporate, or even private credit cards to make these purchases and then having to claim them back. The account will be held to around \$2000 to minimise the risk of credit card theft/fraud to the Association. We had a few issues with the second credit card not working correctly but these have now been resolved and this account is now working well for us.

Best Regards

Victorian Automotive Forum (inc)



Organisation number: A0046959D

President – Craig Brittle Treasurer – Peter Lawrence Secretary – Pat Thornton

Email: vicautoforum@outlook.com

Peter Lawrence

Treasurer, VAF