

Victorian Automotive Forum (inc)



Organisation number: A0046959D

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

Email: vicautoforum@outlook.com

2016 VAF Annual General Meeting

MINUTES OF ANNUAL GENERAL MEETING

Held at ACE, Docklands

11th March 2016 **Chair – Craig Brittle**

1. Introduction - Meeting Opened at 0900

Craig Brittle welcomed the attendees and opened the meeting.

Members in attendance

Pat Thornton	Alan Platt	Craig Brittle
Michael Christie	Paul Beutel	Adrian Lauder
Mark Ward	Jim Baker	Peter McLeod
Ross Johnstone	Ian Nuttall	Greg Maconachie
David Adams	Andrew Beardsell	
Ron Locandro		Gary Atherton
Michael Havrikanis		

Others attending

Alan Maggs	VACC
Andrew Hitch	VACC

Apologies

Peter Lawrence	

2. Minutes from previous meeting:

- Minutes of the previous General Meeting of March 19 2015 were presented: It was moved by- Ron Lacandro Seconded – Alan Platt that the Minutes be accepted. The motion was carried.

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3. Financial Statement year ending 31 Dec 2015:

Craig Brittle presented on behalf of Peter Lawrence.

See attached

4. Presidents report

Craig Brittle presented his report for 2015. He mentioned that the VAF was in a strong and viable position. He thanked the VAF committee for its efforts and also Pat Thornton as the CMM. He expressed some concerns to the changes for ASA and what future impact this may have for training in the automotive sector.

Adrian Lauder responded and thanked Craig for his leadership for 2015. He also added that it was good to have seen some new members attending the VAF as the future of the VAF will eventually depend on them.

Pat Thornton was asked to act as the returning officer for the election of office bearers and committee members.

5. Election of Office Bearers and Committee

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

- President Craig Brittle (moved A. Platt/G. Atherton)
- Vice President Adrian Lauder (moved P. Buetel/C. Brittle)
- Treasurer Peter Lawrence (moved A. Lauder/M. Christie)
- Secretary Pat Thornton (moved A. Lauder/R. Locandro)
- General Committee Alan Platt (including Web Master)(moved R. Locandro / G. Atherton)
 - Brett Ambrosio (moved C. Brittle / R. Locandro)
 - Ron Locandro (moved D.Adams/ C. Brittle)
 - Gary Atherton (moved A. Lauder/M. Christie)

6. Next Annual General Meeting:

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

7. Meeting Closed: Craig Brittle

Friday 11th March , 9:20 AM.

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Financial Report, Year ended 31 Dec 2015

Assets as at 01 January 2015

Cheque Account balance	\$8775.09
Outstanding Invoices:	\$450.00
Total assets	\$9,225.09

Income:

Membership Fees ¹	\$3060.00
Forum Registrations ¹	\$5400.00
Interest	\$0.00
Sponsorships	\$0.00
Other Income ²	\$1756.28
Total	\$10,216.28

Note 1: Membership Fees and Forum registration fees have not historically been well separated. The VAF often receives a single Purchase Order for both Forum Registration and for payment of the Institutes' memberships. Could I ask that, in future, Institute Departments submitting memberships and Forum Registrations should use separate Purchase Orders or Credit Card authorisations for these two items. Individual members are asked to do the same.

Note 2: Transfer of funds from closed Bendigo Bank account

Expenses:

Bank Fees	\$143.37
Expense reimbursements	\$22.78
Costs of holding meetings	5201.24
Transfers to Operating Account ³	\$2000.00
Asset purchases	\$580.00

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Depreciation	\$0.00
Software	\$359.00
Office expenses (stationery etc.)	\$11.28
Professional Association Fees ⁴	\$240.00
Total	\$8557.67

Note 3: the VAF opened an operating account with Credit Card facility. This will simplify purchases at meetings and for regulatory compliance (Consumer Affairs etc.) The balance will be held around \$2000.

Note 4: IAME memberships

Assets as of 31 December 2015

Cheque Account balance	\$9983.70
Operating Account balance	\$2000.00
Laptop Computer	\$580.00
Outstanding Invoices:	\$270.00
Total assets	\$12,833.70

Liabilities as of 31 December 2015

Current liabilities\$0.00

Provision for bad debts\$0.00

Net Operating Surplus (Deficit) for 2015\$3608.61

Trusts, Loans and Mortgages

The VAF had no trusts, loans or mortgages during the 2015 Financial Year

Other notes to this Report

The operating surplus is perhaps a little misleading as about \$3000 was paid to the IAME in the previous financial year for memberships that carried over into this year. The Association is nonetheless in a sound financial position and able to meet all its debts on time.

The Committee undertook to purchase a laptop for the VAF on which will be installed the MYOB software owned by the Association. This will mean a simpler hand-over between

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treasurers rather than having to uninstall and re-install licenced software onto personal computers.

It has taken a while to get a handle on the finances as records were largely kept manually in the past. All transactions have now been transferred onto the MYOB software which will make future reporting much easier.

The Committee also 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 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.

The committee undertook to close another account associated with an old NTAN activity and transfer the money into the current cheque account.

Best Regards

Peter Lawrence

Acting Treasurer, VAF