

St Michael's School Lane Cove Association
Minutes Annual General Meeting
Monday 23rd November 2020
Longueville Sporting Club

Present Chris Bredenhann, Jenni Priesley, Caroline Lovejoy, Jackie Heng, Melissa Clifford, Jess Campanaro, Dave King, Will MacIntosh, Alan King, Jude Jarvis, Lisa Khatchadourian

Apologies n/a

1. Welcome

The meeting commenced at 7.39pm

2. Confirmation of Minutes from previous AGM

Minutes from the last AGM held on 25th November 2020 were confirmed. Moved by Caroline Lovejoy and seconded by Melissa Clifford.

3. Reports

- Caroline presented the 2020 President's Report – copy attached.
- Jess presented a Child Protection Report – copy attached.
- Chris presented the 2020 Treasurer's Report – copy attached.

4. Election of New Executive

Caroline Lovejoy declared all committee positions vacant and called for nominations. The following nominations were made:

Position	Nominee	Seconded
President and Public Officer	Caroline Lovejoy	By all present at AGM
Vice President	Jackie Heng	By all present at AGM
Secretary	Melissa Clifford	By all present at AGM
Treasurer	Chris Bredenhann (until a replacement can be found)	By all present at AGM

Child Protection Officer and Committee Member 1	Jess Campanaro	By all present at AGM
Committee Member 2 and IT	David King	By all present at AGM

Meeting close

Meeting closed at 7.55pm

Appendix A – President’s Report

The Executive Committee, the governing body of the St Michael’s School Lane Cove Association (‘Association’), is holding its AGM tonight. The Association’s sporting clubs report to it as sub-committees.

The Executive Committee during 2020 has operated within its Constitutional requirement including:

- Meeting four times in the 12-month period;
- Effecting insurance by continuing existing Director’s and Officer’s liability and Public Liability Insurances; and
- Holding its AGM.

The Executive Committee during 2020 has met obligations under the Department of Fair-Trading legislation including:

- Maintaining a register of Committee Members;
- Registering its Public Officer;
- Running an AGM within 6 months of the end of the financial year of the Association;
- Providing the Annual Summary of Financial Affairs. This will need to be submitted again shortly after this AGM.

2020

At the first meeting of the year, we were not sure that the kids were even going to be able to play sport this year due to COVID, however, all was not lost. We communicated regularly with the school and the sporting bodies through this time and with altered arrangements in regard to season dates and parents in attendance it was able to go ahead.

Use of School Hall

Use of the hall has been an ongoing issue during 2020, there were various issues, the first being COVID and the school's restrictions on people entering the school and the second was the At the end of 2019 OOSH was issued with a breach due to it being used incorrectly for training and they did not have access to the correct amount of space as is agreed to in their lease arrangement with the Parish

The school did notify us that we could apply to Parish to use the hall, but it would need to be after 6 pm. Need COVID health risk plan that complies with NSW Health – detailing no. of people allowed, registers etc.

It was requested that we be able to use the bottom court and we were instructed that this could happen however there was a restriction to this that did not fit with the current sports training schedule and maybe something that Netball and Basketball might want to visit in 2021.

I would also like to reinforce that these decisions are not Ms Lee's and she is regularly been lobbying on our and the facts are that OOSH has a lease over the site that in previous years has been ignored. The breach notice resulted in the lease and resulting conditions being mandated. This not only impacts activities such as training but also school-based activities.

Logo

This time last year we were in the midst of what seemed like an impossible task of finding a suitable solution to the issues that the school had raised around the logo. After some discussion, all sports were aligned with the design of the logo and it was then just a matter of having it approved. Despite our efforts, we were not able to have it approved by the end of the year and so it was carried over to 2020. After a lot of correspondence with the school, we were able to move ahead with the new logo by mid-year and now all sports are using it for all their communications and on their new uniforms that are being made.

General

Following on from the amazing Handbook that was produced by the Netball club, I have started to put together a version for Association that I will be asking various members of the committee to feed into and hope to have a draft for the first meeting in Term One

I would like to thank the Association's Executive Committee and the Club Representatives for their time and efforts this year and the various Club Committee members for all of their work and patience. Especially the outgoing Netball committee who have done an outstanding job over the past few years and also welcome the new committee.

A very special thank you must also go to Chris Bredenhann the club Treasurer who is standing down. He has worked diligently for many years to balance the books making sure that we are financially viable, dealt with the ANZ bank and has a great support to me and the rest of the committee and I thank him for that.

It has been a very different year where there has been a lot of disruptions and change due to COVID and I hope that we have made sufficient progress where we could and that 2021 is more streamlined for all the clubs and the kids playing sport.

Caroline Lovejoy

Appendix B – Child Safety Report

		ACTION
1	WORKING WITH CHILDREN CHECK a. Changes to WWC requirements - None in this quarter b. WWC Register - There is a register of WWCC for the Association, at the start of every season, I check all parent coaches, paid coaches and managers have valid WWCC. Confirming for all clubs, we now require WWCC for all external coaches, netball graders etc	All clubs please note
2	CLUB UPDATES Basketball - All WWCC are up to date for current Basketball season, just awaiting correct WWC number for one parent coach. Netball Football All clubs please note fines apply (up to \$11,000) for not having a valid WWCC number and the onus is on both the individual and the employer (in this case the association and/or club). Clubs please note that within each club the responsibility for complying with WWC obligations falls to the club's representative to the association, unless the club has specifically appointed someone else to the role.	Basketball Club Netball Club Football Club All clubs please note
	CHILD SAFETY / COMPLAINTS - No formal issues reported Question for Chris, has there been an update to the issue of insurance and whether we're covered for a child protection issue?	

The Royal Commission into Institutional Responses to Child Sexual Abuse, has recommend 10 child safe standards, drawing on its research, findings, and consultation about what makes organisations safe.

I have reviewed them and believe as an association, we are well placed. I asked the clubs to look at these and see if they had any concerns or suggestions.

SMSLA's Code of Conduct and Discipline Policy are our best tools for Child Safety.



St Michael's School, Lane Cove Association

Financial Accounts

30 June 2020

Treasurers Report - 2020

I hereby present the annual financial accounts for the year ended 30 June 2020 for the St Michaels School, Lane Cove Association.

The Association made a profit of \$10,673 for the year, despite the many disruptions caused by Covid-19. Football made a loss of \$809 however this included an accrual for uniform costs of \$10,000 in the junior club. Netball made a profit of \$2,887 , Basketball a profit of \$7,622 and the Association itself made a profit of \$972.

Total Revenue was \$206,522 for the year, up from \$192,570 last year. Total Expenses were \$195,849 for the year, up from \$159,877. The increase in revenue and expenses in primarily due to the Basketball club and timing of miniball costs and revenue. Football revenue was also down on the prior year as a result of reduced registration fee income.

The Balance sheet remains in a strong position with \$147,182 of Total Equity. Cash at bank is \$156,220 and the difference between the Cash balance and the Equity balance is due to a number of liabilities primarily in Junior Football (\$10,000 accrual for uniforms).

I would like to thank the Treasurers of the sporting clubs for their help in preparing this years accounts, and I look forward to one of them stepping up to be the Treasurer of the Association in the coming year.

St Michael's School, Lane Cove Association

Profit & Loss Statement

For the period 1/07/2019 through 30/6/2020

	Note	Operating \$	Basketball \$	Netball \$	Football \$	Consolidated \$	Prior Year Consolidated \$
Income							
Registration Fees			73,570.00	22,756.37	82,783.11	179,109.48	158,040.69
Training Fees						0.00	0.00
SMA Association Fees		4,032.00				4,032.00	4,584.00
Coaching Clinic Fees					3,600.00	3,600.00	6,400.00
Uniform sales					6,980.00	6,980.00	5,489.50
Presentation Day Receipts					2,772.00	2,772.00	8,051.35
Sponsorships					7,000.00	7,000.00	8,300.00
Donations							
Other Income				2,252.57	657.00	2,909.57	1,577.55
Interest Income		5.72	19.88		93.89	119.49	127.38
Total Income		4,037.72	73,589.88	25,008.94	103,886.00	206,522.54	192,570.47
Expenses							
Sporting Assoc Registration Fees			31,719.00	9,856.36	18,196.90	59,772.26	53,109.90
St Michael's Association Fees			1,068.00	564.00	2,400.00	4,032.00	4,584.00
Council Fees					17,384.82	17,384.82	7,428.49
Uniforms and equipment				5,411.22	38,456.55	43,867.77	27,034.29
Provisioning for uniform replacement						0.00	0.00
Presentation Expenses				402.60	3,351.00	3,753.60	11,604.51
Grading Expenses				1,000.00		1,000.00	1,180.00
Umpires (incl. exams)				2,007.00		2,007.00	0.00
Training Fees			31,337.50			31,337.50	16,575.00
Coaching / Development program				2,552.50	13,387.50	15,940.00	22,005.00
Court hire						0.00	165.60
Tournaments						0.00	0.00
Miscellaneous Expenditure		450.00	1,839.76	130.10	9,132.36	11,552.22	8,733.10
Provision for "School" fund						0.00	0.00
Gifts & Donations						0.00	320.00
Bank Fees		0.00	3.00			3.00	0.00
Storage Costs					494.00	494.00	719.00
Entertainment & Meeting Expenses		164.40		198.00	1,891.90	2,254.30	3,967.15
Insurance		2,450.96				2,450.96	2,450.96
Lodgement Fees		0.00				0.00	0.00
Total Expenses		3,065.36	65,967.26	22,121.78	104,695.03	195,849.43	159,877.00
Net Profit / (Loss)		972.36	7,622.62	2,887.16	(809.03)	10,673.11	32,693.47

St Michael's School, Lane Cove Association

Balance Sheet

As at 30 June 2020

	Notes	Operating \$	Basketball \$	Netball \$	Football \$	Consolidated \$	Prior Year Consolidated \$
Assets							
Current Assets							
Petty Cash			1,176.24		200.00	1,376.24	3,333.25
Westpac Transaction A/c	1	0.00			88,161.37	88,161.37	62,809.58
Westpac Savings A/c		0.00			6,830.50	6,830.50	6,830.23
ANZ Transaction A/c		12,945.25	21,453.02	19,026.64	500.00	53,924.91	36,025.90
ANZ Prem Saver A/c		6,803.22	500.00		0.00	7,303.22	9,238.58
St George A/c (Football Snrs)					0.00	0.00	39,055.44
Undeposited Funds	2					0.00	0.00
Uniforms	3					0.00	0.00
SMA Association Fees receivable	4	2,652.00				2,652.00	5,814.00
Other Debtors	5	0.00			5,555.00	5,555.00	17,420.00
Total Current Assets		22,400.47	23,129.26	19,026.64	101,246.87	165,803.24	180,526.98
Total Assets		22,400.47	23,129.26	19,026.64	101,246.87	165,803.24	180,526.98
Liabilities							
Current Liabilities							
SMA Association Fees owing	6		1,068.00	564.00	1,020.00	2,652.00	5,814.00
Other Current Liabilities	7	6,613.56	(1,419.00)	774.00	0.00	5,968.56	38,203.41
Total Current Liabilities		6,613.56	(351.00)	1,338.00	1,020.00	8,620.56	44,017.41
Non-Current Liabilities							
Uniform replacement provision	8				10,000.00	10,000.00	0.00
Total Current Liabilities		0.00	0.00	0.00	10,000.00	10,000.00	0.00
Total Liabilities		6,613.56	(351.00)	1,338.00	11,020.00	18,620.56	44,017.41
Net Assets		15,786.91	23,480.26	17,688.64	90,226.87	147,182.68	136,509.57
Equity							
Opening Retained Earnings		14,814.55	15,857.64	14,801.48	91,035.90	136,509.57	103,816.10
Current Year Earnings		972.36	7,622.62	2,887.16	(809.03)	10,673.11	32,693.47
Total Equity		15,786.91	23,480.26	17,688.64	90,226.87	147,182.68	136,509.57

St Michael's School, Lane Cove Association

Notes to Accounts 30 June 2020

	SMA	Basketball	Netball	Football	Consolidated
1 Bank Account					
Balance Westpac Operating Account	0.00				
Balance Westpac Savings Account	0.00				
Balance ANZ - 2931 87226	12,945.25				
Balance ANZ - 2931 87293	6,803.22				
	<u>0.00</u>				
	<u>19,748.47</u>				
2 Undeposited Funds					0.00
					0.00
					0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
3 Uniforms					
Stock - socks and shorts					0.00
Jerseys purchased					0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
4 SMA Fees Receivable					
GST Owing by Football Club					0.00
SMA Fees owing from clubs		1,068.00	564.00	1,020.00	2,652.00
	<u>0.00</u>	<u>1,068.00</u>	<u>564.00</u>	<u>1,020.00</u>	<u>2,652.00</u>
5 Other Debtors					
GST Owing by Football Club					0.00
Fees Receivable				5,555.00	5,555.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,555.00</u>	<u>5,555.00</u>
6 SMA Fees Owing					
SMA Fees owing to operating account	(2,652.00)	1,068.00	564.00	1,020.00	0.00
	<u>(2,652.00)</u>	<u>1,068.00</u>	<u>564.00</u>	<u>1,020.00</u>	<u>0.00</u>
7 Other Current Liabilities					
NSW Dept Fair Trading					
McGrath Sponsorship (owing to football club)					
CCI Insurance	2,450.96				
GST collected	3,712.60				
Coaching Fee					
Game Fees					
Insurance					
Purchase of trophies					
Umpires (incl. exams)					
Trophies & Presentation Day					
Uniforms and equipment					
Council Fees					
Sporting Assoc Fees					
Storage Expenses					
Registration and Misc expenses					
Miscellaneous Expenditure	450.00				
Entertainment & Meeting Expenses					
Loan: Operating Account opening deposit top up					
Owing by basketball for bank account opening deposit					
Deposit owing to Football Club					
	<u>6,613.56</u>				
8 Uniform replacement provision					
Junior Football				10,000.00	
				<u>10,000.00</u>	