

Minutes of ACTRRA Annual General Meeting

27 NOV 12

Held at:
OLIMS HOTEL
REID
ACT

1. The President welcomed the ACTRRA membership and opened the meeting at 7.36 pm.

Previous Minutes

2. The Minutes and action items of the previous meeting held in April 2012 were reviewed and agreed. Minor points raised by membership involved:
 - a. Question: Had the past AGM financial statements been posted on the association web page?, Answer: they were posted in February, and
 - b. No other significant issues were raised in relation to the action items from the Minutes,
3. The Minutes were accepted. **Moved:** Allan Casey & **Seconded:** Simon Carroll, **Result:** Carried.

Action: Nil.

Presidents Report

4. The following issues were raised by the association president:
 - a. **Focus on Volunteers.** The president encouraged all members to share the load and that the club would be better for it;
 - b. **Coaching Grading and Appointments.** Thanks to;
 - i. Ian Schubert and
 - ii. Allan Casey.
 - c. **Out-going Exchange.** Whilst no exchange with North Harbour had been conducted due to issues at the NZ end, the exchange to Waikato was highly successful and would continue again in 2013
 - d. **In-coming Exchange.** The two NZ candidates were very well received and the week was topped off with a great function conducted with East's Rugby held at the Red Hill Bowls Club.
 - e. **Referee abuse.** This continued to be a priority of the president and the president was happy to announce the following positive outcomes:
 - i. Abuse reports had been reduced;

ACTRRA Executive

- ii. Education of clubs had worked; and
- iii. Reduction of criticism at the weekly tribunals had resulted from actions taken.
- f. **Association Website**, A large well done and Thankyou to all involved with raising and developing the association website was highlighted.
- g. **Support from Brumbies**. The president gave special thanks to;
 - i. All Brumbies Community Rugby Staff: specifically efforts from;
 - 1. Bill Millwood and
 - 2. Caitlin Ryan were two such highlighted Brumbies.
- h. **Training and Development nights**. The president highlighted that he had been happy with the level of professional development that had occurred during the season and that it would continue in a similar fashion in 2013 with some additions,
- i. **Presidents thanks to the Association Sponsors**. CEA was thanked for their generous contribution and the positive outcomes that were achieved with this sponsorship funding were highlighted,
- j. **Presentation Night**. The president thanked all members for their help during the presentation night. This help had ensured that it was highly successful evening and that all who attended had a great time. Ms Bree Bowden was thanked for her efforts in assisting in keeping a pictorial field history of the association during the 2012 season. Further Association thanks went to the following outstanding members:
 - i. Dom McCarthy,
 - ii. Scott Isod, and
 - iii. Andrew Edelman.
- k. **Passing**. Previous association members who have passed away in the last 12 months were remembered by the quorum, they were:
 - i. Sandy Pearson, and
 - ii. Jeff Peddett.
- l. **Executive Thanks**. The president thanked the association executive for their efforts for over the 2012 season, thanks to Peter Lawler for his actions as patron were highlighted.

Action: Nil.

Financial Business

- 5. Treasure (SD) advised the overall financial position of the association. Key points were:
 - a. Source of income and out-going expenses as per attached Treasures report,

ACTRRA Executive

- b. NB: \$1450 ahead of last year,
- c. The Will Boyle Fund had received generous donations and was kept in a separate account for governance purposes,
- d. The auditors statement was due next week, and

6. **Moved:** Sarah Duncan; **Seconded** Rob Paloni, **Result:** Carried.

Action: SD to provide the financial report for inclusion in the annual operations report. SD to Investigate availability of auditors for next year.

Coaching Grading and Appointments

- 7. Ian Schubert who commenced this role on 16 May provided a CG&A report to the quorum, this included the difficulties that existed with referee retention and insufficient numbers for the number of games every weekend; the success at the Darwin 7s, and on-going field testing.

Action: nil.

Junior Appointments

- 8. The junior referee appointments coordinator (Craig Deboo) was thanked for his efforts. A report on the success of the year was made and pertinent highlights were mentioned.

Action: nil.

Senior appointments

- 9. The senior referee appointments coordinator Ian Schubert was thanked for his efforts. A report on the success of the year was made and pertinent highlights were mentioned.

Action: Nil.

ACTRRA Website

- 10. The Chair announced that the new ACTRRA website was up and running, and presented more information to members in a way that was easier to access. The Chair also gave an overview to members of the future development path for the website, which included for example the possible electronic lodgement of red cards.

Action: Nil.

Exchanges

- 11. The plan for exchanges in 2013 would remain the same as 2013, however a few improvements such as the Darwin sevens and the possibility of a South African Exchange were discussed.

Action: Executive to investigate options for 2013.

Calender

ACTRRA Executive

12. The president highlighted that the calendar for 2013 was 80%-90% populated and that further detail was being investigated and would be added to the final draft calendar early in the new year.

2013 Executive Appointments

13. The following appointments for the 2013 season were approved by the meetings quorum, the results are at table one below:

Table one: 2013 Executive Appointments

Appointment	Name	Moved	Seconded	Result
Patron	Lawler	Carroll	Casey	Carried
President	Boyes	Teece	Keene	Carried
Vice President	Paloni	Keene	Nelson. R	Carried
Treasurer	Duncan	Paloni	Carroll	Carried
Secretary	Keene	Paloni	Carroll	Carried
Assistant secretary	Snell	Nelson. A	Carroll	Carried

Other Items

14. The issue of succession planning for the executive was discussed.

Action: *Committee to formulate plan for executive succession in order to assist in the smooth hand over of responsibilities in the future and avoid corporate memory loss.*

15. Southern Inland rugby provided a grateful thankyou to ACTRRA for it support in 2012 and looked forward to it continuing in 2013.

Action: *Nil.*

Next Meeting

16. It was agreed to hold the next meeting at 7.30pm on date to be confirmed at Olims Hotel Reid. There being no further business the meeting was closed at 9.43pm.

Rob Boyes

ACTRRA President

JUN 2013

John Snell

ACTRRA Assistant Secretary

NOV 2013

Attachment A: *Participants and Apologies: see attached.*

ACT RUGBY REFEREES ASSOCIATION INCORPORATED
ANNUAL AUDITED FINANCIALS STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2012

ACT RUGBY REFEREES ASSOCIATION INCORPORATED

REPORT OF THE MANAGEMENT COMMITTEE

Your Management Committee present their report on the financial statements of the Association for the year ended 30 September, 2012.

Management Committee

The names of members of the Management Committee at the date of this report and at any time since the beginning of the year were:

President	Simon Carroll
Vice President	Bill Teece
Secretary	Owen Keane
Assistant Secretary	John Snell
Treasurer	Sarah Corrigan

Principal Activities

The principal activity of the Association during the period was to administer and co-ordinate rugby union referees in the ACT.

There was no change in the nature of this activity during the period.

Results

The operating deficit of the Association for the period was \$4,139

Signed in accordance with a resolution of the Committee.

.....
Simon Carroll
President

.....
Sarah Corrigan
Treasurer

30 September 2012

ACT RUGBY REFEREES ASSOCIATION INCORPORATED

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30TH SEPTEMBER, 2012

TREASURER'S REPORT

In my opinion, the accompanying statements of the ACT Rugby Referees Association for the year ended 30th September 2012 consisting of:

- a)
 - Statement of Income and Expenditure;
 - Balance Sheet;
 - Statement of Cash Flows; and
 - Notes to the Financial Statements.

- b) which have been prepared in accordance with the Associations Incorporation Act 1991 and generally accepted accounting principles:
 - i. show fairly the operations of the Association for the year ended 30th September, 2012; and
 - ii. show fairly the state of affairs of the Association as at 30th September, 2012.

Dated: 30 September 2012
Canberra, ACT

.....
S. Corrigan
Treasurer

ACT RUGBY REFEREES ASSOCIATION INCORPORATED

STATEMENT OF REVENUE AND EXPENDITURE

FOR THE YEAR ENDED 30TH SEPTEMBER, 2012

	NOTE	2011 \$	2012 \$
REVENUE			
Donations	2	3,060	3,750
Grants	3	3,250	3,000
Interest		83	147
Finals Catering		4,000	4,700
Brumbies Trial Catering		222	0
APD Member Payments		0	3,385
Members Kit		0	502
		<u>10,615</u>	<u>15,484</u>
EXPENDITURE			
Administration	4	131	79
Catering & Functions	5	1,942	4,557
Depreciation		586	0
Exchange and Development	6	10,065	7,592
Trophies and Presentations	7	2,030	1,848
		<u>14,754</u>	<u>14,076</u>
Operating Surplus/(Deficit) for the year		(4,139)	1,408
Members funds at the beginning of the year		10,162	6,023
Members funds at the end of the year		<u>\$6,023</u>	<u>\$7,431</u>
Will Boyle Memorial Fund	11	0	7,105
Total Funds at Year End		<u><u>\$6,023</u></u>	<u><u>\$14,536</u></u>

ACT RUGBY REFEREES ASSOCIATION INCORPORATED

BALANCE SHEET

AS AT 30TH SEPTEMBER, 2012

	NOTE	2011 \$	2012 \$
ASSETS			
CURRENT ASSETS			
Cash	9	3,334	7,835
Debtors		2,000	6,700
Stock - at cost		192	280
		<u>5,526</u>	<u>14,815</u>
NON-CURRENT ASSETS			
Stock - at cost		888	0
Plant & Equipment	10	0	0
		<u>888</u>	<u>0</u>
TOTAL ASSETS		<u>6,414</u>	<u>14,815</u>
LIABILITIES			
CURRENT LIABILITIES			
Creditors		391	279
TOTAL LIABILITIES		<u>0</u>	<u>279</u>
NET ASSETS		<u>\$6,023</u>	<u>\$14,536</u>
MEMBERS FUNDS		<u>\$6,023</u>	<u>\$14,536</u>

ACT RUGBY REFEREES ASSOCIATION INCORPORATED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 30TH SEPTEMBER, 2012

	NOTE	2011 \$	2012 \$
Cash flows from operating activities			
Receipts from activities		13,417	17,986
Payments to suppliers		(17,076)	(13,632)
Interest received		83	147
Net cash provided by operating activities	(a)	<u>(3,576)</u>	<u>4,501</u>
Cash flows from investing activities			
Payments for plant & equipment		0	0
Net cash provided from investing activities		<u>0</u>	<u>0</u>
Net increase in cash held		(3,576)	4,501
Cash at the beginning of the year		6,910	3,334
Cash at the end of the year		<u>\$3,334</u>	<u>\$7,835</u>
 (a) Reconciliation of net cash provided by operating activities to surplus for the year			
Surplus for the year after abnormal items		(4,139)	8,513
Add/(Deduct) non cash operating items			
Depreciation		586	0
Changes in net assets and liabilities:			
(Increase)/Decrease in debtors		(2,000)	(4,700)
(Increase)/Decrease in current stock		287	(88)
(Increase)/Decrease in non-current stock		1,619	888
Increase/(Decrease) in creditors		71	(112)
Net cash provided by operating activities		<u>\$(3,576)</u>	<u>\$4,501</u>

ACT RUGBY REFEREES ASSOCIATION INCORPORATED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30TH SEPTEMBER, 2012

NOTE 1 - ACCOUNTING POLICIES

The financial statements have been prepared on an accrual basis and are in accordance with generally accepted accounting principles.

2011	2012
\$	\$

NOTE 2 – DONATIONS

CEA Technologies	3,000	3,000
Members Donations	60	0
Brumbies Jersey – J Gillespie	0	750
	<u>\$3,060</u>	<u>\$3,750</u>

NOTE 3– GRANTS

ACTRU – Referee Levy Subsidy	1,250	0
ACTRU – Annual Dinner Subsidy	2,000	2,750
ACTRU – Victorian Exchange Subsidy	0	250
	<u>3,250</u>	<u>\$3,000</u>

NOTE 4 - ADMINISTRATION

Telephone and Postage	91	0
Fees – Bank & Registrar	34	79
Other	6	0
	<u>\$131</u>	<u>\$79</u>

NOTE 5 - CATERING AND FUNCTIONS

Exchange Function	494	200
Presentation Dinner	1,448	4,357
	<u>\$1,942</u>	<u>\$4,557</u>

ACT RUGBY REFEREES ASSOCIATION INCORPORATED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30TH SEPTEMBER, 2012

	2011	2012
	\$	\$
NOTE 6- EXCHANGE & DEVELOPMENT		
Exchange Travel	4,013	2,614
Fitness Training	5,731	4,560
Pre Season Seminar	191	126
Course & Catering Expenses	130	292
	<u>\$10,065</u>	<u>\$7,592</u>

NOTE 7 – TROPHIES & PRESENTATIONS

Trophies	811	923
Presentations (incl Clothing)	1,219	925
	<u>\$2,030</u>	<u>\$1,848</u>

NOTE 8 - INCOME TAX

The Association is exempt from income tax under Section 50-45 of the Income Tax Assessment Act 1997.

NOTE 9- CASH

WESTPAC Cheque Account	953	6,418
WESTPAC Maxi Account	2,381	1,416
	<u>\$3,334</u>	<u>\$7,835</u>

NOTE 10 – PLANT & EQUIPMENT

Communications Equipment at cost	955	955
Video Camera	1,194	1,194
Less: Accumulated Depreciation	(2,189)	(2,289)
	<u>\$0</u>	<u>\$0</u>

NOTE 11 – WILL BOYLE MEMORIAL FUND – Started November 2011

(NB. Separate bank account set up October 2012)

Donations	0	7,350
Less Perpetual Trophy expense	0	(245)
	<u>\$0</u>	<u>\$7,105</u>
Net Funds available	<u>=====</u>	<u>=====</u>