



## **Australian Ukulele Teachers and Leaders Association Inc.**

An incorporated Association registered in NSW under the Association Incorporations Act 2009

ABN: 67 890 830 156

10 Gwydir Court, Dubbo NSW 2830

[secretary@autla.org.au](mailto:secretary@autla.org.au)

### **Notice of 4<sup>th</sup> Annual General Meeting of Members**

21st August, 2019

Notice is hereby given today of the 4<sup>th</sup> Annual General Meeting of Members of the association to be held on 13<sup>th</sup> September, 2019 in the Maton Workshop Room, Sunpac, The Sunnybank Performing Arts Centre, 470 McCullough Street, Sunnybank, QLD, 4109.

There is no provision for Proxies.

If available, the meeting will also be broadcast via a live video stream on the association's Facebook Members' group page and where possible voting may also include a technical alternative for members who cannot attend in person.

Members must be fully paid members at the time of voting to ensure their vote counts.

Apologies, whilst not strictly required can be sent via email to the [secretary@autla.org.au](mailto:secretary@autla.org.au)

Agenda, previous AGM Minutes and financial statements attached, other reports will be presented at the meeting.

#### **Nominations for Executive Positions:**

Under Section 15 of the Association's constitution, nominations for individuals to stand for one of the office bearers or general member positions on the Executive Committee can be submitted to the Secretary up to 7 days prior to the meeting by simple email message as per example given here.

The Secretary ([secretary@autla.org.au](mailto:secretary@autla.org.au)),

I ..... being a financial member of the Australian Ukulele Teachers and Leaders Association Inc. wish to stand for the following position(s) at the 2019 AGM:

President/Vice President/Secretary/Treasurer/General Member (3) (delete those not required).

In the event of no nominations being received for a given position prior to the meeting members may stand for vacant positions at the meeting at the Chairpersons discretion.

In the event of no members standing either in person, by prior nomination or otherwise advised, the Association will be placed into a non-trading position and the current public officer will commence steps to have the Association wound up via a Special General Meeting of members.

Vanessa Nugent  
(Secretary)



## **Notice of 4th Annual General Meeting of Members**

### **AGENDA**

1. **Call to open meeting and confirmation of a quorum (5 members)**
2. **Apologies**
3. **Motion:** “To confirm the Minutes of the last Annual General Meeting held on 19<sup>th</sup> October, 2018 (attached)
4. **Actions arising:**
5. **Presentation of reports:**
  - President’s report
  - Treasurer’s report and annual financial statements (attached). No budget for 2020 is presented due to the retirement of existing Office Bearer.
6. **Motion:** “To the 2019 financial accounts”
7. **Election of office bearers and general members to the Executive Committee**
  - President
  - Vice President
  - Secretary
  - Treasurer
  - 3 x General Members
  - Public Officer
8. **Any other business.** The Chairperson will allow a short period of time for general questions from the floor but reserves the right to facilitate and manage available time and how answers are directed.
9. **Meeting closure**



## **Australian Ukulele Teachers and Leaders Association Inc**

### **Annual General Meeting Minutes**

19th October, 2018, 4:30pm,  
Dixon Surf Life Saving Club, Dixon NSW and streamed via Facebook

#### **1. Call to open the meeting and confirmation of a quorum**

Cathy Welsford (President and Chairperson of this meeting) opened the meeting and confirmed there were at least 5 members present to form the necessary quorum.

#### **2. Apologies**

Mark Jackson, Steph Payne (although joined online), Dan MacEoin, Cyprian, Tom Harding, Ross Hobbs (although joined online)

#### **3. Minutes from the previous AGM.**

Motion: To approve the minutes from the last AGM held in Newcastle on 29th September 2017. Proposed: Ruth Allen and seconded: Dennis Willson, the motion was carried unanimously.

#### **4. Actions arising from the Minutes**

None

#### **5. Presentation of Reports**

- a. The President tabled her report and there was a brief discussion about the contents.
- b. The Secretary in his capacity as acting treasurer tabled the Treasurer's report, financial statements and answered questions from the floor

#### **6. Motion: To receive and consider the 2018 budget and acceptance of the 2017 financial accounts**

Proposed: Janine Shearer and seconded by Anne Commerford, the motion was carried unanimously.

#### **7. Election of office bearers and ordinary members**

Ian Porter (Secretary and public officer) declared all Committee Positions vacant.



- The public officer announced he had received one nomination from Dan McEoin for President. There being no other nominations, Dan MacEoin was declared the President for 2019, in absentia.
- The public officer announced he had received one nomination for Vice President, Cyprian F. There being no other nominations, Cyprian was declared the Vice President for 2019, in absentia
- The public officer announced he had received one nomination for Treasurer (Chris Waite). There being no other nominations, Chris Waite was declared the Treasurer for 2019. Chris spoke briefly to the attendees of the meeting
- The public officer announced he had received no nomination for Secretary. There being no other nominations, the position was declared vacant and the Committee will fill as a casual vacancy as per the Constitution.
- The public officer announced he had received one formal nomination for Ordinary Member positions on the committee, Tom Harding. Tom was duly elected.
- Nominations from the floor were received from Janine Shearer and Vanessa Nugent, Both were accepted and duly appointed.
- The position of Public officer, which must be from NSW was also declared vacant. There being no nominations received this was offered to members from the floor. Dennis Wilson nominated for this role and was duly accepted by the members.

The outgoing Executives from the Committee thanked the new Committee for standing and wished them good luck in the coming year.

## **8. Other business**

The discussion around winding up the Association was not required.

## **9. Meeting Closure**

There being no further business the meeting was closed at 4:30pm

Minutes submitted by: Ian Porter (Retiring Secretary) 23/10/18



## **The Australian Ukulele Teachers and Leaders Association Inc. 2018/2019 Treasurer's report**

This year has involved a change of treasurer and I would like to take the time to thank Ian and those who assisted in maintaining this role in the many months and years beforehand.

I can report that the Association is in a healthy financial position as at the year ending 30th June 2019. The accounts are not externally audited, but the committee has governance procedures to ensure any transactions in and out of the association are well accounted for and access to the bank is controlled.

The financial statements are attached and show the Association has a surplus of funds in the Balance Sheet of \$4,353 (2018: \$3,167). This will mean Membership fees for 2019 will be unchanged, subject to the new committee's budgeting expectations. No budget is submitted this year, as that will be dependent on the Committee and any future projects undertaken.

The Association runs three accounts: two with Westpac and one quasi-account with PayPal. We are registered with the ATO as a Not-For-Profit Incorporated Association.

The Association ran a net surplus of \$1,186 (last year \$795).

We rely 100% on volunteers to perform all official and administrative tasks in this Association. Whilst we could not run any other way, we still look to our Committee to be professional and committed to the roles you entrust them to perform.

The treasurer role is still in the process of handover and as such some financial details have not been collated as of yet. A more detailed financial report will be available at a later time and we thank everyone for their patience during times of change.

Keep Strumming and Kindest Regards,

Courtney Grigg  
(Treasurer)



Australian Ukulele Teachers & Leaders Association Inc.  
**Balance Sheet**  
 As at 30<sup>th</sup> June 2019

	<b>30 Jun 19</b>	<b>30 Jun 18</b>
<b>Assets</b>	<b>\$</b>	<b>\$</b>
Cash		
Westpac Community Solutions Cash Reserve Account	\$ 2,779.60	\$ 2,772.76
Westpac Community Solutions One Transaction Account	1,371.41	394.56
Paypal Transaction Account	202.74	-
<b>Total Cash</b>	<b>\$ 4,353.75</b>	<b>\$ 3,167.32</b>
<b>Total Assets</b>	<b>\$ 4,353.75</b>	<b>\$ 3,167.32</b>
<b>Liabilities</b>		
Accounts Payable	-	-
Short term liabilities	-	-
<b>Total Liabilities</b>	<b>-</b>	<b>-</b>
<b>Equity</b>		
Current Year Earnings	\$ 1,186.43	\$ 795.00
Retained Earnings	3,167.32	2,372.32
<b>Total Equity</b>	<b>\$ 4,353.75</b>	<b>\$ 3,167.32</b>
<b>Total Liabilities &amp; Total Equity</b>	<b>\$ 4,353.75</b>	<b>\$ 3,167.32</b>



**Australian Ukulele Teachers & Leaders Association Inc.**  
**Profit & Loss Statement**  
**For the year ended 30 June 2019**

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	<b>30 Jun 19</b>	<b>30 Jun 18</b>
<b>Income</b>	<b>\$</b>	<b>\$</b>
Interest Income	7.53	8.00
Membership Income	1,700.00	2,050.00
PD Income	90.00	830.00
<b>Total Income</b>	<b>\$ 1,797.53</b>	<b>\$ 2,888.00</b>
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<b>Gross Profit</b>	<b>\$ 1,797.53</b>	<b>\$ 2,888.00</b>
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<b>Less Operating Expenses</b>		
Advertising	-	\$ 243.00
Insurance	404.80	409.00
Memberships & Registrations	130.00	180.00
Paypal Fees	56.30	76.00
PD Fees	-	550.00
Venue Hire	-	350.00
Website & Design	20.00	285.00
<b>Total Operating Expenses</b>	<b>\$ 611.10</b>	<b>\$ 2,093.00</b>
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<b>Net Profit</b>	<b>\$ 1,186.43</b>	<b>\$ 795.00</b>