

Date	MINUTES GBDG AGM 20 th November 2018
Time	6pm – 7pm
Venue	Function Room, Café Nova

Attendees	L Drummond - Personal Touch Home Cleaning T Piccolo - MP R Milanese – Milanese and Co G Iremonger – Eagle Foundry	T Robson – AMPURTA S Bailey - BMusic A Eberhard – Gawler Caravan Park
Guests		
Proxies	L Drummond for J McColough, G Haidar, K Peake, B Beattie	
Apologies	J McColough, G Haidar, K Peake, B Beattie, T George	
Absent	P Meznar	

1. **Meeting Opened** – 6:15pm

Welcome - Louise Drummond welcomed guests and attendees.

Apologies

2. **Confirmation of Minutes:**

Motion: That the Minutes of the 2017 AGM are accepted as true and accurate records.

Moved: T Piccolo **Seconded:** G Iremonger **Abstained:** T Robson **Carried**

3. **Adoption of Rules of the Association and Use of the Common Seal**

Motion: That the Board of the GBDG adopt the Rules of the Association with implementation commencing immediately.

Moved: S Bailey **Seconded:** T Robson **Carried**

4. L Drummond announced vacant positions and nominees:

Deputy Chair – G Iremonger

Motion: Under Clause 6.2.5 of the Constitution of the GBDG sitting position holders are eligible to stand for re-election without nomination and as there were no other nominations G Iremonger was unanimously appointed as Deputy Chair for the term November 2018-November 2020

Moved: T Piccolo **Seconded:** A Eberhard **Carried**

Treasurer – T Robson

Motion: Under Clause 6.2.5 of the Constitution of the GBDG sitting position holders are eligible to stand for re-election without nomination and as there were no other nominations T Robson was unanimously appointed as Treasurer for the term November 2018-November 2020

Moved: A Eberhard **Seconded:** G Iremonger **Carried**

General Board Members – S Bailey, P Arnfield, T Piccolo, D McGee, R Milanese, D Veltman, K Dunk

Voting conducted for General Board Member Positions.

NOMINEE	POSITION	NOMINATOR	SECONDER	VOTES	RESULT
D VELTMAN	GENERAL	L DRUMMOND	G IREMONGER	5	NOT APPOINTED
D MCGEE	GENERAL	G IREMONGER	L DRUMMOND	6	APPOINTED
R MILANESE	GENERAL	K DUNK	D GILES	3	NOT APPOINTED
P ARNFIELD	GENERAL	G IREMONGER	L DRUMMOND	6	APPOINTED
K DUNK	GENERAL	R MILANESE	L GEORGE	0	NOT APPOINTED
T PICCOLO	GENERAL	NOT REQUIRED – SITTING MEMBER		7	APPOINTED
S BAILEY	GENERAL	NOT REQUIRED – SITTING MEMBER		7	APPOINTED

Motion: That the Board ratifies the appointments of D McGee, P Arnfield, T Piccolo and S Bailey to the positions of General Board Members for November 2018 – November 2020 according to voting held, and results recorded in this document.

Moved: G Iremonger **Seconded:** A Eberhard **Carried**

Motion: That the Board of the GBDG appoint P Murray as Auditor for Nov 2018 – Nov 2019

Moved: L Drummond **Seconded:** G Iremonger **Carried**

Motion: That the Board of the GBDG appoint H Wong as Accountant for Nov 2018 – Nov 2019

Moved: A Eberhard **Seconded:** G iremonger **Carried**

Motion: That the Board of the GBDG appoint T Cauce as proxy for Nov 2018 – Nov 2020 for T Piccolo due to Parliamentary obligations

Moved: S Bailey **Seconded:** G iremonger **Carried**

5. Chair's Report: by Louise Drummond

Motion: That the Board of the GBDG accept the 2017-18 Chairperson's Report presented by Louise Drummond as a true and accurate record.

Moved: L Drummond **Seconded:** A Eberhard **Carried**

Chair's Annual Report 2018

Following on from 2017, 2018 has likewise been very successful with the Gawler Business Development Group providing a range of services to the business community of Gawler and assisting to strengthen the viability of numerous businesses in the region.

This improvement in viability along with improving the profitability and marketing plans of businesses, has been a major focus of the Board in the past 12 months. These areas have been both challenging and rewarding for all concerned and I would like to acknowledge the efforts of the team of high quality consultants providing coaching, mentoring and training to our members.

The Board has continued to provide networking, business development and marketing opportunities and improving the range of current services. The completion of the new GBDG website has proven to be a huge success with a high number of hits, growing monthly, with people looking for information about both businesses and events in Gawler. By using the Facebook pages in conjunction with the website to promote the town and businesses we have achieved a significant increase in providing information to the Business Community.

GBDG has provided information in the form of workshops to 273 businesses

Hosted 2 branding forums, 79 businesses attended networking sessions, over 300 visitors attended the business expo with over 70 exhibitors, 7 businesses participated in the Jazz Festival and 6 in SALA

We have continued engagement with Council and have worked hard to achieve a much stronger and more collaborative partnership. I thank the members of the board for their hard work and continued support. I am confident that as a board we have provided relevant service to the business community of Gawler and congratulate all concerned.

6. Treasurer's Report: by Tina Robson –

Motion: That the Board of the GBDG accept the 2017-18 Treasurer's Report presented by Tina Robson as a true and accurate record. And that H Wong, Accountant be advised that the Board wishes for the accounts of the GBDG to be reverted back to match the auditor's report and enter the transactions relating to the GST, to ensure the MYOB records match the audited records.

Moved: T Robson **Seconded:** G Iremonger **Carried**

Treasurer's Report 2018

All outstanding BAS are now completed and concerns raised by the auditor have been addressed (listed below).

External Source Documentation – all documentation was scanned and provided to auditor.

Balance Sheet – petty cash was counted at EOFY. Currently the petty cash account is being used for minimal cash transactions (eg business owners paying for workshop registrations with cash, and cash spending for minor ad-hoc expenses)

The overpayment account contained transactions where we had overpaid a couple of suppliers. Suppliers have since paid this back and the overpayment account has been cleared to zero.

As at 31st October 2018 – Cash at Bank - \$104,751.05

Detailer October Reports to be presented at December Board Meeting

7. Other Business:

ATO – the ATO has advised that all costs related to the BAS lodgements will be returned to the GBDG

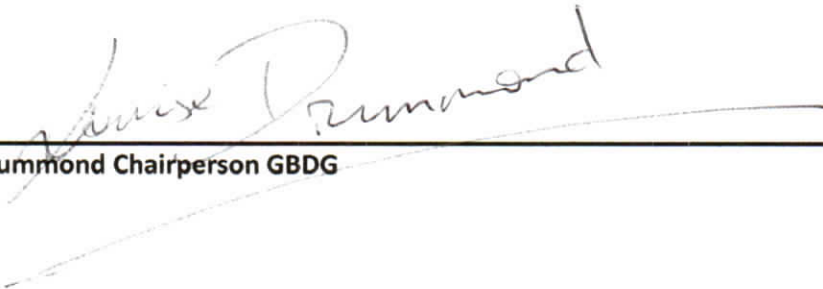
SA Business Conference – the Expo format has changed to a business conference with a focus on digital business aspects.

Farmers Market – to be started up again on Pioneer Park in December

Next Annual General Meeting: Tuesday 19th December 2018

Meeting Closed: 7:25pm

Signed:



L Drummond Chairperson GBDG

Balance Sheet

Gawler Business Development Group Inc

31 Oct 2018

ABN: 60986486821

Generated 13 Nov 2018

Asset

Banking

1-1000	ANZ Bus Extra **11045	\$23,290.63
1-1200	Petty cash	\$95.00
1-1400	ANZ Bus Online **11053	\$81,460.42

Total Banking	\$104,846.05
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Current Assets

Total Current Assets	\$0.00
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Fixed Assets

Total Fixed Assets	\$0.00
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Total Asset	\$104,846.05
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Liability

Credit Card

2-1400	Visa C Brougham	\$4,285.05
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Total Credit Card	\$4,285.05
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Current Liabilities

2-2100	ATO - Integrated Client /	(\$4,527.29)
2-2200	GST collected	\$31.47
2-2400	GST paid	(\$1,873.67)
2-2500	GST Clearing Ac	\$1.07

Total Current Liabilities	(\$6,368.42)
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Funding

2-1560	Council levied funding	(\$14,382.58)
2-1570	Carry over funds - histori	\$93,310.88

Total Funding	\$78,928.30
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Long Term Liabilities

Total Long Term Liabilities	\$0.00
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Total Liability	\$76,844.93
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Net Assets	\$28,001.12
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Equity

Current Earnings

3-1800	Current year earnings	\$28,001.12
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Total Current Earnings	\$28,001.12
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Retained Earnings

Total Retained Earnings	\$0.00
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Total Equity	\$28,001.12
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Profit and loss
Gawler Business Development Group Inc

01 Oct 2018 - 31 Oct 2018

ABN: 60986486821

Generated 13 Nov 2018

	Total
Income	
Event Income	
Markets	\$ 109.08
Total Event Income	\$ 109.08
Funding	
Carry over funds	\$ 11,663.86
Council Receipts - Levied Fees	\$ 14,382.58
Total Funding	\$ 26,046.44
Memberships	\$ 200.00
Total Income	\$ 26,355.52
Gross Profit	\$ 26,355.52
Less Expense	
Activity Expenses	
Workshop Expense & Activity Consultants	\$ 651.54
Total Activity Expenses	\$ 651.54
Administration	
Accounting and Auditing fees	\$ 340.91
BMC Admin	\$ 3,042.00
Memberships and Licensing Expense	\$ 131.82
Stationery & Office supplies	\$ 193.11
Telephone	\$ 209.55
Total Administration	\$ 3,917.39
Advertising & Marketing	
Advertising	\$ 556.00
BMC Marketing	\$ 4,563.00
Event Marketing	\$ 215.91
Marketing Admin Officer	\$ 1,500.00
New Business Attraction / Resources	\$ 36.77
Total Advertising & Marketing	\$ 6,871.68
Community Support	
Community Support and Sponsorship	\$ 1,000.00
Total Community Support	\$ 1,000.00
Event Expenses	
Gawler Music Month	\$ 7,777.74
Markets - expenses	\$ 104.77
Networking Events	\$ 363.64
Total Event Expenses	\$ 8,246.15
GBDG Board and Other	
Board Expenses	\$ 802.20
Total GBDG Board and Other	\$ 802.20
Sundry expenses	\$ 27.27
Total Expense	\$ 21,516.23
Operating Surplus	\$ 4,839.29

Plus Other Income

Interest income	\$	39.08
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Total Other Income	\$	39.08
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Less Other Expense

Total Other Expense	\$	-
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Net Surplus	\$	4,878.37
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Actuals vs Budget
Gawler Business Development Group Inc 2
01 Jul 2018 - 31 Oct 2018 - YTD
ABN: 60986486821
Generated 13 Nov 2018

	Actual	Budget	Variance
Income			
Activity Income			
Workshop-Forum Registrations	\$74.55	-	\$74.55
Total Activity Income	\$74.55	-	\$74.55
Event Income			
Markets	\$861.76	\$360.00	\$501.76
Total Event Income	\$861.76	\$360.00	\$501.76
Funding			
Carry over funds	\$46,655.44	\$46,658.00	(\$2.56)
Council Receipts - Levied Fees	\$57,530.33	\$57,531.00	(\$0.67)
Total Funding	\$104,185.77	\$104,189.00	(\$3.23)
Memberships	\$1,300.00	\$300.00	\$1,000.00
Total Income	\$106,422.08	\$104,849.00	\$1,573.08
Gross Profit	\$106,422.08	\$104,849.00	\$1,573.08
Less Expense			
Activity Expenses			
Business Support Expense	\$216.35	-	\$216.35
Workshop Expense & Activity Consultants	\$1,428.45	\$2,000.00	(\$571.55)
Total Activity Expenses	\$1,644.80	\$2,000.00	(\$355.20)
Administration			
Accounting and Auditing fees	\$10,807.08	\$6,000.00	\$4,807.08
BMC Admin	\$11,284.96	\$16,468.00	(\$5,183.04)
Computer expenses - Hardware and Software	\$1,080.00	-	\$1,080.00
Insurance	\$2,614.23	\$1,668.00	\$946.23
Memberships and Licensing Expense	\$1,554.28	\$800.00	\$754.28
Postage & courier	-	\$58.00	(\$58.00)
Stationery & Office supplies	\$275.34	\$336.00	(\$60.66)
Telephone	\$418.65	\$480.00	(\$61.35)
Total Administration	\$28,034.54	\$25,810.00	\$2,224.54
Advertising & Marketing			
Advertising	\$3,040.38	\$3,500.00	(\$459.62)
BMC Marketing	\$10,197.08	\$16,204.00	(\$6,006.92)
Event Marketing	\$1,280.11	\$3,000.00	(\$1,719.89)
IT support and Website Maintenance	\$502.14	\$1,336.00	(\$833.86)
Marketing Admin Officer	\$7,637.50	\$7,280.00	\$357.50
New Business Attraction / Resources	\$36.77	\$1,332.00	(\$1,295.23)
Total Advertising & Marketing	\$22,693.98	\$32,652.00	(\$9,958.02)
Business Development			
Digital Marketing Programs	-	\$836.00	(\$836.00)
Profit Improvement Program	-	\$8,000.00	(\$8,000.00)
Start Your Own Business Initiatives	-	\$332.00	(\$332.00)
Total Business Development	\$0.00	\$9,168.00	(\$9,168.00)
Community Support			
Community Support and Sponsorship	\$1,000.00	\$400.00	\$600.00

Total Community Support	\$1,000.00	\$400.00	\$600.00
Event Expenses			
B2B services	\$45.45	\$1,336.00	(\$1,290.55)
Gawler Music Month	\$9,515.85	\$1,000.00	\$8,515.85
Jazz Festival Expense	(\$50.00)	-	(\$50.00)
Markets - expenses	\$161.27	\$1,000.00	(\$838.73)
Networking Events	\$363.64	-	\$363.64
SALA Expense	\$2,261.68	\$3,000.00	(\$738.32)
Total Event Expenses	\$12,297.89	\$6,336.00	\$5,961.89
GBDG Board and Other			
Board Expenses	\$2,676.45	\$1,668.00	\$1,008.45
Total GBDG Board and Other	\$2,676.45	\$1,668.00	\$1,008.45
New Initiatives & Projects			
Projects	-	\$6,664.00	(\$6,664.00)
Television commercial	\$1,920.00	-	\$1,920.00
Website & Media support for members	-	\$1,000.00	(\$1,000.00)
Total New Initiatives & Projects	\$1,920.00	\$7,664.00	(\$5,744.00)
Sundry expenses	\$27.27	-	\$27.27
Total Expense	\$70,294.93	\$85,698.00	(\$15,403.07)
Operating Surplus	\$36,127.15	\$19,151.00	\$16,976.15
Plus Other Income			
Interest - ATO Remission GIC	\$42.88	-	\$42.88
Interest income	\$137.97	-	\$137.97
Total Other Income	\$180.85	\$0.00	\$180.85
Less Other Expense			
Fines - ATO	\$2,790.00	-	\$2,790.00
Interest - ATO GIC	\$5,516.88	-	\$5,516.88
Total Other Expense	\$8,306.88	\$0.00	\$8,306.88
Net Surplus	\$28,001.12	\$19,151.00	\$8,850.12