

**Gold Coast Potters Association**  
**ANNUAL GENERAL MEETING AGENDA**  
 MONDAY September 19th 2022  
 VENUE: Benowa Studio  
 TIME: 6:30pm



<b>Date:</b> 19.09.2022	<b>Time:</b> 18:33	<b>Chair:</b> Cate White	<b>Secretary:</b> Merrilyn Townhill	<b>Minute Taker:</b> Merrilyn townhill
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**Acknowledgment of traditional owners: I respectfully acknowledge the Yugambah People, the traditional owners of the land on which we meet and pay my respects to their elders past and present, and all Aboriginal and Torres Strait Islander Peoples here today.**

**PLEASE REMEMBER TO SIGN IN**

No. AGENDA ITEM COMMENTS & ACTIONS

1.0	<b>Attendance and Apologies</b>	<p><b>Attendees:</b> Cate White, Merrilyn Townhill, Juliet Van Oirschot, Danielle Clarke, Toni Prinsse, Michael Jones Porsche Bagg, Tanya Lord, Wendy Lane, Di Neuman, Megan Haywood, Fiona Narsmith, Sandy Christie, Kaitlin Grenside, Amanda Slater, Emma Micklewright, Meg Filip, Bec Pullen, Karin Adams</p> <p><b>Via Zoom:</b> Nil</p> <p><b>Apologies (and reason):</b> Nanette (family visisting from interstate)</p>
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2.0	<b>Minutes of 2021 AGM were circulated, read and moved as a true record</b>	<p><b>Accepted:</b> Carried:</p>
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3.0	<b>AGM President's Report - Cate White</b>	
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	<p><b>Promote Pottery as a craft and art form through teaching, demonstrations and exhibitions for members, students, professionals and the wider community.</b></p> <p>Well, thank you members for trusting me to be your president for the past year. You learn so much about yourself and others when you step out of your comfort zone and jump in feet first. But oh, what fun a bit like testing glazes really..</p> <p>Thank you to our committee members and teachers for the support and willingness to move forward with change.</p> <p>This year we have seen changes to our teaching cohort, which has created a fresh and engaging learning environment, this included a couple of substitute teachers Boop and Lynda who were welcomed and supported by our teachers and students. Thank you everyone.</p> <p>We are saying thank you for your hard work and goodbye to Merilyn who bought us into the 21st century with google drive so now we know where everything is. LOL,</p> <p>Toni for her tireless behind the scenes support and publicity going beyond her role description creating timelines and processes and encouragingly training sub committee Volunteers.</p> <p>Jaccii for brining us some great workshops, pulling together a great mother's day market.</p> <p>Thank you, you are valuable and hopefully you enjoy your time in the clay.</p> <p>I thank all those who stepped up to support your association behind the scenes even if only for an hour or two.</p> <p>I'm proud of the changes to our association, honouring our mission statement, working alongside likeminded souls to achieve what at times felt impossible. But none of this would be possible without you, our members and those willing to dig in and get things done.</p> <p>I look forward to practicing my newly learnt skills at decorating thanks to the fabulous Shannon Garson workshop.</p> <p>Seeing what next year brings this association; there are a few stokes in the fire.</p> <p>See you are the traps</p> <p>Stay muddy</p> <p>Cate</p>
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4.0	<b>Treasurer's Report for AGM 19th September 2022</b>	
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	<p>It is pleasing to report our improved overall financial position year on year from 2021 to 2022 with an operating surplus this year of \$34,062 in comparison to last year's operating deficit of (\$3,575).</p> <p>The full audit results are available however the summary below (Point 4.2) highlights major areas of difference. Please note that these variances may be due to one expense such as replacement and repair of Mudgeeraba kiln room steels due to excessive corrosion that was completed last year or indeed the legal and consultancy costs due to our revised constitution and facilities agreement with teachers. Some variance can be due to new people coding income and expenses to categories that differ to last years.</p> <p>In closing I would like to thank the following people who have volunteered so many hours to keep our association running and making sure we can all enjoy the fabulous facilities that Gold Coast Potters have. We are indeed lucky that the folk that came before us did such a great job.</p> <p>Thank you to both Tina and Dani who have worked behind the scenes reconciling Xero (our accounting software) and saving me from myself. They must of wondered how the year would go with such a greenhorn in the Treasurers role. I'd also like to take this opportunity to thank Kirsten Hague who had done the treasurers role before me for too many years to mention. It was in great shape and the magic "treasurers external hard drive" did indeed have everything on there I could need.</p> <p>To my fellow committee members, I now consider you all to be friends and even when we have disagreed, we have done so with care and consideration. I think as a whole we have achieved good things for GCPA and our membership.</p> <p>Juliet van Oirschot Treasurer</p>
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<b>The accounts for the past financial year showing the financial position of GCPA at 31 May 2022</b>			
<b>Business Cheque Account (GCPA Working Account)</b>			
<b>No 10242370</b>		<b>30/05/2022</b>	<b>30/05/2021</b>
Opening Balance		\$97,629.15	\$66,475.98
Plus Credits		\$14,520.86	\$12,188.47

Less Debits	-\$5,308.86	-\$15,475.91
Interest FYTD	\$93.23	-\$55.08
<b>Closing Balance</b>	<b>\$106,841.15</b>	<b>\$63,188.54</b>
<b>Gold Coast Potters Assoc Inc. Business Web Account (Sinking Fund Working Account) No 21500229</b>		
	<b>30/05/2022</b>	<b>30/05/2021</b>
Opening Balance	\$17,823.36	\$17,814.51
Plus Credits	\$0.73	\$0.73
Less Debits	\$0.00	\$0.00
Interest FYTD	\$7.37	\$61.45
<b>Closing Balance</b>	<b>\$17,824.09</b>	<b>\$17,815.24</b>
<b>Gold Coast Potters Term Deposit (Sinking Fund Fixed Deposit) No 22065203</b>		
	<b>30/05/2022</b>	<b>30/05/2021</b>
Opening Balance	\$89,627.23	\$88,980.08
Plus Credits	\$180.73	\$381.27
Less Debits	\$0.00	\$0.00
Interest FYTD	\$446.61	\$1,085.54
<b>CLOSING BALANCE</b>	<b>\$89,807.45</b>	<b>\$89,361.35</b>
<b>TOTAL CASH</b>	<b>\$214,472.69</b>	<b>\$170,365.13</b>

4.1 Bank statements are available on request.

<b>SUMMARY – large variance items only</b>			
	<b>INCOME</b>	<b>2022</b>	<b>2021</b>
	Facilities, Equipment and Key Hire	\$41,660	\$36,182
	Firing Fees	\$22,181	\$16,090
	Market Day	\$4,612	\$2,140
	Sales – Clay and Tools	\$16,409	\$12,185
	Sundry Income	\$3,200	\$18,648
	Workshop Revenue	\$6,250	\$3,911
	<b>TOTAL INCOME</b>	<b>\$117,506</b>	<b>\$116,168</b>
	<b>EXPENDITURE</b>	<b>2022</b>	<b>2021</b>
4.2	Consultancy fees (one off)	nil	\$12,000
	Exhibition cost – Student Exhibition	\$1,825	Nil
	Market Day Expenses	\$2,308	\$1,356
	Insurance	\$9,472	\$8,298
	Legal Costs	Nil	\$6,090
	Materials & Tools	\$10,535	\$18,445
	Repairs and Maintenance	\$8,594	\$28,109
	Workshop Expenses	\$8,020	\$2,430
	<b>TOTAL EXPENDITURE</b>	<b>\$83,444</b>	<b>\$119,742</b>
	<b>OPERATING SUPPLUS/DEFICIT</b>	<b>\$34,062</b>	<b>-\$3,575</b>

4.3 Copies of the Audited Financial Statements will be available at the AGM

Moved: Accepted:

#### 5.0 FACILITIES & MAINTENANCE REPORT

In the financial year 2021 to 2022 there has been considerable activity in the maintenance and facilities area. Where possible I have tried to keep expenses to a minimum therefore have worked alongside a tradesman to ensure work is completed as quickly as possible as well as completing many tasks myself. This has included pressure washing all concrete and toilet area at Benowa twice, applying roundup to weeds, digging out drains at Benowa, and cleaning out kiln area at Mudgeeraba.

The following has been completed by external trades (see 5.1)

In addition, work has been continuing to try and implement the sinking fund with The Society of Sculptors. A number of meetings and presentation of reports to try to get Sculptors on board with contributions to the existing sinking fund has failed to gain traction. GCPA has a healthy balance in the sinking fund and is up to date with their funding. However, without the Sculptors on board the concept is somewhat flawed.

It is recommended that the current license agreement with Sculptor be modified to require contribution to the sinking fund as a condition of continuing occupation be implemented.

Seymour Consulting has updated the sinking fund forecasts as of 4 August 2022 and the major expenditure items scheduled for work in the next 5 years as in point 5.2

This work includes such things as replacing the fence, replacing skylights and asphaltting at Benowa, upgrading toilet facilities, painting external and internal walls and ceilings at Mudgeeraba. Some of these works are more critical than others and it is difficult to predict exactly when these works will need to be completed. Seymour Consulting are Body Corporate Report Specialist and have much experience in these matters. Their assessor came and inspected both premises and made recommendations based on the expected life of the assets.

Thanks to Wendy Lane for coming on board as the Facilities and Maintenance person for the beginning of the 2022-2023 year, this will make the management of our assets much more achievable.

Juliet

<b>ACTIVITY</b>	<b>\$</b>
Service and deep clean all air conditioners	\$390.00
Replace and repair wooden beams under building at Mudgeeraba	\$580.80
Install drainage solution to ensure kiln room does not flood during heavy rain – Mudgeeraba	\$983.40
Grade driveway, remove and fill chasm in middle at Benowa	\$140.00
Electrical, repair Zip machine and install LED baton lighting in the kiln room at Mudgeeraba	\$290.00

5.1	Check fire extinguisher and fire blankets at both premises	\$158.40
	Garden maintenance and some gutter cleaning both premises	\$2,770.00
	Kiln maintenance and repairs	\$2,114.57
	Pest inspections both premises	\$622.00
	Roof repairs and investigate other leaks at Mudgeeraba	\$622.00
	Signage at Mudgeeraba	\$55.00
	Wheel repairs	\$159.50
	Check, repair, replace and certify gas at Mudgeeraba	\$2,091.37
	<b>TOTAL</b>	<b>\$10,977.04</b>

BENOWA					
AREA	Year 1 2023	Year 2 2024	Year 3 2025	Year 4 2026	Year 5 2027
Building	10,414	0	13,659	14,965	4,142
Services	0	957	0	0	406
Facilities	0	0	0	0	0
External Works	7,416	52,515	0	3,742	0
Contingency	892	2,674	683	935	227
<b>TOTAL</b>	<b>\$18,722.00</b>	<b>\$56,145.00</b>	<b>\$14,342.00</b>	<b>\$19,642.00</b>	<b>\$4,775.00</b>

  

MUDGEERABA					
AREA	Year 1 2023	Year 2 2024	Year 3 2025	Year 4 2026	Year 5 2027
Building	0	4,524	0	894	20,115
Services	0	0	371	0	0
Facilities	0	8,240	0	0	2,814
External Works	0	0	1,520	0	0
Contingency	0	638	95	45	1,146
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$13,402.00</b>	<b>\$1,986.00</b>	<b>\$939.00</b>	<b>\$24,075.00</b>

6.0 Motion moved by Jo Mackenzie via email that the Association to pay for a \$500 Gift Voucher per Financial Year to the Management Committee Members for their voluntary role to used within the GCPA for Workshop | Term of Classes or hiring of Member Kiln. Seconded by Di | Unanimous | Motion Passed

7.0 CONSTITUTION CHANGES - A number of changes were brought up at various General Meetings during the year and all changes appear in the copy at this meeting.  
 1. Life Members may be rescinded under exceptional circumstances should a motion be brought to a General Meeting etc.  
 2. New Members no longer needed to voted in; only New Key Holder Members need to be voted in  
 3. Facilities & Maintenance General Committee changed to Sub Committee and  
 4. Grants Officer changed from Sub Committee to General Committee  
 5. Resigning as an Executive Committee member can not take on another Executive Committee role for 12 months but can take on a General Committee Role or a non committee role

7.1 A Motion was moved to Item 20 Resigning as an Executive Committee member can not take on another Executive Committee role for 12 months but can take on a General Committee Role or a non committee role Seconded by Dani. Unanimous. Passed

**9.0 ELECTION OF OFFICERS 2022-2023**

9.1 Cncl Brooke Patterson taking the chair, declaring all positions vacant. Nominations called for the position of President.

OFFICE	NOMINEE	NOMINATED BY	SECONDED BY	ACCEPTED
President	Emma Micklewright	Michael Jones	Wendy Lane	Unanimous
Secretary	Amanda Slater	Michael Jones	Toni Prinsse	Unanimous
Treasurer	Juliet von Oirschot	Danielle Clarke	Toni Prinsse	Unanimous
Membership Officer	Danielle Clarke			No vote needed
Grants Officer	Nicole Barrett	Di Neuman	Merrilyn Townhill	Unanimous
Workshop & Events	Cate White	Di Neuman	Porsche Bagg	Unanimous
Publicity & Social Media	Kaitlin Grenside	Toni Prinsse	Merrilyn Townhill	Unanimous
Facilities & Maintenance	Wendy Lane			No vote needed

**PLEASE NOTE:** Sub Committees will be formed by the new Committee.

Workplace Health & Safety Officer	Corinne Meunier	Danielle Clarke	Toni Prinsse	Unanimous
Market Convenor	Meg Filip	Toni Prinsse		No vote needed
Secretary Assistant	Sandy Christie	Merrilyn Townhill		No vote needed
Secretary Assistant	Fiona Naismith	Merrilyn Townhill		No vote needed
Workshop & Events Assistant	Porsche Bagg			No vote needed

**Nominations for LIFE MEMBERSHIPS:** No one nominated

**Changes to BANK SIGNATORIES:**  
 Cate White & Jaccii Turnbull removed as signatories  
 Emma Micklewright and Amanda Slater added as signatories

Meeting closed at: 7:28pm

Signed \_\_\_\_\_

**President**  
Cate White

Signed \_\_\_\_\_

**Secretary**  
Merrilyn Townhill