

The Forest Range and Lenswood History Group Inc.
Annual General Meeting Minutes

5 October 2023 – Forest Range Hall – 7.30 pm

The Chairperson welcomed those present.

Present

Eighteen members and friends attended.

Members present:	Friends present:
1. Cam Stafford (Acting Chair)	1. Doug Gillott (retiring Secretary)
2. Susette Peterson (Treasurer)	2. Michelle Kenley (Cudlee Creek historian)
3. Jo Shaw	3. Geoffrey Bishop
4. Peter Stafford	
5. Susette Peterson	
6. Dean Brock	
7. Chris Stafford	
8. Kay Stafford	
9. John Stafford	
10. Evelyn Hay	
11. Margaret Fry	
12. Malcolm Gray	
13. Irene Filsell	
14. Kathryn Leslie	
15. Colin Fry	

Apologies

Voting by proxy: Evelyn Golding, Gary Peterson – proxy to Susette Petersen; Jenny Slape, Matthew McAulay, Rebecca McAulay, – proxy to Jo Shaw; Kevin Coulter – proxy to Evelyn Hay.

Minutes of last General Meeting

Minutes of the General Meeting held 6 Oct 22 contained an error in the period of the membership year, which should have been "1 July 2023 to 30 June 2024" – not 30 June 23. After noting, the Minutes were passed as true and correct – Doug Gillott / Jo Shaw – CARRIED.

Business arising from previous minutes

1. Nil

Finance Report

The Treasurer provided an audited financial report (attached)

Opening balance		\$8,022.64
Income		\$11,650.60
Expenditure	-	\$8,599.40
Closing balance		\$11,073.84

The major fundraiser for the year was the cookbook initiative and resulting sales. Some grants (\$5520) also received. Insurance was \$812. Membership 43, including 14 life members. The Treasurer's report was accepted. Susette Peterson / Kathryn Leslie – CARRIED.

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Chairperson’s Report

Cam Stafford provided a Chairperson’s report. Cam noted that Evelyn Golding was Chair until moving away. Cam noted this is the 10th year for the FRLHG and some tremendous things have been achieved. Thanks also were proposed to the Forest Range Hall Association. Membership is good at 34 members, of whom 14 are life members. Cam mentioned other achievements, and the highlighting of the website through a poster. The eHive project has been important, and many records have been uploaded throughout the year. Presentations during the year include Lobethal (last AGM), Cookbook project and the associated history of the womens’ stories within it. ANZAC Day program occurred again, and was well supported. This year’s speaking guest was Captain Jonathan Hancock who was excellent, as was the bugler. Cam foreshadowed some future events, and the interest in local history that people often have when they acquire a property. Moved Cam Stafford / Susette Peterson. CARRIED.

Jo Shaw provided an update on the eHive projects. So far nearly all the images that we possess have been put up with some basic information. Approximately 1000 records are loaded, and about 1800 images, and a few of the pdf files. We have five years of licencing to continue the project.

Election of Committee Members

The Chairperson vacated the chair for the election. Murray Bishop took the chair and declared all positions vacant.

Chairperson	Margaret Fry	Proposed by Peter Stafford	ELECTED
Secretary	Jo Shaw	Proposed by Irene Filsell	ELECTED
Treasurer	Susette Peterson	Proposed by Jo Shaw	ELECTED
General Members	(Proposed from the floor)		
	Evelyn Hay, Kay Stafford, Cam Stafford, Irene Filsell, Peter Stafford, Dean Brock.		ELECTED

Evelyn Hay agreed to remain as Public Officer.

Margaret Fry took the Chair.

Appointment of Auditor

Thompson & Cooper partners proposed by Susette Peterson / Cam Stafford – CARRIED

Membership fee

Current memberships are valid to 30 Jun 24. Membership for 1 July 2024 to 30 June 2025 to remain unchanged at \$30, noting it was raised for this current year. Susette Peterson requested the Committee note that there will be a change of signatories on the bank account to reflect the new office holders. Peter Stafford / Susette Peterson – CARRIED

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Susette advised that the bank will be putting a \$10/month fee on the bank account from 1 Nov 23. She will investigate options to change and advise the Committee.

Other Business

1. Irene Filsell spoke to give a general vote of thanks to the retiring Committee.

The Annual General Meeting closed at 10.30 pm.

Michelle Kenley from Cudlee Creek was welcomed to deliver a presentation on the history of the Cudlee Creek area.

Actions

1. Nil
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Local History <http://historylfr.wordpress.com/>

Email us via SecretaryFRLHG@gmail.com
 TreasurerFRLHG@gmail.com

Meetings <http://historymeetings.wordpress.com/>

Follow us on Facebook at
<http://www.facebook.com/LenswoodForestRangeLocalHistory>

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Treasurer's Report

THE FOREST RANGE AND LENSWOOD HISTORY GROUP INC

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE PERIOD 1 JULY 2022 TO 30 JUNE 2023

	2023	2022
RECEIPTS		
Membership Fees Current Year	\$ 450.00	\$ 525.00
Membership Fees Next Year	\$ 505.00	\$ 225.00
Life Memberships	\$ 550.00	\$ 750.00
Book Sales ("Lenswood 100")	\$ 145.00	\$ 30.00
Book Sales ("Cookbook")	\$ 3,895.00	\$ -
Donations	\$ 360.00	\$ 60.00
Grants Received	\$ 5,520.00	\$ 1,670.00
History Day Net Proceeds	\$ 150.95	\$ 306.30
Anzac Day Net Proceeds	\$ 74.65	\$ 58.00
	<u>\$ 11,650.60</u>	<u>\$ 3,624.30</u>
PAYMENTS		
Anzac Day Expenses	\$ 402.00	\$ -
Book Printing	\$ 3,220.80	\$ -
Computer & Accessories	\$ 1,887.00	\$ -
Computer Software	\$ 2,023.13	\$ -
Insurance	\$ 812.67	\$ 812.67
Postage	\$ 126.75	\$ -
Subscriptions	\$ 127.05	\$ 70.61
Interpretive Sign	\$ -	\$ 1,744.60
	<u>\$ 8,599.40</u>	<u>\$ 2,627.88</u>
OPERATING SURPLUS	<u>\$ 3,051.20</u>	<u>\$ 996.42</u>

THE FOREST RANGE AND LENSWOOD HISTORY GROUP INC

STATEMENT OF FINANCIAL POSITION

AS AT 30 JUNE 2023

	2023	2022
ASSETS		
CURRENT ASSETS		
Cash at Bank - ANZ	\$ 11,073.84	\$ 8,022.64
TOTAL CURRENT ASSETS	<u>\$ 11,073.84</u>	<u>\$ 8,022.64</u>
LIABILITIES		
CURRENT LIABILITIES		
TOTAL CURRENT LIABILITIES	<u>\$ -</u>	<u>\$ -</u>
NET ASSETS	<u>\$ 11,073.84</u>	<u>\$ 8,022.64</u>
MEMBERS' FUNDS		
Retained Earnings Beginning of Financial year	\$ 8,022.64	\$ 7,026.22
Net Surplus Attributable to the Association	\$ 3,051.20	\$ 996.42
TOTAL MEMBERS' FUNDS	<u>\$ 11,073.84</u>	<u>\$ 8,022.64</u>

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INDEPENDENT AUDITOR'S REPORT

THE FOREST RANGE AND LENSWOOD HISTORY GROUP INC

Report on the Financial Report

I have audited the accompanying financial report of The Forest Range and Lenswood History Group Inc. for the year ended 30 June 2023.

The financial report consists of a Statement of Financial Position and a Statement of Financial Performance (Receipts and Payments).

Governing Body's Responsibility for the Financial Report

The members of the governing body are responsible for the preparation and fair presentation of the financial report and for such internal controls as the governing body determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on my audit. I conducted my audit in accordance with relevant requirements for such special purpose reports. Those requirements require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, an auditor considers internal controls relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the governing body, as well as evaluating the overall presentation of the financial report.

I consider that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Auditor's Opinion

In my opinion, the financial report of The Forest Range and Lenswood History Group Inc., presents fairly, in all material respects (or gives a true and fair view of) the financial position of The Forest Range and Lenswood History Group Inc. as at 30 June 2023 and (of) its financial performance and its cash flows for the year then ended.


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Samuel Pontifex CAANZ #46215

Dated this 15th day of September 2023.