

# Megalong Valley Volunteer AGM Bushfire Brigade Meeting Minutes

12<sup>th</sup> June 2019

## MEETING AGENDA

<b>Brigade Name</b>	<b>Megalong Valley Volunteer Bush Fire Brigade</b>		
<b>Meeting Type</b>	<b>AGM</b>	<b>Meeting Date</b>	12/06/2019
<b>Meeting Location</b>	MV Fire Station	<b>Time Commencing</b>	19.30 hrs

<b>No</b>	<b>AGENDA ITEM</b>	<b>RESPONSIBLE PERSON</b>	<b>Completed</b>
1	Welcome and Opening of Meeting	Chair	
2	Apologies (a)Attendees	Secretary	
3	Guest Speaker	District Office Rep (Shane Smith)	
4	Election of Office Bearers and Auditor	(Shane Smith)	
5	Review of Brigade Constitution	Secretary	
6	Minutes from the Previous Meeting	Secretary	
7	Business Arising from the Minutes	Secretary	
8	Correspondence	Secretary	
9	Matters Arising from Correspondence	Secretary	
10	Captain's Report – Activities previous 12 months	Captain	
11	President's Report	President	
12	Treasurer's Report	Treasurer	
13	Field Officer and/or Office Bearer Reports	Training/OHS/Com	
14	Motion(s) on Notice	Secretary	
15	General Business	Attendees	
16	Date of Next Meeting	7/08/2019	
17	Meeting Closed		

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1. **Welcome** – Chair LG opened the meeting at 7.36p and welcomed all present. (**Quorum minimum 5**)
2. **Apologies** – T Berriman, Aaron Davenport, Max Horn, Rob Vinzenz, Fred Taylor, and Frank Vincent
  - 2.(a)**Attendance** – Chair LG, RM, HF, IA, KT, DS, MS, JC, JA, MD and District Office Shane Smith and Steve Parrot
3. **Guest Speaker** – District Office Representative - **Shane Smith** - Message from District Manager also mention was made about the new districts areas. Steve also expressed his appreciation for the brigades efforts and was willing to help in anyway to assist the brigade with training and recruitment.
4. **Election of Office Bearers – Shane Smith** - nominations attached
5. **Review of Brigade Constitution** – Brigade rules no changes.
6. **Previous Meeting Minutes**, full copy is available on MYRFS and summary on Meetings page on the brigade website, No alterations necessary. **Moved By** LG and **Seconded by** JC
7. **Business Arising from Minutes**
  - 7.1 Request for Fire Warning signs to be erected at Dunphy’s camping area submitted to District Office 29/4/18. NPWS advised they were looking at erecting TOBAN signs. Rob Vizenz advised Vanessa from NPWS was handling the matter. Rob advised matter was now finalised.
  - 7.2 **Community Notice Board** – RFSA has rejected grant application advised to seek District Grant Funding. RM to make application.
  - 7.3 **Name/Brigade Tags for RFS members** to be supplied by the RFSA – IA to arrange, mixup with payment should be despatched next couple of weeks.
8. **Correspondence** - District Office Emails.
9. **Matters Arising from Correspondence**

Brigade received a request to be on the lookout for missing person photos and car details supplied and distributed to attendees.
10. **Captain’s Report** – there had been a number of minor callouts through the year.
11. **President’s Report** – Nil
12. **Treasurer’s Report** – Copy attached

*Moved By MD Seconded By MS*
13. **Field Officer and/or Office Bearer Reports** – Nil
14. **Motion(s) on Notice** – Nil

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15. General Business – Nil

16. Date of Next Meeting – Bi-Monthly 7/8/2018

17. Meeting Closed 21.20hrs

## Megalong Valley 2019/20 Nominations

Position	Name	Surname
Captain	Robert	Morse
Senior Deputy Captain	Mark	Phillis
Deputy Captain (1)	Luke	Carlton
Deputy Captain (2)	John	Abel
Deputy Captain (3)	*Nomination pending completing Crew Leader Village Firefighter	

*All Field officers must have Prohibited Person Clearance prior to being nominated for office.*

President	Linda	Greer
Vice President	David	Somerville
Secretary	Helen	Finney
Treasurer	Helen	Finney
Community Engagement Officer	Robert	Morse
Equipment Officer	Kieron	Thompson
First Aid Officer	Linda	Greer
Health & Safety Officer	John	Collins
RFSA Delegate	Ian	Annetts
Station Officer	Helen	Finney
- Assistant Station Officer	Viv	Davis
Training Officer	David	Somerville

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**Treasurers Report 12<sup>th</sup> June 2019**

During this period the brigade has incurred the following income and expenditure for the proceeding two months;

**Expenditure**

Name Badges RFSA	<u>\$188.00</u>
<b>Total Expenditure</b>	<b>\$188.00</b>

**Income**

Bank Interest	\$21.32
Hat Donations	\$211.75
<b>Total Income</b>	<b>\$233.07</b>

<b>Total Net Profit/Loss</b>	<b>\$45.07</b>
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Therefore I seek approval from the meeting to issue cheques for the expenditure shown above. Following is a summary of the brigade's financial position as at the 1st June 2019.

The brigade audit was conducted by Roger Hudson and no irregularities were found a copy of which is attached and has been submitted to District Office. Also District Office requested brigades submit an application for reimbursement of phone line charges which has been submitted for approval.

I Annetts  
Treasurer MVVRFB  
12/6/2019

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<b>MONTHLY STATEMENT OF FINANCIAL POSITION</b>	
	<b>MEGALONG VALLEY RURAL FIRE BRIGADE</b>
	<b>FOR THE MONTHS OF APRIL MAY 2019</b>
<b>ACCUMULATED FUNDS</b>	
BALANCE AT THE BEGINNING OF THE MONTH	37,107.26
PLUS MONTHLY RESULT	45.07
BALANCE AT THE END OF THE MONTH	<b>37,152.33</b>
<b>REPRESENTED BY</b>	
BANK ACCOUNT- GENERAL FUNDS	3,992.85
INVESTMENT ACCOUNTS SOCIAL AND OPERATING	29,550.68
SOCIAL ACCOUNT	3,506.66
BALANCE AS PER CENTRAL PUBLIC FUND ACCOUNT	102.35
<b>TOTAL</b>	<b>37,152.54</b>

Signed as a true account of the Brigade's financial position as at this date:

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Date / / Treasurer

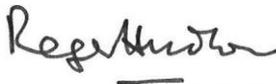
Approved on behalf of the Brigade:

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Date / / President

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MEGALONG VALLEY VOLUNTEER BUSH FIRE BRIGADE		
END OF FINANCIAL YEAR REPORT AGM 2018-19		
<b>For the Period from:</b>	<b>1st April 2018 to 31st</b>	
<b>March 2019</b>		
<b>Last Financial Year</b>	<b>BANK ACCOUNT</b>	<b>Current Financial Year</b>
\$7,929.77	Working Account Bank Balance	\$3,770.06
	Less Unpresented Cheques	
	Add Cash On hand not deposited	
	Operating Account Investment Balance	\$5,050.68
\$0.00	Central Public Fund Balance	\$102.14
\$3,256.73	Social Account Ledger Balance	\$3,684.38
	Less Unpresented Cheques	
	Add Cash On hand not deposited	
\$24,500.00	Social Account Investment Balance	\$24,500.00
\$10,115.00	Brigade's Financial Assets *	\$6,419.47
<b>\$45,801.50</b>	<b>Total of BRIGADE'S FINANCIAL ASSETS</b>	<b>\$43,526.73</b>
<p>* Allowance has been made for depreciation of equipment purchases authorised by District Manager David Jones</p> <p style="text-align: center;"><b>Signed as a true account of the</b></p> <p style="text-align: center;">Brigade's  t 31/3/2018</p> <hr style="width: 30%; margin: auto;"/> <p style="text-align: center;"><b>Ian Annetts Treasurer</b></p>		
Auditor's Comments:		
<p>In my opinion the attached financial report for the 20.../20... financial year is properly drawn up to give a true and fair view of the results of the trading of the Brigade for the year and all accounting records have been kept in accordance with the Constitution and according to acceptable accounting practice, procedures and standards.</p> <p>Signed as at this date: 5th May, 2019.</p> <p style="text-align: center;"></p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">Roger Hudson Auditor</p>		