



VRA Annual General Meeting Agenda

Date: 9 May 2019

Location: Mont Albert Scout Hall, Surrey Drive Box Hill (Melway 47C11).

Time: 7:30pm

Open: 7.42pm

Attendees: Ron Frederick, Grant Jeffrey, Karen Dukes, Richard Homburg, Don Baker, Di Baker, Claire Martin, Ainslie Cummins, Kaye Brooks, Peter Brooks, Andrew Hunter, Merv Trease, Wayne Merry, Greg Robinson, Vic Sedunary, David Heng, Simin Ngan, Neil Phillips, Geoff Hudson, Phil Giddings, Kelly Lane, Andrew Baker

1) Welcome (President)

2) Apologies: Brett Sparkes, Jane Phillips, Rod Phillips, Di Young, Sue Noy

3) Minutes of Last Meeting (May 2018)

Moved: Peter Chen

Seconded: Don Baker

4) Correspondence

None reported.

5) Reports

a) President – Andrew Baker

- See the annual report for summary of committee members, participation and discussion of initiatives.
- Acknowledge those left off the AGM report in error: Wayne Merry, Sue Noy and Peter Chen
- Acknowledge events of last year, especially the MetroGaine at Knox. Event still went ahead with severe weather putting several participants off.
- Acknowledge Grant Jeffrey and Phil Giddings for their tireless work throughout the year organising events and on the day support
- Acknowledge Ron Frederick, Don Baker and Kelly Lane for their continued support in their current roles as Vice President, Treasurer and Secretary.
- Acknowledge Greg Robinson for moving into the Publicity Coordinator role. There were changes to the presentation of the mail chimp which coincided with increased attendance at events.
- Acknowledge Wayne for joining the committee mid-year. Wayne has previously been the BSAR VRA delegate and hands this on to Rodney Polkinghorne whilst Wayne joins the committee proper.
- Acknowledge Andrew Hunter for his continued behind the scenes support. Andrew updates our website when required, deals with event entry problems and team changes as needed.
- Acknowledge Sue Noy for joining the committee mid-year. Sue brings with her a wealth of experience in the education sector and has quickly had an impact on the committee.
- Acknowledge Peter Chen for his continued behind the scenes support with equipment management and maintenance, and ensuring food and equipment handling processes are appropriate.

- Acknowledge Ainslie Cummins for her continued assistance in volunteer hunting at most events throughout the year.
- Acknowledge Geoff Hudson for his organisation of the Suburban Adventure Racing series. In addition, many of the meeting attendees provided ongoing support throughout the series as coaches, entry officials, and general assistance.
- Acknowledge Clare Martin for her ongoing role managing the Partner Finding Service.
- Acknowledge Brett Sparkes. The unsung hero of our BBQs. Many thanks for your ongoing support bringing the sinks, BBQ's and gas cylinders to each event.

Moved: Ron Frederick
 Seconded: Don Baker

b) Treasurer – Don Baker

- Figures show a profit of \$7200 in the 2018 calendar year.
- Revenue increased overall by \$12,000 and cost increased by \$4,000 largely due to one event.
- Figures increased due to the 2017 increase in fees and number of entrants at events.
- VRA were not charged membership fees by Australian Rogaining Association in 2018 but likely to be in near future.
- Have significant money in the bank as we are self-insured. Overall, finances are well placed.

The accounts were audited by a person independent to the committee (Ben Kersten) and confirmed to be correct.

Moved: Kelly Lane
 Seconded: Andrew Baker

c) Competition Manager – Grant Jeffrey & Phil Giddings

Summers are getting longer and potentially causing a greater risk to our events earlier in the year. MetroGaine early in 2019, although in this calendar year was extremely hot event, prompting a staggered start to allow event participants the option of starting at a time that suited them.

The Hepburn Springs event had controlled burns which resulted in a part of the course being out of bounds to varying degrees on both event days.

The Metrogaine in Knox also as previously stated, proved an interesting event, with a one in 10-year weather system hitting on event day. Acknowledgement of the hard work of setters Richard Homburg and Karen Dukes.

We returned to the Strathbogie Ranges for the first time in a quite a while for a classic Victorian Champs event set and organised by Neil Phillips and his team.

All events done extremely well.

Moved: Kelly Lane
 Seconded: Andrew Baker

6) Election of Office Bearers

a) President

Nominations: Andrew Baker

Moved: Merv Trease

Seconded: Ron Frederick

b) Vice President

Nominations: Ron Frederick

Moved: Peter Brookes

Seconded: Don Baker

c) Secretary

Nominations: Kelly Lane

Moved: Ron Frederick

Seconded: Don Baker

d) Non-EventA Treasurer

Nominations: Don Baker

Moved: Ron Frederick

Seconded: Kelly Lane

e) Competition Manager

Nominations: Grant Jeffrey & Phil Giddings

Moved: Kaye Brookes

Seconded: Richard Homburg

f) Committee Members (7)

1) Nominations: Greg Robinson

Moved: Peter Chen

Seconded: Richard Homburg

2) Nominations: Richard Homburg

Moved: Kelly Lane

Seconded: Karen Dukes

3) Nominations: Vic Sedunary

Moved: Don Baker

Seconded: Ron Frederick

4) Nominations: Wayne Merry

Moved: Kelly Lane

Seconded: Peter Brookes

5) Nominations: Sue Noy (Subject to Acceptance)

Moved: Kelly Lane

Seconded: Andrew Baker

6) Nominations: Andrew Hunter

Moved: Kelly Lane

Seconded: Don Baker

7) Nominations: Peter Chen

Moved: Ron Frederick

Seconded: Don Baker

g) Coopted Members (2)

Nominations: Simin Ngan

Moved: Peter Chen

Seconded: Ron Frederick

Nominations: Geoff Hudson

Moved: Kelly Lane

Seconded: Ron Frederick

7) General Business

- Motion submitted by P H Brooks - Propose we do not use any margarine in our cooking. Replace with soft butter. Will investigate and discuss at committee meeting. Need to assess any dietary requirements to changing over to butter.
- Vetting of courses need to be robust and carried out by appropriately skilled and experienced personnel. To discuss at next committing meeting.

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8) Closure of Meeting 8.22pm

9) Presentation by Phil Giddings



Victorian Rogaining Association Inc

PO Box 30
Collins Street West
VIC 8007

Balance Sheet [Last Year Analysis]

December 2018

11/02/2019

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	This Year	Last Year	\$ Difference	% Difference
Assets				
Current Assets				
Cash				
Total Current Assets	\$0	\$0	\$0	NA
Bank Accounts and deposits				
Bank - Westpac Trading A/c	\$12,461	\$9,387	\$3,074	32.8%
Bank Westpac Cash Reserve	\$15,068	\$10,973	\$4,095	37.3%
Westpac Cash Reserve bonus	\$162	\$162	\$0	0.0%
Bank, term deposit #1 240095	\$88,188	\$86,163	\$2,025	2.4%
Bank, term deposit #2 240108	\$30,925	\$30,293	\$632	2.1%
Accrued Revenue	\$955	\$1,416	-\$461	(32.6%)
Non Current Assets				
Equipment - Cost	\$59,465	\$56,398	\$3,067	5.4%
Equipment - Accum Depreciation	-\$36,689	-\$32,547	-\$4,142	(12.7%)
Admin System Software - Cost	\$32,821	\$32,821	\$0	0.0%
Admin System - Accum Deprn	-\$26,406	-\$21,210	-\$5,195	(24.5%)
Total Assets	\$176,950	\$173,856	\$3,095	1.8%
Liabilities				
Current Liabilities				
Sundry Creditors	\$2,150	\$2,150	\$0	0.0%
Accrued Expenses	\$1,380	\$6,801	-\$5,421	(79.7%)
Unredeemed Vouchers	\$6,526	\$5,220	\$1,306	25.0%
Total Liabilities	\$10,056	\$14,171	-\$4,115	(29.0%)
Net Assets	\$166,894	\$159,684	\$7,210	4.5%
Member's Equity				
Member's Funds at Beginning	\$159,684	\$159,240	\$444	0.3%
Current Year Profit	\$7,210	\$444	\$6,766	1,523.8%
Total Member's Equity	\$166,894	\$159,684	\$7,210	4.5%

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

STATEMENT OF EVENTS SURPLUS

Date EVENT Title	0/01/00 CBD	15/03/14 0	18 19 Apr a6x2 Hepburn Apr	23/05/15 a12 Wombat May	20 21 June W6 x 2 Chewton Jun	18/07/13 W6 & 8 You Yang Jul	29/08/13 mc1 Wantirna Aug	19/09/14 s24 Strathbogie Sep	24/10/15 s6 Linton Oct	14 15 Nov s12 Hampton Nov	2018 0 Adventure Series	2018 Training Training	LY Last year adjustment	TOTAL	2017	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
REVENUE																
Event Entry Fees	5,425	-	13,788	12,183	16,106	10,352	5,962	10,576	8,420	9,360	273	620	-	93,065	81,261	
Event Late Fees	150	-	486	198	612	126	90	504	504	558	-	-	-	3,228	2,830	
Event Sales and Hire	-	-	241	-	291	223	12	-	192	195	-	-	-	1,154	1,252	
Cash Receipts (Short) or Over	70	-	50	536	(95)	(358)	-	345	110	(259)	-	-	-	399	(235)	
Refunds	-	-	(334)	(64)	(98)	(224)	(510)	(64)	(128)	(64)	-	-	-	(1,486)	(970)	
Bus Revenue - 24 Hour Events	-	-	-	-	-	-	-	-	-	-	-	-	-	-	225	
Total Event Revenue	5,645	-	14,231	12,853	16,816	10,119	5,554	11,361	9,098	9,790	273	620	-	96,360	84,363	
EXPENSES																
Maps	863	-	582	381	515	1,640	1,093	900	366	570	-	-	(779)	6,131	8,347	
Catering (inc gas)	-	-	1,793	6,606	2,912	905	479	3,361	1,130	1,194	-	46	-	18,424	13,422	
Navlight Expenses	-	-	1,061	929	1,365	782	-	774	643	682	-	-	-	6,236	4,840	
Equipment or hash house hire	-	-	1,629	1,592	988	1,090	300	2,300	1,102	860	-	131	-	9,993	8,848	
Truck/trailer rental	-	-	412	713	544	537	509	822	776	427	-	-	508	5,248	4,742	
Event day travel	-	-	678	469	329	201	176	674	703	371	-	-	449	4,050	3,550	
Setting & vetting	-	-	222	432	954	-	-	-	386	145	-	-	76	2,216	4,629	
Miscellaneous	-	-	121	34	15	91	-	116	23	-	-	-	-	400	798	
Volunteer support Tshirt & Vouche	270	-	1,640	1,072	1,732	1,370	1,056	1,794	1,550	1,221	-	-	-	11,705	10,245	
Bus hire costs 24 hr events	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,210	
Other	185	-	-	-	-	-	-	501	-	30	-	-	129	845	345	
Total Event Expenses	1,318	-	8,138	12,226	9,356	6,616	3,613	11,243	6,930	5,500		177	383	65,499	60,974	
SURPLUS/(DEFICIT)	4,327	-	6,093	627	7,460	3,503	1,941	118	2,168	4,290	273	443	(383)	30,861	23,389	
No. of entries (from Results spread)	423		458	411	656	319	140	333	279	299	39	62		3,419	3,249	
Adult entry fee	\$ 15	\$ 32	\$ 32	\$ 32	\$ 32	\$ 32	\$ 32	\$ 48	\$ 32	\$ 32	\$ 7.00	\$ 10				
Average entry fees per head	\$ 12.83	-	\$ 29.38	\$ 29.49	\$ 24.40	\$ 31.75	\$ 38.94	\$ 31.57	\$ 29.72	\$ 31.09	\$ 7.00	\$ 10.00		\$ 26.79	\$ 24.71	
Map cost per head	\$ 2.04	-	\$ 1.27	\$ 0.93	\$ 0.79	\$ 5.14	\$ 7.81	\$ 2.70	\$ 1.31	\$ 1.91	-	-		\$ 1.79	\$ 2.57	
Catering cost per head	-	-	\$ 3.91	\$ 16.07	\$ 4.44	\$ 2.84	\$ 3.42	\$ 10.09	\$ 4.05	\$ 3.99	-	\$ 0.74		\$ 5.39	\$ 4.13	

Date EVENT Title	12/02/17 CBD	5/03/17 MC1	8, 9 Apr A6 x 2 Twilight 2 Ronnies 8 Apr	13/05/17 A12 13 May	24,25 Jun W6x2 Schools Schools 24 Jun	22/07/17 W8 24 Jul	20/08/17 MC2 20 Aug	7, 8 Oct S24 & 8 7 Oct	9/09/17 s12 9 Sep	11, 12 Nov s6 Adv & 6 Hr 11 Nov	2017 Adventure Series	2017 Training 0	2016 LY Adjustment	TOTAL	2016
No. of entries (from Results spread)	415	255	337	339	632	220	219	283	193	192	104	60		3,249	3,396
Adult entry fee	\$ 10.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	45	\$ 30.00	\$ 30.00	\$ 7.00	\$ 10.00			
Average entry fees per head	\$ 8.58	\$ 26.67	\$ 31.72	\$ 27.49	\$ 24.49	\$ 29.73	\$ 26.53	32.561837	\$ 25.54	\$ 34.64	\$ 7.00	\$ 9.50		\$ 24.71	\$ 23.77
Map cost per head	\$ 1.78	\$ 3.31	\$ 1.65	\$ 1.81	\$ 2.21	\$ 1.25	\$ 1.61	4.8157244	\$ 4.70	\$ 6.77	-	-		\$ 2.57	\$ 1.77
Catering cost per head	-	\$ 3.84	\$ 6.98	\$ 5.30	\$ 4.19	\$ 4.94	\$ 2.29	6.4825088	\$ 6.64	\$ 4.44	-	\$ 1.40		\$ 4.13	\$ 4.12

Victorian Rogaining Association Inc

Profit & Loss [Last Year Analysis]

January 2018 through December 2018

11/02/2019
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	This Year	Last Year	\$ Difference	% Difference
Revenue				
Event Revenues				
Event Entry Fees	\$93,065	\$81,261	\$11,804	14.5%
Event Late Fees	\$3,228	\$2,830	\$398	14.1%
Event Fee Refunds	-\$1,486	-\$970	-\$516	(53.2%)
Event Sales	\$1,499	\$1,252	\$246	19.7%
Bus fare revenue - 24 hr event	\$0	\$225	-\$225	(100.0%)
Cash Receipts Short or Over	\$54	-\$235	\$289	123.0%
Total Event Revenues	\$96,360	\$84,363	\$11,996	14.2%
Interest Income	\$2,738	\$3,253	-\$515	(15.8%)
Grants	\$2,900	\$0	\$2,900	NA
Sales and hire, non-event	\$0	\$245	-\$245	(100.0%)
Expired cheques & Vouchers	\$3,480	\$1,106	\$2,374	214.6%
Total Revenue	\$105,477	\$88,967	\$16,510	18.6%
Cost of Events				
Gross Profit	\$105,477	\$88,967	\$16,510	18.6%
Expenses				
Event Expenses				
Map Expenses	\$6,131	\$8,347	-\$2,215	(26.5%)
Navlight Expenses Event	\$6,236	\$4,840	\$1,396	28.9%
Event Prizes	\$488	\$523	-\$35	(6.6%)
Donations	\$250	\$0	\$250	NA
Catering	\$18,424	\$13,422	\$5,002	37.3%
Publicity Event	\$185	\$22	\$163	739.6%
Hire - Hash House	\$1,988	\$2,065	-\$77	(3.7%)
Hire - Portable Toilets	\$7,924	\$6,583	\$1,341	20.4%
Hire - Truck Incl Fuel	\$5,248	\$4,742	\$506	10.7%
Hire - Water Tanker	\$210	\$0	\$210	NA
Bus hire costs 24 hr events	\$0	\$1,210	-\$1,210	(100.0%)
Miscellaneous Event	\$400	\$798	-\$398	(49.8%)
Secretarial & Admin Event	\$44	\$0	\$44	NA
Volunteer Expense Event	\$6,410	\$4,994	\$1,416	28.3%
Volunteer T-Shirts	\$5,296	\$5,251	\$45	0.9%
Travel Event Day	\$4,050	\$3,550	\$500	14.1%
Travel Setting & Vetting	\$2,216	\$4,629	-\$2,413	(52.1%)
Total Event Expenses	\$65,499	\$60,974	\$4,525	7.4%
Trailer Expenses	\$295	\$396	-\$101	(25.5%)
Volunteer Expenses Non Event	\$157	\$115	\$42	36.0%
Purchases for Resale	\$401	\$41	\$360	874.3%
Food Registration	\$356	\$404	-\$48	(11.8%)
Repair & Maintenance Non Event	\$937	\$619	\$317	51.2%
Rent - Equipment Store	\$4,082	\$3,888	\$194	5.0%
Navlight Expenses Non Event	\$852	\$52	\$800	1,538.7%
Utensils & Replacements	\$332	\$478	-\$146	(30.5%)
Insurance	\$6,354	\$5,759	\$595	10.3%
First Aid	\$523	\$731	-\$208	(28.4%)
Committee, Sec & Misc Expenses	\$3,820	\$1,905	\$1,915	100.6%
Publicity Non Event	\$1,274	\$1,242	\$32	2.6%
Bank Charges	\$1,172	\$994	\$178	17.9%
Affiliation Fees & Subs	\$191	\$372	-\$180	(48.5%)
Software Maintenance	\$1,870	\$816	\$1,054	129.1%
Depreciation	\$10,126	\$9,737	\$389	4.0%
Loss on Disposal Fixed Assets	\$26	\$0	\$26	NA
Total Expenses	\$98,267	\$88,523	\$9,744	11.0%
Net Profit / (Loss)	\$7,210	\$444	\$6,766	1,523.8%