

## **MINUTES OF THE 2024 AGM**

**MiVAC – ABN: 85161331497**

### **VENUE AND TIME**

- a. VENUE: Held at 18 Carwoola Cres, Mooloolaba, Qld, and  
Via electronic media (Zoom)
- b. Date: Saturday 5 October 2024
- c. Meeting Opening Time: 5:18 pm (AEDT)

### **1. WELCOME:**

The Chairman, Brian Boon, welcomed attendees and gave a short opening address in which he briefly related the current status of water supply works in Timor-Leste.

### **2. ATTENDANCE/APOLOGIES:**

Notice for the AGM was emailed to all current members on 8<sup>th</sup> September 2024.

#### **Attendees:**

**In person:** Brian Boon (Chairman),

**Via Zoom:** Lyn Clark (Secretary), Lee Uebergang (Membership Coordinator) and  
Morrie Evans (Treasurer)

**Via mobile phone:** Nil

#### **Proxies received:**

Malcolm Cowan in favour of Lee Uebergang

Brett Clark in favour of Lyn Clark

#### **Apologies received:**

Malcolm Cowan, Derek Smith

There being four members present in person and by electronic means, and with two proxies, the Chairman declared that a quorum was present. (Our Constitution requires a minimum of four.)

Moved: Lyn Clark    Seconded: Morrie Evans    CARRIED

### **3. MINUTES OF PREVIOUS MEETING (of 18 Nov 2023):**

The Chairman noted the Minutes of the 2023 AGM. There was no discussion.

Moved: Brian Boon moved they be accepted    Seconded: Lee Uebergang  
CARRIED

Brian Boon offered and was accepted to record the Minutes for this AGM.

4. **CONFLICTS OF INTEREST:** Nil declared by all attendees.

5. **CHAIRMAN'S REPORT:**

Brian delivered his report – see attached.

Regarding our proposed project in Balibo, Brian added that BHT were getting close to providing all the costings of materials, with Brian recently providing additional guidance. However, no materials have yet been ordered or purchased.

The BHT Chairman has advised last week that he will seek additional funds from BHT if the actual material costs are higher than estimated.

Although we were hoping to commence the work at Leohitu in July, then October this year, the proposed date has been extended to around April 2025 after their wet season – the delay being due to the delays in getting costings in T-L.

Moved: Brian Boon moved his report be accepted      Seconded: Lyn Clark      CARRIED

Brian also advised that a large number of taps, valves and other plumbing parts had been donated through Chris Woolly in WA, and were now at Brian's house.

Moved: Lee Uebergang moved a Motion of Thanks to Chris for his efforts in getting the plumbing materials donated.      Seconded: Morrie Evans      CARRIED

6. **SECRETARY'S REPORT:**

Lyn delivered her Report – see attached.

Moved: Lyn Clark moved it be accepted      Seconded: Brian Boon      CARRIED

7. **TREASURER'S REPORT:**

The Chairman publicly welcomed Morrie Evans as our new Treasurer.

Morrie has provided his Reports for the 2024 FY – see attached.

Overall, our position has shown a surplus of \$1,000.63 for the FY, due mainly to the interest received on our Term Deposit.

MiVAC's total current assets as at 30 Jun 24 are listed as:

Westpac account	\$16,468.31
Westpac Term deposit	30,000.00
Held by GDG (J1014N)	<u>4,642.42</u>
<b>TOTAL:</b>	<b>\$51,110.73</b>

The Chairman thanked Morrie for his detailed report.

Moved: Morrie Evans moved his report be accepted  
CARRIED

Seconded: Lyn Clark

**8. PROJECT OFFICER'S REPORT:**

Brian advised that the Project Officer's Report was also covered in the Chairman's Report, which has already been carried.

Moved: Brian Boon moved his Chairman's report be accepted also as the Project Officer's Report Seconded: Lee Uebergang CARRIED

**9. MEMBERSHIP COORDINATOR'S REPORT:**

Lee provided his report, which is attached. It shows a small decline to 71 from 80 last year.

Moved: Lee Uebergang moved his report be accepted Seconded: Lyn Clark CARRIED

**10. VOLUNTEER COORDINATOR'S REPORT:**

There were no significant items to report.

Moved: Brian Boon moved that this be noted. Seconded: Lyn Clark CARRIED

**11. RENUMERATION OF DIRECTORS DECLARATION:**

The Treasurer advised that no Board or Committee members were paid any remuneration, apart from reimbursements of costs or a contribution towards living costs while working on projects overseas.

Moved: Morrie Evans moved this be recorded Seconded: Lyn Clark CARRIED

**12. GRIEVANCE PROCEDURE:**

The Queensland Office of Fair Trading has advised that:

"incorporated association will need to follow the grievance procedure in the model rules or adopt another procedure that complies with section 47A of the Associations Incorporation Act 1981 into its constitution".

The Membership Coordinator has forwarded you a copy of the OFT Model Rules. Rather than preparing our own rules, I propose that we accept the OFT Model Rules.

Moved: Brian Boon we accept and utilize the OFT Model Rules Seconded: Lyn Clark CARRIED

**13. AUDIT:**

Our Constitution states:

## **ARTICLE 23 AUDIT**

A properly qualified Auditor or Auditors shall be appointed and his or their duties regulated in accordance with the Corporations Law.

Now that we are keeping a detailed cash book, and with such a small turn over, I do not believe that we need our books to be formally audited.

I therefore propose that our statements of account for the financial year ending 30<sup>th</sup> of June 2024 **not** be audited.

Moved: Brian Boon Seconded: Lyn Clark CARRIED

### **14. ELECTION OF RETURNING OFFICER:**

As there was likely to be only one nomination for each of the Board and the Committee positions, the Chairman moved that a Returning Officer was not required.

Moved: Brian Boon Seconded: Lee Uebergang CARRIED

### **15. ELECTION OF DIRECTORS:**

All current Board members resigned.

The Chairman thank them for their assistance and input through the year.

Nominations from the floor:

- Chairman: Brian Boon – nominated by Lyn Clark; seconded by Lee Uebergang
- Secretary: Lyn Clark– nominated by Lee Uebergang; seconded by Brian Boon
- Treasurer: Morrie Evans– nominated by Brian Boon; seconded by Lee Uebergang
- Directors: Lee Uebergang– nominated by Morrie Evans; seconded by Lyn Clark

All nominees accepted their nominations.

Rob Woolley was re-elected to remain on the committee to help assist as required.

There being no further nominations, the Chairman, Secretary, Treasurer and one Director were confirmed, and was so moved by Brian Boon

Moved: Brian Boon Seconded: Morrie Evans CARRIED

16. **CLOSURE OF AGM:**

There being no prior Notice of Any Other Business, the Chairman closed the meeting at 5:54pm.

A handwritten signature in black ink, appearing to read 'BMB', followed by a long horizontal flourish line.

Brian Boon  
Chairman and Minute Taker