

SHOROC ANNUAL GENERAL MEETING

4.30pm on 2 November, 2012

SHOROC, Unit 33/42-46 Wattle Road, Brookvale



DRAFT MINUTES

Board Members Present

Cr Jean Hay	Mayor of Manly, SHOROC President
Cr Michael Regan	Mayor of Warringah, SHOROC Vice President
Cr Peter Abelson	Mayor of Mosman
Cr Jacqueline Townsend	Mayor of Pittwater
Rik Hart	General Manager Warringah Council, SHOROC Treasurer
Mark Ferguson	General Manager Pittwater Council
Viv May	General Manager Mosman Council
Henry Wong	General Manager Manly Council

In attendance

Ben Taylor	Executive Director SHOROC
Margaret Oates	Office and Communications Manager SHOROC
Gary Bigg	Business Manager SHOROC

Item 1 Welcome and Apologies

Cr Jean Hay, Mayor of Manly and SHOROC President chaired the meeting and welcomed all present including the two new Board members. There were no apologies received.

Cr Hay opened the meeting outlining that she has enjoyed the past 12 months as President of SHOROC. Cr Hay noted that all councils had worked very well together during a busy year (including council elections) and that a lot has been achieved particularly in the area of advocacy for transport infrastructure and hospitals and in achieving savings for councils.

Cr Hay thanked Cr Anne Connon and Cr Harvey Rose for the part they played in the previous four years at SHOROC and thanked Ben Taylor, Gary Bigg, Andrea Tattam, Lisa Stevens and Margaret Oates for the great support provided to the Board. Cr Hay commented that she has been a part of SHOROC for nine years and that the current Executive Director Ben Taylor has been outstanding and has done a fantastic job moving SHOROC to a higher level.

Cr Hay also thanked the General Managers for steering SHOROC through GMAC and concluded by thanking the all the Board members for their commitment to achieving results for the region and councils.

Item 2 Minutes of previous meeting

The Board resolved:

- To adopt the Minutes of the Annual General Meeting held 16 November 2011.

Moved Viv May / Seconded Mark Ferguson

Carried unanimously

Item 3 Election of Office Bearers

Item 3.1 Election of President

Mr Ben Taylor acted as returning officer and declared all positions vacant.

Nominations were called for the position of President. Cr Jean Hay nominated Cr Michael Regan of Warringah as President. Nomination seconded by Cr Jacqueline Townsend. There were no other nominations and Cr Michael Regan accepted the nomination.

The returning officer duly announced Cr Michael Regan Mayor of Warringah as SHOROC President for the ensuing term.

Cr Regan thanked the Board, indicating that he looked forward to the year ahead. Cr Regan thanked Cr Hay for all her work as President and noted the SHOROC team has been excellent.

Item 3.2 Election of Vice-President

Mr Ben Taylor acted as returning officer.

Nominations were called for the position of Vice-President. Cr Michael Regan nominated Cr Peter Abelson Mayor of Mosman as Vice-President. Nomination seconded by Cr Jean Hay. There were no other nominations and Cr Peter Abelson accepted the nomination.

The returning officer duly announced Cr Peter Abelson Mayor of Mosman as SHOROC Vice-President for the ensuing term.

Cr Abelson thanked the Board, indicating that he looked forward to the role.

Item 3.3 Election of Treasurer

Mr Ben Taylor acted as returning officer.

Nominations were called for the position of Treasurer. Viv May nominated Mr Rik Hart, General Manager Warringah Council, as Treasurer. Nomination seconded by Mark Ferguson. There were no other nominations and Rik Hart accepted the nomination.

The returning officer duly announced Rik Hart, General Manager Warringah as SHOROC Treasurer for the ensuing term.

Mr Hart thanked the Board, indicating that he looked forward to the role.

Item 4 SHOROC 2011/12 Annual Report

The draft Annual Report on the activities of SHOROC for the year ending 30 June 2012 is attached (**Tab B**). Its content was approved by GMAC on 10 October 2012.

The Board resolved:

- To receive and adopt the Annual Report on the activities of SHOROC for the year ending 30 June 2012.
- To approve circulation of the Annual Report by the Executive Director to all SHOROC Councillors, senior council staff and those involved in SHOROC projects and working groups in 2011-12.

*Moved Henry Wong / Seconded Cr Michael Regan
Carried unanimously*

Item 5 SHOROC Financial Report

An independent audit is required of SHOROC's financial reports under the *Associations Incorporation Act 2009*. The audited financial report from the independent auditor Jacques Stanmore is attached (**Tab C**). The auditors advised it found no issues with SHOROC's financial processes, records or reporting and the report confirms an operating profit of \$6,596 for 2011-12 which will be carried forward in SHOROC reserves as retained earnings.

As a non-profit organisation, the SHOROC Incorporated is required to self-assess its income tax status as income tax exempt or taxable. SHOROC's Executive Director has self-assessed SHOROC Incorporated's income tax status against criteria provided by the ATO and considers it meets the criteria to be classified as income tax exempt. It is a requirement of the Australian Taxation Office that the self-assessment review is approved by the Board. The self-assessment worksheet is attached (**Tab D**).

The Board resolved:

1. To receive and adopt the audited financial reports for the period ending 30 June 2012.
2. To authorise Rik Hart and Viv May to sign the certificate for the annual statement (form 12) to be forwarded to the Fair Trading Office together with financial report and the appropriate fee.
3. To approve the self-assessment of income tax status and authorise the President and Treasurer to sign the *Income tax status review worksheet for self-assessing non-profit organisations*.

*Moved Cr Michael Regan / Seconded Henry Wong
Carried unanimously*

ATTACHMENTS

- Tab A** **Form of appointment of proxy**
- Tab B** **Draft 2011/12 Annual Report (separate PDF attachment)**
- Tab C** **Audited financial report (separate PDF attachment)**
- Tab D** **Income tax status review worksheet for self-assessing non-profit organisations (separate PDF attachment)**

(Rule 40)

**SHORE REGIONAL ORGANISATION OF COUNCILS INCORPORATED
(SHOROC)**

FORM OF APPOINTMENT OF PROXY

I,.....of

(full name)

(address)

being a delegate of Shore Regional Organisation of Councils Incorporated hereby appoint

.....of

(full name of proxy)

(address)

also being a delegate of Shore Regional Organisation of Councils Incorporated, as my proxy to vote for me on my behalf at the general meeting of Shore Regional Organisation of Councils Incorporated (annual general meeting or special general meeting, as the case may be) to be held on theday of..... and at any adjournment of that meeting.

* My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

* to be inserted if desired.

.....

Signature of delegate appointing proxy

Date.....