



## **ANNUAL GENERAL MEETING AGENDA**

**9 August 2025                      9am                      Camp Kitchen**

**Chairperson:**

**Chairperson Signature:**

**Minute Taker:** Anna Du Chesne

**Commenced:**

**Acknowledgement of Country**

**Housekeeping:** Reminder regarding meeting etiquette (Rule 50 Standing Orders at GMs)

**Voting:** Inactive members are not permitted to vote at a GM either in person or via a proxy (Rule 42 Voting).

**Attendance:**

Directors:

Members:

Visitors:

Apologies:

Proxies

**Tabled Document:** Rule 34 Election of Directors

**PROPOSAL:** To accept AGM minutes 10 August 2024 (signed by Chairperson)

Proposer:

Seconder:

### **ELECTION OF DIRECTORS**

**Retiring Directors:** Julica Jungehuelsing, Anna Du Chesne, Denise Cobourn, Lee Albert, Mark Doonan, Jac Larsen, Kevin Harper.

Anna Du Chesne, Elizabeth Locke, Russell Childs and Wayne Skinner submitted nominations for director positions by 9am Saturday 26 July 2025.

**Call for nominations to fill remaining vacancies**

**Nominations** - more than three nominations will require a ballot – Rule 34 g

**Nominations:**

**PROPOSAL:** To allow a single resolution approving the above nominees as elected Directors.

**RATIONALE:** Required by CNL 173 (4)

Proposer:

Seconder:

**NOTE:** Individual approval is required if there is a single vote against approving the nominees as a group.

**PROPOSAL:** To approve as elected Directors for 2025 - 2026.  
Proposer: Second:

#### **ELECTION OF OFFICE HOLDERS**

Treasurer:

Secretary: elected by the Board (Rule 35)

#### **APPOINTMENT OF COMMITTEES**

Finance Committee

Policy Committee

Membership Committee

Social Committee

G ECO Committee

Maintenance & Machinery Committee

#### **SAFETY ROLES – council requirement**

Fire Warden

Flood Warden

#### **OTHER ROLES**

Newsletter Coordinators

Website Administrator

Working Bee Coordinators

Camp Kitchen Team

Last Resort Team

**PROPOSAL:** To approve officer holders, committees, warden/s, and other roles.

Proposer: Second:

#### **GENERAL MEETING AGENDA**

**Tabled Documents:** General Meeting Minutes (x3), Annual Financial Statement 2024-2025, Chart of Accounts + Explanatory Notes, Maintenance Team Guidelines & Claim Form, General Work Guidelines and Claim Form

#### **ORDINARY BUSINESS**

##### **Treasurer's Report and Work Claims**

**PROPOSAL:** To accept the Treasurer's Report and Work Claims.

Proposer: John Tennock Second:

**Overdue accounts:** Board sent two letters – Notice of possible membership cancellation and notice of possible referral to a debt collection agency.

#### **ATO Non-lodgment Advice 2024-25**

## **External Accounts Reviewer**

**ATO Business Portal:** update authorised contacts and associates

**Ordinary Resolution One:** To accept the Annual Financial Statement 2024 – 25 and the Chart of Accounts prepared by the Treasurer.

Proposer: John Tennock

Second: Denise Cobourn

**RATIONALE:** The Chart of Accounts and associated explanatory notes, validated by the ATO, forms the basis for our Annual Financial Statement. The Annual Financial Statement enables directors to assess our tax liability (if any) each financial year. The Statements are prepared to satisfy the reporting requirements of the Cooperatives National Law, the ATO and for the benefit of members. The Board is of the opinion there are reasonable grounds to determine that Goolawah Co-operative will remain solvent and be able to pay its debts when and as they become due and payable.

**Board Meeting Minutes** - posted on the website. Questions or comments?

## **BUSINESS ARISING**

**Ordinary Resolution Two:** To adopt the General Work Claim Guidelines and Claim Form July 2025.

Proposer: Denise Cobourn

Second: Julica Jungehueling

**Rationale:** The February 2025 Approved Work List and Claim Form has been renamed General Work Claim Guidelines. The process and rates are unchanged.

**Ordinary Resolution Three:** To adopt the Maintenance Team Guidelines and Claim Form July 2025.

Proposer: Denise Cobourn

Second: Craig Singleman

**Rationale:** The Maintenance Team Guidelines and Claim Form is to be used by members who join the Maintenance Team. The hourly rates, and the process whereby the Co-ordinator organises the tasks and approves the claims is unchanged. Claims may be submitted for payment at any time between General Meetings with approval from the Co-ordinator.

**Ordinary Resolution Four:** To adopt the revised Membership Policy July 2025.

Proposer: Elizabeth Locke

Second: Anna Du Chesne

**RATIONALE:** Updates include: more detail under Selling Sites, minimum of 7 committee members, introduction of an Expression of Interest, PM Questionnaire not part of application i.e. stand-alone document, a 24-month time frame to complete the application process, requirement to attend 2 working bees, process for maintaining membership eligibility. EOI, Questionnaire, application and other documents are in the process of being developed and updated.

**Guest/s of Members:** three letters sent by the board requesting compliance with the Guest Policy – two members have not complied. What next?

**Dams and tanks/pipes:** identify those that are a community responsibility.

**North Gate sign replacement:**

**How to Live with Kangaroo signs:**

**REPORTS** (portfolio director / committee member)

Secretary's Report: Insurance update

Membership Report:

Finance Report:

GECO/Landcare Report:

Road Maintenance Report:

Machinery Report:

Fire and Flood Report:

Social Committee Report:

**PROJECT UPDATES**

Nevertire Road (Wayne): Prepayment of Infrastructure Share Subscriptions

Last Resort (Alicia):

Playground (Marty):

Red Hill Planting (Lee):

Camp Kitchen Art Screen (Kevin):

Solar Camp Kitchen (Dan):

**GENERAL BUSINESS**

Website review:

Fencing on the Co-op:

**Next Working Bees:** First Saturday of the month - 6 September and 4 October at 9am

**Next General Meeting:** Saturday 11 October 9am

**Meeting closed:**