



**CSMF Annual General Meeting  
Minutes  
11 September 2013  
Riley Room Pilgrim House**

The AGM for CSMF was held at the September general meeting.

**Attendees**

Taina Catling, Rae Harrison-Brown, Stephen Gardner, Niki Skiadopoulos, Katerina Zafiris, Meredith Pettett, Roxanne Hunter, Shan Williams, Jill Murphy, Maureen Miller, Jason Epps, Tim Reddan, Nathan J Lester, Neil Norman, Penny Stevenson, Shannon Parker, Casey Bruning, Satish Rajah, Bev Jende, Jane Miles, Patricia Donoghue, Susan Allen, Kerry Byers, John Smith, Peter Clancy, Karen Baldwin

**Apologies**

Anna Finnegan, Jess Reynolds, Jennifer Bodel, Carolyn Trute, Ros Daw, Greg Seberry, John Schofield, Vickie Gouvoussis, Liz Dawes, Glenn Woodward.

**Confirmation of Previous Minutes**

Minutes of the previous AGM in 26 September 2012 was confirmed.

Representatives were present from the following Agencies: Defence, Balanced Ergonomics, ACC, FaHClA, DSEWPaC, ACMA, DIAC, Austrade, AOFM, AHL, The Safety Guru, AEC, ARPC, DisabilityCare Australia, Comcare, Dept of Infrastructure and Transport, BOM, SRC Solutions.

**Chairperson's Report**

The Chairman Peter Clancy provided a report. He said:

I am proud to report, on behalf of our committee, that we members of the CSMF can look to the future with confidence.

I would first like to thank the members of the CSMF Committee for their time and effort that they donate willingly. Thank you Karen Baldwin, John Smith, John Schofield, Greg Seberry, Vickie Gouvoussis, Kerry Byers and Susan Allen .

CSMF has had a successful year with a fantastic and well received 2012 Annual Conference and well attended meetings throughout the year. The sharing of information and ideas among our members continues as a daily occurrence.

That conference and the 2013 meetings have again provided interesting speakers and topics, as well as providing valuable information and ideas for all of us.

The Committee is planning for the upcoming 2013 Conference on Friday 22 November to be both interesting and useful for members. It will of course have the massages to soothe us all towards the end of a long year.

Through the Committee's planning and your support CSMF remains viable into the future with a healthy year balance sheet (which John Smith our treasurer will report on shortly).

We have also completed an upgrade of our website to a WordPress system which means we can edit and update it ourselves. This will also provide the opportunity to have a members only portal. In order to facilitate this we have recently engaged a consultant to build us a web-based membership database which will improve the accuracy of our membership records and facilitate our interaction with members.

A very special thank you to all our sponsors, especially our Platinum Sponsor, *Balanced Ergonomics* represented by Stephen Gardiner. We also sincerely thank the sponsors of the 2012 Annual Conference who help make the CSMF Conferences the best value in town. In this regard I mention *Norton Rose Fulbright*, *SRC Solutions*, *Medibank Health Solutions*, *The Rehabilitation Specialists*, *Techniworks Action Learning*, *Parasol EMT*, and *Greg Seberry & Associates*. Thanks to them.

We now have around 130 paid up members from both the private and public sectors, which is an increase of over 20% from last year, and we thank you for your support and ideas.

A number of the Executive are retiring at this AGM. Karen Baldwin, our Secretary, is going to be especially hard to replace as she has set a formidable benchmark in providing service to our members. Vicki Gouvoussis, our sponsorship officer, is also retiring. I thank them both for their outstanding contribution to the Forum over many years, and I hope they can continue their support of our organisation.

Finally, this will be my last meeting as Chairman although I will stay on the Committee to assist where I can.

### **Treasurer's Report**

The Treasurer, John Smith, provided a written and a verbal report reading from the Profit and Loss Statement and the Balance Sheet.

#### **Attached:**

1. Balance Sheet for period 1 July 2012 to 30 June 2013
2. Balance Sheet for 30 June 2013 compared to previous year
3. Profit & Loss for period 1 July 2012 to 30 June 2013
4. Profit & Loss for 30 June 2013 compared to previous year

## **Notes on accounts:**

### **Cash at Bank**

Cash at Bank per Bank Statement: \$36,195.24

Cash at Bank per Balance Sheet: \$36,195.24

Note that the Balance Sheet shows a total equity of \$38,969.44

### **Income & Expenditure**

During the year most of the \$26,960 income was received from sponsorships (\$16,500), followed by memberships (\$6,800) and then conference registrations (\$6,100), with the remainder from sales of Out There! publication. Sponsorships and memberships were significantly up in 2012-2013 compared to the previous year, while sales of publications were down significantly.

The expenditure of \$17,015 went mainly on the Annual Conference (\$10,466), web-site expenses (\$1,839), and venue hire for meetings (\$1,269). A new item of expenditure (\$1,213) involved the rent of a physical office address at Regus which is required for our business registration. Other expenses to show an increase were travel costs related to the Chairman (based in Sydney), and credit card fees due to increases in transactions.

The CSMF finances are in good shape with an increasing account balance and an almost 50% increase in income and a 34% increase in equity over the previous year. As the organisation has become more professional, with its own computer and projector, professional software, proper accounting processes, and a responsive web-site, its expenditure has increased only by 20% leaving a net income over expenditure of \$9,945 (152% increase over the previous year).

It is noted that the strategy of seeking formal sponsorships, put in place for the 2012-13 financial year, has brought significant benefits, and we are in the process of renewing those agreements.

A new expenditure for the 2013-2014 year is the development of a web-based membership database which will provide greater stability of the database and facilitate membership renewals which, through manual processes, have stayed buoyant for the year under review.

### **Election of Office Bearers**

Executive positions were vacated and new members elected following calls for nominations pre the meeting. There were sufficient representatives to fill all roles.

*The new Executive is now:*

Chair	Meredith Pettett
Treasurer	John Smith
Secretary	Jess Reynolds
Office Bearers	Greg Seberry Nathan Lester

Sue Allen  
Peter Clancy  
Kerry Byers

Congratulations to the new Executive and all the best for a successful 2014. John Schofield was also co-opted to the Committee.

The next AGM will be September 2014

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