



**CSMF Annual General Meeting
Minutes
Tuesday 29 September 2015
Australian Institute of Sport, Bruce ACT**

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

Confirmation of Previous Minutes

Acceptance of minutes of the previous AGM on 3 September 2014 was moved and seconded.

The 2014 AGM minutes were confirmed.

Chairperson's Report

The Chair, provided a verbal report.

Activities over the past year include:

- 4 CSMF meetings hosted by SWA, Air Services Australia, the ABS and AusTrade
- Informative presentations (Mental Health First Aid, Changes to the SRC Act and operational impacts, Sit / stand work stands, Federal Agency WHSMS Audit program)
- Successful H&S Conference November 2014
- Networking opportunities
- Assistance from colleagues through the email sharing system

Behind the scenes- improved governance processes

- Document register
- Document version control
- A bank change with lower account charges
- Clarity through development of specific governance documents
- Tax requirements nailed down now (see treasurers report)
- Additional Executive meetings to discuss ways to streamline and improve systems of the CSMF to best support members and to plan for the November Conference

Reminder to note the Conference date - 20th of November at the Federal Golf Club.

The CSMF fills a niche for health and safety and rehab and comp professionals working in or with government, providing opportunities for networking and for sharing learnings and experiences.

Agencies host the quarterly forums, and have the opportunity to showcase their initiatives, to share their WHS journeys which assist other agencies regarding what worked and what didn't or isn't working. Agency support provides access to video and telephone conferencing capability, allowing remote members to participate and contribute to the forum so that we can all benefit from our collective knowledge and experience.

These meetings also provide for opportunities to receive information on relevant, topical issues from guest speakers; including SWA and Comcare. It also enables you to query speakers about initiatives to gain a better understanding of how they may impact your agency or to discuss initiatives with presenters that you feel may benefit your agency.

The e-mail sharing system enables members to reach out to fellow practitioners and receive feedback to inform policies and procedures and realise alignment with other agencies. There are not too many forums that can boast this level of mutual support and networking in our field.

Sponsors acknowledged. Platinum sponsor is Wellnomics Australia, Gold sponsors: Techniworks Action Learning and Norton Rose Fulbright and Conference sponsors: SRC Solutions, Parasol EMT, Greg Seberry & Associates, White Pillar and Online Compliance Systems. Sponsorship keeps membership and Conference prices low.

Support of the Executive team acknowledged, John Smith (treasurer), Yvette Mueller (secretary) and Greg Seberry, Susan Kodila-Jones, Sandra Fisher and John Schofield as executive members.

Members were encouraged to get involved in the CSMF and consider nominating to for the Executive to support CSMF continuity. Members were also encouraged to host a meeting in 2016.

Treasurer's Report

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

Cash at Bank

Cash at Bank per Bank Statement: \$40,103.19

Cash at Bank per Balance Sheet: \$40,103.19

Undeposited funds of \$185 relates to a credit card payment received but not yet processed by the bank as at the end of the financial year.

The Balance Sheet shows a total equity of \$43,062.39

Income & Expenditure

Income for 2014-15: \$29,200

Comprised of sponsorships (\$13,750), memberships (\$11,450) and conference registrations (\$4,000).

Memberships were 5% lower in 2014-2015 compared to the previous year, however sponsorships have increased by 12.20%.

Expenditure for 2014-15: \$28,393.01

Comprised of annual conference costs (\$14,657.74), professional fees (\$8,050), rent of a physical office address (\$1,537.62), web-site expenses (\$958.38), and insurances (\$1,756.77).

Professional fees have increased by 459% reflecting the requirement to use a tax accountant to assist in preparation of tax returns for the previous nine years.

A decision was made prior to the end of the financial year, in accordance with recommendations contained in the 2013-2014 Audit Report, to improve accountability around banking and payment of accounts. These have now been put into effect, and new bank accounts opened at the Bendigo Bank which provide for two to sign before payments are processed, thus ensuring the highest level of probity in this regard.

An issue which arose during the 2013-2014 year was a request of the Australian Taxation Office for tax returns dating back to 2006. The CSMF sought advice from Mercury Financial Group (formerly Parkhill Accounting) and, after an unsuccessful application for registration as a charity with the Australian Charities and Not-for-profits Commission, it was determined that we were liable to pay tax. The tax situation has been resolved. The tax return for the 2014-2015 year showed a loss, which has been carried forward to 2015-2016, and a nil tax bill for the current year.

The CSMF accounts have been audited by Mercury Financial Group and the audit results were circulated to the members prior to the AGM. The audit result was positive.

The full Treasurer's report and copies of the audit report were circulated with the AGM agenda however are also available upon request from the Secretary (secretary@csmf.net.au).

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 most roles.

Congratulations to the new Executive and all the best for a successful 2016.

General Business

There were no general business issues raised.

Next AGM

The next AGM will be September 2016