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**ACT Rescue and Foster Inc Annual General Meeting**

Monday 25 November 2019 7.30pm

Tradies Club, Dickson

Minutes

* The President, Wendy Parsons, opened the Annual General Meeting and welcomed attendees.
* The AGM was attended by:

Tess Kent Helen Shannon

Wendy Parsons Dianne Heriot

Karen Swan Yana del Valle

Kathleen Rampant Di Johnstone

Susan Black Amy Smith

Trish Holden William Marshall

Emma Benedetti Wal Brewer

Kay Brewer Sue Robinson

David Robinson

* Apologies

Apologies received from Adel Morton.

* Previous Minutes

Tess Kent noted an error in the recording of her name. Jess was recorded.

Acceptance of the minutes:

Moved - Tess Kent

Seconded - Di Johnstone

* Reports
  + - President (Wendy Parsons)
* President noted:
  + This has been yet another very successful year for ARF.
  + Paid tribute to the work of ARF’s foster carers and pound assessment teams.
  + Assessment teams and foster carers have maintained ARF’s high standards in their work and h.
  + Expressed gratitude for the work of the retiring Treasurer Dianne Heriot.
  + Noted a huge debt of gratitude to our hundreds of members and supporters who donate so generously, particularly our vets.
    - Treasurer (Dianne Heriot)
* Treasurer noted:

Financial Report for the year ending 30 June 2019

* + The 2019 financial statements were prepared and audited by ViiSUM Chartered Accountants. This was done to ensure full compliance with our regulatory obligations for account preparation and audit.
  + ACT Rescue and Foster received an unqualified audit result.
  + There were no changes to the principal activities of ARF during the year, those being the rescue and foster of animals (specifically dogs).

Income

* + ARF’s total income for the year ending 30 June 2019 was $108,060 (compared to $105,712 for the previous financial year).
  + The main components of ARF’s revenue were:
    - product sales—$14,088 (down from last year’s figure of $17,307)
    - fundraising—$6,535 (down from last year’s figure of $14,377)
    - donations—$47,023 (a significant increase on last year’s figure of $24,643, and a slight increase over the 2017 result of $41,556). Donations are our most volatile income source.
    - dog adoption fees—$34,058 (a decrease from the 2018 outcome of $41,636)

Expenses

* + Expenses for the year were $98,164 compared to $89,595 in the previous financial year.
  + The major category of expenditure was veterinary services ($60,363 compared to $54,960 in the previous financial year). This is always ARF’s largest expense category and is demand driven. In the reporting period, ARF had a number of dogs in care with complex and costly health needs.

Accounting and insurance costs amounted to $7765.

* + Amortisation expenses ($3,430) related to expenditure on the new ARF website.
  + The Training General Ledger (GL) code ($1,798) is for training costs for foster carers; dog training and temperament assessment costs are included under the GL code for dog management ($12,406), which also includes equipment and boarding costs.

Balance sheet

* + The operating profit for the year ended 30 June 2019 was $9,896 compared to $16,118 in the previous financial year.
  + ARF closed the financial year with cash assets of $387,722 compared to $384,935 in the previous financial year. This is an excellent outcome considering that, due to increased vet and other costs and lower revenue from adoptions and fundraising, ARF had been running at an operational loss for the majority of the financial year. The operating surplus was the result of higher than anticipated levels of donations, including a grant secured late in the financial year.
  + The figure for current tax assets ($1,568) relates to GST collected on behalf of the ATO via product sales, adoption fees etc. This is acquitted via the quarterly BAS process (offset against GST paid) and is no longer on our books.
  + In regard to non-current assets identified in the balance sheet, ‘Intangible assets’ comprises the non-amortised value of the new website. Under accounting rules, this is considered an asset, the value of which will be depreciated over successive financial years.
  + While the value of both current tax assets and intangible assets are included in the final figure for Total Members Funds in the balance sheet, cash assets is the operative figure.
  + The Treasurer also noted that this was her final report as Treasurer and she would like to thank ARF members and volunteers and its supporters in the community, including those who have so readily given their time and expertise, those who have donated money or supported our fund raising initiatives, and to all of the local veterinary practices who continue to play such a central role in our work.10,000 – remarkable as we were running at a loss till mid way through the year.

The Treasurer requested agreement to formally accept the Financial Report

Moved - Yana del Valle

Seconded - Sue Robinson

The Treasurer requested agreement to use the auditors ViiSUM again next year.

Moved - Wendy Parsons

Seconded - Emma Benedetti

The AGM noted a vote of thanks for the Treasurer for exemplary service

* + - Rescue subcommittee (Helen Shannon)

RSC Chair noted:

* + This year had been a busy year for RSC with the main projects being the new website and recruitment of foster carers.
  + There are approximately 35 active foster carers as at the end of June. The ARF Volunteers’ Facebook as before, has been very successful in aiding communication between carers including sharing stories, posts on training.
  + New foster carers are always needed.
  + The RSC is a strong team who are working well together, with an emphasis on increasing foster carer numbers and involvement in ARF activities.
  + The ARF Community Facebook page, created to provide an outlet for all ARF members was went live on the first day of the new financial year. Many thanks to Kathleen Rampant for both the idea and managing the whole process.
  + There have been several information sessions for prospective carers run by Karina Peck and Lyn Boyer. ARF’s comprehensive training for foster carers has continued and included workshops with Andrew Clarke of Top Dog on Safe Dog Handling, Clear Canine – Sharonika Williamson - Clear Canine, and The Bravery Workshop by Birdy O’Sheedy.
  + Pound behaviour assessors have again done an amazing job. DAS, Queanbeyan, Yass and Goulburn Pounds continue to hold a high rehoming rate due in part to of our involvement. Thanks to pound liaison officers Mel Martin, Emma Benedetti, Lyn Boyer and Karina Peck who work so hard to organise regular assessments to save pound dogs.
  + Noted a special thanks to Nerida Winters, ARF’s Vet Liaison for giving advice and support at all hours whenever it is needed and to Tess Kent for filling the very busy web administration role.
  + This financial year were ninety-six dogs that came into care and 107 were rehomed this year. There were 25 from the ACT pound, and 43 from NSW pounds. There were 16 private surrenders, 1 transferred from RSPCA, 6 returned fosters and 5 vet surrenders.
  + Our group of hard working mentors have supported foster carers throughout the year with advice and assistance wherever needed.
  + Finally, many thanks to all our foster carers who have taken dogs in need into their homes, have coped with chewed couches and door frames, exploding cushions and dog beds without complaint, to our hard working pound assessors, and to all the ARF volunteers who have made it possible to find permanent homes for 107 dogs this year
    - Communication subcommittee (Wendy Parsons)

The CSC Chair noted:

Fundraising

* + The standout fundraisers for the year were campaigns courtesy of SavourLife, an Australian owned company dedicating 50% of profits to dog rescue. Following two major campaigns ARF received nearly $9000, a great result; and the 2018 Trivia Night which raised nearly $10,000.

Media and Marketing

* + ARF’s media profile remains strong thanks to coverage in mainstream and social media. ARF's quarterly magazine Chin Wag is distributed to local and regional mainstream media which are very supportive of our work. Chin Wag continues to be popular with a wide range of interesting articles and interviews. In 2019-2020 it will be produced electronically.

ARF calendar

* + The 2019 calendar, produced by a team of dedicated writers, photographers and graphic designers.  As in previous years the calendar will be sold by our dedicated, and it is anticipated as being as popular as previous years.

Social Media

* + Facebook is proving extremely effective with over 15,000 likes being achieved this year. Daily updates are provided on events, milestones, foster dogs, and the DAS, Queanbeyan Goulburn and Yass pound dogs in need.

Stalls Program

* + This year ARF’s wonderful stalls manager moved back to Victoria after many years of dedication to a very comprehensive and financially successful stalls program across Canberra and the region. A huge thank you to Carol Anderson for all her work. A small team will continue with a reduced number of stalls throughout 2019 - 2020.

Moved that all reports be accepted:

Moved - Sue Robinson

Seconded - Emma Benedetti

* Committee Election

The AGM noted that advice was issued to members on 14 October 2019 that there was four weeks to lodge nominations and the closing date was set for 1 November 2019. This was an administrative error and the closing date should have been 28 October 2019. As such several nominations were received after 28 October 2019 – so there will be nominations from the floor tonight.

Nominations that were received by 28 October 2019 were:

Ordinary member nominations from:

Di Johnstone

Wendy Parsons

Bill Marshall

As no other nominations were received it was therefore proposed that Di Johnstone, Wendy Parsons and Bill Marshall be elected

**Deemed to be elected**

Nominations were called from the floor for the following Committee positions:

**President**

* Kathleen Rampant

As no other nominations were received it was therefore proposed that Kathleen Rampant deemed to be elected

**Vice President**

* Emma Benedetti

As no other nominations were received it was therefore proposed that Emma Benedetti deemed be elected

**Treasurer**

* Tish Holden

As no other nominations were received it was therefore proposed that Trish Holden be deemed to be elected.

**Secretary**

* Susan Black

As no other nominations were received it was therefore proposed that Susan Black deemed to be elected.

**Ordinary member** (the rules allow for no less than 4 and no more than 6 ordinary members)

* Helen Shannon
* Tess Kent
* Amy Smith

As no other nominations were received it was therefore deemed that Helen Shannon, Tess Kent and Amy Smith be elected.

The AGM moved a vote of thanks for departing President, Wendy Parsons.

* Life Members

Pleased to announce that the following two members are nominated to become life members.

**Ruth Underwood**

Ruth has been a foster carer since 2012 and is the Puppy Coordinator.

Ruth has been an ARF member for a significant period of time and this life membership nomination is in recognition of Ruth’s long membership and contribution to ARF.

Ruth’s contribution has included being one of our longest term and most experienced foster carers - particularly experienced in being a puppy foster carer.   Many a puppy has benefited from the excellent start in life Ruth gives them

Ruth has also contributed to the running and governance of ARF through her membership of one of most important governance arrangements, the Approvals Panel.  Ruth’s knowledge and experience is greatly appreciated on this panel

Given Ruth’s strong contribution to ARF over many years I would like to nominate Ruth for lifetime membership.

Nominated by Helen Shannon.

**Joh Dunn**

Joh has been a foster carer since 2014 and has fostered a number of dogs including some quite challenging ones such as Roxy, Tilly and Chuckles.

Joh has also made a significant contribution while on the Communication Subcommittee and currently compiles the ‘Recently Adopted’ section of Chin Wag.  Joh also manages ARF’s Cafe Press shopfront.

Joh has made a strong contribution to ARF over the past 5 years and I therefore would like to nominate Joh for lifetime membership.

Joh will also look after the shop on the new website.

Ask that these life members:

* Moved: Di Johnstone
* Seconded: Yana del Valle

Other Business

Wendy Parsons noted that the first meeting of the committee will be on Wednesday 11 December 2019 at the Burns Club, Kambah.

* Communication Subcommittee report