

RAE ASSOCIATION (VIC) INC.
Reg No. A0046126U

MINUTES of 13th ANNUAL GENERAL MEETING

Date of Meeting: 11th April 2017 at Dublin Road, Ringwood East, Vic.

Opening: The President declared the meeting open at 1505 hours.

1 Attendance:

Chair: Colin Bowater.

Present: As per attached – **See Annex A to this report** (24 members present and 8 committee)

Apologies: As per attached – **See Annex B to this report**

Guests Nil

Proxies Held: Ten (11) – 9 in favour of Secretary (Jim Davis), 2 in favour of President (Colin Bowater)

Voting : To pass Special Resolutions – 25 people must vote in favour (75.0%) – no Special Resolutions to be passed

2 Vale: Minutes silence for our fallen comrades **see Annex C to this report**

3 ODE Jim Davis

4 Minutes of Previous Annual General Meeting

Minutes of AGM 12th April 2016 to be approved as read

Moved : Jeff Brumhead, seconded David Rundell that the minutes of the 12th April 2016 Annual General Meeting of the Association be accepted.

**Carried by show of hands
Unanimous -None against**

5 Business out of the Minutes

Nil

6 Reports

6 (a) President's Report – See Annex D to this report.

The President commenced by welcoming members to the meeting. Colin presented his review recapping his time as President stating that his tenure has certainly be one of his highlights with the RAE. There were many highlights since assuming the Presidents role including marching on ANZAC Day for the first time as an Association, Reserve Forces Day etc. Colin mentioned the development of the Sapper Muster function. He also mentioned the installation of the plaques at places like Site 17 and the Shrine. Colin just went to say we need the younger sappers to come on board and support the Association to ensure that it survives.

6 (b) Curator's Report – See Annex E to this report.

Tony Jackson was an apology for the meeting due to work commitments but has provided his report which is attached. Jacko expressed his disappointment to me that he has not achieved what he wanted to do in 2017 but he has other commitments which have kept him very busy. There is no doubt that we will need to provide some assistance to Jacko particularly now that we have the OSA memorabilia.

Keys to the room are held by Tony Jackson and Jim Davis

6 (c) Treasurer’s Report – See Annex E to this report.

Treasurer (Maureen Rundell) read a prepared statement which is attached at Annex E

6 (d) Auditor’s Report

The Auditor’s report was tabled. The Treasurer advised that:

- The financial statements had been certified by a CPA Accountant
- The report covers both financial and administrative matters. There were no significant issues raised.

The Treasurer’s Report and Audit were tabled together and considered as one item for voting purposes

Before being asked to vote the Secretary again reminded all members that they have been provided with copies of the reports and the Schedule 1 from Consumer Affairs.

Proposed resolution: *“that the reports by the Association Officers and by the Auditor and the financial statements for the period 01st January 2016 – 31st December 2016 be received and adopted.”*

Proposed by Austin Byrne and seconded Duncan Howarth that the reports be received and adopted.

**Carried by show of hands
Unanimous -None against**

6.1 Ordinary members of Committee: (Constitution – Division 3 (53 (1) – Page 19)

Proposed resolution *“That the number of ordinary members of Committee for 2017 – 2018 be five (5) members.”*

No change to current structure which works well

Moved: Austin Byrne seconded David Rundell that the Ordinary members of committee remain at five (5)

No discussion from the floor

**Carried by show of hands
Unanimous -None against**

7 Election of Officers and Ordinary Members of Committee.

At this point the President declared all positions vacate and removed himself from the role and invited Mt Austin Byrne to assume the position of President for the election of Officer Bearers.

Under the model rules, a person can self-nominate and there is no requirement for a seconder. Secretary has handed onto Austin nominations from the current committee seeking re-election.

(a) The chairman called for nominations for the position of: **President.**

Bill Van Ree has provided a written nomination for the position of President. There was no other nomination, and Bill was declared elected.

Bill asked Austin Byrne to remain in the chair for the remainder of the nominations

(b) The chairman called for nominations for the position of: **Vice President.**

Ted Boltong has provided a written nomination for the position of Vice President. There was no other nomination, and Ted was declared elected.

(c) The chairman called for nominations for the position of: **Secretary.**

Jim Davis has provided a written nomination for the position of Secretary.
There was no other nomination, and Jim was declared elected.

(d) The chairman called for nominations for the position of: **Treasurer.**

Duncan Howarth provided a written nomination for the position of Treasurer.
There was no other nomination, and Duncan was declared elected.

(e) The chairman called for nominations for the five (5) positions of: **Ordinary Member.**

Written nominations have been received from Margaret Handte, Tony Jackson, Eric Howatt, Peter Washusen and Graeme Lambert.

There was no other nomination, and all were duly declared elected. No further nominations received from the meeting for the vacancy and it will remain vacant until a suitable replacement is located.

Before retiring from Acting Chairman Austin Byrne gave a vote of thanks to the current committee on their efforts

Bill Van Ree accepted the Chair as President and thanked Austin for his assistance

Before proceeding Bill Van Ree went on to thank both Colin and Maureen for their excellent work and personal contribution to the Association

8 Resolutions .

8.1 Fees

Proposed Resolution (*Refer to Annex H to these Minutes.*)

ANNUAL SUBSCRIPTIONS

In accordance with the Constitution of the RAE Association (Vic) Inc. (Division 1 – Sub rule 12) I propose that the annual membership Subscriptions for the year 2018 should be as follows;

Ordinary membership (Division 1, Sub rule 12 (1) (a))

That the annual fee for ordinary membership remain at \$20.00 with the subscription to include electronic copies (Email) editions of Sapper Summit or if no email communication is available a hard copy be posted at no extra cost.

Concessional Life Membership (Division 1 – Sub rule 12 (6))

For a member who reaches the age of 65 years (prior to the first of January of the membership year) they may elect to pay a one off subscription equal to ten (10) times the Ordinary membership rate. That is 10 times \$20.00 which is \$200.00. This subscription will include electronic copies (Email) editions of Sapper Summit.

Annual subscription payment date (Division 1, Sub rule 12 (1) (b))

Payment date for subscriptions will be 1st January 2018

Financial year

Subscription will cover the financial year 1st January 2018 – 31st December 2018.

Motion proposed by Bill Van Ree that the annual subscriptions, payment date and financial year be accepted as presented – Seconded by Maureen Rundell

**Carried by show of hands
Unanimous -None against**

9.0 Ordinary Business

9.1 Endorsement of Committee decisions relating to forecasts and standing procedures.

Proposed Resolution “*that the Meeting endorse the CoM decisions of the 13th December 2016 meeting relating to the annual budget forecasts, financial delegation, Sapper Summit price and complimentary copies*” (Refer to Annex H to these Minutes.)

Motion Proposed by Bill Van Ree and seconded Colin Bowater that this motion be accepted as tabled.

**Carried by show of hands
Unanimous -None against**

9.2 Honorarium

Proposed resolution: “That an honorarium of \$500.00 be available to be allocated between President and Secretary for the 2017-2018 year. The Committee to decide on the actual split-up”.

Motion Proposed by Bill Van Ree and seconded Peter Washusen that this motion be accepted as tabled.

**Carried by show of hands
Unanimous - No vote’s against**

9.3 Appointment of Auditor 2016

Current Auditor has confirmed availability to continue providing the service as Auditor for 2017 (for the period 01st January 2017 – 31st December 2017) – This is a year by year arrangement

Motion Proposed by Bill Van Ree and seconded Duncan Howarth that this motion be accepted as tabled.

**Carried by show of hands
Unanimous -None against**

GENERAL BUSINESS ITEMS

9.4 Establishment of a “Assistance Account”

He explained that a subcommittee has been established to look at the establishment of a welfare account – this will require some modifications to the Constitution – after investigation of the Constitution we may need to hold a Special General Meeting. Bill explained we do not want to get involved in providing welfare when there is already a large of number of organisations doing this and are far better equipped to provide this support. The question is it feasible for us to take on some issues and this will require investigation. Bill feels that there is a need for the Association to

grow and be in a position to provide some form of welfare but as he said we have a long way to go before we are going to be in a position to start making decisions.

Adoption of Association Mascot

Jim Davis went on to explain the rationale behind this item – Don Hughes currently has been provided with an “Assistance Dog” which he has named *Zeus* – Don nominated *Zeus* for membership with the Association but as the Constitution does not make any provision for this membership category it was decided that we would seek the agreement of the AGM to adopt Zeus as the “unofficial Mascot” of the RAE Association.

This proposal is recognition to Don for his work and contribution to the RAE and the value that Zeus has added to Don.

Proposed motion by Duncan Howarth that the RAE Association adopt Zeus from 11th April 2017 until the next AGM as the Mascot of the Association – Seconded by Maureen Rundell

**Carried by show of hands
Unanimous -None against**

NON AGENDA ITEM – RECORDED FOR INFORMATION ONLY

- Laurie Young raised a concern that he has noticed that the dozer at the front of HQ (SME) has the Engineer badge showing that it is coloured whilst the hat badge shows it to be silver and wanted to know if there has been a change in the design of the hat badge – to be investigated and response provided.
- Colin Bowater raised the point that Mel Constable has had a Gallipoli Centenary Badge (made in glass) framed which he has donated to the RAE Association. Dave Rundell mentioned that it would seem appropriate to send a letter of thanks to both Mel Constable and the glass manufacturer for this donation.
- Bill invited both the Patron of the Association (COL John Wertheimer, AM, RFD (Retd) and Colonel Commandant RAE Southern Region (COL Bruce Murray, AM (Retd) to address the members – COL Wertheimer went on to thank Colin Bowater for his amazing contribution – he also thanked Bill Van Ree for taking on this difficult role as President. He covered other aspects such as the Sapper Muster, SME Museum, AGM attendance numbers etc.
- Bruce Murray (COLCOMDT) addressed the meeting to introduce himself and advise that he is in his role to help not only the Association but any members of the RAE family – mentioned that BRIG Hutchinson is going into hospital for minor surgery on his eye.

Bank Signatories – in terms of Constitution (Part 48 (d) on Page 17 – Treasurer’s duties – we require **two signatories jointly** on all cheques and internet transfers.

As indicated the two joint authorised signatories to sign cheque or approve internet transfers will be President, Vice President, Secretary and Treasurer namely;

- Bill Van Ree - President
- Ted Boltong – Vice President
- Jim Davis - Secretary
- Duncan Howarth - Treasurer

10.0 Date of Next Meeting

Tuesday 10th April 2018 – location to be advised.

11.0 Closure

The President declared the meeting closed at 1555 hours.

(Original signed)
J.H. (Jim) Davis
Secretary

(Original signed)
Bill Van Ree
President

April 2017

April 2017

Annex A	Attendance - Members Present
Annex B	Apologies.
Annex C	Vale
Annex D	President’s Report
Annex E	Curator’s Report
Annex F	Treasurer’s Report and statement
Annex G	Auditors Report for period 01 Jan 16 – 31 Dec 16
Annex H	Motion to retain membership fees for 2018 at \$20.00
Annex I	Financial delegations 01/01/17 – 31/12/17
Annex J	Class photo – Committee 2017 - 2018

Distribution:

- 1 LT COL Bill Van Ree
- 2 Ted Bolton
- 3 Jim Davis
- 4 Duncan Howarth
- 5 Margaret Handte
- 6 Tony Jackson
- 7 MAJ G Lambert
8. Eric Howatt
- 9 Peter Washusen
10. LTCOL M McCormack – CO 22 ER
- 11 COL J Wertheimer - Patron
12. COL COMDT RAE Sth Region COL Murray
- 13.
13. Members in attendance

Attachments:



**RAE ASSOCIATION (VIC) INC.
ANNUAL GENERAL MEETING
RINGWOOD DEPOT
11TH APRIL 2017 – 1500 HRS**



Page 1 of 3

Name	Sign	Financial Member
COLIN BOWATER	Original Signed	Yes
BILL VAN REE	Original Signed	Yes
JIM DAVIS	Original Signed	Yes
MAUREEN RUNDELL	Original Signed	
GRAEME LAMBERT	Original Signed	Yes
MARGARET HANDTE	Original Signed	Yes
ERIC (JOCK) HOWATT	Original Signed	Yes
TONY JACKSON	APOLGY	
PETER WASHUSEN	Original Signed	Yes
KEVIN MOSS	Original Signed	Yes
ROBERT SLATER		
JOHN WERTHEIMER	Original Signed	Yes
TED BOLTONG	Original Signed	Yes
DUNCAN HOWARTH	Original Signed	Yes
BRUCE MURRAY	Original Signed	Yes
JIM CROSLING	Original Signed	Yes
ALLAN (BLUE) RANTALL	APOLGY	



**RAE ASSOCIATION (VIC) INC.
ANNUAL GENERAL MEETING
RINGWOOD DEPOT
11TH APRIL 2017 – 1500 HRS**



Page 2 of 3

Name	Sign	Financial Member
MEL CONSTABLE	Original Signed	Yes
GARY CAMPBELL	Original Signed	Yes
AUSTIN BYRNE	Original Signed	Yes
JENNIFER ROSEWARNE		
MICHAEL ROSEWARNE		
HAMISH GODDARD	Original Signed	Yes
MARK HORNER		
ALLAN TADICH	Original Signed	Yes
MARK SHANKS	Original Signed	Yes
COLIN VINCENT	Original Signed	Yes
TOM COURTICE		
MARK JONES	Original Signed	Yes
JOHN MEADE	Original Signed	Yes
BRIG KERRY MCMANUS	APOLGY	
WARREN HARDY		
GEORGE WARD	ARRIVED AT COMPLETION OF MEETING	Arriving late



**RAE ASSOCIATION (VIC) INC.
ANNUAL GENERAL MEETING
RINGWOOD DEPOT
11th APRIL 2017 – 1500 HRS**



Page 3 of 3

Name	Sign	Financial Member
LAURIE ROBINSON		
DAVID STEVENSON	Original Signed	Yes
BRUCE MCCLURE	Original Signed	Yes
BOB TRELLER	Original Signed	
DAVID RUNDELL	Original Signed	Yes
JEFF BRUMHEAD	Original Signed	Yes
FRANK HOSEMANS	Original Signed	Yes
LAURIE YOUNG	Original Signed	Yes
CESARE DI GREGORIO	Original Signed	Yes
DION TUPOU	Guest of Digger Di Gregorio - minor	
LINDON GOODSON	Original Signed	Yes



**RAE ASSOCIATION (VIC) INC.
ANNUAL GENERAL MEETING
RINGWOOD DEPOT
11TH APRIL 2017 – 1500 HRS
APOLOGIES**



Name	Sign	Comments
CARL CHIRGWIN	Overseas - Project	Proxy given
MURRAY WILSON	Overseas	Proxy Given
GEORGE GIUMMARI	Bendigo	Proxy given
JOHN (EDDIE) DYER		
TOM GLAZEBROOK	91 years – lives in Bendigo	Proxy Given
BOB AMOS	Lives in Echuca - work	
TONY JOHNSTON	Overseas	
BOB SMITH (DR DEATH)		
NEVILLE TREVENA	Eye Operation	
LIONEL BOXER		
GARY HEDT	Queensland	
WAYNE KENELLEY	WORK COMMITMENTS	
LAURIE ROBINSON	WORK COMMITMENTS	
SHARON COATES	Parade night	Proxy Given
MICHAEL NOONAN	Lives in QLD – wife unwell	
LTCOL PETER GEORGE	In Europe	



**RAE ASSOCIATION (VIC) INC.
ANNUAL GENERAL MEETING
RINGWOOD DEPOT
11TH APRIL 2017 – 1500 HRS**



APOLOGIES

Name	Sign	Comments
TONY SMITH	Work Commitments	
MICK MURRAY	TC Debbie deployment	
GERRY BETTS	Lives in Tassie	
BRIG P.J. HUTCHINSON	Eye operation	
ROB YOUL	Medical appointments	
GEORGE WEEKS	FAMILY COMMITMENTS	
LORRAINE MACE	Work and travel distance	Proxy Given
HELEN MACE	MEDICAL APPOINTMENTS	Proxy Given
GRAHAM RUSHBROOK		Proxy Given
BRYAN KESBY	Community work -	
JACQUI LEWIS	Work commitments	
GEOFF WESCOTT	Work commitments	
TOM MULHOLLAND	Interstate	
MARK WESTON	SYDNEY ON WORK	
RUSSELL FROST	MEDICAL APPOINTMENTS	
LES MALSEED	Distance, health and age	



**RAE ASSOCIATION (VIC) INC.
ANNUAL GENERAL MEETING
RINGWOOD DEPOT
11TH APRIL 2017 – 1500 HRS**



APOLOGIES

Name	Sign	Financial Member
BRENT RODGERS	Work commitments	
RICHARD FOSSETT		
RON BRANDY	Nasho meeting in Geelong	Proxy Given
DAVID RYAN	Work and duty	
BILL KING		Proxy given
LYN MCLINDIN		Proxy given

VALE – 2016 – 2017 - PASSING PARADE

- | | |
|-----------------------------------|-----------------------------|
| a. 03 rd February 2016 | John (Dusty) Draper |
| b. 07 th April 2016 | Ross Thorburn |
| c. 19 th April 2016 | Norman Dodgson |
| d. 25 th June 2016 | Robert (Bob) Fitzwilliam |
| e. 13 th August 2016 | Lionel de Hocheoied Larpent |
| f. 11 th October 2016 | Raymond (Mick) Mace |
| g. 30 th October 2016 | Kevin Rourke |
| h. 20 th January 2017 | Gary (Gus) Bruce Parker |
| i. 22 nd January 2017 | Barry Wade |

Presented to AGM 11th April 2017

Annex D
AGM Minutes 11th April 2017

THE PRESIDENT'S REPORT
THIRTEENTH ANNUAL GENERAL MEETING
RAE ASSOCIATION (VIC) INC
11 APRIL 2017

2016 was a very busy year for the Association. Some of the achievements were:

The Back to the Regiment social function in March which was very successful with 110 attendees.

Membership increased from 240 to 290; a terrific effort.

Sapper Summit with Graeme Lambert producing a magazine of excellent quality.

The continued development of the Facebook Page by Graeme Lambert.

The continued development of a web site to better communicate with Sappers. The web master Graeme Lambert has applied a great deal of time and effort into constructing the site. The site log on is www.raevictoria.asn.au

The Association presented awards to the members of 22ER in the following categories:

most outstanding Sapper	Spr Daniel Adams
most outstanding Jnr NCO	LCPL James Coutts
most outstanding Jnr Offr	LT Mark Zanier

These awards are presented on an annual basis by the Association

ANZAC ACTIVITIES

The Ringwood ANZAC March on 17 April 2016 with some 60 members, relatives and friends marching. My thanks to the Ringwood Cadet Unit who provided the Cadets to carry the Association's Banner.

22ER dawn service conducted at the Ringwood Depot with 150 people attending.

ANZAC DAY MARCH

Some 80 members marched in the ANZAC Day March with great support from the Melbourne High School Cadet Unit which provided cadets to carry the Association's Banner.

TREE AND PLAQUE DEDICATION

This ceremony was conducted on 11 November at 1.30pm at the Shrine with 60 members attending. The Dedication was given by the Revd Graeme Winterton AM. The wording on the Plaque is:

‘Dedicated to Australian sappers past and present for their courage, sacrifice and dedication to their service, to their Corps and the Nation’.

SEYMOUR EXCURSION

On 18 October 28 members attended the Vietnam Vets Wall. The Wall is inscribed with 6600 names representing all of the people who were part of this conflict. In all 496 Army personnel made the supreme sacrifice. After lunch members moved to Site 17 to see the plaques mounted on the Bailey Bridge panel.

Christmas Nibbles

The Association held its Inaugural Christmas Nibbles night on 25 November 2016. The purpose of the night was to provide something back to the members and their families for their loyalty and support. The night was a great success with about 60 personnel in attendance.

Reserve Forces Day July 2016

The Annual Reserve Forces Day was conducted on 3 July 2016. Around 50 members were present. This day has been allocated by the Federal Government to acknowledge the dedication and efforts of the Reserve members of the three services. Following the march, the Engineers met at the Emerald Hotel in South Melbourne for lunch and there were many good stories swapped.

The Sapper Muster was held on 25 March this year, with approximately 110 people attending. This year the format was a sit down meal (a spit roast) and overall an excellent night. 2017 looks like being another busy year for the Association.

Listed are some of the activities.

Anzac Day 2017

Ringwood RSL ANZAC Parade will be held on 23 April. This is a family parade with partners, children able to march. Forming up place is Ringwood Square carpark at 0930.

ANZAC Dawn Service will be held at the Ringwood Clock Tower. Form up at 05.45 hrs.

ANZAC Parade 25 April. Members to form up at Collins Street West (North Side) and step off at 11.55.

Reserve Forces Day 2 July 2017

The Annual Reserve Forces Day will be conducted on 2 July 2017. This day has been allocated by the Federal Government to acknowledge the dedication and efforts of the Reserve members of the three services.

Financial Aspects

The Association's financial situation remains excellent with the bank account standing at approximately \$30,000 which is a big increase on last year. Reasons for this increase are members' subscriptions, donations and the sale of caps and shirts.

Members Lapel Badge and Membership guide

This year financial Members are being issued with a Membership lapel badge and a Membership hand book.

The Committee

I wish to thank the Committee for their excellent work over the three years that I have been President. It has been a team effort by everyone. As I outlined at the start of this report the Association has achieved a terrific result.

The President went on to say that 2017 has already been a hectic and rewarding year. We have ANZAC Day to look forward to where the Association will march this year, let's make the most of it.

UBIQUE

Colin Bowater
PRESIDENT

RAE Association (Vic) Inc.
Reg No. A0046126U

ANNUAL GENERAL MEETING
11th April 2017

Curator's Report to Association

Since the last AGM report we have had the addition of The Old Sapper,s room which gives us even more memorabilia to look after. As I've said before we still need a person or persons who can come in during the day to do any work on the memorabilia. Whilst I,am still working it's difficult for me to get into the depot. Thank you.

1. We hold 1 filing cabinet and a two door cabinet of material at Oakleigh
2. Most items are documents that have come from individuals --- in some cases from deceased estates. Apart from old Army pams, these are a mixed lot. For the most part they are things like: reports on a training weekend or camp; roll books, often covering a short period; field exercise op orders; occasional photos, 3 rolls of Annual Camp film.
3. In the case of the pams, we keep one copy of any that were engineering, plus any historical ones that were of significance (eg an old Military Law Manual full of cut-out amendments). In general we do not keep infantry type pams, as these are held in many other places.
4. Our aim is to concentrate on items that are particularly Sapper in nature, and items relating to the activities and personnel of Victorian Sapper units and depots.

Tony Jackson
02th April 2017

TREASURERS REPORT



FINANCIAL STATEMENT RAE ASSOC (VIC) INC 2017 AGM

The books were audited at the beginning of 2016 with the Association net profit 42.97% which was 17.31% more than 15/16 financial year.

This was due to increased membership along with members being given more avenues to pay, especially as the fees are due after the Christmas period. It is also due to the availability of payments to be made for life after the age of 65 and the generosity of some members with donations.

The Bank balance at the end of March 2017 stands at \$28186.12 with payments to be made for the following in the month of April:

ANZAC Day Photographer \$200; ANZAC Day wreaths \$120;

There is also a current balance of \$8467.58 in a term deposit. These funds are from the Old Sappers Association.

Therefore the total of funds available is \$36,653.70

The deductions to be made from our day to day account will be the purchase of merchandise for sale, the running costs of Sapper Summit, Administration costs for postage and items required to efficiently run this Association.

The membership fees paid are as follows:

There are 165 members within the Ordinary Membership File.

There are 74 members within the Over 65 Membership File.

There are 36 members within the Over 80 Membership File.

There are 33 members within the Life Membership File.

This equates to 308 members with 275 being financial and 33 non-financial amount to a possible \$660.00

After this AGM decisions will be made regarding membership and second reminder notices for fees.

With the increase of our funds and the future of the Association to be reviewed, there could possibly be guidelines drawn for both a well fare account and also guidelines drawn up for the use of our donated money with consultation to be made with the donors.

The Sapper Muster has run at a profit of \$86.40. This was a successful night with a 2 course dinner supplied for all.

At this stage the Association is in a healthy position with quite a few projects in mind, especially due to the funds of the Old Sappers Association still in a term deposit.

We have expanded on the merchandise area with reverse colour items and new stickers. We have purchased badges for financial members and Membership Leaflets.

The books are on the table for those eager to look them over, which I welcome. There were copies to be passed around during the meeting.

Maureen Rundell
Treasurer 2017

Annex G
AGM Minutes 11th April 2017

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
RAE ASSOCIATION (VIC) INC.

Catherine Cunningham
Certified Practising Accountant
22 Stonehaven Ave
Boronia, VIC, 3155
03 9762 3284
ABN 29 241 926 246

Report on the financial report

I have audited the accompanying financial report of RAE Association (Vic) Inc, being a special purpose financial report, which comprises a Balance Sheet at 31 December 2016 and Profit and Loss account with supporting Appendixes.

Committee's responsibility for the financial report

The committee of the association is responsible for the preparation and fair presentation of the financial report and have determined that accounting policies to the financial statements, which form part of the financial report are consistent with the financial reporting requirements of the Associations Incorporation Reform Act Victoria 2012 and are appropriate to meet the needs of the members. The committee's responsibilities also include establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's responsibility

My responsibility is to express an opinion on the financial report based on my audit. I conducted the audit in accordance with Australian auditing standards. These auditing standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance that the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for the audit opinion.

Independence

In conducting the audit, I have complied with the independence requirements of the Australian professional accounting bodies.

Qualification

As an audit procedure, it was not practicable to extend our examination of revenue beyond the accounting for amounts received as shown by the books and records of RAE Association (Vic) Inc. As a result I can only comment on the receipts as recorded in the books and records.

Auditor's opinion

In my opinion, the financial report presents fairly, in all material respects the financial position of RAE Association (Vic) Inc. as of 31 December 2016, and its financial performance for the year then ended in accordance with Australian accounting standards (including the Australian accounting interpretations).

Certified Practising Accountant


Catherine Cunningham CPA

Dated this 10 day of April, 2017.

Proposed Resolution

ANNUAL SUBSCRIPTIONS

In accordance with the Constitution of the RAE Association (Vic) Inc. (Division 1 – Sub rule 12) I propose that the annual membership Subscriptions for the year 2018 should be as follows;

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For a member who reaches the age of 65 years (prior to the first of January of the membership year) they may elect to pay a one off subscription equal to ten (10) times the Ordinary membership rate. That is 10 times \$20.00 which is \$200.00. This subscription will include electronic copies (Email) editions of Sapper Summit.

Annual subscription payment date (Division 1, Sub rule 12 (1) (b))

Payment date for subscriptions will be 1st January 2018

Financial year

Subscription will cover the financial year 1st January 2018 – 31st December 2018.

Bill Van Ree

Proposed Resolution

Committee of Management Meeting – 13th December 2016 **Agreed Procedures**

1 Financial Delegations:

Agreed that the following delegated authorities be authorized:

- a) The signatories to the bank account are President, Vice-President, Secretary and Treasurer, The number of signatories on a cheque is to be two (2) jointly and is covered by the Constitution. Any internet payment made is to conform with the banking requirements (i.e. 2 signatories jointly)
- b) A supplementary signatory to the account (in addition to those designated within the Constitution) may be permitted to assist with management of the account (i.e. Assistant Treasurer or Merchandise Manager) provided it is agreed to by the Committee and operations on the account are conducted in terms of the Constitution.
- c) Authority is given to pay individual bills for amounts up to \$2,000.00 before submitting the item to a meeting of the CoM.
- d) The upper limit for payment of accumulated bills between meetings is set at \$3,000.00

2 Sapper Summit Complimentary Copies:

Agreed that:

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