



Annual Report

Year ending 30th June 2025

**Annual General Meeting of
CTC Robertson Inc
Thursday 11 December 2025 4.30pm
CTC Robertson 58-60 Hoddle St Robertson**

AGENDA

1. Attendance
2. Apologies
3. Minutes of the 2024 AGM
4. President's Report
5. Treasurer's Report
6. Manager's Report
7. Election of Office Bearers and Committee members
8. Any other business
 - 9.1 Confirmation of signatories and public officer
 - 9.2 Other business
10. Close of meeting

CTC Robertson Inc
Annual General Meeting 5 December 2024
Held at CTC@Robertson 58-60 Hoddle Street Robertson.
MINUTES

Meeting opened at 4.30pm

Chair: Jenny Kena

Minutes: Sarah Perry

Acknowledgement of Country

- 1. Attendance:** Gary Norwell, Jenette Stiles, Allan Stiles, Jenny Kena, Jack Kennedy, Sarah Perry, Gail Miller, Pip Hammond, Susan McGregor, Sonia O'Shea
- 2. Apologies:** Sheila McInnes, Bob McInnes, Margaret Emmelkamp, Helen Beattie, Chris Reay, Carmel Balchin
- 3. The minutes of the 2023 AGM** were tabled. Moved by Gary Norwell seconded by Jack Kennedy that these be accepted as a true record of the meeting.
- 4. Presidents Report**
Jenny Kena tabled her report. Moved by Allan Stiles and seconded by Jenette Stiles that it be accepted.
- 5. Treasurer's Report.**
Jenny Kena tabled the Treasurer's report. It was moved by Gary Norwell and seconded by Jack Kennedy that the report be accepted.
- 6. Manager's Report**
The Manager's report prepared by Gail Miller was tabled. It was moved by Jenny Kena and seconded by Sarah Perry that the report be accepted.
- 7. Election of Office Bearers and Committee Members.**
The chair was vacated and all positions declared vacant. Susan McGregor, President of Robertson Garden Club presided as returning officer. The result of the elections was as follows:

President: Jenny (Jennifer) Kena

Vice President: Jenette Stiles

Secretary: Sarah Perry

Treasurer: Jenny Kena

Committee Members: Margaret Emmelkamp, Gary Norwell, Jack (Mark) Kennedy

9. Any other business

9.1 Confirmation of signatories and public officer

Signatories confirmed as Jenny Kena, Jenette Stiles, Debbie Short and Gail Miller

Moved Gary Norwell, Seconded Allan Stiles

Public Officer confirmed as Jenny Kena. Moved Sarah Perry Seconded Jenette Stiles

9.2 Other business

10. Close of meeting

The meeting closed at 5.10pm

PRESIDENT'S REPORT

This year was one of further consolidation, development and celebration! We were so proud to celebrate the 21st Birthday of the CTC this year with a special party with some of our old and new committee members, volunteers, staff, colleagues and supporters. Preparing for the party was an opportunity to look back on all that has been achieved in that time and the enormous variety of activities, services and programs that have happened in this place thanks to the energy, imagination and skills of the people that have been involved over the years.

The continuing stability in our management team has meant we could focus on strengthening what we do as well as implementing new initiatives in line with the Strategic Plan. To further align our plan with community needs, we recently launched a community survey to seek feedback to help plan the future. This year we have also maintained a level of financial sustainability with a small contingency fund to fall back on if needed. This is made possible by continuing with the wide range of activities we do – every small event, program and service adds to our ability to cover our basic operating costs. Of particular note this year were the new external training contracts and the Sydney Writers Festival Live and Local program. Our annual subsidy from Council has been very important in helping fund our Manager role. Council's financial assistance programs were reviewed this year and we are currently in discussions with Council on how the subsidy may continue within the new funding framework.

Highlights of the year are detailed in the Manager's report.

In my report I would like to acknowledge those who have assisted in the management, operation and development of the CTC.

CTC Manager

The position of Manager is key to the success of the CTC for the day to day operations, the development, funding and marketing of programs and the recruitment and management of the volunteer team.

Our Manager Gail Miller has continued to work hard to continue to establish valuable partnerships (including with Council and the Library, Argyle Housing, BDCU and local small businesses) resulting in new business from across the Shire. She has successfully managed the venue hire service and continued the implementation of the Be Connected program with group training sessions and special events. Relating to this is the continued development of the team of digital mentors resulting in more group and one on one training and assistance being offered. Gail has also been responsible for some special community workshops. We value her commitment, expertise, professionalism and energy in looking out for new opportunities for the CTC as well as managing the day to day operations.

Committee

We have a very hands-on Committee with every member taking on other roles as well as the governance role of a Committee member. I would like to acknowledge Jenette Stiles, Vice President, who has continued to be a great support both to myself and the CTC and has worked on a number of grant applications during the year as well as assisting with events, the café and baking. She also project managed the window/door replacement project. Jack Kennedy has been continuing to play a key role, not only as a Committee

member but also as a much sought after Digital Mentor. I would like to acknowledge Sarah Perry for her work as Minutes Secretary and drafting our community survey. Gary Norwell has continued to curate the Music Café program, sourcing and liaising with musicians and also assisting in the café when needed and at the Cinema afternoons. I would also like to thank Margaret Emmelkamp who has assisted with group and individual training.

Volunteers

Volunteers play a critical role at the CTC, not only in keeping the doors open and day to day operations but by presenting a friendly, welcoming and respectful face to visitors.

Annette Hearne continues to do a wonderful job as exhibition coordinator bringing some inspiring and varied art work to the CTC walls and managing the exhibiting artists.

We were also very pleased to welcome Russell Mourney as a new highly skilled Digital Mentor and Jacinta Longhurst who helps in the café on Saturday mornings. Emma Calver signed up as a specialist volunteer as well assisting us with developing a stronger partnership with Robertson Public School.

Debbie Short has continued to be our bookkeeper in a voluntary capacity which is much appreciated.

And of course Sheila McInnes continues her record of the longest serving CTC volunteer and Pip Hammond is of great assistance in the café and events when she is in Robertson! Helen Beattie has also continued as part of the volunteer team assisting on Friday mornings and Carmel Balchin plays a key role in coordinating the cake roster in the café as well as catering and baking for events. Chris Reay also continues to assist at events with set up.

Partners

Our partnership with RMSI Inc – the Robertson Men’s and Women’s Shed has continued to be of mutual benefit. I would like to thank all of the RMSI members for the assistance they have provided during the year with maintenance and small jobs around the CTC.

Our partnership with the Robertson Garden Club has continued with Club members doing regularly shifts on the CTC garden. This has been a great improvement to the presentation of our Centre and we are so grateful for this assistance. The Garden Club also gave us a donation to purchase a new cake display cabinet.

Our partnership with Council has developed this year with Council not only making regular use of the CTC as a community venue, regular visits by the Mobile Library and using the CTC to help get the word out about consultations and exhibitions but also engaging the CTC to present training at the Library.

The CTC appreciates the support of the Robertson business community with advertising in the Robertson News. We were pleased to be part of the Chamber’s Babe Festival event with screenings of Babe and opening our café and supporting the other groups in our precinct. We would also like to thank the Crop Swap visitors for supporting the CTC café.

Grant providers are also important partners funding equipment, projects or programs and this year these included the Robertson Burrow Community Op Shop (Seniors Festival, training table, wills and estates seminar in partnership with Robertson Futures Group), the Be Connected Program, Veolia Mulwaree Trust (doors and windows replacement project)

and more recently BDCU (solar panels) and Community Underwriting Insurance (baby changing table, coffee grinder).

The Future

Our challenges for the future include developing our programs in response to community needs and, as always, our financial sustainability. I feel confident that our current and new team members will help us meet these challenges.

Jenny Kena, President

Treasurer's Report for the year ended 30 June 2025

CTC Robertson Inc, ABN 740 661 498

THE FINANCIAL STATEMENTS FOR CTC ROBERTSON INC FOR THE YEAR ENDED 30 JUNE 2025 are presented here.

NOTES TO AND FORMING PART OF THE BALANCE SHEET AND INCOME AND EXPENDITURE STATEMENT

1. Audit of the accounts - CTC Robertson Incorporated is categorised by the NSW Department of Fair Trading as 'Small or Tier 2 Not for Profit Association with a gross annual turnover of less than \$250,000' and is not required to submit audited accounts. It is however required to lodge a summary of financial performance for the trading year with the Dept of Fair Trading. It is also required to present annual financial statements before the Annual General Meeting.
2. Bookkeeping – I would like to thank our bookkeeper, Debbie Short, for continuing to assist with the bookkeeping and preparation of financial reports in a voluntary capacity
3. Doug Pritchard Bequest – during the year we were contacted by Camilla Pritchard, the daughter of our former Treasurer, Doug Pritchard, advising that Doug had left a bequest of \$5000 to the CTC in his will. This very generous gesture is much appreciated, and we were able to use some of these funds to support a successful grant application to upgrade our solar panels.

Jenny Kena
Treasurer

Balance Sheet

CTC Robertson Inc

As at 30 June 2025

Cash Basis

Account	30 June 2025
Assets	
Bank	
Card Purchases	328.87
Community Information Centre	5,154.41
CTC Investment	45,030.90
CTC Operations	3,540.52
Total Bank	54,054.70
Current Assets	
Capital Works - Veolia Grant Funded	2,647.27
Cash Register Float	100.00
Petty Cash	200.00
Total Current Assets	2,947.27
Fixed Assets	
Building Improvements	1,894.55
Buildings	202,078.84
Business Equipment	15,729.41
Computer Equipment & Software	52,355.25
Computer Equipment & Software - DECC Funded	2,472.55
Furniture & Fittings	34,721.53
Furniture & Fittings - Grant Funded	3,500.00
Furniture & Fittings - Write-Offs	(3,726.00)
Less Accumulated Depreciation on Business Equipment	(14,474.00)
Less Accumulated Depreciation on Computer Equipment & Software	(51,689.00)
Less Accumulated Depreciation on Furniture & Fittings	(17,618.00)
Less Accumulated Depreciation on Plant & Equipment	(18,649.00)
Plant & Equipment	15,291.40
Plant & Equipment - DECC Funded	25,255.42
Total Fixed Assets	247,142.95
Total Assets	304,144.92
Liabilities	
Current Liabilities	
Community Information Centre (CIC)	5,154.41
GST	291.01
Total Current Liabilities	5,445.42
Total Liabilities	5,445.42
Net Assets	
	298,699.50
Equity	
Current Year Earnings	1,038.46
Current Year Earnings (pre-conversion)	(17,665.89)
Members Capital	250,056.62
Retained Earnings	65,270.31
Total Equity	298,699.50

Profit and Loss

CTC Robertson Inc

For the year ended 30 June 2025

Cash Basis

Account	2025	2024	2023
Trading Income			
Arts Program	1,270.36	637.71	3,281.34
Australia Post Grant	0.00	0.00	5,000.00
Business Services	3,045.05	4,577.37	4,340.74
Cafe	11,681.36	11,088.92	10,257.73
Cinema Fundraising Events	1,522.87	1,978.52	1,113.96
Club Grants	3,359.50	0.00	5,250.00
Community Workshops	434.11	1,040.43	664.86
Council Annual WSC Subsidy	18,176.36	17,510.96	16,519.77
Council Grants for programs and projects	0.00	0.00	3,800.00
Donations	1,626.55	839.45	1,022.35
Equipment & Venue Hire	1,654.09	4,151.34	2,270.04
Membership	25.00	24.00	20.00
Miscellaneous Income	778.27	130.00	28.54
Music Program Fundraising Events	3,112.61	2,441.00	3,178.30
Potato Festival Merchandise	0.00	0.00	16.12
Robertson Burrow Community Grant	1,000.00	950.00	600.00
Robertson News	7,343.92	9,484.24	7,679.58
Seniors Festival Grants	0.00	1,100.00	0.00
SH Community Foundation Grants	0.00	3,751.82	0.00
Training - Be Connected Grant Income	4,000.00	3,500.00	3,500.00
Training & IT Assistance	11,282.41	5,274.69	2,039.45
Veolia Mulwaree Trust Grants and Donations	0.00	1,000.00	500.00
Volunteer Grants	1,350.00	2,000.00	1,000.00
Writers Festival Fundraising Event	2,123.16	0.00	0.00
Total Trading Income	73,785.62	71,480.45	72,082.78
Cost of Sales			
Australia Post Grant Expenses	0.00	0.00	5,000.04
Business Services Expenses	2,230.88	1,229.22	1,006.68
Cafe Expenses	2,773.48	1,990.11	1,590.36
Cinema Fundraising Events Expenses	365.00	719.95	300.00
Club Grant Expenses	3,278.13	0.00	5,250.01
Community Workshops Expenses	0.00	100.00	0.00
Council Grant Expenses	0.00	0.00	3,154.55
Eftpos fees	244.04	254.77	279.92
Equipment & Venue Hire Expenses	10.99	0.00	0.00
Music Program Fundraising Expenses	886.07	998.41	1,071.45
Robertson Burrow Grant Expenses	1,196.09	0.00	540.00
Robertson News Expenses	2,890.70	2,854.80	1,509.31
Seniors Festival Grant Expenses	0.00	1,100.00	0.00
SH Community Foundation Grants Expenses	0.00	3,749.89	0.00
Training -Be Connected Grant Expenses	2,801.14	3,638.85	1,477.03
Training Expenses	2,948.44	395.50	0.00
Veolia Mulwaree Trust Grant Expenses	911.62	481.82	0.00
Village Website Expenses	399.87	306.86	299.26
Volunteer Grant Expenses	3,350.00	997.09	605.00
Total Cost of Sales	24,286.45	18,817.27	22,083.61
Gross Profit	49,499.17	52,663.18	49,999.17

Other Income

Interest Income	804.88	674.72	492.19
Total Other Income	804.88	674.72	492.19

Operating Expenses

Accounting & Auditing	556.85	509.38	475.94
Advertising and Marketing	852.99	87.43	321.50
Bank Fees	0.00	0.12	0.00
Cleaning	384.55	496.55	334.91
Donation Expense	35.00	0.00	0.00
Electricity	1,196.84	1,210.31	1,183.21
Equipment - Low Cost Assets	19.55	190.00	362.73
General Expenses	51.00	950.56	100.00
Insurance	4,158.91	3,971.50	3,772.05
Internet	813.51	561.28	772.64
IT Support	0.00	0.00	159.94
Legal Expenses	56.00	54.24	80.00
Postage, Freight & Courier	155.86	105.91	111.41
Repairs and Maintenance	2,092.09	1,070.64	2,044.76
Stationery / Office Supplies	434.37	428.00	403.06
Sub-Contractors	37,227.62	34,845.64	5,116.07
Subscriptions & Memberships	220.60	212.89	236.36
Superannuation	0.00	0.00	2,705.46
Telephone	97.82	79.88	91.51
Volunteer Expenses	571.82	580.46	566.03
Wages and Salaries	0.00	0.00	25,156.58
Workers Compensation	340.21	368.69	247.00
Total Operating Expenses	49,265.59	45,723.48	44,241.16

Net Profit	1,038.46	7,614.42	6,250.20
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Manager's Report 2025

CTC Robertson has continued to deliver programs and services that support the sustainability of Robertson as a village community. Over the past year we delivered programs that connect our community and bring residents together across interests, local issues and technology training. We also provided opportunities to celebrate our community by showcasing emerging artists and promoting local initiatives.

CTC activities take place in our accessible community hub, a welcoming space for everyone to visit, have great coffee and cake and a chat with a volunteer, use our facilities, or attend an event. We regularly collaborate with other organisations on projects that benefit not just the Robertson community but also the other villages in the Shire.

Our volunteers are the mainstay of our organisation, providing a range of skills, experience, enthusiasm and community support. They coordinated community events and services, prepared grant applications, served customers at the CTC café and community hub, baked and catered for our café and events, prepared documents and newsletters, provided IT assistance, group and one-on-one training, and coordinated exhibitions and music programs. The CTC Committee are volunteers responsible for our organisation's governance and financial management.

Community

Our community hub is opened across two and a half days per week and provides a welcoming and accessible space for residents and visitors to meet.

Over the past year, we have delivered programs aimed at inspiring, connecting, and educating our community, including school holiday programs funded by local ClubsGrants and Seniors Festival events. When possible, we align our programs to significant community awareness events, including the NSW Seniors Festival and Get Online Week.

Our hub has also been a suitable venue for local organisations and businesses to meet and hold their events. Organisations that have used our space include Robertson Community Association, Robertson Environment Protection Society, Robertson Garden Club and Robertson Men's & Women's Shed and Southern Highlands Landcare Network. Crop Swap is held every Saturday morning and there is a weekly knitting group and monthly book group that meets at the CTC. Wingecarribee Shire Council has utilised our spaces to host several community engagement programs.

The CTC has also provided a helpful community resource to those working from home and local professionals, writers, students and music teachers who continue to utilise our office spaces, Wi-Fi and printing services.

CTC volunteers also produced six issues of the Robertson News over the year, which give local businesses a cost-effective platform to promote themselves, and for residents and organisations an opportunity to highlight important events or issues for our community. CTC is also responsible for managing the Robertson Village website and Facebook page that promote village businesses to visitors and residents.

In conjunction with community group Robertson Futures, co-funded by Robertson Burrow Op Shop we hosted a seminar on Wills and Estate planning which was well received by participants. There is a call to do more of these types of seminars and workshops.

Technology

Our business centre supports residents and organisations with cost-effective printing services and technology access.

- **Tech Training for the Community:**
 - We provided Tech Savvy Seniors programs with Wingecarribee Libraries in Bowral, funded by the NSW State Library and Telstra.
 - Tech Sessions for BDCU at their Bowral offices
 - Staying Safe Online Sessions for Argyle Housing at Bowral
 - Many one-on-one sessions. These requests vary from help with setting up new phones and laptops to assisting people with business support to use technology.
- Our **Be Connected** program delivers free training events that aimed to bridge the digital divide for seniors. These included:
 - Get Online Week in October 25 -sponsored by The Good Things Foundation(for whom we deliver Be Connected programs) A well-attended community event onsite at the CTC introducing AI.
 - Our CTC 2024/2025 Be Connected program delivering a range of workshops. These were run on Friday mornings in our onsite Training Room, with new Learners registering as well as many repeat Learners attending.

Creativity

CTC encourages participation in arts through our exhibition, music and cinema programs. For the first time this year we also offered sessions from the Sydney Writers Festival through the Live and Local Program.

Exhibitions

Over the past 12 months (January – December 2025), we have presented a program of exhibitions featuring local artists and makers, including

- *Summer Showcase (continued from 2014)* - a group exhibition featuring works by Sonia O'Shea, Regina Brewster, Helen Cameron, Barbara Combe, Lynette Hearne, Mary Jacobs, Hazel Richardson and Elaine Turnbull.
- *Australian Landscapes* - acrylic seascapes and landscapes by Meryl O'Brien based in Moss Vale
- *Perfect Timing* a retrospective by pastel artist, Annette Hearne
- *Looking Back* by Diana Hewat – works presented as part of her HSC Visual Arts course at Oxley College in 2003
- *Slow Yarns in Robertson* by Fiona Dunbar King, local spinner, hand dyer, weaver & knitter
- *Nellies Glen Series* by Shirley Bell, based in Robertson. The first time these works have been shown.
- Holly Reilly exhibition featuring detailed portraits of wildlife
- *Landscapes* by George Morgan and John Macey, plein air artists
- *Rediscovered Treasures* – a unique collaboration with The Robertson Burrow Community Op Shop featuring donated items - special artworks and decorative items that deserve a second home and the opportunity to be displayed in a gallery setting.

When exhibiting at the CTC, artists are supported by our volunteer exhibition coordinator, Annette Hearne, who assists them in preparing artwork for hanging, installation and promotion.

Our music program, Music Café, presented three performances by local musicians/groups in the new formats of Jazz Café and Music Café By Night. All performances were held on a Friday evening and this timeslot worked well. A new pricing structure was also implemented.

- *Southern Highlands Jazz Quartet* – this event in February was subsidised by Wingecarribee Shire Council as part of their program of bringing jazz to the villages. The Quartet featured top jazz players. This was a very successful event with a full house being treated to a superb jazz performance
- *The Songs that Shaped Us* – an evening with Amber Kenny, Jo Caseley and Loki Hines in October – local singer songwriters
- Peter Campbell – powerful and poetic in December. Also a local singer songwriter playing alt-folk.

Cinema Café, our cinema program was limited this year due to the Writers Festival and other commitments. There were 3 screenings this year -

- *The Great Escaper* – this was screened in March as part of the Seniors Festival program sponsored by The Robertson Burrow Community Op Shop. (The Op Shop also sponsored the other Seniors event – a Photo book workshop).
- *Runt* – this was screened in April as part of the Clubsgrants funded school holiday programs
- *Babe* – there were two screening held on the October long weekend as part of the Babe Festival celebrating the 30th anniversary of Babe.

Other Creativity activities –

- School Holiday programs funded by Clubsgrants – in addition to the screening of *Runt* in April, two workshops on Comic Drawing by Marcelo Baez were held and well attended.
- *Sydney Writers Festival Live and Local* was something new for us. We were able to live screen a number of sessions from the 2025 Festival over 4 days. Live and Local is sponsored so there were no fees to show the sessions and we were able to sell tickets and have our café open. Our technology worked well using our big portable screen and the event received very positive feedback. We hope to do it again in 2026.

Gail Miller, Manager.

ELECTION CTC Robertson Inc OFFICE BEARERS AND COMMITTEE MEMBERS

– Returning Officer – Joanne Mourney, President, The Robertson Burrow Community Op Shop

Office Bearers

President
Vice President
Treasurer
Secretary

Ordinary Committee Members

Confirmation of Public Officer – currently Jenny Kena

Confirmation of Cheque signatories – Jenny Kena, Debbie Short, Jenette Stiles and Gail Miller.



CTC Robertson Strategic Plan 2024 – 2027

Vision Everyone in our Community can reach their potential.

Purpose

CTC builds connections across the **Community with Technology and Creativity** to make a difference in people's lives.

Aims

Provide services to the Community

Support a sustainable Robertson

Have adequate resources to sustain the organisation's purpose

Provide opportunities for a creative community

Provide technology support

Objectives

- Provide services in response to community needs.
- Build relationships through community networks
- Develop partnerships for delivering services

- Supporting local organisations
- Help visitors get the best out of Robertson
- Ensure community connections through all channels

- Maintain our building to meet the community needs
- Provide services in partnership with Council and other organisations
- Resourcing strategies regularly reviewed

- Provide venues, events, equipment and skills development for people to be creative and have fun

- Provide digital mentoring and technology services to empower people in our community