



Managed by
The Robertson SHED Inc.
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Annual Report

Year ending 30th June 2019

**Annual General Meeting of
The Robertson Shed Inc
Thursday 19 September 2019 4.30pm
CTC@Robertson 58-60 Hoddle St Robertson**

AGENDA

1. Attendance
2. Apologies
3. Minutes of the 2018 AGM
4. President's Report
5. Treasurer's Report
6. Manager's Report
7. Other Reports
 - 7.1 Robertson Men's Shed Inc
8. Election of Office Bearers and Committee members
9. Any other business
 - 9.1 Confirmation of signatories and public officer
 - 9.2 Other business
10. Close of meeting

**The Robertson Shed Inc
Annual General Meeting
Thursday 13 December 2018 at 5pm
CTC@Robertson 58-60 Hoddle Street Robertson**

MINUTES

Meeting opened at 5.15pm

Chair: Jenny Kena

Minutes: Karen Wilmott

1. **Attendance:** Jenny Kena, Karen Wilmott, Karen Mewes, Gary Norwell, Dan Stuart, John Kennis, Karon Sacks, Ted Smith, Nigel Walker, Catriona Walker, Janet Waterlow, Doug Pritchard, Alan Stiles, Neil Harvey, Don Dyer, Barbara Dyer, Jenette Stiles, Claire Hewat, Graeme Sessions, Peter Glass, Susan Everdell, Karen Kennis.
2. **Apologies:** Naomi Janzen
3. **Quorum.** There being more than 5 five members present, a quorum was present. The requested notice for the meeting had been given.
4. **The minutes of the AGM** of December 2017 were tabled. Moved by John Kennis, seconded by Dan Stuart that these be accepted as a true record of the meeting.
5. **Presidents Report**
Jenny Kena tabled her full report . Moved by John Kennis and seconded by Jenette Stiles that it be accepted.
 - Jenny expressed her pleasure at the growth and development of activities and projects associated with the CTC in the past year. The centre is serving the community very well in providing a facility for activity both technical and cultural in the village.
 - Appreciation for the work of the volunteer staff and especially the Manager, Karen Mewes, for supporting both the core business and the associated activities at the CTC was expressed wholeheartedly.
 - Sponsors who have enabled the CTC to function effectively have included Wingecarribee Council who gave a subsidy of \$10000; Konica Minolta who donated a professional grade printer and the Federal Government's Stronger Communities program who awarded a grant towards air conditioning in the training room.
 - The community organisations who support the work of the CTC include Robertson Show Society, Robertson Environmental Protection Society and Robertson Garden Club. The partnership of the CTC and the Garden Club in staging the Open Gardens weekend resulted in a generous \$5000 donation from the Open Gardens takings.
 - An exciting development has been the MOU between CTC and the Robertson Mens Shed, a vibrant group currently using the premises at the CTC to meet, but in the process of submitting a DP for the construction of their own building sharing the land adjacent to the CTC.
 - Other community partnerships in 2018 have been with Community Information Centre, now open and functioning and The Robertson History Preservation Society, now disbanded. The Calendar was produced again in partnership with Quentin & Caleb Waters.
6. **Treasurer's Report.**
Doug Pritchard tabled his annual report. It was moved by Gary Norwell and seconded by Dan Stuart that the report be accepted.
Doug Thanked Jenny Kena for her tireless work on the committee and acknowledged that his contribution was enabled by bookkeeper, Debbie Short and CTC Manager, Karen Mewes.

7. Manager's Report

Karen Mewes tabled her report. It was moved by John Kennis and seconded by Jenette Stiles that the report be accepted.

- Karen highlighted the volunteers, who have increased in numbers and have given essential support in the work of the CTC.
- The extraordinary donation of the replacement printer valued at approx. \$15 000 has extended the possibilities of services that can now be offered at the CTC. Colour printing of The Robertson News is just one benefit of the machine and Karen expressed her gratitude to Konica Minolta for their generosity.

8. Robertson Mens Shed Inc

John Kennis presented a report on the activities of the group. He thanked the CTC and Jenny Kena in particular for their support in getting the group established.

Moved by Gary Norwell and seconded by Karen Mewes that his report be accepted.

9. Art Gallery Committee.

Co-ordinator, Janet Waterlow presented her report on the activities of the group for the year, highlighting the valuable bonds formed between local artists and the community that have been forged by inviting them into the gallery space. Bookings have already been taken for 2019 and the partnership with the CTC is proving very valuable to the local creative community.

Moved by Karen Wilmott, seconded by John Kennis that the report be accepted.

10. Community Information Centre.

This final report was prepared by Don Dyer. Moved by John Kennis and seconded by Gary Norwell that it be accepted.

This committee has now been wound up due to the official opening of the centre in April. Plans for the ongoing maintenance of the installations and the grounds have been drawn up all moneys now disbursed.

Ted Smith mentioned that it was the Committee's representatives' intention to continue to pursue "i" signage placed at each end of the town indicating the presence of the tourist information.

11. Election of Office Bearers and Committee Members.

The chair was vacated and all positions declared vacant. Ian Wallace presided as returning officer. The result of the elections was as follows:

President: Jenny Kena

Vice President: Jenette Stiles

Secretary: *Vacant*

Treasurer: Doug Pritchard

Committee Members:

Gary Norwell

Dan Stuart

John Kennis

Naomi Janzen

Debbie Short

Kevin Lollback

Karen Kennis (Moved Gary Norwell, seconded Jenny Kena)

12. Any other business

12.1 Confirmation of signatories and public officer

Signatories – Jenny Kena, Doug Pritchard, Karen Mewes, Debbie Short

Public Officer – Jenny Kena

Meeting closed 5.45pm

Robertson Shed Inc 2019 AGM PRESIDENT'S REPORT

In my report I would like to acknowledge the many people and organisations that have contributed to the continued operation of the CTC@Robertson. The CTC Manager's report by Karen Mewes covers the events, projects and programs that the CTC has been involved with during the year.

There are many people and organisations to thank for their contributions in 2018-2019.

Our staff – Our Manager Karen Mewes who has continued to develop and deliver the quality training courses and one on one training that are so essential to the core business of the CTC. The weekly iPad group that Karen has developed has been a great success, particularly amongst the older members of the community. In addition, Karen continues to manage the day-to-day operations of the CTC in a professional, efficient and friendly manner and within the limited resources available. With more groups using the Centre, we acknowledge this role continues to become more complex and time consuming. Karen also regularly volunteers her time above and beyond her paid hours and this is acknowledged with great appreciation. The position of Manager is a key one to the sustainability of the CTC. We are continuing to seek an increase in the subsidy we receive from Council so that we can increase the paid hours.

Our Volunteers – the CTC could not operate without the contribution and commitment of the people who volunteer for various tasks and projects including Customer service (IT help and business support), Gardening, the Cinema program, Training, the Gallery, Café, Catering and Events, Web maintenance/Facebook, Robertson News, IT support, Building maintenance, and other general assistance. I would particularly like to acknowledge –

- Debbie Short for all her work on the bookkeeping
- Karon Sacks for continuing to coordinate the gallery program and being a regular and reliable day-to-day volunteer helping to keep the CTC open for normal opening hours
- Kevin Lollback, Sheila McInnes and Dan Stuart for their commitment, flexibility and enthusiasm in staffing the CTC on a regular basis. They are part of the backbone of the CTC
- The Robertson Men's Shed Inc volunteers for maintenance of the building and garden at the CTC and the CIC – this has been of critical assistance saving money for the CTC and helping us to ensure a safe, attractive and well maintained building and grounds. The Robertson Women's shed Inc have also assisted with volunteers for events.
- Our cinema coordinator Bea Botvinik for providing the cinema series throughout the year
- Marion Tyree for assisting with the layout of the Robertson News
- All the partners of staff, committee and volunteers who lend a hand in various ways! This includes Keith Mewes who has assisted with our IT support.

Our Committee

The Committee –Jenette Stiles, Doug Pritchard, Naomi Janzen, Kevin Lollback, Gary Norwell, Debbie Short, Dan Stuart, John Kennis and Karen

Kennis - has met monthly during the year, helping to steer the CTC through its many and varied roles. Our Vice President, Jenette Stiles, has been facilitating a strategic planning process with the Committee this year and her expertise with this is greatly appreciated.

Our Sponsors

Wingecarribee Council provides an annual subsidy of \$10,000 towards the operation of the CTC. This subsidy is very much appreciated.

Our Grant providers – in 2019 program we received a grants from Council's Wingecarribee Community Assistance Scheme for a replacement printer. As we received a donated printer from Konica Minolta Council agreed that these funds could be utilised towards our air conditioning project. With this and our grant received from the Federal Government's Stronger Communities program (with the support of Stephen Jones), and the Robertson Garden Club donation we were able to complete the air conditioning project in June.

Our Community supporters, partners and customers - Other community organisations who have supported us or worked with us include the Robertson Show Society, Robertson Environmental Protection Society (REPS), Robertson Fire Brigade and Robertson Garden Club. Of special mention is the continuing partnership with the Robertson Open Garden Weekend organized by the Robertson Garden Club. Although this event will not be happening in 2019 we look forward to being involved again next year.

Our other Customers – including local businesses, and the individuals who have used our services. Of special mention is the support of businesses for the Robertson News. We encourage more businesses to take advantage of the Robertson News as an opportunity to both advertise and to tell the community about their new businesses or new services.

Partnerships

The Robertson Men's Shed Inc – our partnership with the Men's Shed has been a great success. This has been of huge benefit to the CTC and the RMSI has been a pleasure to work with. We look forward to the building of the new Men's and Women's Shed and the opportunities for further collaboration this will generate.

Some projects for the new year include –

- Building refurbishments – continuing to seek funds for some major works including a new kitchen, internal/external painting, lighting upgrade, new floor coverings, replacement doors and new curtains and some internal works to fill in some windows and create a new storeroom from the portico structure
- Village website – working with the new Robertson Business Chamber to refresh the website design and content
- Fundraising events – to organise a series or a major fundraising event so that our contingency funds for maintenance and operations can be put on a more secure footing. Relating to this is the development of a maintenance schedule for the building.
- Promotion of our IT training services to a wider, but more targeted audience in the village and surrounds
- Seniors Festival – we have applied for funding for a series of music activities for the 2019 NSW Seniors Festival

We continue to look for new Committee members who can assist as we support the **Community, Technology and Arts** in Robertson.

Jenny Kena, President

Treasurer's Report for the year ended 30 June 2019

Robertson Shed Inc, ABN 740 661 498. ANNUAL GENERAL MEETING—TREASURERS REPORT.

THE FINANCIAL STATEMENTS FOR THE ROBERTSON SHED INC FOR THE YEAR ENDED 30 JUNE 2019 are annexed hereto.

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

1. Audit of the accounts. The Robertson Shed 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 annual financial statements to the Dept of Fair Trading. We are however required to table accounts at the AGM.
2. The Trading result for the year under revenue, after taking into account depreciation, was a trading loss of \$7164.83. Depreciation booked was \$ 5612 so the result less depreciation is a loss of \$1552.83. It should be noted that an amount of \$5500 was added to the Assets value as a result of the donation of a photocopier/printer by Konica Minolta.
3. I consider this to be a satisfactory result given considerable expenditure on repairs and maintenance and other essential capital works.
4. All thanks go particularly Vice President Jenette Stiles for doggedly researching available community grants ably assisted and complimented by President Jeny Kena and Manager Karen Mewes. This was a mighty combined effort.
5. Our association with the Robertson Men's and Women's Sheds has proved mutually beneficial to all concerned.
6. The committee have devised an enhancement to the presentation of our monthly accounts. We have encountered some difficulties from time to time matching up expenditure particularly capital works, with specific grants. And so a matching process has been created which ties grants to specific improvements to the CTC. This is a very good innovation which improves disclosure and provides clarity .

My thanks to all who have assisted us with events and financial management at the CTC in particular Jenny Kena, Jenette Stiles, Karen Mewes and Debbie Short.

Treasurer
Doug Pritchard, FCA, JP

Balance sheet

The Robertson Shed Inc

As at 30 June 2019

Asset

Current Assets

Accounts Receivable	1,026.70
General Cheque Account	3,276.70
Investment Acc - Maxi Direct	5,191.90
Community Information Centre	7,654.73
Westpac Banking Corporation	0.18
Cash Register Float	100.00
Petty Cash Float	200.00
Buildings	202,078.84
Furniture & Fittings	34,222.53
Furniture & Fittings - Grant Funded	6,386.40
Furniture & Fittings Accum Dep	-21,483.00
Furniture & Fitting Write-Offs	-3,726.00
Comp Equip & Software	50,502.52
Comp Equip & Software - DECC Funded	2,472.55
Comp Equip & Software Accum Dep	-52,975.07
Business Equipment	21,229.41
Business Equip Accum Dep	-16,556.27
Other Plant & Equipment	15,291.40
Other Plant & Equip - DECC Funded	25,255.42
Other Plant & Equip Acc Dep	-25,984.00
	<hr/>
	254,164.94
Total Assets	254,164.94

Liability

Current Liabilities

Accounts Payable	-249.00
GST Collected	2,600.33
GST Paid	-3,617.76
PAYG Withholdings Payable	850.00
Superannuation Payable	947.18
Community Info Centre Expenses	-83,943.90
History Preservation Group Expenses	-3,117.28
Wuka Ptukas	200.05
Rental Bond	500.00
Community Info Centre Income	92,155.00
History Preservation Group Income	3,331.00
Contributions	5,500.00
Grants	6,386.40
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	21,542.02
Total Liabilities	21,542.02

Net Assets

232,622.92

Equity

Retained Earnings	-522.91
Current Year Earnings	-7,164.83
Members Capital	250,056.62
Retained Earnings pre-conversion	7,919.93
Current Year Earnings pre-conversion	-17,665.89
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Total Equity	232,622.92

Profit & Loss

The Robertson Shed Inc

For the 12 months ending 30th June 2019

	Total
Income	
Artists IT Project	12.73
Arts Program	7,978.80
Business Services	1,323.77
Cafe	2,548.20
Cinema F/Raising Events	1,745.26
Council Subsidy	10,000.00
Donations	8,155.57
Equipment & Venue Hire	6,114.28
Interest	98.19
Membership	30.73
Robertson News	4,275.00
Training	10,081.53
	<u>52,364.06</u>
Less Cost of Sales	
Arts Program Expenses	7,213.83
Business Services Expenses	2,298.47
Cafe Expenses	1,254.55
Cinema F/Raising Expenses	360.00
Paypal Fees	54.98
Robertson News	1,721.32
Village Website Expenses	127.68
	<u>13,030.83</u>
	<u>39,333.23</u>
Gross Profit	
Less Expenses	
Accounting & Auditing	349.41
Advertising	50.00
Cleaning	417.08
Depreciation	5,612.34
Donation	100.00
Electricity	2,022.94
Insurance	3,761.19
Internet	876.93
Other General Expenses	200.00
Postage/Stationery/Freight	360.03
Repairs & Maintenance	1,064.85
Subscriptions/Library	-145.46
Superannuation Expense	2,722.60
Telephone	447.83
Wages & Salaries	28,658.32
	<u>46,498.06</u>
Net Loss	<u>-7,164.83</u>

Managers' Report - Annual General Meeting – 19 September 2019

Building Repairs and Maintenance

I would like to thank the Robertson Men's Shed and especially Dan, Nigel and John for assistance with a variety of maintenance issues from fixing toilets to mowing the lawns. Parts of the building are showing their age and increasing maintenance or replacement is required.

Computers and Computer Maintenance

The CTC changed to the NBN with the expected teething problems but on the whole the internet is much faster and more reliable.

Computer maintenance has been ongoing, with assistance from Keith Mewes, HighComm Pty Ltd (at no charge). The laptops especially are showing their age and required rebuilds to keep them going.

Many thanks to volunteers and especially Kevin for assisting with clearing out and removing obsolete equipment.

Volunteers

Our regular volunteers continue with Karon Dan and Kevin and Sheila plus extra assistance from Lachlan when available. Many thanks to these people who really enable the CTC to keep running each week. Each of these volunteers has been able to take on extra roles, Karon keeping the Art program running and assistance with the iPad group, Dan as our first call for maintenance issues and care of the coffee machine, Kevin iPad and IT assistance and clearing of old equipment, Sheila IT assistance and petty cash. This level of skill and experience in our volunteers has been of great benefit and I would especially like to mention Karon Sacks for stepping up whilst I have been away with support of the other volunteers and committee.

Events & Venue Hire

The local choir continue to meet weekly and a few other groups have used the CTC for meetings on an adhoc basis.

During the last school holidays the coffee machine and cafe area were used for a very successful youth barista course.

The Robertson Futures Group Storytelling Group and the new Robertson Business Chamber has also been meeting at the CTC.

Robertson Open Gardens - October

The CTC was open all weekend as the base for open garden ticket sales and information. This was again a very successful weekend and our busiest weekend of the year. The CTC appreciates the donation from the Garden Club out of their takings for the weekend and would like to thank all volunteers both our own and the Garden Club for their work with this event. We are sorry that the Open Gardens weekend will not go ahead this year.

Equipment Hire

Chair hire – All of red cinema chairs have been hired out a couple of time to the National Trust for use at Retford Park and also a smaller number of them by a committee member for workshops, with a couple of other enquiries pending. One of the laptops was hired for several weeks training by a HighComm/K Mewes client.

Business Services

The Robertson Environment Protection Society have been pleased with our new A3 colour printing and A small but increasing number of people have been making use of our computers and business services. The new printer has also now being used for the Robertson News – allowing it to be printed in house and in colour.

Computer Training

Classes have been run as usual on Fridays during term time with all manuals and courses written by the trainer / HighComm at no charge to the CTC.

The iPad group continues every Thursday with a small core group plus others who turn up whenever they need extra assistance.

One on One training and assistance has been ongoing and in high demand. There has been an increase in people requiring more technical assistance.

Seniors Festival

Free technology classes and workshops were well attended with nearly all bookings coming directly to the CTC (not via the Council Trybooking system). Some of the attendees have since attended other paid classes or the iPad Group.

Art

Many thanks to Karon Sacks for doing the bulk of the work in keeping the art exhibitions going.

Cinema

Thanks to Bea for continuing with the cinema screenings. Also thanks to Jenny and Gary who have run the café and bookings (along with other volunteers), we appreciate that this has been quite a big commitment.

Finally, I would like to thank the volunteers, committee and President for all their support and hard work.
Karen Mewes



ROBERTSON MEN'S SHED INC

1701116 TM ABN 61588303602

"Men's Sheds are not just for fixing furniture and building toys, they are helping men and building communities" (AMSA website)

Annual Report: 2018/2019.

The RMSI has had a strong year. Our major fundraiser in May was a great success, this was due to the extraordinary talent that performed for us, we are sincerely grateful for their support for our cause. Our special thanks go to Gary Norwell, the main driver for us to do this event and his contacts in the industry.

We have conducted a number of Bunnings BBQ days as well as Vickers and Hoad BBQ's.

We are extremely grateful to our collaborative organisations who have supported us:

- The Robertson CTC who continue to provide us with a home.
- The SHAC who have given us the opportunity to become socially engaged in the culture of art.
- The Robertson Public School for promoting our cause.

The organisations who have donated and funds to our cause:

- The Robertson Garden Club who had donated \$2,500.00 to our cause.
- The Robertson Rural Fire Brigade who have donated \$1,000.00.

The Grants received throughout the past year:

- The WSC community assistance grant of \$6,900.00 for part of our DA documentation and submission costs.
- The WSC for waiving \$3,315.59 section 94 levies.
- The Australian Government Department of Health grant of \$3,500 towards the cost of the purchase of a container.

We owe thanks to organisations such as WHAM, who have supported us and provided health professional to give lectures to our members on relevant health issues.

We owe thanks to the Robertson community who have donated machinery to our shed.

We have collaborated with the RWSI and we support each other in fund raising events to gain funds for our building.



ROBERTSON MEN'S SHED INC

1701116 TM ABN 61588303602

"Men's Sheds are not just for fixing furniture and building toys, they are helping men and building communities" (AMSA website)

We gained DA approval for our shed on the 10th April 2019, and have been working since then to get our documentation together to submit our Construction Certificate. This was finalised on the 27th August and CC submission was on the 28th August 2019.

We have applied for infrastructure grants from the Office of Responsible Gambling, The Stronger Country Communities, and the My community grant funds. We hope one of these will be awarded and if so, building of our shed can commence upon confirmation of the funds.

Our thanks also to the businesses of Robertson, who support our cause:

- The Robertson Public House and Kitchen.
- The Robertson Butcher
- The Southern Rise Bakery
- The Robertson Fruit shop.

They have all given us support for our fund raising events and we will work with them in the future with our upcoming fund raising events.

With our container set up we intend to run workshop days and start familiarising our members with the machinery we have. We therefore intend to increase the RMSI meeting days.

End report

ELECTION Robertson Shed Inc OFFICE BEARERS AND COMMITTEE MEMBERS

– Returning Officer – Leesa Stratford

Office Bearers

President
Deputy President
Secretary
Treasurer

Ordinary Committee Members (Up to 11)

Confirmation of Public Officer – currently Jenny Kena

Confirmation of Cheque signatories – currently Jenny Kena, Doug Pritchard, Debbie Short and Karen Mewes.