



Brukunga Community Association Inc. 2023 Annual General Meeting Minutes of Meeting

6.30pm Thursday 28th September 2023,
Brukunga Hall

Present: Steven Wright, Heidi Sowerby, Dianna Weber, Joy Watkins, Katrina Warner, Adam Yeager, Kelly Northey, Pearl Schutz, Jake Simpson, Sandy Liddell, Matt Henderson, Dione Thompson, Mike Palmer & Michelle McNeil

Apologies: Mayor David Leach, Nathan Watts

Guests: Kate McPhee, Lee Ritchie, Kerry Northey, Elaine Revi-Peart, Jeremy Heal, Andrew & Cathy Goodman

(Quorum checked)

1. **Welcome & Acknowledgment of Country**

AGM opened by Heidi Sowerby @ 6:32pm
Acknowledgement of country by Dianna Weber
Heidi handed over the chairing role to Kate McPhee (Meetings Coach)

2. **Confirmation of Previous Minutes**

Nil minutes to confirm as first AGM since BCA revival meeting on 02/03/2023.
(Unable to locate any minutes from the previous AGM.)

3. **Chairperson's Report – (attached)**

Summary of Report presented by Heidi Sowerby

4. **Secretary/Public Officer's Report – (attached)**

Summary of Report presented by Dianna Weber

5. **Treasurer's Report – (attached)**

Summary of Report presented by Kelly Northey

The outgoing Committee members were recognised and thanked for their work by enthusiastic acclamation from the members and guests.

6. **Elections**

Kate declared all nine committee positions vacant.
Eight nominations had been received from eligible financial members.

Therefore the following nominees were automatically elected to the 2023/2024 committee without the need for a ballot:



- 1) Michael Palmer
- 2) Dione Thompson
- 3) Kelly Northey
- 4) Pearl Schutz
- 5) Heidi Sowerby
- 6) Katrina Warner
- 7) Adam Yeager
- 8) Dianna Weber

As per the Constitution, requirements, Kate asked if there were any nominations from the floor and explained that if there were not, the ninth position would be treated as a casual vacancy and could be filled by the Committee at a later date. No nominations were received.

The incoming Committee members were welcomed by enthusiastic acclamation from the members and guests.

Photographs were taken of the outgoing and incoming Committees.

7. Appointment of Auditor

Move that Andrew Frohling be appointed as the auditor for the Brukunga Community Association Inc. for the 2023/2024 FYR.

Moved: Michael Palmer **Seconded:** Heidi Sowerby **Carried:** Unanimously

8. Committee Positions

The Committee will decide the Office Bearers and other positions at its first meeting, to be held following the AGM at 7.30pm.

9. Meeting declared closed @ 6:55pm.



CHAIRPERSON'S REPORT 2023

I am delighted to present my first Chair's report - not even a year has passed since we have revived the association, but we have accomplished, grown, and formed strong bonds within our community. It has been an honour to serve as the Chair of the Brukunga Community Association Inc., and I am grateful for the support and dedication of our committee and members.

Highlights of the Year:

(Re) Formation Meeting (2nd March 2023): After a long recess, our journey began with our first formal meeting on March 2nd, led by Kate McPhee from Liquorice Allsorts and supported by District Council of Mount Barker. Kate played a crucial role in assisting us to re-establish our Association (first registered in 1997!). With her guidance, we developed our new constitution, code of conduct, and developed action plans, laying a solid foundation for our future endeavours.

New Committee and Sub-Committees: Following the (re)formation meeting, our new committee was formed, bringing together dedicated individuals committed to making a positive impact on Brukunga. Additionally, we established sub-committees, each focusing on specific aspects of our community's well-being. This structure has enabled us to efficiently address various community needs.

Logo and Website: We proudly unveiled our Association's new logo and website, giving us a digital presence that reflects our commitment to progress and community engagement. These tools will serve as valuable resources for members and those interested in our activities. Thanks to Kelly Northey and Katrina Warner for all your efforts on the BCA website.

Brukunga Family Day: Our collaboration with Reclink Australia for the Brukunga Family Day was a resounding success, attracting a tremendous turnout from our community. This event brought us closer together and showcased the vibrant spirit of Brukunga.

Community Garden: The establishment of the Community Garden was met with enthusiasm, and we were pleased to see a great turnout of community members eager to participate in this exciting project.

Guest Speakers: Throughout the year, we hosted a range of guest speakers who shared valuable insights with us. Nicki Van Hooff, Nathan Watts, Nathan Franklin, Steven Conn, and Airle Keen enriched our meetings with their expertise and knowledge, addressing topics vital to our community's growth.

Grant Success: We secured grants that will significantly contribute to our community's development. We received grants from Mt Barker Council (\$1,300) for initial set up costs – tea and coffee supplies for 12 months, filing cabinet and carpark wheel stops, Bendigo Bank's SA Bushfire Recovery Grant (\$31,033) to cover First Aid kit, Snake bite kit and Infant/Child defib pads, laptop, printer, laminator, dishwasher, urn, coffee machine, slow cooker, pie warmer, TV, electronic screen, data projector, speakers, amp, sub-woofer, portable microphone with speaker, upgrade of the halls electrical board, painting inside the hall, security safe and acoustic panels. SA Power Networks (\$5,000) auspiced by Mt Barker Community Centre for improved security lighting around the hall. Most recently, Mt Barker District Council – Events grant (\$2,000) – End of year community event in conjunction with Reclink Australia (TBA)

Pending Grants: We have pending grant applications with Australia Post Community Grant (\$5,000) purchase of wood fire pizza oven with temp gun and stainless-steel pizza



oven tool kit, with local chef conducting a workshop in pizza making for the community. Open Garden SA Community Garden Grant (\$3,000) extra plant beds for native wildlife attracting plans, soil, and compost and 2 x workshops with Jade Brook and Peramangk elder Courtney Hebbberman around bush tucker plants in our area and Tjibruke Dreaming Story and its significance to the Brukunga area. Nutrien Aq Solutions Community Grant (\$3,800) 2 x picnic tables for the community garden, made in Jarrah from the Laratinga Community Shed in Mt Barker. Foundation for Rural and Regional Strengthening Rural Community's Fire to Flourish Grant – (\$24,487) lounge and coffee table for Hall, outside Umbrella with weights, moving furniture dolly, floor cushions, historic wall mural of old hall on one wall and collage of photos on another wall, painting of the power poles on the main road of Brukunga, event marquees, BCA banners and event sails, advertising A frames, new locks for storage area in hall, lattice for the community garden for climbing plants and solar festoon lighting.

Fundraising: In addition to our achievements and plans outlined in this report, it is essential to address the financial aspect of our Association's sustainability. While we have been fortunate to secure grants and support for specific projects, we must also consider the ongoing expenses required to keep our Association running smoothly.

To ensure the financial health of the Brukunga Community Association Inc. and cover our running costs, we will consider organising another Family Fun Day and other fundraising initiatives in the coming year like Bunnings sausage sizzles etc. These events not only provide essential funds but also foster community engagement and unity.

The success of our previous Brukunga Family Day demonstrates the potential for community events to bring us together and generate funds simultaneously. By hosting another Family Fun Day or exploring other creative fundraising ideas, we can continue to strengthen our financial position while offering enjoyable experiences for our community members.

Let us keep this idea in mind as we move forward and explore ways to secure the necessary resources for our Association's smooth operation. Your input and suggestions and assistance to our Events Sub-Committee regarding fundraising efforts will be invaluable as we strive to meet our financial goals.

Together, we can ensure the long-term sustainability of the Brukunga Community Association and continue to make positive strides in our community.

Thank you

I would like to extend my heartfelt thanks to our remarkable Secretary, Dianna Weber, who has been instrumental in keeping our records organised and our communications efficient. Your dedication is truly appreciated.

To our Treasurer, Kelly Northey, your exemplary financial management and efforts all round has been a pillar of our association's stability. Thank you for your diligent work.

I am immensely grateful to the entire committee and our members for your unwavering support and dedication. Together, we have achieved so much in such a short time.

I would like to extend our heartfelt thanks to Lee Ritchie from Mount Barker District Council, Jodie Mitchell from Reclink and Kate McPhee from Liquorice Allsorts for their invaluable support throughout the year. Their dedication and assistance have played a crucial role in our successes and initiatives. Your contributions are deeply appreciated and have made a significant impact on the Brukunga community. Thank you, Lee Ritchie, Kate McPhee and Jodie Mitchell, for being such valuable partners in our journey.



Looking Forward: As we approach our first Annual General Meeting since our revival, I am filled with pride at what we have achieved together. I am eager to continue serving as the Chair for the next 12 months and am excited about the prospects that lie ahead for the Brukunga Community Association.

In the coming year, my hope is that we maintain our focus on delivering on the commitments we have already made and ensure the success of our ongoing projects. Let us work together to make Brukunga flourish in all our endeavours.

Thank you for your trust and support as we embark on this journey together. Here is to another year of growth, progress, and unity within our community.

Heidi Sowerby

Chair - Brukunga Community Association Inc.



SECRETARY / PUBLIC OFFICER'S REPORT 2023

Since our first revival meeting on 2nd March 2023 until now, it has been exactly six months and 27 days which doesn't really sound long at all. But if I rephrased it as approximately 303,840 minutes then it starts to sound more like the time that has passed, and a truer reflection of time committed by all to get here today! Reflecting on the accomplishments within that time frame looks something like this:

Our initial workshops in November 2022 and February 2023 were born from the desires of a couple of dedicated members, Kelly Northey and Katrina Warner, wanting to bring a sense of "community" into Brukunga. Prior community consultations were the catalyst for an action plan and with the assistance of Lee Ritchie, Mount Barker District Council's Community Resilience Officer, and workshop facilitator, Kate McPhee from Liquorice Allsorts, we revived the Brukunga Community Association Incorporated (BCA).

We started our Association with just 11 members and, at the time of writing this report, have grown it to 27 financial members (24 full and three friend members), nine pending member applications, five archived members and seven volunteers, all who have assisted in various processes throughout the past six months and 27 days.

A competition put out to the wider community, saw our visual identity being captured with a new logo provided by Alisha Archer, and an additional infomercial logo provided by Dione Thompson.

Fast forward to today, BCA now has a PO Box address, website, FaceBook page, shared email for the Chair/Vice Chair, emails for the Secretary, Treasurer and the Finance & Grants Subcommittee. We have a shared, cloud-based office with folders, templates, registers and photos. We have featured on the Mount Barker District Council's FaceBook page, appeared in the Courier newspaper on two separate occasions to highlight our achievements so far and created a valuable network of individuals, associated community groups, Councillors and Members of State and Federal Parliaments. We have created surveys to provide community feedback to Council for improvements within the township and surrounding areas, been invited to a Country Cabinet Lunch with the Deputy Premier, Susan Close and an invitation to Government House for inclusion in an award presentation. We've had five guest speakers precede several Committee meetings with more planned for future meetings. Despite these achievements, the best has been bringing strangers together to create friendships, along with a community-in-progress to be proud of.

Action Plan & Recommendations

Although we have addressed several items on the original action plan, there are still more to be completed and a need to review this action plan to add the countless ideas that continually evolve as each item nears completion.

I recommend reducing the current seven subcommittees to a more manageable number to alleviate the workload on the same Committee members. Whilst the roles of various subcommittees can be combined, others can be relegated to more of an "interest" item and included in the Agenda on an "as needed" basis or deleted altogether. This should be regarded as high priority to enable more efficient working and reporting practices amongst the members and further streamline the existing committee meetings.



The final recommendation is to continue to work together to maintain our Association to further unite the Brukunga community.

Dianna Weber

Secretary / Public Officer - Brukunga Community Association Inc.



TREASURER'S REPORT 2023

Opening Bank Accounts:

I am pleased to report that we have successfully established the community association's bank accounts with Bendigo Bank. This step ensures transparency and accountability in managing our finances. The accounts have been set up with the highest regard for security, and all signatories have been duly authorized.

Square Account & Card Reader for Events & Online Payments:

In order to allow online credit card transactions via our website and streamline financial transactions during events, we have acquired a Square card reader system. Square not only enhances convenience for our members/fundraising customers but also provides a more secure and efficient means of handling payments. It is our hope that this implementation will lead to smoother operations during future events & increased revenue with credit/debit card payment options being available.

Petty Cash in Operation:

To facilitate day-to-day expenses and minor transactions, we have implemented a petty cash system. This fund is managed with strict oversight and accountability measures in place. All expenditures from this account are thoroughly documented and reconciled regularly.

First Family Fun Day to Help Start Covering Costs:

Our inaugural Family Fun Day event was a resounding success with huge thanks to Reclink Australia who provided all the free entertainment, BBQ and drinks and the many committee and community members who donated their time and energy on the day and in donation and preparation of soups, lasagne & other bake sale fundraising items. We had an amazing turnout and not only did it serve as a wonderful opportunity for community bonding, but it also made significant strides towards covering initial operational costs. The revenue generated will be to support our ongoing operational costs.

Planning Future Events to Cover Operational Costs:

Looking ahead, to cover the costs of running a community association, we will need to carefully plan profitable & time efficient fundraising efforts to help cover these costs ongoing, so we can ensure the continuation of all our good work for our community.

Kelly Northey

Treasurer – Brukunga Community Association Inc.



STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDING 30/06/23

	2023	2022
INCOME		
Grants	1,300	0
Memberships	155	0
Fundraising	1,380	0
Gifts	1,110	0
TOTAL INCOME	3,945	0
EXPENSES		
Office Admin	96	0
Committee Fees	165	0
Audit Fees		
TOTAL EXPENSES	261	0
NET SURPLUS/DEFICIT	3,685	0



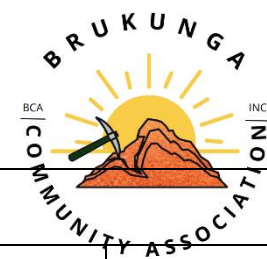
STATEMENT OF FINANCIAL POSITION AS AT 30/06/23

	2023	2022
GROUP CAPITAL		
Balance at 1 July	0	0
Add: Surplus (Deficit) for the year	3,685	0
Balance as at 30/6/23	3,685	0
This is represented by:		
CURRENT ASSETS		
Cash at Bank	2,380	0
Accounts Receivable	1,300	0
Cash on hand	234	0
NON CURRENT ASSETS	0	0
TOTAL ASSETS	3,914	0
Less: CURRENT LIABILITIES		
Accruals	230	0
Accounts Payable	0	0
NON-CURRENT LIABILITIES	0	0
TOTAL LIABILITIES	230	0
NET ASSETS	3,685	0



STATEMENT OF CASH FLOW FOR THE YEAR ENDING 30/06/23

	2023	2022
Cashflow from operating activities		
Receipts from customers	2,645	
Payments to suppliers	(31)	
NET CASH PORVIDED BY OPERATING ACTIVITIES	2,614	
Payments for property plant and equipment		
Proceed from sale of property plant and equipment		
NET CASH USED IN INVESTING ACTIVITIES		
CASH AT THE BEGINNING OF THE FINANCIAL YEAR	0	
CASH AT THE END OF THE FINANCIAL YEAR	2,614	
<p>For the purposes of the Statement of Cash Flows, cash includes cash on hand and in banks and in investments in money market instruments, net of outstanding bank overdrafts. Cash at the end of the financial year is shown ion the Statement of Cash Flows is reconciled to the related items in the balance sheet as follows</p>		
Cash	2,614	0
Deposits at Call	0	0
Bank overdraft	0	0



2024 Budget

	2023 Actual	Core Operations	Bendigo	"Events"	Open Comm. Garden	Australia Post	Nutrien Ag Solutions	FRRS	Oct. 14th Referendum Voting Day Fundraiser (bake sale)	Bunnings BBQ Fundraisers (2yxr)	Fundraising day	2024 Budget Total
INCOME												
Grants	1,300		31,033	2,000	3,000	5,000	5,000	24,000				70,033
Memberships	155	170										170
Fundraising	1,380								1,500	2,000	1,400	4,900
Gifts	1,110											0
TOTAL INCOME	3,945	170	31,033	2,000	3,000	5,000	5,000	24,000	1,500	2,000	1,400	75,103
EXPENSES												
Office Admin	96	200										200
Committee Fees	165	0										0
Depreciation	0	0										0
Grant Expenditure	0	0	31,033	2,000	3,000	5,000	5,000	24,000				70,033
Insurance	0	2,000										2,000
PO Box	0	40										40
Fundraising Costs	0	0							500	500	400	1,400
Web Site	0	379										379
Audit Fees	0	450										450
TOTAL EXPENSES	261	3,069	31,033	2,000	3,000	5,000	5,000	24,000	500	500	400	74,502
NET SURPLUS/DEFICIT	3,685	(2,899)	0	0	0	0	0	0	1,000	1,500	1,000	601



CASH FLOW FORECAST

Cashflow from operating activities	2024
Receipts from customers	76,403
Payments to suppliers	(74,732)
NET CASH PROVIDED BY OPERATING ACTIVITIES	1,672
Payments for property plant and equipment	
Proceed from sale of property plant and equipment	
NET CASH USED IN INVESTING ACTIVITIES	
CASH AT THE BEGINNING OF THE FINANCIAL YEAR	2,614
CASH AT THE END OF THE FINANCIAL YEAR	4,286