

**Annual General Meeting**  
**Regional Service Body of Australia Incorporated (RSBoA Inc.)**  
**21<sup>st</sup> November 2020**  
**FULL VIRTUAL**

<b>Location:</b>	Conference Call - via Zoom	<b>Date:</b>	Saturday 21 <sup>st</sup> November 2020
<b>Meeting Commenced:</b>	3:30pm AEDT	<b>Meeting Finished:</b>	3:57pm AEDT

**AGM Minutes 21<sup>st</sup> November 2020**

**Regional Service Body of Australia Incorporated Annual General Meeting**

Agenda and Chairpersons Report to the RSBoA Incorporated AGM 2020.

1. Introduction and Welcome from the Chair
  2. Recording of attendees including remote attendees
  3. Approval of the Minutes of the AGM
  4. Presentation of the 2020 Chairperson's AGM Report
  5. Presentation of Treasurer's Report
  6. Appointment of Auditor
  7. General Business Agenda
- Welcome to the first Annual General Meeting of the Regional Service Body of Australia Incorporated. As this is our first AGM, there are no previous AGM meeting minutes to approve today.
  - During 2020, the constitution was written and the RSBoA was incorporated on the 12th of October 2020.
  - Financials of the Regional Service Body of Australia Incorporated are contained in following Treasurer's Report.
  - The Regional Service Body of Australia started to trade on the 12th October 2020 and all income and expenditure will be accounted for and presented at the 2nd AGM in 2021.
  - During the year, the delegates can call a special meeting for some urgent discussion. The members of the RSBoA are all the delegates and RSBoA Trusted servants. Members do not have any personal liabilities for this association.
  - The annual AGM timing will be determined by the outcome of the proposals tabled to alter the ARSC cycle and the decisions on which meetings if any will be virtual or in person.
  - Thank you to everyone who has participated in the process of establishing ARSC as an Incorporated Association under NSW Fair Trading.

Yours in service

Regional Service Body of Australia Incorporated Chairperson.

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**AGM Proposals 21<sup>st</sup> November 2020**

**Proposal 1 Acceptance of Chair's Report**

Proposed by Northern Australia RCM

Seconded by Sydney East ALT RCM

Outcome: Endorsed

**Proposal 2 Acceptance of Treasurer's Report**

Proposed by Sydney South RCM

Seconded by South Australian RCM

Outcome: Endorsed

**Proposal 3 Endorsement of Constitution as per Treasurer's Report**

Proposed by NSW Far North Coast RCM

Seconded by Hunter Valley RCM

Outcome: Endorsed

**Proposal 4 The ARSC and Regional Service Body of Australia Incorporated operate as a single entity**

Proposed by Northern Australia RCM

Seconded by South Australia RCM

The ARSC will operate officially as the Regional Service Body of Australia Incorporated and bring all ARSC balances as at 12th October 2020, plus stock, material, documents, domain name, and accounts to the Regional Service Body of Australia Incorporated.

Outcome: Endorsed

**Proposal 5 Confirmation of Auditor**

Proposed by Northern Australia RCM

Seconded by NSW Far North Coast RCM

Appointment of Auditor will be the responsibility of the Treasurer as per our current process.

Outcome: Endorsed

Close of AGM meeting.

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**AGM Attendees 21<sup>st</sup> November 2020**

Management Committee Members		Regional Committee Members and Alternates				Sub-Committee Chairs and Vice Chairs and Work Group Members	
Chair	P	RCM Blue Mountains	Ap	RCM Northern Australia	P	FSO Chair	Ab
Vice Chair	V	Alt RCM Blue Mountains	P	Alt RCM Northern Australia	P	Sydney Metro Chair	V
Treasurer	P	RCM Canberra	Ap	RCM South Australia	P	Indigenous Chair	P
Assistant Treasurer	V	Alt RCM Canberra	V	Alt RCM South Australia	P	Indigenous Vice Chair	V
Secretary	P	RCM Central Coast	Ap	RCM Sydney North	Ap	IT Chair	P
Assistant Secretary	V	Alt RCM Central Coast	V	Alt RCM Sydney North	V	IT Vice Chair	V
Regional Delegate	P	RCM Coffs Coast	Ab	RCM Sydney South	P	Outreach Chair	V
Alternate Delegate	P	Alt RCM Coffs Coast	Ab	Alt RCM Sydney South	V	Outreach Vic Chair	V
		RCM Far North Coast	P	RCM Sydney East	P	Policy Chair	P
		Alt RCM Far North Coast	P	Alt RCM Sydney East	P	Policy Vice Chair	V
		RCM Gold Coast	Ap	RCM Sydney West	V	Public Relations Chair	P
		Alt RCM Gold Coast	P	Alt RCM Sydney West	V	Public Relations Vice Chair	P
		RCM Hunter Newcastle	P	RCM Victoria	Ab	Legal Status Workgroup x2	P
		Alt RCM Hunter Newcastle	V	Alt RCM Victoria	Ab	World Board Member	Ab
		RCM NSW South Coast	P	RCM West Australia	Ap		
		Alt RCM NSW South Coast	V	Alt RCM West Australia	P		

**LEGEND**

P = Present, Ap =Apology, Ab = Absent, V = Vacant

**QUORUM**

A quorum was attained as per the Constitution.



Regional Service Body of Australia Incorporated

### **Treasurer's Report**

Dear Members

I am honoured to provide the first Treasurer's Report for the Regional Service Body of Australia Incorporated (RSBoA Inc).

The RSBoA Inc was registered on 12 October 2020.

For transparency and completeness we are presenting the full year financials for the 2019-2020 period 1 July 2019 to 30 June 2020.

#### **Income**

Income for the period was \$131,561.00, which is encouraging given that we are experiencing a pandemic.

#### **Expenses**

Expenses for the period totalled \$117,685.07. These are commensurate with approved budgets.

Significant expenses for the period related to funding the July and November 2019 ARSC meetings, audit fees, fund flows to APF and NAWS, insurance, 'Twilio' phone line charges, legal fees for the Legal Status Review and PR printing.

A breakdown of all income and expenses is included within this report.

#### **Audit**

Smiles & Associates Chartered Accountants were appointed in August 2020 to perform an annual agreed upon procedures engagement.

The engagement involved the following:

Review and test all the transactions within the Regional Service Committee Community Trust Account to supporting documentation for the period 1 July 2019 to 30 June 2020.

The findings were as follows:

A total of 202 transactions had taken place in the Regional Service Committee Community Trust account during the period 1 July 2019 to 30 June 2020. All the transactions were able to be substantiated as sufficient supporting documents were provided. No exceptions were noted.

I can confirm that the Audit Fee for the 2020-2021 Financial Year will be \$2,150.00 + GST.

Yours in service

Treasurer – Australian Regional Service Committee of NA / RSBoA Inc

Regional Service Body of Australia Incorporated (RSBoA Inc)  
Financials 1 July 2019 to 30 June 2020 Inclusive

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Totals
<b>Opening Bank Balance</b>	\$ 60,407.78	\$ 21,334.25	\$ 24,319.03	\$ 26,430.93	\$ 34,398.98	\$ 26,880.80	\$ 35,425.33	\$ 23,425.66	\$ 25,858.72	\$ 28,932.41	\$ 31,495.03	\$ 55,512.48	\$ 60,407.78
<b>Income</b>	\$ 9,486.49	\$ 7,469.03	\$ 3,284.90	\$ 13,165.10	\$ 4,475.00	\$ 14,752.86	\$ 1,442.35	\$ 13,417.36	\$ 10,003.03	\$ 4,410.62	\$ 29,854.29	\$ 19,799.97	\$ 131,561.00
Income from Areas and Members	\$ 9,086.49	\$ 7,469.03	\$ 3,284.90	\$ 13,165.10	\$ 4,475.00	\$ 14,752.86	\$ 1,442.35	\$ 13,417.36	\$ 10,003.03	\$ 4,410.62	\$ 29,854.29	\$ 19,749.97	\$ 131,111.00
PR Float returned	\$ 400.00												\$ 400.00
Reimb from ex-Treasurer												\$ 50.00	\$ 50.00
<b>Expenses - ARSC Member Travel</b>	\$ -	\$ 4,000.00	\$ -	\$ 2,500.00	\$ 1,741.58	\$ -	\$ 6,276.22	\$ 3,996.00	\$ 584.45	\$ -	\$ -	\$ -	\$ 19,098.25
Flight Centre AD and RD travel to APF / WSC					\$ 100.00		\$ 2,866.00	\$ 1,496.00					\$ 4,462.00
Flight Centre ARSC		\$ 4,000.00		\$ 2,500.00			\$ 2,500.00	\$ 2,500.00					\$ 11,500.00
Flight Centre Other							\$ 910.22						\$ 910.22
Reimb ARSC members for self-booked flights or petrol					\$ 1,641.58				\$ 584.45				\$ 2,226.03
<b>Expenses - Per Diems</b>	\$ 2,938.27	\$ -	\$ -	\$ -	\$ 2,177.45	\$ -	\$ -	\$ 150.00	\$ 1,024.00	\$ -	\$ -	\$ -	\$ 6,289.72
Expenses Per Diems - ARSC	\$ 2,938.27				\$ 2,177.45				\$ 1,024.00				\$ 6,139.72
Expenses Per Diems - Other								\$ 150.00					\$ 150.00
<b>Expenses - Other</b>	\$ 7,032.74	\$ 484.25	\$ 1,173.00	\$ 2,697.05	\$ 8,074.15	\$ 6,208.33	\$ 7,165.80	\$ 6,838.30	\$ 5,320.89	\$ 1,848.00	\$ 5,836.84	\$ 1,028.74	\$ 53,708.09
Accountant Fees - Audit					\$ 2,145.00								\$ 2,145.00
Admin Committee - ARSC expenses					\$ 55.90				\$ 60.23				\$ 116.13
Admin Committee - Zoom subscription									\$ 230.89				\$ 230.89
Bank Fees	\$ 0.75	\$ 84.25	\$ 0.50	\$ 0.75	\$ 1.75	\$ 45.25	\$ 1.25	\$ 3.25	\$ 1.75	\$ 43.00	\$ 0.50	\$ 1.00	\$ 184.00
Bookkeepers Fee	\$ 540.00												\$ 540.00
FSO - Literature - Outreach and PR	\$ 298.99												\$ 298.99
Fund Flow APF	\$ 1,500.00				\$ 2,000.00				\$ 1,500.00				\$ 5,000.00
Fund Flow NAWS	\$ 2,500.00				\$ 2,500.00				\$ 2,500.00				\$ 7,500.00
Indigenous Yabun Stall									\$ 297.96				\$ 297.96
Insurance - FSO Public Liability								\$ 6,075.00					\$ 6,075.00
IT Debit Card Top Up for the Twilio Phone System	\$ 800.00	\$ 400.00	\$ 500.00	\$ 1,576.30		\$ 500.00	\$ 529.02	\$ 700.00	\$ 700.00	\$ 700.00	\$ 400.00	\$ 700.00	\$ 7,505.32
IT Website/other Charges						\$ 59.18						\$ 165.00	\$ 224.18
Legal Status Review						\$ 5,000.00	\$ 5,000.00				\$ 5,000.00		\$ 15,000.00
NA Today Postage and Printing	\$ 1,105.00				\$ 1,105.00					\$ 1,105.00	\$ 271.34		\$ 3,586.34
PR CAD approval and station transfer of 5 NA CSA's			\$ 192.50		\$ 247.50						\$ 165.00		\$ 605.00
PR Fax Service H+I Prisons						\$ 92.40							\$ 92.40
PR Postage							\$ 195.05		\$ 30.06			\$ 162.74	\$ 387.85
PR Printing / Posters / Pamphlets						\$ 511.50	\$ 1,440.48	\$ 60.05					\$ 2,012.03
Telephone Conf Calls - Outreach					\$ 19.00								\$ 19.00
Venue Hire for ARSC	\$ 288.00		\$ 480.00	\$ 1,120.00									\$ 1,888.00
<b>Base Expenses Total</b>	\$ 9,971.01	\$ 4,484.25	\$ 1,173.00	\$ 5,197.05	\$ 11,993.18	\$ 6,208.33	\$ 13,442.02	\$ 10,984.30	\$ 6,929.34	\$ 1,848.00	\$ 5,836.84	\$ 1,028.74	\$ 79,096.06
Additional Fund Flow to APF	\$ 12,863.00												\$ 12,863.00
Addit Fund Flow to NAWS	\$ 25,726.01												\$ 25,726.01
<b>Additional Expenses Total</b>	\$ 38,589.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,589.01
<b>Expenses Total</b>	\$ 48,560.02	\$ 4,484.25	\$ 1,173.00	\$ 5,197.05	\$ 11,993.18	\$ 6,208.33	\$ 13,442.02	\$ 10,984.30	\$ 6,929.34	\$ 1,848.00	\$ 5,836.84	\$ 1,028.74	\$ 117,685.07
<b>Closing Bank Balance</b>	\$ 21,334.25	\$ 24,319.03	\$ 26,430.93	\$ 34,398.98	\$ 26,880.80	\$ 35,425.33	\$ 23,425.66	\$ 25,858.72	\$ 28,932.41	\$ 31,495.03	\$ 55,512.48	\$ 74,283.71	\$ 74,283.71