

**Annual General Meeting**  
**Regional Service Body of Australia Incorporated (RSBoA Inc.)**  
**4<sup>th</sup> September 2022**  
**IN PERSON**

<b>Location:</b>	In person at Glebe venue	<b>Date:</b>	Sunday 4 <sup>th</sup> September 2022
<b>Meeting Commenced:</b>	12:00pm	<b>Meeting Finished:</b>	12:26pm

**AGM Minutes 4<sup>th</sup> September 2022**

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

Agenda and Chairpersons Report to the RSBoA Incorporated AGM 2022

1. Introduction and Welcome from the Chair
  2. Recording of Attendees
  3. Approval of the Minutes of the 2021 AGM
  4. Presentation of the 2022 Chairperson's AGM Report
  5. Presentation of Treasurer's Report
  6. Appointment of Auditor
- Welcome to the third Annual General Meeting of the Regional Service Body of Australia Incorporated.
  - The RCM Victoria/Tasmania proposed that the 2021 AGM minutes be accepted and this was agreed by the body.
  - A detailed Chairperson's Report is included within this document.
  - Financials of the Regional Service Body of Australia Incorporated are contained in the following Treasurer's Report. This accounts for all income and expenditure for the period 1 July 2021 to 30 June 2022.
  - During the year, the delegates can call a special meeting for some urgent discussion. The membership of the RSBoA consists of the members of the ARSC.
  - Members do not have any personal liabilities for this association.

Yours in service

Regional Service Body of Australia Incorporated Chairperson.

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**AGM Proposals 5<sup>th</sup> September 2021**

**Proposal 1 - Acceptance of Chair's Report with amendments**

Proposed by: Chair

Seconded by: RCM South Coast

Outcome: Endorsed (with friendly amendment)

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

Proposed by: Treasurer

Seconded by: IT Coordinator (Caretaker)

Outcome: Endorsed

**Proposal 3 - Confirmation of Auditor**

Proposed by: Treasurer

Seconded by: RCM NA@Home

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

Outcome: Endorsed

Close of AGM meeting. Meeting closed at 12:26pm

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**4<sup>th</sup> September 2022**  
**IN PERSON**

**AGM Attendees 4<sup>th</sup> September 2022**

Management Committee Members		Regional Committee Members and Alternates				Sub-Committee Chairs and Vice Chairs and Work Group Members	
Chair	P	RCM Blue Mountains	Ab	RCM Northern Australia	P	FSO Chair/Representative	P
Vice Chair	V	Alt RCM Blue Mountains	V	Alt RCM Northern Australia	P	Sydney Metro Chair	Ab
Treasurer	P	RCM Canberra	Ap	RCM South Australia	P	Indigenous Chair	Ap
Assistant Treasurer	V	Alt RCM Canberra	P	Alt RCM South Australia	V	Indigenous Vice Chair	Ap
Secretary	P	RCM Central Coast	P	RCM Sunshine Coast	V	Strategic Planning Chair	P
Assistant Secretary	V	Alt RCM Central Coast	Ap	Alt RCM Sunshine Coast	V	Strategic Planning Vice Chair	V
Regional Delegate	P	RCM Coffs Coast	Ap	RCM Sydney North	V	IT Caretaker	P
Alternate Delegate	P	Alt RCM Coffs Coast	V	Alt RCM Sydney North	V	IT Assistant Coordinator	V
Public Officer	P	Far North Coast	P	RCM Sydney South	P	Fellowship Development Chair	P
<b>LEGEND</b> P = Present, Ap =Apology, Ab = Absent, V = Vacant		Alt RCM Far North Coast	P	Alt RCM Sydney South	V	Fellowship Development Vice Chair	V
		RCM Gold Coast	P	RCM Sydney East	Ap	Policy Chair	P
		Alt RCM Gold Coast	V	Alt RCM Sydney East	P	Policy Vice Chair	V
		RCM Hunter Newcastle	P	RCM Sydney West	P	Public Relations Chair	V
		Alt RCM Hunter Newcastle	V	Alt RCM Sydney West	V	Public Relations Vice Chair	V
		RCM NA @ Home	P	RCM Victoria	P	Legal Status Workgroup x2	P
		Alt RCM NA @ Home	P	Alt RCM Victoria	P		
		RCM NSW South Coast	P	RCM West Australia	V		
	Alt RCM NSW South Coast	V	Alt RCM West Australia	V			

QUORUM - A quorum was attained as per the Constitution.



Regional Service Body of Australia (RSBoA)

## **Chairpersons Report to the RSBoA Inc. 4<sup>th</sup> September 2022 (in Sydney)**

Dear Regional Service Body of Australia membership

I provide my first report to you as Chair of the RSBoA Inc.

I am grateful to the Regional body for placing their confidence in me to undertake this role.

Between AGMs, if required, the Chair of the RSBoA Management Committee may schedule 'extraordinary' meetings of our Incorporated Association. Otherwise, any pending RSBoA matters are dealt with during our monthly Admin meetings, as the Administration team are also RSBoA functionaries; this with the exception of the Public Officer who is solely a RSBoA Inc. member.

In accordance with our Constitution, and as required by Law, we ensure that there are a sufficient number of members on this Management Committee and also endeavour to provide a succession to transfer knowledge across our Trusted Servants into new regional cycles.

As a signatory and authoriser on the Regional Bank Account, I coordinate with the Treasurer to authorise payments that comply with Regional Policy and agreed Financial Budgeting.

### **The Legal Incorporation Workgroup (LIW)**

The LIW (comprising of the LIW Chair and RSBoA Chair) has completed all tasks thus ensuring our ongoing legal compliance with the ACNC and NSW Fair Trading. This is documented and covered in the LIW Report.

### **Developments since our last AGM:**

- Excellent developments on our website; in collaboration with the I.T. Subcommittee.
- Great achievements and energy within all active subcommittees; including the RCM forum.
- Good attendance, communication, and contribution at scheduled monthly subcommittee meetings.
- Daily monitoring of issues arising within the Australian Region; and the seeking of solutions.
- Solving issues that can arise within the Australian Region, this in conjunction with our secretary.

Also,

- We support initiatives by the both the AD *in the absence of a PR Chair*, and also with the OR/FD Chair.
- We persevere in seeking nominees to fill our vacant positions on the Regional team.

### **Meetings statistics**

Weekly, according to our regional database, we have 660 meetings in total. Additionally, on the Virtual database we provide another 42 meetings. That is 702 meetings per week in grand total.

Yours in Service – Malcolm J {Chair Regional Service Body of Australia} [RSBoA Management member]



## TREASURER'S REPORT – Financial Year 2021 - 2022

Presented to the Regional Service Body of Australia Inc (RSBoA Inc) AGM  
September 2022

### **Income**

Income for the period 1 July 2021 to 30 June 2022 was \$123,477.76. This was an 18% reduction on the previous financial year. Despite being a reduction, it was an encouraging result given that many Areas were coming out of lockdowns and going back into them and coming out again through the pandemic.

### **Expenditure**

Expenditure for the period was \$138,085.05. We carried over a balance of \$35,453.84 from the previous financial year.

The ongoing pandemic had a significant impact on the activities of RSBoA Inc. All subcommittee budgets were underspent as well as budgets for a face-to-face ARSC meeting and Regional Delegate and Alternate Delegate attendance at World Service and Asia Pacific Forum events. This meant that fund flows to both NA World Service and the Asia Pacific Forum were greater than budget.

A full breakdown of income and expenditure is attached.

### **Audit**

DKM Accounting were appointed as Auditors at last year's AGM. DKM Accounting were engaged by RSBoA Inc to perform an agreed upon procedures engagement which was to review and test all the transactions within the Regional Service Body of Australia Incorporated Trust Account to supporting documentation for the period 1 July 2021 to 30 June 2022. The Auditor found that a total of 176 transactions had taken place in the Regional Service Body of Australia Incorporated Trust account during the period 1 July 2021 to 30 June 2022. All the transactions were able to be substantiated as sufficient supporting documents were provided.

Yours in service

Treasurer ARSC/RSBoA Inc

Regional Service Body of Australia Incorporated (RSBoA Inc)  
Financials 1 July 2021 to 30 June 2022 Inclusive

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Totals
Opening Bank Balance	\$ 35,453.84	\$ 36,315.93	\$ 58,522.86	\$ 24,050.05	\$ 36,177.20	\$ 41,992.72	\$ 17,017.78	\$ 20,651.11	\$ 30,227.40	\$ 21,250.09	\$ 21,788.41	\$ 51,390.06	\$ 35,453.84
<b>Income</b>	<b>\$ 2,914.32</b>	<b>\$ 22,964.66</b>	<b>\$ 11,240.80</b>	<b>\$ 13,728.90</b>	<b>\$ 7,395.52</b>	<b>\$ 2,630.50</b>	<b>\$ 4,533.58</b>	<b>\$ 12,165.31</b>	<b>\$ 7,216.23</b>	<b>\$ 1,953.64</b>	<b>\$ 30,802.90</b>	<b>\$ 5,931.40</b>	<b>\$ 123,477.76</b>
Contributions from Members	\$ 53.00	\$ 42.00	\$ 25.00	\$ 54.00	\$ 170.00	\$ -	\$ 20.00	\$ 20.00	\$ 11.00	\$ 2.50	\$ -	\$ 4.00	\$ 401.50
Contributions from Meetings	\$ 180.00	\$ 200.00	\$ -	\$ -	\$ 50.00	\$ 52.00	\$ 62.00	\$ -	\$ -	\$ 60.00	\$ -	\$ 255.00	\$ 859.00
Contributions from Areas	\$ 2,681.32	\$ 22,397.66	\$ 11,215.80	\$ 13,674.90	\$ 6,440.18	\$ 2,578.50	\$ 4,451.58	\$ 12,145.31	\$ 7,205.23	\$ 1,891.14	\$ 30,802.90	\$ 5,672.40	\$ 121,156.92
Refund from City of Sydney - cancelled ARSC Venue Hire		\$ 325.00											\$ 325.00
Refund from Finsura - cancelled previous Vero PL Policy					\$ 735.34								\$ 735.34
<b>Expenses - ARSC Member Travel</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40.00</b>
March ARSC - Secretary travel										\$ 40.00			\$ 40.00
<b>Expenses - Other</b>	<b>\$ 2,052.23</b>	<b>\$ 757.73</b>	<b>\$ 45,713.61</b>	<b>\$ 1,601.75</b>	<b>\$ 1,580.00</b>	<b>\$ 27,605.44</b>	<b>\$ 900.25</b>	<b>\$ 2,589.02</b>	<b>\$ 16,193.54</b>	<b>\$ 1,375.32</b>	<b>\$ 1,201.25</b>	<b>\$ 36,514.91</b>	<b>\$ 138,085.05</b>
Admin - Adobe Pro Subscription							\$ 263.87						\$ 263.87
Admin - ARSC Venue Hire									\$ 577.50				\$ 577.50
Admin - Bank Fees	\$ 41.00	\$ 0.75	\$ 0.75	\$ 40.75		\$ 0.75	\$ 0.25	\$ 41.50	\$ 0.75	\$ 41.25	\$ 1.25		\$ 169.00
Admin - Bookkeeper Fees						\$ 510.00							\$ 510.00
Admin - External Auditors Fees	\$ 1,650.00												\$ 1,650.00
Admin - Insurance - Association Liability								\$ 1,783.65					\$ 1,783.65
Admin - Insurance - Public Liability					\$ 1,580.00								\$ 1,580.00
Admin - Insurance - Public Liability addit for Syd Convention										\$ 1,046.27			\$ 1,046.27
Admin - Tech Support for ARSC			\$ 832.50			\$ 652.50			\$ 604.50			\$ 604.50	\$ 2,694.00
Admin - Zoom Subscription									\$ 230.89				\$ 230.89
ARSC - Fund Flow to APF			\$ 14,396.79			\$ 8,728.42			\$ 1,500.00			\$ 1,500.00	\$ 26,125.21
ARSC - Fund Flow to NAWS			\$ 28,293.57			\$ 16,956.80			\$ 12,419.90			\$ 32,267.06	\$ 89,937.33
IT - Envato Theme and Events							\$ 200.00						\$ 200.00
IT - BackWup Annual Fee						\$ 56.97							\$ 56.97
IT - Domain Name Renewal										\$ 19.80			\$ 19.80
IT - Envato Enfold Theme		\$ 40.73											\$ 40.73
IT - PDF Embedder Premium												\$ 60.00	\$ 60.00
IT - Twilio Phonenumber Topup	\$ 268.65	\$ 700.00	\$ 700.00	\$ 700.00		\$ 700.00	\$ 700.00	\$ 500.00	\$ 500.00		\$ 1,200.00		\$ 5,968.65
IT - Web Hosting									\$ 360.00				\$ 360.00
IT - Wordfence Security Licence										\$ 134.00			\$ 134.00
IT - Yoast SEO Website Plugin										\$ 134.00			\$ 134.00
NA Today - Postage				\$ 283.00								\$ 460.35	\$ 743.35
NA Today - Print Run			\$ 1,490.00									\$ 1,623.00	\$ 3,113.00
PR - Literature	\$ 92.58												\$ 92.58
PR - Postage		\$ 16.25											\$ 16.25
PR - Sunshine Coast H+I				\$ 578.00									\$ 578.00
<b>Expenses Total</b>	<b>\$ 2,052.23</b>	<b>\$ 757.73</b>	<b>\$ 45,713.61</b>	<b>\$ 1,601.75</b>	<b>\$ 1,580.00</b>	<b>\$ 27,605.44</b>	<b>\$ 900.25</b>	<b>\$ 2,589.02</b>	<b>\$ 16,193.54</b>	<b>\$ 1,415.32</b>	<b>\$ 1,201.25</b>	<b>\$ 36,514.91</b>	<b>\$ 138,125.05</b>
<b>Closing Bank Balance</b>	<b>\$ 36,315.93</b>	<b>\$ 58,522.86</b>	<b>\$ 24,050.05</b>	<b>\$ 36,177.20</b>	<b>\$ 41,992.72</b>	<b>\$ 17,017.78</b>	<b>\$ 20,651.11</b>	<b>\$ 30,227.40</b>	<b>\$ 21,250.09</b>	<b>\$ 21,788.41</b>	<b>\$ 51,390.06</b>	<b>\$ 20,806.55</b>	<b>\$ 20,806.55</b>

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Totals
Income NSW	\$ 1,957.35	\$ 12,418.88	\$ 6,088.21	\$ 4,931.63	\$ 4,418.24	\$ 2,578.50	\$ 4,471.58	\$ 4,465.31	\$ 7,216.23	\$ 1,311.63	\$ 8,278.18	\$ 3,176.40	\$ 61,312.14
Income ACT		\$ 1,311.20		\$ -							\$ 1,061.65		\$ 2,372.85
Income QLD/NT	\$ 180.00	\$ 3,665.15		\$ 5,500.00	\$ 50.00			\$ 7,700.00			\$ 2,000.00	\$ 2,500.00	\$ 21,595.15
Income Vic/Tas		\$ 5,369.43	\$ 5,152.59	\$ 3,297.27	\$ 2,927.28	\$ 52.00	\$ 62.00			\$ 642.01	\$ 19,463.07	\$ 55.00	\$ 37,020.65
Income SA													\$ -
Income WA	\$ 776.97	\$ 200.00										\$ 200.00	\$ 1,176.97
Income Overseas													\$ -
<b>Income Total</b>	<b>\$ 2,914.32</b>	<b>\$ 22,964.66</b>	<b>\$ 11,240.80</b>	<b>\$ 13,728.90</b>	<b>\$ 7,395.52</b>	<b>\$ 2,630.50</b>	<b>\$ 4,533.58</b>	<b>\$ 12,165.31</b>	<b>\$ 7,216.23</b>	<b>\$ 1,953.64</b>	<b>\$ 30,802.90</b>	<b>\$ 5,931.40</b>	<b>\$ 123,477.76</b>

Income NSW	\$ 61,312.14	50%
Income ACT	\$ 2,372.85	2%
Income QLD/NT	\$ 21,595.15	17%
Income Vic/Tas	\$ 37,020.65	30%
Income SA	\$ -	0%
Income WA	\$ 1,176.97	1%
Income Overseas	\$ -	0%
<b>Income Total</b>	<b>\$ 123,477.76</b>	<b>100%</b>