

**Annual General Meeting**  
**Regional Service Body of Australia Incorporated (RSBoA Inc.)**  
**3<sup>rd</sup> September 2023**  
**IN PERSON**

<b>Location:</b>	In person at Sydney venue	<b>Date:</b>	Sunday 3 <sup>rd</sup> September 2023
<b>Meeting Commenced:</b>	12:07pm	<b>Meeting Finished:</b>	12:35pm

**AGM Minutes 3<sup>rd</sup> September 2023**

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

Agenda and Chairpersons Report to the RSBoA Incorporated AGM 2023

1. Introduction and Welcome from the Chair
2. Recording of Attendees
3. Approval of the Minutes of the 2022 AGM
4. Presentation of the 2023 Chairperson's AGM Report
5. Presentation of the Financial Report
6. Appointment of Auditor

- Welcome to the fourth Annual General Meeting of the Regional Service Body of Australia Incorporated.
- The membership of the RSBoA consists of the members of the ARSC.
- The Chairperson confirmed that there was a quorum according to the Constitution.
- The RCM South Australia proposed that the 2022 AGM minutes be accepted as an accurate reflection of the meeting.
- A detailed Chairperson's Report is included within this document. This was seconded by the RCM Canberra.
- The Financials of the Regional Service Body of Australia Incorporated, which account for all income and expenditure for the period 1 July 2022 to 30 June 2023 were presented by the Vice Chair and Public Officer and seconded by the RCM Sydney South.
- DKM Accountants were confirmed as the Auditors for the 2023-2024 financial year.
- During the year, the delegates can call a special meeting for some urgent discussion.
- Members do not have any personal liabilities for this association.

Yours in service

Regional Service Body of Australia Incorporated Chairperson.

**Annual General Meeting**  
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**AGM Proposals 3<sup>rd</sup> September 2023**

**Confirmation of DKM Accountants as the Auditor for the 2023-2024 Financial Year at a cost of \$1,980.00.**

Proposed by: Treasurer

Seconded by: RCM Newcastle and Hunter Valley

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

Outcome: Endorsed

Close of AGM meeting. Meeting closed at 12:35pm

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**3<sup>rd</sup> September 2023**  
**IN PERSON**

**AGM Attendees 3<sup>rd</sup> September 2023**

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

QUORUM - A quorum was attained as per the Constitution.

A quorum is required to hold the AGM, which according to the Constitution is at least 50% of eligible Members attending.

Eligible members at the September F2F ARSC per ARSC Policy and Procedure are all of Admin, RCM's and Subcommittee Chairs (Alt RCM's and Vice Subcommittee Chairs are eligible if they are standing in).

The total number of eligible members is 23, 50% of which is 12.

All ARSC Members may attend and vote. Voting is either by majority or consensus, to be determined by the ARSC Chair.



Regional Service Body of Australia (RSBoA)

**Chairpersons Report to the RSBoA Inc. 3<sup>rd</sup> September 2023** (face-to-face in Sydney)

Dear members of the Regional Service Body of Australia Incorporated (RSBoA Inc).

I provide my second report to you as Chair of both the ARSC and 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.

In accordance with our RSBoA Constitution, and as required by Law, we ensure that there are a sufficient number of members on this Management Committee. Due to there currently being no Alternate Delegate, Secretary, Assistant Secretary or Assistant Treasurer, the previous Treasurer continues to act as a Management Committee Member. They are aware of and have approved this action.

For the purposes of transfer of knowledge and experience, we strive to assure succession across our Trusted Servants into new regional cycles.

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

**Developments since our last AGM:**

- Excellent progress in our BMLT functionality and within our website; all thanks to collaboration with the I.T. Subcommittee.
- Significant achievements and enthusiasm within all *active* subcommittees; including the RCM forum.
- Good attendance, commitment, and contribution at scheduled monthly subcommittee meetings.
- Successfully attending to problems that arise almost daily within the Australian Region, and thereafter seeking spiritual solutions in accordance with our Traditions & Concepts.

Also,

- We applaud all initiatives by the RD, OR/FD Chair, Admin team and other subcommittee Chairs.
- We continue to seek nominees to fill our vacant positions on the Regional Service team.

**Meetings statistics since 2022 AGM**

Weekly, according to our Regional Database, we have 675 meetings in total (up from 660). Additionally, on the Virtual Database we provide another 100 meetings (up from 42). That is 775 meetings per week in grand total.

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



FINANCIAL REPORT – Financial Year 2022 - 2023

**Presented to the Regional Service Body of Australia Inc (RSBoA Inc) AGM 3<sup>rd</sup> September 2023**

**Income**

Income for the period 1 July 2022 to 30 June 2023 was \$154,939.69. This represents a \$31,462.93 or 25.48% increase on the previous financial year.

**Expenditure**

Expenditure for the period was \$150,049.08. Significant expenses included fund flows to the Asia Pacific Forum (APF) of \$28,788.00 and Narcotics Anonymous World Services (NAWS) of \$77,568.68, as well as \$9,125.00 to fund the operation of the Narcotics Anonymous (NA) phonenumber. Please refer to the detailed quantitative Financial Report that accompanies this report for further information about Income and Expenses for the period.

**Funds Carried Over**

We carried over a balance of \$20,806.05 from the previous financial year.

**Audit**

DKM Accounting were appointed as Auditors at last year's AGM.

DKM Accounting were engaged by the RSBoA Inc to perform an agreed upon procedures engagement which involved reviewing and testing all the transactions within the Regional Service Body of Australia Incorporated Trust Account to supporting documentation for the period 1 July 2022 to 30 June 2023. The Auditor found that a total of 188 transactions had taken place in the Regional Service Body of Australia Incorporated Trust account during the period 1 July 2022 to 30 June 2023.

All the transactions were able to be substantiated as sufficient supporting documents were provided.

Yours in service

Vice-Chair and Public Officer of the ARSC/RSBoA Inc, on behalf of the Treasurer.

Regional Service Body of Australia Incorporated (RSBoA Inc)  
Financials 1 July 2022 to 30 June 2023 Inclusive (prepared on a cash basis)

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Totals
<b>Opening Bank Balance</b>	\$ 20,806.05	\$ 39,381.32	\$ 44,357.14	\$ 26,046.99	\$ 25,484.04	\$ 42,408.23	\$ 47,209.50	\$ 42,681.45	\$ 59,050.89	\$ 21,502.98	\$ 24,337.67	\$ 51,609.12	\$ 20,806.05
<b>Income</b>	\$ 22,975.62	\$ 5,748.90	\$ 10,680.34	\$ 1,377.05	\$ 17,737.59	\$ 13,763.77	\$ 11,861.95	\$ 20,916.40	\$ 5,934.62	\$ 7,031.69	\$ 28,218.80	\$ 8,692.96	\$ 154,939.69
Contributions from Members		\$ 5.00									\$ 15.00		\$ 20.00
Contributions from Meetings		\$ 200.00						\$ 154.49					\$ 354.49
Contributions from GSF's	\$ 201.70					\$ 685.00							\$ 886.70
Contributions from Areas	\$ 21,123.92	\$ 5,543.90	\$ 10,680.34	\$ 1,377.05	\$ 17,737.59	\$ 13,078.77	\$ 11,861.95	\$ 20,761.91	\$ 5,934.62	\$ 7,031.69	\$ 27,916.47	\$ 8,677.96	\$ 151,726.17
Refund from External Auditor due to double payment	\$ 1,650.00												\$ 1,650.00
Refund of unspent Per Diem - APF										\$ 70.19			\$ 70.19
Refund of unspent Per Diem - WSC										\$ 232.14			\$ 232.14
<b>Expenses - ARSC Member Travel</b>	\$ -	\$ -	\$ 1,929.34	\$ -	\$ -	\$ -	\$ 11,822.59	\$ 1,964.56	\$ -	\$ 2,276.00	\$ -	\$ -	\$ 17,992.49
Travel Insurance - AD and RD Travel						\$ 1,204.20							\$ 1,204.20
Travel Reimbursements/Per Diems - AD and RD Travel - APF						\$ 5,871.37	\$ 1,964.56						\$ 7,835.93
Travel Reimbursements/Per Diems - AD and RD Travel - WSC						\$ 4,747.02				\$ 2,276.00			\$ 7,023.02
Travel Reimbursements/Per Diems - ARSC			\$ 1,929.34										\$ 1,929.34
<b>Expenses - Other</b>	\$ 4,400.35	\$ 773.08	\$ 27,061.15	\$ 1,940.00	\$ 813.40	\$ 8,962.50	\$ 4,567.41	\$ 2,582.40	\$ 43,482.53	\$ 1,921.00	\$ 947.35	\$ 34,605.42	\$ 132,056.59
Admin - Adobe Pro Subscription						\$ 347.82							\$ 347.82
Admin - ARSC AV Support					\$ 675.00			\$ 652.50			\$ 652.50		\$ 1,980.00
Admin - ARSC Stationary and Office Supplies/AV Equipment			\$ 313.72								\$ 60.00		\$ 373.72
Admin - ARSC Venue Hire									\$ 340.00				\$ 340.00
Admin - Bank Fees	\$ 41.25	\$ 1.00	\$ 0.75		\$ 43.50	\$ 0.50		\$ 41.25	\$ 4.25	\$ 42.00		\$ 6.00	\$ 180.50
Admin - External Auditors Fees	\$ 3,300.00												\$ 3,300.00
Admin - Insurance - Association Liability							\$ 1,791.35						\$ 1,791.35
Admin - Insurance - Public Liability				\$ 1,940.00									\$ 1,940.00
Admin - Insurance - Public Liability - additional for Events										\$ 207.35			\$ 207.35
Admin - TextMagic Subscription								\$ 55.00					\$ 55.00
Admin - Zoom Subscription								\$ 230.89					\$ 230.89
ARSC - Fund Flow to APF			\$ 1,500.00			\$ 2,661.00		\$ 13,594.00				\$ 11,033.00	\$ 28,788.00
ARSC - Fund Flow to NAWS			\$ 23,491.68			\$ 4,822.00		\$ 27,689.00				\$ 21,566.00	\$ 77,568.68
Fellowship Development/Outreach - Literature												\$ 103.75	\$ 103.75
Fellowship Development/Outreach - Postage					\$ 19.90								\$ 19.90
Fellowship Development/Outreach - Workshop Supplies		\$ 33.41											\$ 33.41
Fellowship Development/Outreach - Zoom Subscription									\$ 230.89				\$ 230.89
Indigenous Subcommittee - Printing							\$ 99.75						\$ 99.75
Indigenous Subcommittee - Translation of Posters								\$ 150.00					\$ 150.00
Indigenous Subcommittee - Yabun Stall							\$ 1,100.00						\$ 1,100.00
IT - BackWup Annual Fee						\$ 59.00							\$ 59.00
IT - Domain Name Renewal		\$ 8.67						\$ 19.80					\$ 28.47
IT - Envato Enfold Theme			\$ 70.00						\$ 116.00				\$ 186.00
IT - EventOn Event Calendar Plugin							\$ 54.00						\$ 54.00
IT - Ninja Forms	\$ 290.00											\$ 295.00	\$ 585.00
IT - PDF Embedder Premium												\$ 59.42	\$ 59.42
IT - Twilio Phonenumber Topup	\$ 750.00	\$ 730.00	\$ 1,685.00		\$ 750.00	\$ 745.00	\$ 730.00	\$ 730.00	\$ 760.00	\$ 755.00	\$ 740.00	\$ 750.00	\$ 9,125.00
IT - Ventra IP Web Hosting										\$ 456.00		\$ 79.75	\$ 535.75
IT - Web Hosting										\$ 178.00			\$ 178.00
IT - Yoast SEO Website Plugin										\$ 150.00			\$ 150.00
NA Today - Postage	\$ 19.10						\$ 341.84						\$ 360.94
NA Today - Print Run							\$ 1,894.00						\$ 1,894.00
<b>Expenses Total</b>	\$ 4,400.35	\$ 773.08	\$ 28,990.49	\$ 1,940.00	\$ 813.40	\$ 8,962.50	\$ 16,390.00	\$ 4,546.96	\$ 43,482.53	\$ 4,197.00	\$ 947.35	\$ 34,605.42	\$ 150,049.08
<b>Closing Bank Balance</b>	\$ 39,381.32	\$ 44,357.14	\$ 26,046.99	\$ 25,484.04	\$ 42,408.23	\$ 47,209.50	\$ 42,681.45	\$ 59,050.89	\$ 21,502.98	\$ 24,337.67	\$ 51,609.12	\$ 25,696.66	\$ 25,696.66

Regional Service Body of Australia Incorporated (RSBoA Inc)  
Financials 1 July 2022 to 30 June 2023 Inclusive (prepared on a cash basis)

<b>Fund Flow by State</b>	<b>Jul-22</b>	<b>Aug-22</b>	<b>Sep-22</b>	<b>Oct-22</b>	<b>Nov-22</b>	<b>Dec-22</b>	<b>Jan-23</b>	<b>Feb-23</b>	<b>Mar-23</b>	<b>Apr-23</b>	<b>May-23</b>	<b>Jun-23</b>	<b>Totals</b>
Income NSW	\$ 17,663.86	\$ 5,548.90	\$ 4,366.84	\$ 1,377.05	\$ 11,126.22	\$ 868.82	\$ 11,361.95	\$ 7,217.10	\$ 5,534.62	\$ 5,000.00	\$ 16,334.96	\$ 4,092.96	\$ 90,493.28
Income ACT					\$ 300.00						\$ 500.00		\$ 800.00
Income Northern Australia (QLD/NT)	\$ 2,701.70	\$ 200.00	\$ 1,000.00		\$ 4,000.00	\$ 1,919.55		\$ 7,000.00			\$ 3,000.00	\$ 4,500.00	\$ 24,321.25
Income Vic/Tas	\$ 1,962.82		\$ 2,253.60		\$ 616.87	\$ 10,647.41		\$ 2,544.81		\$ 1,842.82			\$ 19,868.33
Income SA											\$ 7,600.00		\$ 7,600.00
Income WA	\$ 647.24		\$ 3,059.90		\$ 1,694.50	\$ 327.99	\$ 500.00	\$ 4,154.49	\$ 400.00	\$ 188.87	\$ 783.84	\$ 100.00	\$ 11,856.83
Income Overseas													\$ -
<b>Income Total</b>	<b>\$ 22,975.62</b>	<b>\$ 5,748.90</b>	<b>\$ 10,680.34</b>	<b>\$ 1,377.05</b>	<b>\$ 17,737.59</b>	<b>\$ 13,763.77</b>	<b>\$ 11,861.95</b>	<b>\$ 20,916.40</b>	<b>\$ 5,934.62</b>	<b>\$ 7,031.69</b>	<b>\$ 28,218.80</b>	<b>\$ 8,692.96</b>	<b>\$ 154,939.69</b>

<b>Fund Flow by State as a Percentage</b>	<b>Total</b>	<b>%</b>
Income NSW	\$ 90,493.28	58%
Income ACT	\$ 800.00	1%
Income QLD/NT	\$ 24,321.25	16%
Income Vic/Tas	\$ 19,868.33	13%
Income SA	\$ 7,600.00	5%
Income WA	\$ 11,856.83	8%
Income Overseas	\$ -	0%
<b>Income Total</b>	<b>\$ 154,939.69</b>	<b>100%</b>