



OTU ASSOCIATION INC ANNUAL GENERAL MEETING

Minutes of the meeting held at

**Toorak Services Club
72 Clendon Road
Toorak**

**1800 hrs
Wednesday 5th September 2012**

Minutes

1. ATTENDANCE

1.1 Present

Frank Miller, Peter Don, Roger Nation, Graeme Chester, Robin Hunt, Ray Elder, Wayne Bruce, Brian Cooper, Bernie Gleeson, Peter Hateley.

1.2 Apologies

1.2.1 Apologies:

Jay McDaniell, Lyle Brown, Rob Youl, Neil Leckie, Dennis Townsend.

1.2.2 Apologies and nominating the Chairman, Frank Miller as proxy:

Giles Waterman, Michael Shum, Ray Andrews, David Maddison, Wal Hall, Gerard Garard, Phil Warwick, Dennie Archer, Donald Moffatt, Kevin Dixon, Col Burg, Peter Clisdell, Geoffrey Colless, Harold Moyle, Ted Clark, John Hetherington, Ian Tucker

1.2.3 Apologies and nominating the Secretary Roger Nation as proxy:

Dave Sabben, Peter Feeney, Richard Thomas.

1.2.4 Apologies and nominating Brian Cooper as proxy: Tony Beddison.

1.2.5 Apologies and nominating Robin Hunt as proxy:

Carl Wood.

2. PREVIOUS MINUTES (3rd August 2011)

The minutes of the Annual General Meeting held on Wednesday 3rd August 2011, were circulated prior to the meeting.

That the minutes, be accepted as a true and correct record
Roger Nation / Graeme Chester **AGREED**

3. REPORTS

3.1 Chairman's Report (Frank Miller)

Frank Miller tabled the 2011-12 Chairman's report, as presented at the June National Council Meeting. A copy is attached to these minutes as appendix A.

As discussed in the Chairman's report, the updated Constitution approved at a special general meeting in 2011, has been registered with the Registrar of Incorporated Associations (Justice Department).

That the Chairman's Report be received:

Frank Miller / Brian Cooper **AGREED**

3.2 Treasurer's Report (Ray Elder)

The Treasurer tabled the financial statements for the year ending 30th June 2012, and the associated auditor's report.

A copy of these reports is attached as appendix B.

The meeting resolved to appoint David Burke as auditor or the 2012-13 year.

That the Treasurer's Report be received:

Ray Elder / Robin Hunt **AGREED**

3.3 Membership Report (Graeme Chester)

Graeme Chester reported that at the end of the financial year there were 485 financial and honorary members. Renewal notices were sent in June, and to date 349 members have renewed.

MEMBERSHIP DATABASE DETAILS AS AT 4 SEP 2012

Number of Graduates				1880
Number on Database (Incl DNG/Staff)				1580
Number Financial				349
Number Honorary				15
Widows				7
Number Deceased				102
Number Unfinancial	(Not Renewed)			955
Number Unfinancial	(Do Not Contact)			152
Totals	1880	1580	371	1209

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Percentages:

Of the names on database 23.5% are financial/honorary/widow.

Of the names on the database 6.5% are deceased.

Of the names on the database 60.4% are unfinancial (not renewed)

Of the names on the database 9.6% are unfinancial (do not contact)

That the Membership Report be received:

Graeme Chester / R. Nation **AGREED**

3.4 Scheyvillian Editor's Report (Neil Leckie)

In Neil Leckie's absence, the Chairman noted that three excellent editions had been published since the previous AGM.

The meeting commended Neil Leckie on his outstanding efforts both as editor, and for his ongoing role as association historian.

3.5 Webmaster (Roger Nation)

Roger Nation reported on the second 12 month's use of the revamped website. Since the previous AGM, all back copies of the Scheyvillian have been scanned and posted onto the website. The webmaster is now able to access the site through the developer's portal, and will re-scan most editions at a higher resolution than was previously available.

The photo gallery has been deleted and re-posted to accommodate the large number of new images and correct some of the photos which appeared under the wrong class grouping.

A short video by Paul Rees (3/68) has been added.

A button has been provided on the front page, linking to the Reunion website. It is hoped that after the reunion website closes in 2013, that the "Men of Scheyville" database can be incorporated into the association website.

The Forum area (Bulletin Board / comments area) has not been used, and has been taken down.

The webmaster reminded all state representatives to forward details of events, reunions etc. for posting onto the website.

That the Webmaster's Report be received:

Roger Nation / Wayne Bruce

AGREED

3.6 QM Report (Wayne Bruce)

The QM reported on the continuing rundown of items held, with the aim of stocking only the lapel badges and car stickers by the end of this financial year. Discussions are ongoing regarding the sourcing of a special badge for the 2013 reunion.

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That the QM's Report be received:

Wayne Bruce / Robin Hunt **AGREED**

4. State Reports

Victoria was the only state to present a report, and this was tabled at the Victorian Chapter Annual General Meeting which followed the close of the National AGM.

5. ELECTION OF OFFICE BEARERS

All positions were declared vacant, and the following, whose nominations forms were received by The Secretary prior to the meeting, were elected unopposed:

Chairman;	Frank Miller
Deputy Chairman;	Brian Cooper
Treasurer;	Ray Elder
Secretary;	Bernie Gleeson
Youth Leadership;	Frank Miller
Membership;	Graeme Chester
Scheyvillian articles;	Neil Leckie
QM;	Wayne Bruce
Webmaster;	Roger Nation
Members;	Peter Don
	Peter Hately
	Robin Hunt
	Rob Youl
	Brian Scantlebury

That the proposed office bearers for the 2012-13 year be elected unopposed.

R. Hunt \ P. Don Unanimous. Carried

The meeting noted the outstanding contribution of the outgoing Secretary, Roger Nation. His steadfast efforts have contributed to the on-going success of the Association.

6. GENERAL BUSINESS

6.1 Robin Hunt suggested that all previous copies of the minutes be archived. This will necessitate retrieving records from previous office holders. Matter ongoing.

Action: Robin Hunt / Bernie Gleeson

6.2 The offer from the RMC to act as the historical repository for OTU records and memorabilia is to be accepted. Neil Leckie was nominated to act as the liaison representative.

Action: Neil Leckie

There being no further business, the meeting closed at 18.45 hrs.

Roger Nation
for
Bernie Gleeson
Secretary

Appendix A.

OTU ASSOCIATION OF AUSTRALIA

NATIONAL CHAIRMAN'S REPORT 2011 – 2012

Again this year a National Council meeting was held the day after the Victorian Annual Dinner. It was a most productive forum. Delegates were brought up to date as to how the Association had progressed over the preceding twelve months and its plans for the future. It was most helpful receiving the input, first hand, from all the interstate delegates who attended. Agreement was also reached on the (minor) amendments required to the Constitution in order that the Association qualifies for incorporation in the State of Victoria.

The changes to the Constitution were subsequently ratified by a special GM held at the start of the Geddes Dinner in August.

Our affiliation with the National Servicemen's Association of Australia continued successfully. OTU Association Chairman Frank Miller and National Secretary Roger Nation participated as delegates to the NSAA September National Council meeting in the ACT. They also attended their February AGM and National Council meetings in Darwin. The latter coincided with the seventieth anniversary of the WWII bombing of that City and enabled those there to participate in the commemorative ceremonies that were held.

The last year saw three editions of "The Scheyvillian" published. This is always a fascinating read, keeping members up to date with National and State news. The increasing number of Class reunions are also covered along with details of what Scheyvillians are doing now and interesting things they have done. The history of OTU and related matters feature as well. Our sincere thanks go to Editor Neil Leckie for his splendid work and dedication.

The Association website underwent a substantial update during the year. As a consequence this vital cornerstone of the Association has been made even more user friendly and effective. We are most grateful to Webmaster Roger Nation for his work on this over the twelve months. On top of this he is to be thanked for his excellent contribution as National Secretary.

Our Youth Development work proceeded successfully with twenty nine young people being sponsored to the Lord and Lady Somers Camps. Of

these, seven came from New South Wales, and seven were funded in conjunction with the Rotary Club of Healesville.

National Chairman, Frank Miller, and Scheyvillian Editor, Neil Leckie, again accepted an invitation to attend the ACT Annual Dinner. Frank was guest speaker and related his thoughts on National Service as seen through "rose coloured glasses". It was a fine evening.

Without doubt the most significant item on the Association's agenda is the 2013 third National reunion. Much work has already been done on putting this event together by a committee from the New South Wales Chapter. Its programme includes marching as a unit in Sydney's ANZAC Day Parade, separate class gatherings and a dinner in Sydney. There will also be an ecumenical Church Parade led by the NSW Police Band to St Mathews Church Windsor followed by a picnic lunch at Scheyville National Park. A website with full details may be accessed through the OTU Association site. All Scheyvillians, family and friends are urged to join in what promises to be an outstanding event.

It is pleasing to report that our membership at the end of the year stood at 485 – marginally up on the preceding twelve months. Sincere thanks are due to Membership Officer, Graeme Chester for his fine work.

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Over the year a total of \$13,000.00 was remitted to the State Chapters. This was for a combination of Subscription rebates, Youth Development donations (that were paid with Subscriptions) where a State had incurred costs in this area, and two special one off YD payments.

Our financial situation remains robust with outlays foreseen over the next twelve months well covered. We are grateful to National Treasurer Ray Elder for all his work in this vital area. Financial reports are published regularly in the minutes of the monthly Executive meetings which are posted on the website. The work of Honorary Auditor Harry Moyle has also been very much appreciated.

May I take this opportunity to thank all others not mentioned so far on the Executive for their valued input. Deputy Chairman, Brian Cooper, Quartermaster Wayne Bruce, Memorabilia Officer Robin Hunt, Past Chairman, Peter Don, and Committee Members Brian Scantlebury, Peter Hateley and Rob Youl. Your help and support has been very much appreciated.

Finally, sincerest congratulations are due to Scheyvillian Editor Neil Leckie on his being awarded Life Membership of the Association. A well deserved honour.

Frank Miller
National Chairman
4/67

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Appendix B.

Balance Sheet

As at 30 June 2012
Consolidated sub accounts

	This Year	Last Year
ASSETS		
CURRENT ASSETS		
NAB Trading Account	22,938.14	23,728.92
NAB Fixed Deposit	67,960.42	65,055.43
Other Debtors	1,129.93	197.66
Loan OTU Vic		150.00
TOTAL CURRENT ASSETS	92,028.49	89,132.01
TOTAL ASSETS	92,028.49	89,132.01
LIABILITIES		
CURRENT LIABILITIES		
2011/2012 Subscriptions in advance		8,900.00
Accrued Expenses		1,700.00
Youth Leadership Donations	11,238.25	10,603.25
Other Creditors	53,822.00	
Subscriptions in advance 2012/2013	12,400.00	
Subscriptions in Advance 2013/2014	100.00	
TOTAL CURRENT LIABILITIES	77,560.25	21,203.25
TOTAL LIABILITIES	77,560.25	21,203.25
NET ASSETS	14,468.24	67,928.76
EQUITY		
Retained Earnings	14,468.24	67,928.76
TOTAL EQUITY	14,468.24	67,928.76

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**Trading Profit and Loss
Statement**

For the year ended
30 June 2012
Consolidated
sub accounts

	This Year	This Year Last Year
SALES		
Subscriptions Received	23,925.00	24,300.00
Q Sales	1,211.51	766.00
Sundry Income	591.00	148.83
	2,905.21	2,953.52
TOTAL SALES	28,632.72	28,168.35
GROSS PROFIT	28,632.72	28,168.35
OVERHEAD EXPENSES		
AGM Costs	0.00	233.06
Commandants' Plaque Scheyville	0.00	1,879.00
Display Cabinet - RMC	5,522.00	0.00
Insurances	2,115.00	0.00
Incorporation Costs	0.00	119.50
National Council Meeting Costs	2,227.39	2,743.35
Pay Pal Costs	235.04	124.90
Postage	496.50	543.00
Printing and Stationery	50.00	0.00
Rebates to State Chapters	4,710.00	13,520.00
Q Purchases	715.00	0.00
Reunion 2013	50,000.00	0.00
Scheyvillian Costs	2,314.28	2,790.55
Scheyville Signage	7,500.00	0.00
Sundry Reimbursements & Expenses	4,097.08	1,780.09
Subscriptions and Memberships	1,145.00	974.00
Website maintenance	695.95	4,408.43
Youth Leadership Funding	0.00	12,500.00
Wreaths & Funerals	270.00	672.00
	(82,093.24)	(42,287.88)
TOTAL OVERHEAD EXPENSES	(82,093.24)	(42,287.88)
NET PROFIT	(53,460.52)	(14,119.53)

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**Independent Auditor's Report
to the members of Officer Training Unit Association (National)**

Report on the Financial Statements

I have audited the accompanying four pages of Financial Statements, being a special purpose financial report, of the Office Training Unit Association (National), which comprises the Balance Sheet as at 30 June 2012 and the Trading Profit and Loss Statement for the year ended 30 June 2012.

Committee's Responsibility for the Financial Statements

The Committee of the Association is responsible for the preparation and fair presentation of the Financial Statements, and has determined that the accounting policies are appropriate to meet the needs of the members. The Committee's responsibilities also include (1) designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the Financial Statements, so that the Financial Statements are free from material misstatement, whether due to fraud or error, (2) selecting and applying appropriate accounting policies, and (3) making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

My responsibility is to express an opinion on the Financial Statements based on my audit. No opinion is expressed as to whether the accounting policies are appropriate to meet the needs of all members. I conducted my audit to obtain reasonable assurance as to whether the Financial Statements are free from material misstatement

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Financial Statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatements in the Financial Statements, whether due to fraud or error. In making those risk assessments, I have considered the level of internal control required in maintaining the financial records of the Association, and have designed audit procedures that are appropriate in this circumstance. An audit also involves evaluating the appropriateness of the accounting policies used, and the reasonableness of accounting estimates made by the Committee, as well as evaluating the overall presentation of the

Financial Statements.

The Financial Statements have been prepared for distribution to members for the purpose of fulfilling the Committee's fiduciary responsibilities. I disclaim any assumption of responsibility for any reliance on this Report or on the Financial Statements to which it relates to any person other than the members, or for any purpose other than that for which it was prepared. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion

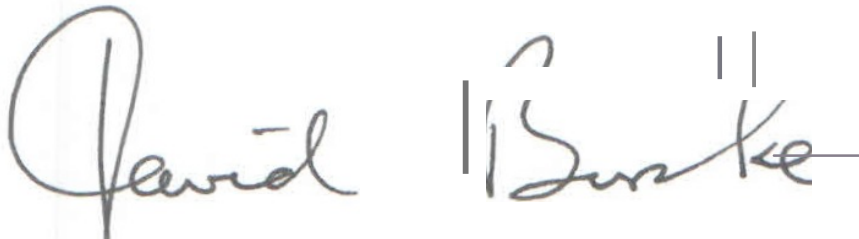
Independence

In conducting my audit, I have complied with the independence requirements of Australian professional ethical pronouncements.

Auditors' Opinion

In my opinion, the Financial Statements of the Officer Training Unit Association (National), presently fairly, in all material respects, the financial position of the entity as at 30 June 2012, and of its financial performance for the year ended 30 June 2012, in accordance with common accounting practices used by small associations.

Signed by David Burke this 5th day of August 2012

A handwritten signature in black ink that reads "David Burke". The signature is written in a cursive style with a large initial "D" and "B".

David Burke- Fellow NTAA, Fellow Institute of Public Accountants
Practising Accountant for 35 years
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