

# Papers for Friends of Grasslands Annual General Meeting

5.30 for 6.00 pm, 19 March 2019

Conservation Council Offices

Unit 14/26 Barry Drive, Ground Floor, Lena Karmel Lodge, Canberra

**Join us for - nibbles & wine (provided)**

## **Papers attached:**

1. Part A. Agenda for 2019 AGM
2. Part B: Auditor's report and 2018 Financial accounts
3. Part C: Draft FOG 2018 AGM (20 March 2018) Minutes
4. Part D: Draft FOG 2018 Special Meetings (18 September 2018) Minutes

Note: The *Friends of Grasslands 2018 Annual Report* has been circulated separately.

## **Part A. Agenda - 19 Mar 2019, AGM**

1. Attendance and apologies
2. Minutes of previous AGM (20 Mar 2018) and Special Meeting (18 Sept 2018)
3. Matters arising from previous minutes
4. Receipt of annual report: persons responsible for the report and those carrying out responsibilities for FOG will be invited to address the meeting and questions and queries may be raised by attendees.
5. Election of Office Bearers: President, two Vice Presidents, Secretary, Treasurer & up to 11 Ordinary Committee members
6. Motions on Notice
7. Close

**After the meeting everyone is invited to dinner at Spicy Ginger Cafe, 25 Childers Street.** If you plan join us, please let me know at [president@fog.org.au](mailto:president@fog.org.au), so Geoff can book a table.

## **Notes:**

1. Notice of the 2019 AGM and agenda was advertised in Mar-Apr *News of Friends of Grasslands*.
2. The 2018 annual report is being circulated separately to all members who have an email address.
3. Nominations for election to any Committee position must be received by Wednesday 13 March by FOG Secretary [paul.archer@fog.org.au](mailto:paul.archer@fog.org.au). At the AGM, the Returning Officer is required to declare persons nominated elected, unless more than one person is nominated for the position. For contested positions, the Returning Officer will fill the position by holding a secret ballot of members present. If no one has nominated for a particular position, the Returning Officer may call for a nomination at the meeting but the nominee must be present and consenting.
4. Motion on Notice: if any financial member wishes to place a motion on notice, they must also attend the meeting to speak to the motion. Wording must be received by 13 March by Secretary [paul.archer@fog.org.au](mailto:paul.archer@fog.org.au) to allow time for all members to be notified of any motion on notice.
5. For any other inquiries please contact [president@fog.org.au](mailto:president@fog.org.au).
6. It would also assist if each of you let me know ([president@fog.org.au](mailto:president@fog.org.au)) if you will be/not be attending the meeting.

## **Part B: Auditor's report and 2018 Accounts**

(Including Auditor's report, Income and expenditure statement 2018, balance sheet 2018, & public fund accounts 2018)

### **To the Members of the Friends of Grasslands Incorporated**

#### **Scope**

I have audited the financial report of Friends of Grasslands Incorporated as set out in the Consolidated Financial Reports of the year ended 31 December 2018 attached. I have also audited the Income and Expenditure and Balance Sheet of the Friends of Grasslands Inc Public Fund Account of the year ended 31 December 2018. The Friends of Grasslands Incorporated committee is responsible for the financial reports. I have conducted an independent audit of the financial reports in order to express an opinion on it to the members.

The audit has been conducted in accordance with Australian Audit Standards to provide reasonable assurance whether the financial report is free of material misstatement. My procedures included examination of evidence supporting the amounts and other disclosures in the financial reports and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards, other mandatory professional reporting requirements and the requirements of Friends of Grasslands Incorporated so as to present a view which is consistent with my understanding of the association's financial position and the results of its operations.

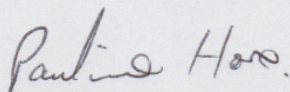
The audit opinion expressed in this report has been formed on the above basis.

#### **Independence**

In conducting the audit, I have complied with the relevant independence requirements.

#### **Audit Opinion**

In my opinion the financial report presents fairly in accordance with applicable Accounting Standards, other mandatory professional reporting requirements and the requirements of Friends of Grasslands Incorporated, the financial position of Friends of Grasslands Incorporated for the General and Publication accounts and for the Public Funds Accounts, as at 31 December 2018 and the results of its operations for the year ended 31 December 2018



Pauline Hore JP(ACT); BEc; CPA  
20 Ross Smith Cres  
Scullin ACT 2614  
15 February 2019

## Appendix C - FOG Annual Accounts 2018

### FOG Income & Expenditure Statement

#### FRIENDS OF GRASSLANDS INC INCOME & EXPENDITURE 2018

Consolidated General & Publication Account

	2018		2017	
<b>INCOME</b>				
<b>Membership</b>		5,095		3,855
<b>Sales</b>				
Publications	Woodland	6,430	6,674	
	Grassland	1,525	1,433	
		7,955		8,107
<b>Other</b>				
Sales of other pubs		109	356	
Costs of other publications sold		-	(48)	
Handling charges		(360)	(221)	87
Other income		-		390
Donations		30		220
<b>Grants</b>				
ACT Govt-Nth Mitchell		1,000	-	
NCA		6,000	6,000	
NCA YR		3,012	-	
NSW Local Land Services		1,000	7,000	
		11,012		13,000
<b>TOTAL INCOME</b>		<b>23,841</b>		<b>25,659</b>
<b>EXPENDITURE</b>				
<b>From Current Grant Funds</b>				
NCA Contractors etc		11,333		7,469
NCA Misc Expenses		352	11,685	
NSW LLS Contractor exp		11,326		8,429
NSW LLS FOG Admin fee		734	12,060	-
<b>Administration</b>				
Storage- Lock-up		1,134		1,134
Insurance		400		390
PO Box rental		134		130
Other		55	1,723	71
				1,725
<b>Other</b>				
Supported projects		-		2,825
Support/membership other orgs		410		330
Printing		1,184		1,393
Hire of rooms for meetings		400		150
On-ground expenses		23		68
Working bee & workshop costs		183		205
Travel - general (FOG Admin Fee)		(700)		88
OCC Advert & travel exp		308		-
Purchase of consumables		-		159
Postage, delivery etc		487		-
		2,294		5,218
<b>TOTAL EXPENDITURE</b>		<b>27,762</b>		<b>22,840</b>
<b>NET INCOME/EXPENSES</b>		<b>(3,291)</b>		<b>2,819</b>



## FOG Balance Sheet

### FRIENDS OF GRASSLANDS INC BALANCE SHEET AS AT 31 DECEMBER 2018 Consolidated General & Publication Account

	2018	2017
<b>ASSETS</b>		
Current Accounts	31,150	35,070
<b>Investments</b>		
Term Deposit 2502	9,281	9,085
Term Deposit 2504	6,760	6,688
Term Deposit 2505	10,790	26,310
<b>Value of stock b.f.</b>		
Publications Woodland Flora 1st	-	1,898
Woodland Flora 2nd	15,655	18,565
Grassland Flora	3,871	4,480
	19,526	24,943
Less cost of books sold	(4,933)	(5,414)
<b>Value of stock c.f. 31 Dec 18</b>	14,593	19,529
<b>TOTAL ASSETS</b>	<b>72,574</b>	<b>80,909</b>
<b>LIABILITIES</b>		
<b>Grants</b>		
NCA	3,023	8,708
NCA YRDR	3,012	-
NSW Local Land Services	-	11,060
ACT Gov Nth Mitchell	1,000	-
Publications	-	7,382
Less WO	-	(7,382)
<b>Total Grants</b>	7,035	19,768
<b>FOG Equity</b>	65,539	61,141
<b>TOTAL LIABILITIES</b>	<b>72,574</b>	<b>80,909</b>

#### Bank Balance 31 Dec 2018

Gen Account balance 31 Dec 2018	21,431.46
Pubs Account Balance 31 Dec 2018	9,718.27

**Cons Bank accounts 31 Dec 2018** 31,149.73

#### FOG Equity

Net exp @ 31 Dec 18	(3,921)
Term Deposit Interest	521
Value of stock sold	(4,933)
	<u><u>(8,333)</u></u>

Grant spending	(12,733)
Increase in Equity	4,398
Rounding	2
	<u><u>8,333</u></u>

## FOG Public Fund Account 2018

### Friends of Grasslands Inc Public Fund Accounts 31 December 2018

#### Income & Expenditure 31 December 2018

	2018		2017
<b>Income</b>			
Donations	3821		1,765
<b>Total Income</b>	<b>3821</b>		<b>1,765</b>
<b>Less Expenses</b>			
Supported Projects	3000		2,000
Sponsorship C.Robertson			390
<b>Total Expenses</b>	<b>3000</b>		<b>2,390</b>
<b>Net Income/Expenditure</b>	<b>821</b>		<b>(625)</b>

#### Balance Sheet 31 December 2018

	2018		2017
<b>Assets</b>			
Bank Deposit	1,111		290
<b>Total Assets</b>	<b>1,111</b>		<b>290</b>
<b>Liabilities</b>			
Funds at start of year	290		915
Current year surplus/loss	821		(625)
Public Fund equity	1,111		290
<b>Total Liabilities</b>	<b>1,111</b>		<b>290</b>

**Part C:**  
**Draft FOG 2018 AGM Minutes**  
Tuesday 20 March 2018  
Lena Karmel Lodge, 26 Barry Drive, Acton ACT

**Meeting opened 18:05.** Geoff Robertson chaired the meeting.

*Papers provided to the meeting were Agenda 2018, Draft Minutes 2017 AGM and SGM and a collation of Annual Reports 2017 (which had also been emailed to all members who received the March e-bulletin at the end of last week).*

**1. Attendance and apologies**

**Present:** Alan Ford, Andrew Zelnik, Andy Russell, Ann Milligan, Geoff Robertson, Janet Russell, Jamie Pittock, John Fitz Gerald (minute taker), Judith Gamper, Juliet Beckman, Ken Hodgkinson, Kim Pullen, Margaret Ning, Michael Bedingfield, Paul Archer, Rainer Rehwinkel, Sarah Sharp, Shirley Daniels, Stephen Horn, Tony Lawson, Warwick Daniels.

**Apologies:** Barbara Payne, Cathy Robertson, Kat Ng, Linda Spinaze, Naarilla Hirsch.

**2. Minutes of 2017 AGM**

Minutes approved. Moved Jamie Pittock, seconded Kim Pullen

Minutes of 2017 SGM were then approved. Moved Sarah Sharp, seconded Rainer Rehwinkel.

**3. Matters arising - nil**

**4. Reports.** Geoff Robertson briefly summarised the material already circulated in his President's report. All contributors across a wide range of activities were sincerely thanked. His report compiled a table of the times put in by members and volunteers across all of FOG's endeavours and estimated total value of this contribution to community for the 2017 year to exceed \$300 thousand.

The Chair offered the opportunity to those who had written material for the package of reports to speak briefly:-

Membership by Sarah Sharp - encouraging that FOG membership remains as high as it has ever been, around 214.

Treasurer by Janet Russell - commended members to examine the full package of figures presented in the report collation and pointed to FOG's operating funds (ie excluding grants for on-ground projects) remaining positive with income more than expenditure. The role of book sales was acknowledged.

Acceptance of the Treasurer's Report and Audit Papers was moved by Andrew Zelnik and Tony Lawson. Carried.

Booksales by Sarah Sharp - major purchases are now from merchants (eg ANBG bookshop) and institutions (eg SELLS who issue the Floras to landholders needing information packages). Possibility of distributing some of the Flora information in electronic form still intended to be pursued.

FOG Supported Projects by Andrew Zelnik - the use of public fund donations via the initial set of 5 small grants has taken major time and effort by group members. However the processes are now set up, working well and new applications have been invited.

NCA projects by Jamie Pittock - a vote of appreciation was raised for Peter Beutel who has greatly supported FOG's objectives in several ways from within the NCA. Great contributions also from many volunteers.

Cooma Grasslands by Margaret Ning - the CILF spending and achievements are largely on track. Monitoring of numbers for the Monaro Golden Daisy hopefully will extend beyond Cooma grasslands out into the Monaro.

Advocacy by Sarah Sharp - initially pointed out that FOG's on-ground work is clearly positive for advocacy because submissions can reference not only theory and aspiration but also share direct experience from recent activity. Naarilla Hirsch was congratulated for being the best agent in the ACT keeping track of issues needing comment and feeding that on to inform Cons Council ACT and its other member groups (eg COG). FOG should be very pleased that its comments on the ACT Grassland Strategy were so widely appreciated and accepted. However, it is now becoming the norm for many other submissions to government that planning bodies largely ignore ecological issues raised, leading to an increasing level of frustration.

The meeting agreed to accept all reports - moved Jamie Pittock, seconded Andrew Zelnik

**5. Annual Elections.** President acknowledged those members who were standing down from committee.

John Fitz Gerald agreed to act as Returning Officer.

- a) President. Geoff Robertson was nominated by Naarilla Hirsch and John Fitz Gerald - declared elected
- b) Vice Presidents. Kim Pullen was nominated by Geoff Robertson and Naarilla Hirsch. Declared elected, leaving the second VP position vacant.
- c) Secretary. Paul Archer was nominated by Geoff Robertson and Naarilla Hirsch. Declared elected.
- d) Treasurer. Janet Russell was nominated by Geoff Robertson and Naarilla Hirsch. Declared elected.
- e) Committee. Andrew Zelnik, Kat Ng, Margaret Ning and Tony Lawson were nominated by Geoff Robertson and Naarilla Hirsch. Kat was not present but had written her agreement to be nominated. Juliey Beckman was nominated by Ann Milligan and Jamie Pittock. Ken Hodgkinson was nominated by Ann Milligan and John Fitz Gerald. Returning Officer pointed out that 5 more committee positions remained to be filled and Rainer Rehwinkel nominated himself, seconded by Michael Bedingfield. All 7 were declared elected.

**6. Motions on notice** - none received

**7. Meeting closed** 19:14

**Part D:**  
**Draft FOG 2018 Special Meetings Minutes**  
Saturday 18 September 2018  
Mugga Mugga Environmental Education Centre, Symonston.

A Special General Meeting (SGM) was held in conjunction with the annual mid-winter afternoon of talks and tea on 18 September 2018 at Mugga Mugga Environmental Education Centre, Symonston.

The FOG committee at its meeting on 24 July 2018 endorsed a proposal to recommend to the SGM that Sarah Sharp be awarded Honorary Life Membership. A notice of meeting was included in the FOG e-Bulletin 26 July 2018 as follows:

*Members of FOG are invited to attend a Special Meeting on 18 August at Mugga Mugga Environmental Education Centre. It will take place during the mid-winter talks and tea afternoon (1.30–4.30 pm). The purpose of the meeting is to consider a proposal from the Committee to award Honorary Life Membership to Sarah Sharp in accordance with Rule 12 in the Friends of Grasslands' Rules.*

*Members at the meeting will be informed of the extraordinary contribution Sarah has made to Friends of Grasslands, to the support of grassy ecosystems, and to biodiversity and conservation more broadly. The citation for Sarah is separately attached to this e-mail as a pdf file. Sarah will be present at the meeting and we strongly encourage members who are able to attend to come and support Sarah by endorsing the Committee's proposal.*

The SGM unanimously accepted the committee's recommendation to award Honorary Life Membership to Sarah. A report of the meeting was included in the FOG newsletter Sep – Oct 2018 as follows:

***Sarah Sharp now an Honorary Life Member of FOG***

*At a Special General Meeting on Saturday 18 August, Sarah Sharp was awarded Honorary Life Membership of FOG, in accordance with Rule 12 in the Friends of Grasslands' Rules. More than 30 members were present to endorse the award; and those of us not present that day also say: "Congratulations Sarah! Very well-deserved!".*

*Sarah has made extraordinary contributions over the last 28 years – to FOG and to the rescue of grassy ecosystems and to biodiversity and conservation more broadly. In 1994, the year FOG was formed, Sarah was the Grassland Project Officer, ACT Parks and Conservation Service – Wildlife Research Unit. Thanks to Sarah and her colleagues, substantial initial recovery work had begun in 1992, the start of a four-year ACT Grassland Recovery Program. The resulting ACT Grassland Recovery Plan, later released as the Government's first Action Plan, included a recommendation to establish a Friends of Grasslands Group ... and here we still are! Sarah stepped off the FOG committee at the end of 2017, but she still contributes to FOG in many ways, including managing membership and sales.*