

A Note from the President
The 2021/22 Annual General Meeting.
Wednesday 18th August 2021 on



Covid-19 has once again interrupted our year and we will have to go online to complete our requirements. We did the AGM online last year and it proved very successful. It is important that we have a quorum at the meeting so would you, please, jump on and participate.

Time: 12:30pm to 2:00pm or whenever!

To join the Zoom Meeting

<https://us02web.zoom.us/j/7074984855?pwd=Yi9sU1A2VzJyZkd2tNVUpCWXFLdz09>

Meeting ID: 707 498 4855

Passcode: 483961

Our Patron, Mayor Michael Regan, has agreed to stand as Patron in this year. He will, as Patron, manage the hand over from the old committee to the new one.

After the formalities have been completed, Mayor Regan will give an update on the impact of Covid in our area, the current situation and be ready to take your questions regarding Northern Beaches Council.

I will take this opportunity to thank everyone for supporting the Club during these difficult times.

Thank you.

26th AGM - 18th August 2021
Computer Pals for Seniors Northern Beaches Inc.
Agenda for the Zoom Meeting

Join Zoom Meeting

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Meeting to commence at 12:30pm

Apologies:

Welcome to Members and Visitors John Peachey

Minutes of Previous Meeting

REPORTS

President's Report John Peachey

Treasurer's Report Ian Vickery

Auditors Report Jim Parker

Training Co-ordinators Report Anne Matthews

Acceptance of Reports

John Peachey

Election of Office Bearers. Committee Members for 2020/21 are asked to stand down.

In view of the AGM being held on a Zoom platform at this point we ask our Patron to conduct the election of Members.

Please welcome our Patron, The Mayor of Northern Beaches Council, Cr Michael Regan. Would you kindly conduct the election of members please?

The following positions are to be filled, nominations have been received from eight applicants and all nominations have been seconded by members.

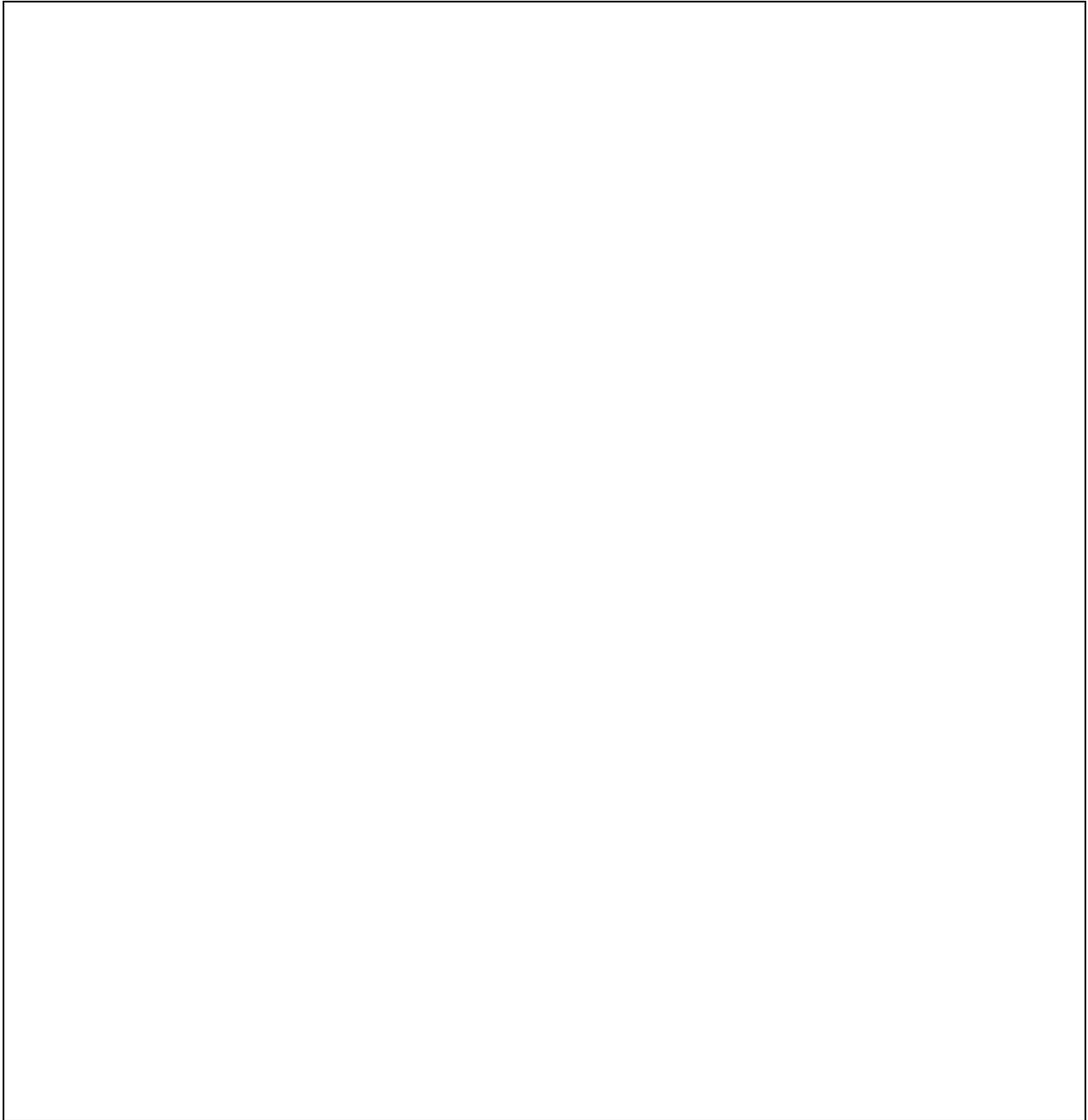
President	John Peachey
Treasurer	Ian Vickery
Secretary	Margaret Randall
Training Coordinator	Anne Matthews
Committee Members	Caroline HamiltonSmith
	Judy Schey
	Caroline Francis
	Lilia Hutchinson

Appointment of an Auditor

Appointment of Public Officer

Appointment of Patron of CPSNB

Our Patron, Michael Regan has offered to provide an update on Covid-19 Delta and its impact on the Northern Beaches Council and to talk about other initiatives the Council is currently following.



Training Coordinator's Report

26th AGM

August 18th 2021

The position of Training Coordinator over the past year has again been challenging with the Coronavirus pandemic having a big impact on our operation.

We were unable to conduct our regular one on one training sessions in both term 3 and term 4 of 2020 due to COVID restrictions. However in saying this we did commence small training groups in term 3 that commenced on the 20th July and could be held in our Computer Room at The Tramshed without breaching any COVID rules. The sessions all of which were free covered a number of topics with some proving more popular than others. Around 55 people attended the sessions. Feedback from both students and trainers facilitating these sessions was very positive. In addition to the small groups many of our trainers continued to work with their students remotely.

In term 4 we continued running a number of small group classes. This time there was a \$5.00 charge for the small group classes. In addition to this we offered scheduled appointments to help resolve problems. A student could book an hour with a trainer to work on a specific issue for the cost of \$5.00. We also introduced a QR code and a manual option for students to register their attendance. Lessons finished 5 minutes early to accommodate wiping desks and chairs down before the next student.

I would like to thank all of the trainers who volunteered their time to facilitate both the small group classes and the "Book an Hour with a Trainer" sessions in both term 3 and 4 of 2020.

Term 1 2021 saw us return to business as usual observing the required COVID rules and restrictions. We were governed by the 4 square metre rule and as a result of this had to lease additional space at The Tramshed to ensure we met with this requirement.

Term 2 2021 was again business as usual COVID observing the required rules and restrictions. Student numbers were down in both term 1 and term 2 due primarily to the restricted numbers we were allowed in both our computer room and the additional space we leased.

Term 3 2021 is cancelled due to lockdown restriction and we hope to resume in term 4 2021 which is due to start on the 5th October 2021. This of course depends on the lockdown being lifted.

The group genealogy session run on a Friday morning by two of our trainers continued in term 3 2020 at The Tramshed. As it was a small group they were able to adhere to COVID rules and protocols. Terms 1 and 2 2021 were again business as usual with adherence to the COVID rules and restrictions. Thanks go to Selina Jackson and Ida Greenway for introducing and continuing such a great initiative. This has been very popular with both students and trainers.

Statistically the training roster is as follows. Student/Trainer numbers have been:-

2019/2020 training year

2020/2021 training year

- | | | | | | | | |
|----------------|---------------|-------------|-----|---------------|---------------|--------------|---|
| • Term 3, 2019 | :101 students | 36 Trainers | | Term 3, 2020: | N/A students | N/A Trainers | |
| • Term 4, 2019 | :97 | “ | 36 | “ | Term 4, 2020: | N/A | “ |
| • Term 1, 2019 | :94 | “ | 34 | “ | Term 1, 2021: | 77 | “ |
| • Term 2, 2019 | :N/A | “ | N/A | “ | Term 2, 2021: | 79 | “ |

Term 3 2020 numbers are not available as our regular face-to-face training was not conducted due to COVID restrictions.

Term 4 2020 numbers are not available as our regular face-to-face training was not conducted due to COVID restrictions.

The club could not exist without the generous grants and assistance of Northern Beaches Council, Dee Why RSL Club and Pittwater RSL Club. These grants have been responsible for the maintenance of the club as well as the introduction of new technology.

We also express our thanks to Alison Riddington at The Tramshed for looking after us so well.

We also acknowledge the support of a good functional committee and generous and community interested sponsors.

The clubs greatest asset are the Trainers who happily give up their free time to help seniors in the community understand the wonderful mysteries of the internet, email, different technology platforms, social media and much more. Without them we would not be able to offer this great service to the seniors in our community and I am truly thankful for each and every one of them.

I present this report to the 26th AGM for your consideration.

Anne Matthews

Training Coordinator 2020/2021.

Computer Pals for Seniors Northern Beaches Inc.

Computer Pals for Seniors Northern Beaches Inc.

President's Report – For 26th AGM

18th August 2021

This is the Presidential Report by John Peachey, for the Year 2020/21

As other Team Members will report 20/21 has been a very different year, mainly due to the arrival of the Delta strain of Covid-19 in March/April. The swift learning curve I mentioned last year has been rapidly followed by a new one this year.

Covid-19 restrictions saw us stop face to face training and move to online. These were not very popular with our students, and we devised other ways to keep in touch with them. Proximity between students while in the club room, when the building was opened to us, meant that we could only have a maximum of 8 trainer/students inside. We found extra space and utilized this to top up the number of students being trained in any one hour.

In November we obtained our QR and have used this since. Manually filled forms were, and are, available for anyone without a Smart phone or who cannot work with the technology. The number of students manually filling in attendance forms has diminished as the use of QR codes became mandatory and people are having to change.

Although the Club room is cleaned as part of the Tramshed building programme we are responsible for cleaning work surfaces in our area. Students and Trainers have a 5 minute slot at the end of each session to clean their area.

Small classes were a success when we were able to prepare and deliver them.

We have applied for several grants and were successful with a couple. Dee Why RSL provided a grant for trainer retention, for which we are most grateful. It has allowed us to issue logo embroidered shirts to all our trainers which, we believe, builds comradery and builds the trainer's sense of being part of a group.

We have been awarded a grant as part of the Australian Government, Stronger Communities Programme Round 6. This grant has allowed us to purchase a new portable PA system and Laptop computer. Had we not been in Covid-19 you would probably be listening to us on the PA system!

The new Laptop allows us to keep Club presentations and other relevant information on one machine. Previously Trainers have had to use their own equipment for their or visiting speaker's presentations and sometimes this not satisfactory. We are now able to have a well-maintained Laptop which can be taken to venues as the need arises and we can present a Club approved presentation. We benefit by having several presentations made in previous years that can easily be repeated or used as a base for a new presentation.

We also have declined to apply for several grants offered to us as we believe that, in this year, we have managed to reduce our spending without impacting greatly on our reserves making the grant funds available to others in the community.

Anne Matthews, our current Training Coordinator, has proved once again to be most capable and efficient at matching trainers and students each term into viable training positions in a sanguine fashion. We are lucky to have her administrative skills.

Ian Vickery (Treasurer). Ian is meticulous in his organising of our finances and his report, which will show the pattern of business that Covid-19 has created, is presented later in the AGM report.

We are sad to report the sudden passing of Henri Osieck our Membership Secretary. He is greatly missed.

The 2020/21 Management Committee consisted of the following members with their functions listed below: -

President	John Peachey
Treasurer	Ian Vickery
Secretary	Margaret Randall
Training Coordinator	Anne Matthews
Committee Members	Juan Carlos Kovacic
	Judy Schey
	Caroline Francis
	Caroline HamiltonSmith

We are fortunate to have had a number of people nominating for positions on the committee for 2020/21 and who were duly elected. Beside improving the numbers of female representation on our Committee they have readily taken on responsibilities and are a great asset to us. They also make meetings livelier and are not shy when it comes to expressing their opinions

Juan Carlos Kovacic resigned early in the year and was not replaced.

Lilia Hutchinson has been nominated for the Committee at this election and we look forward to her joining us. Lilia brings a multitude of skills to the Committee.

The 21/22 Committee will have a difficult year to deal with. It would seem that the virulent nature of the Delta variant of Covid-19 and the speed at which it transfers between people will cause us to be even more vigilant. We will need to develop new ways of teaching our students.

John Peachey - President

Computer Pals for Seniors Northern Beaches Inc. 18th August 2021.

INCOME AND EXPENDITURE

Grants received for the year totalled \$6,655, with expended \$2,269.05 (previous year \$5,313.89)

Dee Why RSL - Trainer Retention & Recruitment	3,600.00
Stronger Communities Programme Round 6	3,055.00
Less: Carried Forward	(4,385.95)
	<hr/>
	2,269.05
	<hr/>

Total club expenditure exceeded income for the year by \$4,327 compared with the previous year of \$3,015.

Income from membership fees and tuition fees were \$2,092 lower than the previous year due to the covid 19 pandemic, resulting in tuition fees not being earned for the first six months.

Expenses were \$4,630 less than the previous year which largely reflected the reduced expenditure relating to reduced non-face to face training.

NET WORTH

Net worth decreased by the deficit of \$4,327 from \$39,316 to \$34,990.

CASH

Bank and Cash Balances increased during the period from \$37,826 to \$38,817.

There were no outstanding cheques or unpaid invoices.

Our sincere thanks go to those organisations that have supported our club this year by providing the funding detailed above. A special thanks goes to President John Peachey for instigating the applications for the Grant funding and liaising with the funding bodies in the acquiring of those funds.

I wish to thank all those Committee members and Trainers who have assisted in collecting subscriptions etc. and to Caroline Francis in maintaining the Members' register, which includes the record of fees and the banking of deposits.

A special thanks goes to our Honorary Auditor, Jim Parker.

Ian Vickery (Treasurer)

12th August 2021

INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 JUNE 2021

	2021	2020
	\$	\$
INCOME		
Grants	2,269.05	5,313.89
Digital Discovery Pilot/Mentoring	-	694.00
Interest	1.33	42.77
Members' Contributions		
Members' Annual fees	3,437.50	3,437.50
Members' Tuition Fees	7,289.50	7,289.50
Total Members' Contributions	8,635.00	10,727.00
Sales and Commissions on Sale of Manuals	-	70.00
TOTAL INCOME	10,905.38	16,847.66

EXPENDITURE

AGM	-	708.39
Annual Return/Governance	47.21	75.33
Christmas Function	32.40	748.91
Club Shirts	540.00	205.00
Committee Meeting Luncheons	878.34	-
Community/Stronger Community Grants	1,704.05	1,493.21
Consumables/Gifts	327.62	279.40

Depreciation	1,938.04	1,943.37
Digital Discovery Pilot/Mentoring	-	594.00
Insurance	1,870.97	1,819.91
Printing & Stationery	64.20	20.38
Rent	6,270.75	8,245.95
Seniors Festival/Seniors Week Technology Event	169.01	-
Session Costs	-	237.30
Subscriptions	326.05	310.00
Toner Costs	598.00	-
Trainers Lunches etc.	-	1,455.00
Training of Trainers	16.59	1,610.00
Trainers meeting room costs	26.30	116.18
Wipes/Disinfectant	100.49	-
Website/Domain Charges	321.89	-
TOTAL EXPENDITURE	15,231.91	19,862.33
EXCESS OF EXPENDITURE OVER INCOME	(4,326.53)	(3,014.67)
NET WORTH 1ST JULY 2020	39,316.14	42,330.81
NET WORTH 30 JUNE 2021	34,989.61	39,316.14

BALANCE SHEET 30TH JUNE 2021

	June	June
	2021	2020
	\$	\$
Current Assets		
Bank and Cash Accounts		
Petty Cash	200.00	200.00
St George Cheque Society Account	38,617.18	37,512.35
St George Business Access Saver	-	113.67
Total Bank and Cash Accounts	37,817.18	37,826.02
Debtors & Prepayments	1,831.93	1,049.13
Total Current Assets	40,649.11	38,875.15
Non-Current Assets		
Computers & Related Equipment - cost	3,274.10	3,274.10
Computers - depreciation.	(2,701.77)	(1,610.40)
Computers - net amount	572.33	1,663.70
Office equipment – cost	2,540.00	2,540.00
Office equipment - depreciation.	(2,298.38)	(1,451.71)
Office equipment - net amount	241.62	1,088.29
Total Non-Current Assets	813.95	2,751.99
Total Assets	41,463.06	41,627.14
Current Liabilities		
Creditors & Accruals	6,473.45	2,311.00
Total Current Liabilities	6,473.45	2,311.00
Net Worth	34,989.61	39,316.14

NOTES

- 1 Members' annual subscriptions and tuition fees are brought to account in the year or term, respectively, to which they relate
- 2 Interest received, insurance premiums and rent are accounted for on an accruals basis