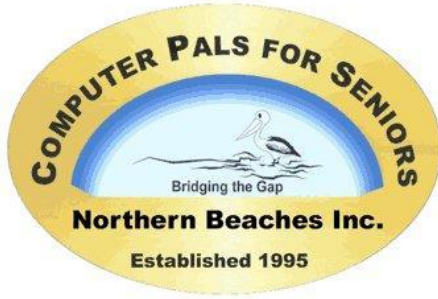


Computer Pals for Seniors
Northern Beaches Inc.

ABN 84 043912 101

25th Annual General Meeting

19th August 2020



25th Annual General Meeting

19st August 2020

Agenda

- Acknowledgement of Country (presented by Nan Bosler AM)
- Welcome to Members and Visitors
- Call for apologies
- Receive the minutes of the 2019 Annual General Meeting Pg. 2
- Acceptance of minutes
- Matters arising from minutes

Presentation of 2020 Reports:

President – John Peachey	Pg. 6
Treasurer – Ian Vickery for year ending 30 June 2020	Pg. 9
Auditors Report for year ending 30 June 2020	Pg. 12
Training Co-ordinator -- Anne Matthews	Pg. 13

- Acceptance of reports presented.
- Election of Office Bearers and Members of the Management Committee
- Appointment of Auditor
- Appointment of Public Officer
- Appointment of the Patron for the Club
- Meeting closes (approx. 3 pm)

Minutes of the 24th AGM – 21st August 2019
Computer Pals for Seniors Northern Beaches Inc.
Held at Lakeview Hall, Tramshed Arts and Community Centre

Meeting opened at 2.00 pm – A Burrowes chaired

Present

As per Attendance Sheet

- Nicki Adams Norther Beaches Council
- Kylie Ferguson Northern Beaches Council
- Sue Heins Northern Beaches Council - Deputy
 Mayor
- Michael Regan Patron CPSNB, Implementation Group
 Northern Beaches Council
- Julie Sutton Guest
- David Bennett Avalon Computer Pals
- Margaret Yelavic Avalon Computer Pals
- Judy Elias Member CPNB & Manly CP

Apologies:

- Rob Stokes – attending Parliament
- Graeme Liddell – Dee Why RSL
- Jason Falinski MP
- Dick Persson – prior engagement.
- Kristy Andrews – Events Sales Exec. Dee Why RSL

Apologies

As per Agenda (Nan Bosler)

Apologies from the floor:

R Smith
G Clark

Welcome to Members and Visitors
Tradional Welcome to A Burrowes

Country N Bosler

MINUTES OF PREVIOUS MEETING Minutes of the previous AGM 2019 were accepted, moved by M Randall, seconded by D Simons

REPORTS:

PRESIDENT'S REPORT Presented by A Burrowes – as tabled

A Burrows announced he would not be standing for President for 2019/2020. He thanked the Committee members for their dedication and support during his appointment, particularly N Bosler (AM), Vice President, A Matthews, Training Co-ordinator, and I Vickery, Treasurer.

He reported that CPSNB are pleased to have returned to the newly renovated Tramshed, and thanked DYRSL for their support by making the Meehan room available allowing CPNB to function efficiently and keeping students and trainers together.

The records for CPSNB began in 1995 and since then there have been over 2820 students gaining computer knowledge through the training system.

A Burrowes thanked Northern Beaches Council for their continued support by way of grants and the continued information relating to the renovation of the Tramshed.

He also thanked Pittwater RSL and Dee Why RSL for their generous grants to CPSNB. Their assistance is gratefully appreciated and necessary in keeping the club up to date with the technological requests from the students and ongoing support for the trainers.

He concluded by welcoming the incoming President and pledging his support to the Committee.

TREASURER'S REPORT Presented by I Vickery- as tabled

Total club expenditure exceeded income for the year by \$763 compared with the previous year of \$4,546.

Income from membership fees and tuition fees were \$1,577 higher than the previous year due to the greater availability of trainers matching students' needs and return to the Tramshed which provided additional training facilities.

I Vickery thanked the organisations who have supported CPSNB with Grants. He especially thanked N Bosler (AM) for her assistance in the acquittal of the Grants. He also thanked the Committee members and Trainers who have assisted in collecting subscriptions etc and to H Osieck who maintains the Members' register.

Special thanks to Honorary Auditor, J Parker.

AUDITOR'S REPORT

Submitted by J Parker FCA, FCMA

J Parker stated that he had examined the books and records of CPSNB and in his opinion the accompanying Income & Expenditure Account and Balance Sheet for the year ended 30 June 2019 have been correctly prepared from those records and properly reflect the financial position of CPSNB for 2018/2019.

TRAINER CO-ORDINATOR'S REPORT

Presented by A Matthews – as tabled

A Matthews reported that the purpose built computer room for CPSNB is very successful and thanked NBC for their support. Training is now available on Monday, Tuesday, Wed morning, Thursday and Friday at the Tramshed. Training is still available at the DYRSL on a Tuesday. The additional training days and choice of venues has seen an increase in numbers, eg 109 students enrolled in Term 2, 2019. Also, CPNB has gained several new trainers.

The annual Northern Beaches Volunteer Expo was held on 22nd May 2019 at DYRSL and the CPSNB stall was very successful.

The introduction of a group genealogy session on Friday mornings conducted by S Jackson and I Greenway has proved very popular and will continue. A Matthews thanked the trainers for their initiative.

A Matthews reported that a catering team has been formed, and thanked J Squires, J Sydenham and T Hall for their efficient catering for CPSNB events.

A Matthews thanked the Trainers for their skill and dedication to CPSNB.

EQUIPMENT/SOFTWARE CO-ORDINATORS REPORT

Presented by B Mackie and J Peachey

B Mackie reported some initial problems with the new Windows machine purchased for the Computer room. These have now been resolved. There were no problems with the Apple Mac.

The Club WiFi connection is very good. Thanks to the NBC for access.

A TV screen has been installed and has proved very successful for presentations.

LET'S DO SOCIAL

I Greenway reported that a Committee has been formed to organise 4 events per term. Activities so far have included lunches, dinners, plays, movies and music recitals. Each event has proved popular and enjoyable.

ACCEPTANCE OF REPORTS

A Burrows moved that the reports presented be accepted, seconded by J Peachey

ELECTIONS OF OFFICE BEARERS

Committee Members for 2018/2019 asked to stand down. Election of Office Bearers

The Election of Committee Members for 2018/2019 was conducted by K Ferguson, NBC. The result of the election was as follows:

PRESIDENT	J Peachey
IMMEDIATE P P	A Burrows
VICE PRESIDENT	N Bosler
TREASURER	I Vickory
SECRETARY	M Randall
TRAINING CO-ORDINATOR	A Matthews

COMMITTEE MEMBERS:

I Greenway
J C Kovacic

The elected Committee stepped up to the table.

J Peachey proceeded with the AGM meeting as newly elected President, and gave an inaugural speech.

APPOINTMENT OF AUDITOR:

It was moved by J Peachey, seconded by D Simons that: J Parker be appointed as Auditor. J Parker agreed to accept the appointment.

APPOINTMENT OF PUBLIC OFFICER

It was moved by J Peachey, seconded by M Randall that: I Vickery be appointed as Public Officer. I Vickery agreed to accept the appointment.

APPOINTMENT OF PATRON OF CPSNB

Conducted by N Bosler
Michael Regan asked to accept the position of Patron of Computer Pals for Seniors Northern Beaches Inc. M Regan agreed to accept the position.

VIP SPEECHES TO THE MEETING

M Regan, Mayor NBC thanked retiring President of A Burrows for his support and dedication to CPSNB. He presented A Burrows with a "Certificate of Appreciation" from CPSNB.

J Sutton gave a very amusing speech.

N Bosler thanked A Burrows for his support and dedication to CPSNB as President, Committee Member and Trainer.

Also welcomed J Peachey as President for 2019/2020.

Reports for 25th AGM

Computer Pals for Seniors Northern Beaches Inc

President's Report – For 25th AGM

19th August 2020

COMPUTER PALS FOR SENIORS NORTHERN BEACHES INC

This is the Presidential Report by John Peachey , for the Year 2019/2020

This is my first report as President of the Club. There has been a swift learning curve but as the Club is in very good condition the curve was not too steep and I have been given lots of help.

I am delighted to present this report and to confirm that our club, Computer Pals for Seniors Northern Beaches Inc. is still fortunate to be in a sound financial position despite the issues Australia has had over the period of this report. The Club continues to be one of the premier Computer Clubs in the Northern Beaches drawing our Trainers and students from a wide geographic area bounded by Fairlight, Belrose/Terry Hills and Newport. Our club adheres to the principals of CALD

The 2019/2020 financial year has come with some unusual challenges and rewards. Now fully back in our “ancestral home of the Tramshed Arts and Community Centre” we found we were unable to maintain teaching at the Dee Why RSL, even though we were hiring space at a reduced rental.

The last two Terms of 2019 progressed well culminating in the annual Christmas Party.

Partway through Term 1 we had to abandon face to face, one on one training between Trainers and students as the Covid-19 Pandemic exploded into the World. Initially we stopped training when our venue was closed but, after rapid investigation of reliable online communication tools, we took to keeping in touch via

Zoom. Trainer's meetings moved to online and Trainers were encouraged to engage with their students online.

The Northern Beaches Council have been extremely supportive and our Patron and Mayor of NBC, Michael Regan, joined us on a number of online meetings listening to us and providing updates on the rapidly changing situation which surrounded us all. Michael Regan provided funds to enable us to purchase a full Zoom licence allowing unlimited timed meetings with up to 1000 participants!

Thanks is given to the Northern Beaches for their supportive assistance in the relaxing of Term rentals during our troubled times in this Covid-19 pandemic.

In the true spirit of collaboration between computer clubs our governing body ASCCA (Australian Seniors Computer Clubs Australia) has waived this year's membership fee. Thanks, to Nan Bosler and the board of directors of ASCCA.

Online training received a mixed response from students with some loving it and others feeling it was too much preferring to rest and gain their strength for when they can get back into face to face training.

We are restricted by current regulations especially in regard to minimum separation distances. To overcome this and to keep everyone engaged we are currently offering general sessions where we can have one trainer and a maximum of 8 students in our Clubroom - the NBC have determined the room has a current capacity of 9. The timetable was prepared and started at the commencement of Term 3 (20th July). The first few weeks have seen classes fill out as people get used to being able to use the room and the feedback has been excellent. We believe that there will be challenges ahead but the excitement is back and we are finding ways to combat challenges as they appear

During my 8 years at the Club I have had the benefit of working with Nan Bosler, our Vice President. She has always been very helpful and free to offer her broad and profound knowledge. In addition she has been a fantastic mentor to me and a tireless Management Committee member to the Club but sadly she has opted to not stand for the Committee in 2020/2021 year. It is a fact that Nan has been on the CPNB Committee for the last 24 years as either President or Vice President, which must be a record surely? Nan has opted to not stand for re-election this year and we wish her well in the future. For her outstanding service Nan will be awarded with the position of Honorary Member being a person honored by the Club's highest award affixing the words "Honoris Causa" to her name in the Club's official records.

Allan Burrowes, Immediate Past President, too has opted not to stand for re-election. Allan has been a great help during the year watching and offering help where he thought it was needed without being intrusive. He will continue on as a trainer and do what he does so very well - teach students.

Anne Matthews, our current Training Coordinator, is one of the most capable and efficient people I have had the pleasure to work with. Anne organises trainers and students each term into viable training positions in a sanguine fashion. We are lucky to have her administrative skills.

Ian Vickery (Treasurer) in association with Henri Osieck (Membership Secretary) maintain our membership record. 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.

The 2019/20 Management Committee consisted of the following members with their functions listed below: -

President	John Peachey
Immediate Past President	Allan Burrowes
Vice President	Nan Bosler
Treasurer	Ian Vickery
Secretary	Margaret Randall
Training Coordinator	Anne Matthews
Committee Member	Juan Carlos Kovacic
Committee Member	Ida Greenway

Ida resigned from the committee in late 2019 and her position remained unfilled.

Nan Bosler and Allan Burrowes have made it known that they will not be seeking re-election in the 2020/21 year. Both Nan and Allan take a wealth of Club knowledge with them.

We are fortunate to have a number of people nominating for positions on the committee for 2020/21 and the election process will take place as part of the AGM.

The new Committee will have a different year to deal with. It would seem that the virulent nature of Covid-19 and the speed at which it transfers between people will cause us to be ever vigilant and cautious so we will need to develop new ways of teaching our students. When we will get back to “normal” is an unknown time but we intend to be ready.

John Peachey - President
Computer Pals for Seniors Northern Beaches Inc. 19th August 2020

COMPUTER PALS FOR SENIORS NORTHERN BEACHES INC.
Treasurer's Report for the year ended 30 June 2020

INCOME AND EXPENDITURE

Grants received for the year totalled \$5,313.89 (previous year \$14,789.75)

Dee Why RSL - Trainer Retention & Recruitment	3,600.00
Pittwater RSL – Community Grant	1,483.00
Northern Beaches Council – Community and Cultural Development Grant	230.89
	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 5,313.89

Total club expenditure exceeded income for the year by \$3,015 compared with the previous year of \$763.

Income from membership fees and tuition fees were \$4,964 lower than the previous year due to covid 19 pandemic, resulting in tuition fees not earned from mid-March.

Expenses were \$6,004 less than the previous year which largely reflected the reduced expenditure relating to non face to face training.

NET WORTH

Net worth decreased by the deficit of \$3,015 from \$42,331 to \$39,316.

CASH

Bank and Cash Balances increased during the period from \$35,085 to \$37,826.

Term deposits were held with ING earning 1.75% for the six weeks prior to maturity.

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 Vice-President Nan Bosler for instigating the applications for the Grant funding and liaising with the funding bodies in the acquittal of those funds.

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

Special thanks goes to our Honorary Auditor, Jim Parker.

Ian Vickery (Treasurer)

27th July 2020

**INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 JUNE 2020**

	2020	2019
	\$	\$
INCOME		
Grants	5,313.89	14,789.75
Digital Discovery Pilot/Mentoring	694.00	400.00
Interest	42.77	674.25
Donations	-	316.16
Members' Contributions		
Members' Annual fees	3,437.50	3,900.00
Members' Tuition Fees	7,289.50	11,171.50
Members' Other Courses	-	310.00
Total Members' Contributions	<u>10,727.00</u>	<u>15,381.50</u>
Sales and Commissions on Sale of Manuals	70.00	632.00
TOTAL INCOME	<u>16,847.66</u>	<u>32,193.66</u>
EXPENDITURE		
AGM	708.39	217.68
Annual Return/Governance	75.33	125.55
Armistice Centenary Grant	-	4,046.85
Christmas Function	748.91	747.20
Club Shirts	205.00	1,239.70
Community Grants	1,493.21	1,566.05
Consumables/Tip Fees/Gifts	279.40	1,951.52
Depreciation	1,943.37	1,118.74
Digital Discovery Pilot/Mentoring	594.00	-
Digitisation of Documents	-	473.00
Insurance	1,819.91	1,869.59
Printing & Stationery	20.38	-
Rent	8,245.95	13,939.00
Seniors Festival	-	719.36
Session Costs	237.30	475.50
Subscriptions	310.00	801.20
Trainers Lunches etc.	1,455.00	1,455.00
Training of Trainers	1,610.00	1,410.00
Trainers meeting room costs	116.18	183.60
Website subscription charges/upgrade	-	617.36
TOTAL EXPENDITURE	<u>19,862.33</u>	<u>25,866.04</u>
EXCESS OF EXPENDITURE OVER INCOME	(3,014.67)	(,763.24)
NET WORTH 1ST JULY 2019	42,330.81	43,094.05
NET WORTH 30 JUNE 2020	<u>39,316.14</u>	<u>42,330.81</u>

BALANCE SHEET 30TH JUNE 2020

	June 2020 \$	June 2019 \$
Current Assets		
Bank and Cash Accounts		
Petty Cash	200.00	200.00
St George Cheque Society Account	37,512.35	6,850.58
St George Business Access Saver	113.67	113.62
ING Business Optimiser	-	5.00
ING Term Deposit 084298587	-	10,973.97
ING Term Deposit 085966940	-	16,941.95
Total Bank and Cash Accounts	37,826.02	35,085.12
Debtors & Prepayments	1,049.13	5,129.33
Total Current Assets	38,875.15	40,214.45
Non-Current Assets		
Computers & Related Equipment - cost	3,274.10	3,274.10
Computers - depreciation.	(1,610.40)	(516.05)
Computers - net amount	1,663.70	2,758.05
Office equipment – cost	2,540.00	2,540.00
Office equipment - depreciation.	(1,451.71)	(602.89)
Office equipment - net amount	1,088.29	1,937.31
Total Non-Current Assets	2,751.99	4,695.36
Total Assets	41,627.14	44,909.81
Current Liabilities		
Creditors & Accruals	2,311.00	2,579.00
Total Current Liabilities	2,311.00	2,579.00
Net Worth	39,316.14	42,330.81

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

MARQUESAS

Apartment 10
11-21 Ocean Street
Narrabeen, NSW 2101

3rd August 2020

The Committee
Computer Pals for Seniors Northern Beaches Inc.
1395a Pittwater Road
NARRABEEN NSW 2101

Audit Report to the Committee and Members For the year ended 30 June 2020

I have examined the books and records of the organisation and tested them against the invoices, receipts and financial institution statements, together with the schedules of debtors and prepayments, accruals and depreciation.

In my opinion, the accompanying Income & Expenditure Account and Balance Sheet for the year ended 30 June 2020 have been correctly prepared from those records and properly reflect the financial position of the organisation for the year.

I also confirm that I was fully provided with all the records in conducting the audit that were required to form this opinion.

Yours faithfully,



James H Parker FCA, FCMA Honorary Auditor

Training Coordinator's Report

25th AGM

August 19th, 2020

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

As a result of the Coronavirus pandemic teaching sessions for term one 2020 were suspended on Saturday 14th March 2020. At this time individual emails were sent to the 94 students registered for the term and the 34 trainers who look after them advising them of the situation. Students were advised that fees paid for the remaining 4 weeks would be credited to future bookings. Dee Why RSL and The Tramshed were also notified that training sessions would not continue and both have refunded our payments for that period.

Term 2 2020 saw the introduction of remote training methods. We were quickly introduced to the Zoom platform and a number of other platforms. Many of our trainers continued to be in contact with their students via these methods and I would like to express my appreciation in these unusual times.

The group genealogy session run on a Friday morning by two of our trainers continued via remote methods and more recently in term 3 back at The Tramshed. As it is a small group they were able to adhere to COVID rules and protocols. 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:-

2018/2109 training year

2019/2020 training year

- | | | | | | | | |
|----------------|--------------|-------------|---------------|---------------|-------------|-------|---|
| • Term 3, 2018 | :83 students | 30 Trainers | Term 3, 2019: | 101 students | 36 Trainers | | |
| • Term 4, 2018 | :95 | “ 36 | “ | Term 4, 2019: | 97 | “ 36 | “ |
| • Term 1, 2019 | :101 | “ 34 | “ | Term 1, 2020: | 94 | “ 34 | “ |
| • Term 2, 2019 | :109 | “ 35 | “ | Term 2, 2020: | N/A | “ N/A | “ |

Term 2 2020 numbers are not available as no face-to-face training was conducted due to COVID restrictions.

Term 3, 2020 commenced on the 20th July and at this time we introduced a number of small group classes that could be held in our Computer Room at The Tramshed without breaching any COVID rules. The sessions all of which are free offered covered a number of topics with some proving more popular than others. So far 55 people have registered and begun attending the sessions. Feedback from both students and trainers facilitating the sessions has been very positive. In addition to the small groups many of our trainers continue to work with their students remotely.

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 and Emily Soon at Dee Why RSL 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 25th AGM for your consideration.

Anne Matthews

Training Coordinator 2019/2020.

Computer Pals for Seniors Northern Beaches Inc.