

# Minutes

## Executive Meeting

### The Newsagents Associations of NSW and ACT Ltd

**Meeting Date:** Tuesday, 20 June 2017

**Meeting Location:** Meeting Room  
Level 5  
63-79 Parramatta Road  
Silverwater

**Meeting commenced:** 1:00 PM

Note: Items not necessarily dealt with in the order shown.

**Admin Arrangements:** IB outlined admin arrangements for the meeting including breaks, emergency procedures and parking arrangements.

It was explained as there wasn't enough for a quorum we could not hold a Board Meeting but held an Executive meeting instead.

<b>1.</b>	<b>Attendance</b>	
	<b>Present:</b>	Greg Handley                      President Alan Price                              Vice President Brian Woods
	<b>In attendance:</b>	Ken Packham                          Secretary Ian Booth                                  Chief Executive Officer Nicole Raymond                      NANA
<b>2.</b>	<b>Apologies:</b>	Sharon Maloney Peter Watt

	Ed Howard
<b>Quorum:</b>	K Packham as no quorum, an Executive Meeting was held instead of a Board Meeting.

3. **Pecuniary Interests:** Nothing to report.

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4. **Minutes of Previous Meeting:** Motion to accept minutes from previous meeting 10 April 2017.

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5. **Staffing:** Due to current financial position of, we are not in a position to take on a part time or full time staff member until perhaps September 2017.
6. **ANF/ALNA** Staff Changes
  - i. ANF/ALNA  
IB continues to speak to C Samartzis on a weekly basis.
  - ii. VANA  
VANA has 2 new board members.
7. **Newspack Insurance** Portfolio activities and issues  

The Management Agreement between NANA and JLT was varied on 22 October 2013 to extend the term of agreement to 31 August 2018 unless otherwise renewed or terminated.

A further “Introducer Agreement” was entered by NANA and JLT on 28 August 2014. The agreement appears to have varied the income arrangements under the Management Agreement to include non-newsagent business and extension of the scheme outside of NSW and ACT. The change possibly arose around the time that NANA entered into an agreement with ANF to share income from non-NSW and ACT business. The effective date of this agreement is 28 August 2014.

The agreement does not have a term, rather it has a duration which is not fixed and which is subject to the termination provisions of the agreement.

The “Introducer Agreement” appears to be a supplementary to the Management Agreement.

In future IB has requested we receive ho has a policy, the extent of their policy etc. IB gets the records/books updated monthly.

A new promotion by JLT of \$133 incl all charges has been promoted to all members and non-members. Tanya has reported between 6-10 new polies per day.

ANF offer \$135 if you're a member and \$235 for on members.

Next step is to push harder in Victoria.
8. **Audit** End of June IB will advise of availability of all records so they can complete all 3 year audits and this will be done in the next few weeks.

**9. Finances**

**i. Balance Sheet at April and May 2017**

I Booth distributed the current Balance Sheet as of May 2017 as well as the previous months as of April 2017. Motion to accept Balance sheets.

**ii. P&L July 2016 to May 2017**

NANA is running on a current operating profit/loss of -\$4,109.29 and Gross Profit of \$16,965.57.

**iii. Aged Debtors**

Ian Booth provided a summary of Aged Payables as at 30 April 2017 and 31 May 2017.

**30 April 2017 Aged Payables**

Aust Newsagents Fed	\$23,927.17
Baldestons Insurance Brokers	\$2,823.00
Cambooya Pty Ltd	\$4,003.54
Colonial First State	\$11,26.11
Greg Handley	\$43,255.65
Jardine Lloyd Thompson	\$2,389.25
Moore Stephens	\$2,695.00
Telstra	\$280.00
Westpac	\$300.00
<b>Total:</b>	<b>\$90,999.72</b>

**31 May 201 Aged Payables**

Aust Newsagents Fed	\$23,927.17
Colonial First State	\$5,162.15
Greg Handley	\$42,173.24
Jardine Lloyd Thompson	\$2,389.25
Moore Stephens	\$1,347.50
Westpac	\$300.00
<b>Total:</b>	<b>\$75,299.31</b>

Aust Newsagents Fed amount of \$23,927.17 will be reconciled by the next meeting.

**iv. Aged Creditors**

Ian Booth provided the board with an extensive list of all Members and amounts due between July 2016 and May 2017. 2015/2016 fees to be written off.

v. **Variation to 2016/2017 Budget**

Once MYOB is up to date we will be able to adjust, if needed, the 2016/2017 Budget.

vi. **Payments of \$1000.00+ in April and May 2017**

**April 2017**

1	3/4/2017	Care Super	Super for Booth March 2017	\$1,425.00
2	4/4/2017	Nicole Raymond	Contract fees to 20/3/2017	\$1,593.00
3	13/4/2017	Cambooya Pty Ltd	Rent and Outgoings	\$4,003.54
4	13/4/2017	Ian Booth	Salary – Booth – 15/4/2017	\$3,524.00
5	26/4/2017	Moore Stephens	Second outstanding payment	\$1,347.50
6	26/4/2017	Nicole Raymond	Contract fees to 11/4/2017	\$1,409.10
				<b>\$13,302.14</b>

**May 2017**

1	2/5/2017	ATO	3 <sup>rd</sup> quarter GST	<b>\$1,883.00</b>
2	9/5/2017	Cambooya Pty Ltd	Rent and outgoings	<b>\$4,003.54</b>
3	9/5/2017	Care super	Super for Booth April 2017	\$5,450.00
4	10/5/2017	ATO	PAYGW March 2017	\$4,428.00
5	15/5/2017	ATO	Coe SGC #1	\$1,717.33
6	15/5/2017	ATO	Coe SGC #2	\$2,277.34
7	19/5/2017	ATO	PAYGW April 2017	\$1,476.00
8	23/5/2017	Bolderstons Insurance Broking	Association, PI and Directors Insurance	\$2,823.00
9	31/5/2017	ATO	Coe SGC #3	\$1,169.29
10	31/5/2017	Moore Stephens	Audit Expenses #3	\$1,347.50
				<b>\$27,575.00</b>

Motion to approve to above payments

vii. **Financial Status**

End of June 2017 in the bank total should be approximately \$6000.00.

viii **Membership invoicing – progress**

Renewals are due to go out in the next week.

ix **Draft Budget 2017/2018**

IB had produced and emailed all Directors a draft of the 2017/2018 budget. Copy is attached to these minutes.

In brief:

Income – IB has allowed for modest growth in membership and insurance.

Membership \$170,625.00 Insurance \$222,000.00 with a rough total income to be \$403,350.00.

Awards - No provisions made for an awards night.

Travel & Accommodation – Staff is budgeted from Sept at approx. \$750 per month which is approx. \$150 per night if travelling overnight x5 in a month.

Staff – new staff member projected to start in Sept 2017 and is expected to generate \$20,625.00 over a 10-month period.

Mobile - Note that the expense for this goes up in Sept 2017 and this is to accommodate new staff mobile phone.

Vehicle - payment finishes in May 2018

The contingency total of \$400,201.00 may not be needed.

Motion to approve attached budget for 2017/2018

10. Tax

**Status Report – Update to 7 June 2017**

Account Balance

Balance of Integrated Client Account = NIL.

All other ATO accounts have a NIL balance.

Payments to ATO February and March 2017

Recent payments to the ATO include:

1	2/05/2017	ATO	3 <sup>rd</sup> quarter GST	\$1,883.00
2	10/05/2017	ATO	PAYGW March 2017	\$4,428.00
3	15/05/2017	ATO	Coe SGC #1	\$1,717.33
4	15/05/2017	ATO	Coe SGC #2	\$2,277.34
5	19/05/2017	ATO	PAYGW April 2017	\$1,476.00
6	31/05/2017	ATO	Coe SGC #3	\$2,169.29
				<b>\$13,950.96</b>

Activity Statement

All Instalment Activity Statements are up to date. The Instalment Activity Statement (PAYGW) for May 2017 was lodged on 1 June 2017. There are no payments due from this activity statement because of salary sacrifice arrangements.

Superannuation Guarantee Charge Reporting

SGC reporting for superannuation due to Judith commenced during the month and three payments as shown above were made during May 2017.

FBT Return

The FBT return for the year to 31 March 2017 was lodged on time. Confirmation has not been received from the ATO. Confirmation was due by 16 May 2017.

Motion to accept the above information.

11. Lotteries
- i. Office of Small Business is concerned that the number of claims/applications is down from what was expected. I Booth said he will work with members to get claims/applications filled out by Members.
  - ii. Office of Liquor & Gaming I Booth would like a set of Conditions on the NSW Lotteries which should indicate what they can & can't do.  
1<sup>st</sup> attempt failed  
2<sup>nd</sup> attempt resulted in a response but still no set of Conditions. I Booth has gone back a 3<sup>rd</sup> time to request the Conditions and has explained why we want them  
Greg Semler from Liquor & Gaming understand NANA's reasons and will continue to work with I Booth in getting the Conditions.
12. Magazines
- Telephone on hold times at G&G are still around 40mins.
- G&G has suggested if we don't want problems with the returns the best thing to do is not return.
- Ongoing issues is to how sub agents are treated.
- IPS is hitting newsagents with high return postage rates.
13. Newspapers
- Newscorp has recently let go of 20+ staff members.
- I Booth and G Handley will follow up with the Clive Parsons and results will be positive. Another meeting with G Handley, A Price, I Booth will happen in the next few months with Newscorp.
- New payment terms which will be available later in the year, will state money will be placed in the account that day. At the moment, this will only apply to major banking institutions and not Tyro payment system.
14. Planning
- Update
- I Booth and G Handley have been working on a frame work re future of NANA Cooperation Plan 2017-2018. 2-3 year operational plan (kind of like a strategic plan but more flexible). I Booth and G Handley hope to have something to show the Board by the next meeting.
- P Watt suggested that Nathan Errington has put a presentation together re his thoughts on "Newsagents of the future". I Booth will follow this up with Nathan Errington if NANA could obtain a copy of this.

15. Legal Matters Nil

16. CEO Report Membership

5 new applications recommend for admission to membership of the Association.

- Berry Newsagency
- Unanderra Newsagency / Corrimal Newsagency
- Top End Newsagency (Katoomba)
- Goonellabah Newsagency
- Padding Newsagency

Motion to accept these new applications.

IB notes that 4 Newsagencies will be shutting shop – did not sell:

- St Andrews
- Campbelltown
- Kandos
- Richmond

#### Member Benefit – Progress

Power Bill Doctor, Vehicle Purchasing, Lease assistance almost finalised.  
Number of Conditions of Employment Guides continue to increase, along with the updated Wage Rates which come into effect on July 1, 2017.

#### Website

The web site continues to be updated on a weekly basis.

#### Reference Group Update

Nothing to report.

17. Presidents Report Executive Committee – in the next 2 months I Booth and G Handley aim to have:

- Audit to be finished
- Preliminary Budget for next 2017-2018 at the May meeting and to be approved at the June meeting.
- Preliminary Strategic Plan.

Board Performance – did not cover

Board Committee Charters report – did not cover

#### AGM

The 2015 and 2016 AGM, will aim for mid year possibly in Wollongong. Brian Woods will research venue and will talk to Members in the area about attending. NANA requires 12 Members at an AGM for a quorum. To date Brian has

received very little interest from Members in the area. B Woods will continue to email Members.

18. General Business K Packham had asked about recent reports regarding Amazon and if NANA could possibly enter into an agreement with Amazon re the sales of Magazines etc. K Packham believes it can't hurt to ask as we don't know how far Amazon is looking to go within Australia and the retail market.

19. Close Meeting closed at 5.30pm

20. Future Meetings:

Next Board Meeting                      Commencement: 12.30pm  
Tuesday, July 11  
Meeting Room  
Level 5  
63-79 Parramatta Rd  
Silverwater

Future Board Meetings                      August 8  
September 12  
October 10  
November 14  
December 12