

Minutes

Board Meeting

The Newsagents Associations of NSW and ACT Ltd

Meeting Date: Tuesday, 12 September 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.

1.	Attendance	
	Present:	Greg Handley President Alan Price Vice President Brian Woods Ed Howard Peter Watts Via teleconference
	In attendance:	Ken Packham Secretary George Lancaster from Stource Guest Ian Booth Chief Executive Officer Nicole Raymond NANA
2.	Apologies:	Sharon Maloney Peter Watt
	Quorum:	K Packham confirmed a quorum was present.
3.	Pecuniary Interests:	Nothing to report.
4.	Minutes of Previous Meeting:	Motion to accept minutes from previous meeting 20 June 2017. Accepted by all in attendance. Minutes Circular Resolution dated 28 June 2017 be accepted as a true record- Disposal of Vehicle. It was decided that the NANA vehicle Mazda CX-5 rego

	<p>CJO52G was sold for \$12,000.00. The Executive Committee made arrangements for paying out the finance contract by making a payment of \$6,630.60 to Westpac Bank.</p> <p>Moved by: B Woods Seconded by: E Howards Carried</p> <p>Minutes of the Circular Resolution dated 28 July 2017 be accepted as a true record – Matters arising from Management Meeting such as minutes of April 2017 meeting, Financial reports for April and May 2017, Payments of \$1000.00+ for April and May, draft budget for 2017-2018, Tax status report and 5 new applications recommended for admission to membership be accepted.</p> <p>Moved by: A Price Seconded by: E Howard Carried</p>								
5.	<p>Staffing: I Booth reported that he is in a much better position now to start with advertising and getting a full-time member of staff in.</p>								
6.	<p>ANF/ALNA</p> <p>i. ANF/ALNA</p> <p>I Booth continues to speak to C Samartzis on a weekly basis.</p> <p>ii. VANA</p> <p>I Booth discussed protection of NANA's asset schemes.</p>								
7.	<p>Newspack Insurance</p> <p><u>Portfolio activities and issues</u></p> <p>JLT continues to send I Booth a report on the 20th of each month which shows how many have paid, how many claims were made and who is new policy holders. Over 100 new insurance policies. 30+ business pack polices and over 100 lotteries policies.</p> <p>I Booth will continue to provide the Board with performance updates at each meeting.</p>								
8.	<p>Audit</p> <p>Auditors have given a final date of 31 October 2017 by which date reports will be available. I Booth has informed ASIC of this due date.</p>								
9.	<p>Finances</p> <p>A Record of Resolution shows that the finance reports including balance sheets and notes, profit and loss statements and aged debtors and creditors reports, all for the periods to 30 June, 31 July and 31 August 2017 be accepted.</p> <p>Moved by: A Price Seconded by: B Woods Carried</p> <p><u>i. Balance Sheet at June and August 2017</u></p> <p>I Booth distributed the current Balance Sheets for both June and August 2017.</p> <p><u>ii. P&L July 2016-August 2017</u></p> <p>NANA is running on a current operating profit/loss of \$65,407.04 and Gross Profit of \$104,664.59.</p> <p><u>iii. Aged Debtors</u></p> <p>Ian Booth provided a summary of Aged Payables from June, July and August.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">30 June 2017</td> </tr> <tr> <td style="width: 80%;">Greg Handley</td> <td style="text-align: right;">\$40,000.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total: \$40,000.00</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">31 July 2017</td> </tr> </table>	30 June 2017		Greg Handley	\$40,000.00	Total: \$40,000.00		31 July 2017	
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31 July 2017									

Cambooya Pty Ltd	\$4,165.15			
Greg Handley	\$39,796.80			
Telstra	\$280.00			
Total:	\$44,241.95			
31 August 2017				
Greg Handley	\$37,426.30			
Nicole Raymond – Association Secretariat	\$1,732.50			
Telstra	\$280.00			
Total:	\$39,438.80			
iv. <u>Aged Creditors</u>				
Ian Booth provided the board with an extensive list of all Members and amounts due between June – August 2017.				
v. <u>Variation to 2016/2017 Budget</u>				
I Booth reported there have been some minor changes to the budget, mostly formatting and realigning some costs so they are better grouped:				
<ul style="list-style-type: none"> • The dates on Website Hosting Fees and Email Hosting Fees have been changed to reflect the actual dates that the expenses have been /will be incurred. <ul style="list-style-type: none"> • No impact on budget overall. • Alltel fees have been moved to align with Phone and data Office as expense is a communication expense, not a software expense. <ul style="list-style-type: none"> • No impact on budget overall. • MYOB fees have increased from August onwards - \$7.00 per month. <ul style="list-style-type: none"> • Minor impact on budget \$77.00 for the year. 				
vi. <u>Payments of \$1000.00+ in June, July & August 2017</u>				
June 2017				
1	15/6/2017	Cambooya	Rent & Outgoings	\$4,111.05
2	20/6/2017	Nicole Raymond	Contract Fees	\$3,857.70
3	22/6/2017	Care Super	Superannuation Booth May 2017	\$9,950.00
4	27/6/2017	Moore Stephens	Final Payment	\$1,347.50
5	28/6/2017	Commonwealth Bank	June 2017 Credit Card	\$1,697.43
6	29/6/2017	Jardine Lloyd Thompson	Business Insurance	\$2,389.25
7	29/6/2017	Nicole Raymond	Contract Fees	\$2,079.00
8	29/6/2017	Care Super	Superannuation Booth June 2017	\$9,950.00
9	30/6/2017	ATO	Coe SGC #7	\$8,003.71
10	30/6/2017	Westpac Equipment Finance	Payout on Vehicle	\$6,633.60
11	30/6/2017	Greg Handley	Greg Handley Payment #18	\$1,932.79
				\$51,952.03

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10.	<p>Tax</p> <p>Status Report – Update to 30 June, 31 July and 31 August 2017.</p> <p>30 June 2017 <u>Account Balance</u> Balance of Integrated Client Account = NIL. All other ATO accounts have a NIL balance.</p>																																																																						

	<p><u>Payments to ATO</u> Recent payments to the ATO include:</p> <table border="0"> <tr> <td>1</td> <td>30/6/2017</td> <td>ATO</td> <td>Coe SGC #7</td> <td>\$8,003.71</td> </tr> <tr> <td colspan="4"></td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">\$8,003.71</td> </tr> </table> <p><u>Activity Statement</u> 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.</p> <p><u>Superannuation Guarantee Charge Reporting</u> SGC reporting for superannuation due to Judith Coe is now complete.</p> <p><u>FBT Return</u> The FBT return for the year to 31 March 2017 was lodged on time. Confirmation has not been received from the ATO, however the Business Portal shows that no further action is required.</p> <p>30 July 2017 <u>Account Balance</u> Balance of Integrated Client Account = \$5,768.00. Payment is due by 11 August 2017. All other ATO accounts have a NIL balance.</p> <p><u>Payments to ATO</u> There were not any ATO payments made during July 2017.</p> <p><u>Activity Statement</u> All Instalment Activity Statements are up to date. The Instalment Activity Statement (PAYGW) for June 2017 together with BAS are due in August 2017.</p> <p>31 August 2017 <u>Account Balance</u> Balance of Integrated Client Account = \$2,952.00. Payment is due by 21 September 2017. All other ATO accounts have a NIL balance.</p> <p><u>Payments to ATO</u> 9 August 2017 \$2,952 July 2017 PAYGW</p> <p><u>Activity Statement</u> All Instalment Activity Statements are up to date.</p> <p>The Taxation Status Reports for periods up to 30 June, 31 July and 31 August were accepted. Moved by: P Watts Seconded by: B Woods Carried</p>	1	30/6/2017	ATO	Coe SGC #7	\$8,003.71					\$8,003.71
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11. Lotteries	<p>i. <u>General</u> -Tatts The Lott re campaign against Lottoland. Basis of campaign message is to support your local Newsagent and to have the legislation changed as it relates to Lottoland NANA are in principle support but don't agree with all aspects of the campaign. NANA needs to send a statement to Members so Newsagents understand we don't get anything from online sales but we should. The statement NANA puts out to Members should correct some of the information</p>										

	<p>that has gone out as part of this campaign. The only winner in this campaign is Tatts. NANA Supports the campaign on principle and what they are trying to achieve however as mentioned earlier the only winner is Tatts. I Booth will draft a communication which will go out to all Members and Non-Members.</p> <p>-Lotteries will terminate contracts with Newsagents that don't make a turnover of \$2400.00 per week. If Newsagents don't disclose their compulsory Lotteries Insurance they will shut down terminals. Lotteries has already shut down 3 terminals.</p> <p>ii. <u>ACCC Authorisation</u> I Booth to update who's on the board & copy of minutes will be sent.</p>
12.	<p>Magazines</p> <p>Chris Samartzis and I Booth wants to look at the standard agreement form from G&G regarding returns. I Booth will identify key issues and will enter into a new agreement.</p>
13.	<p>Newspapers</p> <p>Fairfax has been quiet. Positive steps made re program communicating with distributing agents re miss throws, start stops etc. IB and AP has met with Clive Parker and suggested a trial redistribution of agents who have a higher number of sub agents.</p>
14.	<p>Planning</p> <p>With the budget now done, IB will put together a corporate plan for the next 12 months.</p>
15.	<p>Legal Matters</p> <p>Nil</p>
16.	<p>CEO Report</p> <p><u>Membership</u> 1 new application recommend for admission to membership of the Association. Restwell Newsagency, Bankstown. Moved by: E Howard Seconded by: B Woods Carried</p> <p><u>Member Benefit – Progress</u> Eftpos Facilities – Commonwealth Bank has confirmed, BOQ has yet to confirm. The Power Bill Dr – Members continue to be surprised at the savings with their energy bills. Free Compulsory Lotteries Insurance – See attached Proposal to Develop Membership Benefit Insurance Referral Program - See attached Proposal to Develop Membership Benefit</p> <p><u>Electronic Communication</u> Website and social media continues to be updated on a weekly basis.</p> <p><u>Documentation</u> I Booth went through the office Manual of Procedures he has produced as well as the ACRA How To manual which lists step by step how to make certain updates to the website, ACT and other electronic devices that are used.</p>
17.	<p>Presidents Report</p> <p>AGM aim date is 21 November 2017. Meeting to be held at NANA. NANA will make allowances for anyone who wish to call in via conference call facility.</p>

	<p>Preliminary notices have gone out via the weekly newsletter. Notification to go out electronically by 20 Sept 2017. 2nd notice by email and post (21 days notice).</p> <p>Each board member is encouraged to talk to other NANA Members & have them become nominated to the 2017-2018 NANA Board Directors year.</p> <p>9 Board Members is required to run.</p> <p>Phone ins must apply for teleconference call, must provide mobile number so we can send in one hit the dial in codes.</p> <p>Quorum for AGM is 12 people.</p>	
18.	General Business	<ul style="list-style-type: none"> - George Lancaster from Stource made a presentation to the board regarding his home and gift wares supplier. Showed how easy it will be for Newsagents to view products, seeing piece pricing and ordering. Website full launch is set for end of September. Membership is free. Payment method is currently via Paypal & Credit Card. Courier system used is DHL so you can track your orders. Board was asked to have a look at the site www.stource.com.au. George would like to have Newsagents as Beta Testers. - Performance meeting fees for Board Members to be filled out at each meeting.
19.	Close	Meeting closed at 5.15pm
20.	Future Meetings:	
	Next Board Meeting	<p>Tuesday, October 10</p> <p>Commencement: 12.30pm</p> <p>Meeting Room</p> <p>Level 5</p> <p>63-79 Parramatta Rd, Silverwater</p>
	Future Board Meetings	<p>November 14</p> <p>December 12</p>