

Minutes

Board Meeting – Conducted by Teleconference

The Newsagents Associations of NSW and ACT Ltd

Meeting Date: Tuesday, 14 November 2017

Meeting Location: Suite 502
Level 5
63-79 Parramatta Road
Silverwater

Meeting commenced: 10:00 AM

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

Admin Arrangements: IB outlined admin arrangements for the meeting.

1.	Attendance	
	Present:	Greg Handley President Alan Price Vice President Brian Woods Peter Watt Sharon Maloney
	In attendance:	Ian Booth Chief Executive Officer
2.	Apologies:	Ed Howard
	Quorum:	IB confirmed a quorum was present.
3.	Pecuniary Interests:	Nothing to report.
4.	Minutes of Previous Meeting:	The minutes of the previous meeting were not considered but will be considered at the next meeting scheduled for 21 November 2017.

<p>5. Consideration of Audit Reports:</p>	<p>The audit reports including Directors' Reports, financial statements, accompanying notes and Directors' Declarations for the years ended 30 June 2015, 2016 and 2017 were distributed prior to the meeting.</p> <p>IB reported that he had subsequently received the Independent Auditor's reports and Representation Letters from Moore Stephens.</p> <p>IB reported the content of the Independent Auditor's Reports and Representation Letters to the meeting.</p> <p>All the documentation was considered by the meeting and all questions and/or comments were addressed by either GH or IB.</p> <p><u>Resolution:</u></p> <p>That Greg Handley be authorised to sign the Directors' Report and Directors' Declaration contained in the audit and financial reports for the periods ended 30 June 2015, 30 June 2016 and 30 June 2017.</p> <p>Moved: P Watt</p> <p>Seconded: B Woods</p> <p>CARRIED</p> <p>It was noted that GH and IB will sign the Representation Letters for the periods ended 30 June 2015, 2016 and 2017 and will forward same to Moore Stephens.</p> <p>It was noted IB will complete all documentation and forward same to Moore Stephens today.</p> <p>It was noted that upon receipt of confirmation from Moore Stephens, the reports and associated documentation will be posted to NANA's web site and Members will be advised by email that the documentation is available for download.</p> <p>It was noted that IB will lodge the financial statements and associated documentation with ASIC as soon as confirmation is received from Moore Stephens that the audit and financial report statements are completed and suitable for lodgement.</p> <p>It was noted that IB will instruct Moore Stephens to lodge tax returns for the periods ended 30 June 2015, 2016 and 2017.</p> <p>It was noted that there are no ASIC or other requirements concerning the timing of the distribution of the reports to Members.</p>
<p>6. General Business</p>	<p>Nil.</p>
<p>7. Close</p>	<p>Meeting closed at 10:55AM.</p>

20.	Future Meetings:		
		Next Board Meeting	Commencement: 12.30pm Tuesday, 21 November 2017 (TBC) Meeting Room Level 5 63-79 Parramatta Rd, Silverwater
		Future Board Meetings	December 12 2017