

# 2018 AGM/National Convention Meeting Minutes



**Location:** Wagga Wagga, NSW – Hosted by South Wagga Apex Club

**Date:** Saturday 6<sup>th</sup> October 2018

Meeting Start: 9:10am AEST

# **Preliminary Business Session**

# 1.0 Welcome

- 1.1 **Convention Officially Opened** –Officially opened the Convention and welcomed the attendees.
- 1.2 **Minutes Silence** Incoming National President Neal Molineaux led a one minutes silence for those Past & Present Apexians who had passed away during the past year.
- 1.3 Ideals of the Association of Apex Clubs of Australia led by Brian Powe
- 1.4 **Charge to the Delegates** Tim Sheather, President of South Wagga Apex, welcome the delegates and reminded them of their responsibilities and duties on the floor of the AGM/Convention and propos a tost to the delegates.

# 2.0 Roll Call

# 2.1 Attendees

NATIONAL BOARD

**ELECTED DIRECTORS** 

Neal Molineaux Leon Budden David Sloss Michael Godfrey

Adam Stewart Bethany Paterson Moses Abraham

**APPOINTED** 

Liam Scott Craig Martin Brendan Hardy

## **REGIONAL COMMUNICATORS**

Region 1 QLD	Apology	Region 9 VIC	Michael White
Region 2 QLD	Tara Spotswood	Region 10 TAS	Karina Crutch
Region 3 QLD	Luke Skele	Region 11 SA	Raff Stomaci
Region 4 QLD/NSW	Apology	Region 12 SA	Raff Stomaci
Region 5 NSW	Geoff Harris	Region 13 WA	Allen Hingston
Region 6 NSW	Wayne McCloskey	Region 14 WA	Emma Jackson

Region 8 VIC Karina Crutch

# **Appologies**

# **CLUBS PRESENT/REPRESENTED**

48 Clubs present out of 92 Clubs (eligible to vote)

<u>DELEGATE</u>	<u>CLUB</u>	<u>PROXY</u>
	ALBANY	Allen Hingston
	ALBANY CREEK	
Luke Corke	ALBURY	
Elise Malberg	BAIRNSDALE	
	BALLARAT	Michael White
Ben Curnow	BEAUFORT	
David Cook	BEROWRA	
	BIGGENDEN	Tara Spotswood
	BILOELA	
Jamie Vincent	BLACKTOWN	
	BORDERTOWN	
	<b>BRAIDWOOD</b>	
	<b>BRIDGETOWN</b>	
	BRISBANE CITY	Neal Molineaux
William Ansombe	BRISBANE VALLEY	
Tara Spotswood	BUNDABERG	
	BUNBURY	Allen Hingston
Anton Mann	BUSSELTON	
	<b>CABOOLTURE</b>	
	CENTRAL AUSTRALIA	

Lynee Mason	CHINCHILLA	
	CLARE AND DISTRICT	Raff Stomaci
Lahlan Mccoll	COBRAM/BAROOGA	
	COROWA	
	CORRIGIN	
	CRYSTAL BROOK	
	DALBY	
	DARLINGTON POINT	Wayne McCloskey
	DELORAINE	
	DOWERIN/GOOMALLING	
	DROUIN	
	ECHUCA MOAMA	
	ESPERANCE	Allen Hingston
	EUROA	
	FINLEY	Wayne McCloskey
Phil Watson	FRASER COAST	
Raff Stomaci	GAWLER	
Emma Jackson	GERALDTON	
	GLOUCESTER	
	GOONDIWINDI	Jess Brinkmann
	GOROKE	
	GUNNEDAH	
	GYMPIE	Tara Spotswood
	HERBERT RIVER	
Amanda White	HOPPERS CROSSING	
Michael White	HORSHAM	
	INVERELL	
	JAMESTOWN	Raff Stomaci
	JERILDERIE	Wayne McCloskey
Adam May (Moose)	KADINA	
Lewis Shepperd	KARRATHA	
	KATANNING	Allen Hingston
	KEITH	-
	KIMBA	
	KINGBOROUGH	
	KOJONUP	
	KUNUNURRA	
	LATROBE	Karina Crutch
	LEONGATHA	
	LOXTON	
	MACKAY	
	MACKAT MAITLAND SA	
	MALENY	Leith Hall
	MANJIMUP	Allen Hingston
	MANSFIELD	7 (IIO11 1 III 1931 OI 1
	INIVINITELL	

MILTON/ULLADULLA

MOE

MONTO

**MOUNT BARKER** 

MOUNT ISA

**MOURA** 

MURGON Tara Spotswood

MURRAYLANDS MURWILLUMBAH

MUSWELLBROOK NAMBOUR

Brett Rumball NARACOORTE

NORTHAM OBERON

PADTHAWAY

PERTH Emma Jackson
PINGELLY Allen Hingston

PORT AUGUSTA

RENMARK

Tyson Cambell ROMA

**ROSS RIVER** 

RUTHERGLEN Wayne McCloskey

SANDON COUNTY

Sarina

SINGLETON

Tim Sheather SOUTH TOOWOOMBA

**SOUTH WAGGA** 

SOUTHPORT ST GEORGE STAWELL

TAMAR

TARA

Gavin Mingay TOOWOOMBA

TOWNSVILLE

TRARALGON Karina Crutch

TULLERMARINE/ESSENDON

ULVERSTONE

WANDOAN

WARIALDA

WARRACKNABEAL Michael White

WARWICK

WAUCHOPE Geoff Harris

**WENTWORTH** 

WHYALLA Raff Stomaci

Chris Van Malsem Michael Godfrey

WODONGA **WONGAN HILLS** YARRAM

#### 2.3 **Introduction of Guests**

**GUESTS** 

Samuel Wittwer – Kadina Apex Daniel Lascelles – Kadina Apex Jacob Venning – Kadina Apex Paula Venning – Kadina Apex

Dale Sawley - Kadina Apex Adrian Salter – Cobram/Barooga Apex

Will Bayley - Naracourt Apex Peter Gray - Goondiwindi Apex

James Turner Goondiwindi Apex

Tomas Guerin – Toowoomba and Apex

Camps

Bec Kuhn – Fraser Coast

Luke Skele - Goondiwindi Apex

Ben Grafe – Kadina Apex

Kassy O'Kelly – Bairnsdale Apex

Maninder Sandhu - AON

Craig Murdoch – Wangaratta Senior

Active

Nadi O'Donnell - Hoppers Crossing Apex

Jason Hewett – Chinchilla Apex Roy Woods - Chinchilla Apex

Bossie Hartwick – Chinchilla Apex

Mick Cattell Couth Wagga Apex

Rachal Trehearm – Goondiwindi Apex

Emma-Kate Currie – Fraser Coast Apex

David Rosella – South Wagga Apex Andrew Roberts – South Wagga Apex Brendan O'Kelly – Bairnsdale Apex

Richard Livermore – South Wagga Apex

Mark Boehm – Wodonga Apex

Kym Crawford – South Wagga Apex

Maggie Vincent – Blacktown Apex Ross Cardillo - Chinchilla Apex Carol Woods - Chinchilla Apex

Kevin Van Helfteren – Karratha Apex

#### INTERNATIONAL

Apex Global Chair Eshwar Elango (and Apex India

Haque Anamul - Apex Bangladesh

Brian Smith - Apex Singapore

Lily Kaur – Apex Malaysia

# PAST NATIONAL PRESIDENTS

Mark Ballin Moses Abraham

Matthew O'Donnell

**LIFE MEMBERS** 

Geoff & Roslyn Molineaux Greg Murdoch Peter McCloskey Roy & Carol Woods Geoff Molineaux Craig Murdoch

# 2018 NATIONAL CONVENTION - MEETING MINUTES

Ian Curren Neil Sawley Bossie Hartwig Jamie Vincent David Venning

# **APEX FOUNDATION**

Brian Powe

# **Apex National Office**

Liam Scott

# 2.4 Apologies

McCormack

Matthew Mason - Region 1 RC

Leith Hall – Region 4 RC

Mark O'Donnell Past National Director Ollie Dowd Deputy Prime Minster Michael Jim McNall – Life Member Fraser Coast – Past National President Ned Golding – Clare Apex, Past National President Steve Gribbin Past National President Keith Harry Hodges

# **Business Session**

# 6.0 Reports

6.1 **Motion 1a – National Board** – Endorse current appointment of the 2018-2017 Apex Australia National Board.

## Motion;

"THAT the election of the following directors of The Association of Apex Clubs of Apex Australia Ltd (acting as the 2018/2019 Apex Australia National Board) be endorsed";

<b>DIRECTOR – SECRETARY</b> (and Deputy Chairperson)	Leon Budden	SA
DIRECTOR - TREASURER	David Sloss	QLD
DIRECTOR - PROJECTS & COMMITTEES	Michael Godfrey	WA
DIRECTOR - COMMUNICATIONS	Bethany Paterson	SA
DIRECTOR - RC CO-ORDINATOR	Adam Stewart	QLD

Moved; National Board

Second; Kadina Apex Club

Vote; Carried

6.2 **Motion 1b – National Board** – Endorse current appointment of the 2018-2017 Apex Australia National President.

# Motion;

"THAT Neal Molineaux be confirmed as a Director of The Association of Apex Clubs of Apex Australia Ltd and endorsed as 2018/2019 Apex Australia National President"

Moved; National Board

Second; South Wagga Apex Club

# Presentation of 2017/18 National Apex Accounts – Michael Godfrey

- Broader discussion of the accounts as displayed on the Apex Australia website.

# Motion 2;

"THAT the 2017/ 2018 Apex Australia accounts be accepted as tabled at the AGM (and as displayed on the Apex Australia website <a href="https://www.apex.org.au">www.apex.org.au</a>)"

Moved; National Board

Second; No second

Vote: No vote – see further notes at the end

- 6.3 Immediate Past National President Report 2017/2018 Moses Abraham
- 6.4 **2018/2019 National President Report** Neal Molineaux
- 6.5 Finance Report & 2017/2018 Budget David Sloss
  - Further discussed the Report as displayed on the Apex Australia Website.

#### Motion 3;

"THAT the proposed budget for the Apex Association for 2018/2019 be accepted as tabled at the AGM".

Moved; National Board

Second; Naracourt Apex Club

Speakers; No Speakers

# 7.0 Agenda Items/Motions

## 7.1 **Motion 4 – Association Project**

#### Motion;

"THAT the Apex Clubs of Australia Raise awareness of the Apex Children's Chalet (The Magic Castle) and helps raise funds, to go towards the ongoing up keep of the Chalet, for its 40th year in 2019 as the 2018/19 Association Project to Help Raise \$40,000 for 40,000 Aussie Kids in the 40th Year".

Moved; Blacktown Apex Club

Second; Hoppers Crossing Apex Club

Speakers; Against - Manjimup Apex Club

Right of reply - Blacktown Apex Club

Vote: Carried

# 7.2 Motion 5 – Apex Mentoring

#### Motion;

"THAT the Apex Clubs of Australia accept and endorse the Albury Apex Mentoring program and that it be incorporated into the Apex national training agenda and it be placed on the Apex Australia website as a resource for clubs".

Moved; Albury Apex Club

Second; Blacktown Apex Club

**Speakers**; Against – Bairnsdale Apex Club

#### 7.3 Motion 6 – Donation Guidelines to Individuals

# Motion;

"THAT the Apex Clubs of Australia accept the 'Apex Australia Guidelines on Donations to Individuals' to assist Clubs in making donations".

Moved; Fraser Coast Apex Club

Second; Kadina Apex Club

Speakers;

Vote: Carried

## 8.0 Presentations

- 8.1 **Apex Foundation** Brian Powe
- 8.2 **Apex Magic Castle** Jamie Vincent
- 8.3 **Apex Camps** Thomas Guerin
- 8.4 **AON Insurance** Maninder Sandhu
- 8.5 **Overseas Bursary** Craig Martin
  Craig Martin gave a details summary of the Bursary in the Philippines and Lombok,
  also an update on the current Teacher in Lombok and her experience to date.
- 8.6 **2019 National Convention** Kadina Apex Club

# 9.0 Fines Session

9.1 Fines Session

\$100.96

9.2 Motion for Donation of Fines Money

## Motion;

"That moneys collected from this National Convention fines sessions get distributed to the Oz Defence Youth Choir

Moved; South Wagga Apex Club

Second; Rutherglen Apex CLub

# A National Awards – (were announced at Saturday Lunch & Gala Dinner)

10.1 **Senior Serving Apexian Awards** (Gala Dinner)

22 Years

Anton Mann – Busselton Apex Club

10.2 Whopper Gavel Award

Fraser Coast Apex CLub

10.3 Fiji Kava Bowl Award

Kadina Apex Club

10.4 **John Stokes Boomerang Award** 

Region 3 QLD/NSW

10.5 Eric Hooper Service Award

Not Awarded

10.6 Newman O'Dea Association E-News or Dinner Notice Award

Kadina Apex Club

10.7 Lorraine Jansen Best Website or Social Medial Award

Bairnsdale Apex Club

10.9 **Donald Mackay Citizenship Award** 

Kadina Apex CLub

10.10 Langham Proud Regional Communicator of the Year Award

Karina Crutch – Region 7

10.11 Apex Australia Best Club Award (Gala Dinner)

Bundaberg Apex Club

10.12 Harry Hodges Best First Year Apexian Award (Gala Dinner)

William Anscombe – Brisbane Valley Apex Club

10.13 Sir John Buchan Young Apexian of the Year Award (Gala Dinner)

Jesse Brinkman – Goondiwindi Apex Club

10.14 **Ewan Laird Apexian of the Year Award** (Gala Dinner)

Peter Grey - Goondiwindi Apex Club

#### 10.15 Apex Month Publicity Award

**Busselton Apex CLub** 

## 10.16 **Bevan Rutt Public Speaking**

Ainsley Sheppard - Fraser Coast Apex Club

#### 10.17 VIP Awards

Brendan O'Kelly - Bairnsdale

Daniel Lascelles - Kadina

Elise Malberg – Bairnsdale

Emily Clarke – Goondiwindi

Jade Mooney – Brisbane Valley

Jesse Brinkmann – Goondiwindi

Karina Crutch - Bairnsdale

Kassandra O'Kelly – Bairnsdale

Marty McKenzie – Goondiwindi

Quentin Blundsdon – Busselton

Rachel Trehearn - Goondiwindi

Samuel Wittwer – Kadina

Sarah Russell – Esperance

William Anscombe – Brisbane Valley

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# 11.0 Meeting Closure

1.1 Business Session closed at 1:10pm, where delegates and guests enjoyed a 'Taste the Riverina' session at local businesses – Knights Meats & The Thirsty Crow.

## 12.0 Attachments

- 12.1 2016 National Convention Meeting Minutes
- 12.2 2016/2017 Audited Accounts
- 12.3 2017/2018 National Budget

## 12.1 2017 National Convention Meeting Minutes

Annexed hereto

## 12.2 2017/2018 Apex Accounts

Raff Stomaci from Gawler Apex Club noted a discrepancy at the delegates briefing in the figures relating to the funds held by the foundation.

Further notes – no speakers for and against, no motion to lie, no other motion or discussion of any kind.

#### Annexed hereto

# 2018 NATIONAL CONVENTION – MEETING MINUTES

12.3 2018/2019 National Budget Annexed Hereto	
No further notes	

# ASSOCIATION OF APEX CLUBS OF AUSTRALIA LTD AND ITS CONTROLLED ENTITIES

#### Budget for 2018 -2019 Financial Year GENERAL ACCOUNT 2019 2018

		2019 Budget \$	2018 Actual \$
	INCOME		
1	Interest Received	200	120
2	AGM Registration	0	355
3	Net Foundation Income	45,000	0 330
4 5	Sundry Income National Fees (net)	198,750	200,067
5	TOTAL INCOME	243,950	200,871
	TOTAL MOOME	240,000	200,011
	EXPENDITURE		
_	NATIONAL CONVENTION	4 000	
6	Guests/Guest Speakers	1,000	4 400
7	Awards & donations	6,500 7,000	1,129
8 9	Delegate Registrations Board Meeting Travel	7,000	5,000 5,659
10	Venue	U	4,545
11	Delegate Accommodation	0	1,454
12	National Convention Travel Fund	5,000	.,
13	Sundry	500	83
	sub total	20,000	17,870
	NATIONAL BOARD & REGIONAL COMMUNICATORS		
14	Board expenses - other	0	1,568
15	Apex Apparel & badges	1,750	1,571
16	Board Meeting Travel	12,500	14,875
17	Board Meetings- venue and accommodation	6,500	1,947
18	Regional Communicator travel, training & accommodation	10,300	0
19	Member Training sub total	3,000 <b>34,050</b>	0 <b>19,961</b>
	ALLOWANCES & REBATES	34,030	15,501
20	National President	7,500	
21	National board	9,000	
22	Regional Communicator Rebate	6,500	
	sub total	23,000	17,873
	INTERNATIONAL RELATIONS		
23	Apex Global Meeting	5,000	
24	IR - Including future funding for Apex Global	1,000	
25	Fourth ideal travellers fund	3,000	
	sub total	9,000	0
26	OTHER EXPENSES Audit Fees	6,600	8.000
27	AAFTA National Final	2,000	11,818
28	Bank Charges	900	884
29	Storage	1,200	735
30	ASIC Fees	2,700	48
31	Insurance Premiums	75,000	75,339
32	Marketing grants	9,700	0
33	Marketing & publicity	1,000	4,064
34	Membership Database	5,000	480
35	Apex Supply House (new member kits etc)	6,000	4,014
36	Office Expenses - printing, postage, telephone and	7,000	878 54,497
37 38	Company Secretary Software	36,000 2,000	277
39	Staff Travel & training	2,000	6,626
40	Sundry Expenses	800	709
41	Website	2,000	936
	sub total	157,900	169,305
	TOTAL EXPENDITURE	243,950	225,009
	NET SURPLUS (DEFICIT)	0	-24,138
	=		

Club Fee for 2018/19 will be \$1,300 per club plus \$55 per member.

# ASSOCIATION OF APEX CLUBS OF AUSTRALIA INC AND ITS CONTROLLED ENTITIES

ABN 52 057 197 350

FINANCIAL REPORT

FOR THE YEAR ENDED

30 June 2018



# ASSOCIATION OF APEX CLUBS OF AUSTRALIA INC.

#### AND ITS CONTROLLED ENTITIES

#### **NATIONAL BOARD REPORT**

Your National Board members submit the financial report of the Association of Ape x Clubs of Australia Inc. and its controlled entities for the year ended 30 June 2018.

**National Board Members** 

The names of the National Board members throughout the year and as at the date of this report are:

Moses Abraham

Michael Godfrey

**Neal Mollineaux** 

**David Sloss** 

Leon Budden

Mark O'Donnell

Matthew O'Donnell

# **Principal Activities**

The principal activity of the Association during the financial year was to provide a volunteer based organisation that is secular and non-partisan, promoting active citizenship and charitable outcomes.

Apex is involved in youth development and community strategies aimed at meeting social, educational and health priorities.

# Significant Changes

There have been no significant changes in the nature of the Association's activities during the year.

The deficit of the Association and its controlled entities for the year was \$18,406.

Signed in accordance with a resolution of the National Board

#### **Moses Abraham**

NATIONAL PRESIDENT 2017/18

Dated this 4th day of October 2018

#### STATEMENT BY MEMBERS OF THE BOARD

The National Management Board has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies described in note 1 to the financial report.

In the opinion of the committee the financial report as set out on pages 1 to 13:

- 1 Presents a true and fair view of the financial position of the Association of Apex Clubs of Australia Inc as at 30 June 2018 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Australian Charities and Not-for-Profits Commission Act 2012 and the Associations Incorporations Act 2009 (New South Wales)
- At the date of this statement, there are reasonable grounds to believe that the Association of Apex Clubs of Australia Inc will be able to pay its debts as and when they fall due.
- 3 The provisions of the Charitable Fundraising Act 1991 and the regulations under the Act and the conditions attached to the authority have been comlied with.
- 4 The internal controls exercised by the Association are appropriate and effective in accounting for all income received.
- No matters or circumstances have arisen since the end of the financial year which significantly affect or which may significantly affect the operations of the association, the results of those operations, or the state of affairs of the association in future financial years,

This statement is made in accordance with a resolution of the Board and is signed for and on behalf of the Board by:

**Moses Abraham** 

National President

Dated the 4<sup>th</sup> day of October 2018

# ASSOCIATION OF APEX CLUBS OF AUSTRALIA INC AND ITS CONTROLLED ENTITIES

# ABN 52 057 197 350

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GENERAL ACCOUNT			
		2018	2017
	Note	\$	\$
INCOME			
Interest Received		119.97	198.00
AGM Registration		354.56	355.00
Net Foundation Income		-	3,431.00
Insurance recoveries		-	22,452.00
Sundry Income		677.95	5,110.00
Contract Admin Costs to Association		-	40,000.00
National Fees (net)		200,066.64	195,988.00
TOTAL INCOME		200,870.94	267,534.00
EXPENSES			
NATIONAL CONVENTION			
Awards		1,129.11	-
Delegates Registration		5,000.00	7,660.00
Assoc Board Meeting Travel		5,659.46	5,723.00
Venue		4,545.45	-
National Board Accommodation		1,453.55	1,005.00
Sundry		82.64	427.00
		17,870.21	14,815.00
NATIONAL BOARD			
Board Expenses - Other		1,567.93	-
Board Apparel		1,570.55	2,116.00
Board Meeting Travel		14,875.49	10,371.00
Board Meeting Accommodation		1,947.27	
		19,961.24	12,487.00
ALLOWANCES			
Honoraria		17,872.72	16,500.00

		2018	2017
	Note	\$	\$
EXPENSES (continued)			
INTERNATIONAL RELATIONS			
Apex Global Meeting		-	1,858
		-	1,858
COMMUNICATIONS/TRAINING			
Communication & Publications		-	8,980
			8,980
OTHER EXPENSES			
Audit Fees		8,000	8,000
AATFA National Final		11,818	-
Bad Debts		-	1,513
Bank Charges		884	691
Storage		735	2,100
Filing Fees		48	47
Insurance Premiums		75,339	93,978
Marketing/Publicity		4,064	7,901
Membership Database		480	1,760
New Member Kits		4,014	5,058
Office Expenses		878	3,526
Secretariat Fees		54,497	80,000
Software		277	325
Staff Travel & Training		6,626	812
Sundry Expenses		709	2,626
Website		936	450
		169,305	208,787
TOTAL EXPENSES		225,009	263,427
NET SURPLUS / (DEFICIT)		(24,138)	4,107

CHARITABLE ACCOUNT			
	Note	2018 \$	2017 \$
		·	·
INCOME			
Interest Received - Charitable		149	331
Foundation Income			
Income Distributed			38,018
Net Foundation Income			38,018
AAFTA Income		240	7 007
Donations		348 6,700	7,807 - 2,714
Sundry Income - Charitable		5,320	- 2,/14
TOTAL INCOME		12,517	43,442
TOTAL INCOME		12,317	45,442
EXPENSES			
NATIONAL OFFICE			
Bank Fees		84	1
Contract Admin Costs to Association		-	40,000
Donations		6,700	-
Sundry Expenses		-	634
		6,784	40,635
<u>OTHER</u>			
AATFA National Final			17,666
		-	17,666
TOTAL EVERNEITURE		6.704	50 204
TOTAL EXPENDITURE		6,784	58,301
NET SURPLUS/(DEFICIT)		5,733	- 14,859
HET GOTH LOGI(DEFICIT)		<del></del>	17,000

APEX CONSOL	DATED IN	DUSTRIES	
		2018	2017
	Note	\$	\$
INCOME			
Sundry Income			0.00
TOTAL INCOME		<del>-</del>	0.00
EXPENSES			
Sundry Expenses			0.00
TOTAL EXPENDITURE		-	0.00
NET SURPLUS/(DEFICIT)			0.00
CONSOLIDATED NET SURPLUS/(DEFICIT) FO	OR THE YEAI	R AS FOLLOWS	
General Account		(24,138)	4,110.00
Charitable Fund		5,733	(14,859.00)
Apex Consolidated Industries		-	0.00
		(18,406)	(10,749.00)
ACCUMULATED SURPLUS/DEFICIT)			
Balance at beginning of year		501,675	512,424.00
Prior period adjustments		(20,153)	0.00
Add Consolidated Surplus/(Deficit) for the year		(18,406)	(10,749.00)
ACCUMULATED SURPLUS/DEFICIT) END OF YEA	<b>AR</b>	463,116	501,675.00

# ASSOCIATION OF APEX CLUBS OF AUSTRALIA INC AND ITS CONTROLLED ENTITIES ABN 52 057 197 350

# ASSETS & LIABILITIES STATEMENT AS AT 30 JUNE 2018

	Note	2018	2017
	Note	\$	\$
CURRENT ASSETS			
Cash		134,238	81,300
Investments		203,283	300,257
Stock		4,929	4,929
Receivables		29,872	15,991
Prepayments		17,245	23,604
Loan - Overseas Relief Fund		1,500	-
TOTAL CURRENT ASSETS		391,067	426,081
NON CURRENT ASSETS			
Investment		869,212	871,226
TOTAL NON CURRENT ASSETS		869,212	871,226
TOTAL ASSETS		1,260,279	1,297,307
CURRENT LIABILITIES			
Creditors & Accruals		4,719	3,187
TOTAL CURRENT LIABILITIES		4,719	3,187
NET ASSETS		1,255,561	1,294,120
MEMBERS' FUNDS			
Capital Profits Reserve		642,592	642,592
Young Apexians Leadership Fund		30,242	30,242
Apex Australia Club Marketing Fund		63,911	63,911
Founders' Fund		10,999	10,999
National Relief Fund		30,258	30,258
Apex Founders' Club		11,360	11,360
Bruce Kelman Fund		3,083	3,083
Accumulated Surplus		463,116	501,676
		1,255,561	1,294,120

# STATEMENT OF CASHFLOWS FOR THE YEAR ENDED 30 JUNE 2018

	2018	2017
	\$	\$
CASH FLOW FROM OPERATING ACTVITIES		
Receipts from Members		
National Fee	186,186	195,988
AGM Registration	355	355
Insurance Receipts	0	22,452
Interest Received	269	530
Other Income	12,698	11,652
Insurance Costs	(75,338)	(93,978)
Operating Payments	(170,218)	(186,174)
Net cash provided by/(used in) operating activities	(46,050)	(49,175)
CASH FLOW FROM INVESTING ACTVITIES		
Proceeds from decrease in investments Purchase of property, plant & equipment	98,989 -	-
Net cash provided by investing activities	98,989	0
CASH FLOW FROM FINANCING ACTVITIES		
Proceeds of borrowing Payment of borrowings	<del>-</del> -	-
Net cash provided by financing activities	0	0
Net increase/(decrease) in cash	52,939	(49,175)
Cash on hand at beginning of financial year	81,299	130,474
Cash on hand at end of financial year	134,238	81,299
Cash on hand at end of financial year	134,238	81,299

# NOTES TO & FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

## NOTE 1 - Summary of Significant Accounting Policies

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting obligations of the Associations Incorporation Act 2009 (New South Wales). The National Board has determined that the club is not a reporting entity.

The financial report emcompasses the following entities:

Association of Apex Clubs of Australia Inc

Apex Australia Charitable Fund Inc

Apex Consolidated Industries Ltd

The Association of Apex Clubs of Australia Inc and the Apex Australia Charitable Fund Inc are associations incorporated in New South Wales under the Associations Incorporation Act 2009 and Apex Consolidated Industries Ltd is a company incorporated under the Corporations Act 2001.

The statements are prepared on an accruals basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of these financial statements:

# **Income Tax**

As the two incorporated associations are not-for-profit institutions in terms of subsection 50-5 of the Income Tax Assessment Act 1997, as amended, they are exempt from paying income tax. Apex Consolidated Industries Ltd is prima facie subject to income taxbut has no assessable income.

#### Property, Plant & Equipment (PPE)

Property, plant and equipment are carried at cost less, where applicable, any accumulated depreciation.

#### Impairment of assets

At the end of each reporting period, the Board reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the income and expenditure statement.

#### **Employee Provisions**

The entities do not employee any staff and all workers are unpaid volunteers. Accordingly no provision is made for employee benefits.

# NOTES TO & FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

#### Cash on Hand

Cash on hand includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

## **Revenue and Other Income**

Revenue is measured at the fair value of the compensation received or receivable after taking into account any trade discounts allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised upon receipt.

Grant and donation income is recognised when the club obtains control over the funds, which is generally at the time of receipt.

If conditions are attached to the grant that must be satisfied before the association is eligible to receive or retain the contribution, recognition of the grant as revenue is deferred until those conditions are satisfied.

All revenue is stated net of the amount of goods and services tax.

## Goods and Services Tax (GST)

Revenue, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and Payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the assets and liabilities statement.

#### **NOTE 2: INVESTMENTS APEX FOUNDATION RESERVES**

#### **CURRENT**

General Trust Reserve	<b>2018</b> \$	2017 \$
Balance at beginning of year	96,973	93,542
Net Income for year	2,015	3,431
Trust Closure	(98,988)	
Closing Balance	-	96,973.00
Charitable Trust Reserve		
Balance at beginning of year	203,282	196,090
Net Income for year	9,785	7,192
Closing Balance	213,067	203,282
TOTAL CURRENT INVESTMENTS	213,067	300,255

# NOTES TO & FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

NON-CURRENT Mascot Reserves Trust		
Balance at beginning of year	871,226	840,401
Net Income for year	39,769	30,825
Closing Balance	910,995	871,226
NOTE 3: RECEIVABLES		
Sundry Debtors	17,746	15,465
less Provision for Doubtful Debts	6,351	(5,249)
Overseas Relief Fund	5,775	5,775
TOTAL CURRENT RECEIVABLES	29,872	15,991
NOTE 4: CREDITORS & ACCRUALS		
Sundry Creditors	1,000	3,187
GST Liability	3,718	<u> </u>
TOTAL CREDITORS & ACCRUALS	4,719	3,187
NOTE 5: CAPITAL PROFITS RESERVE		
During the year ended 31 August 1989 the Association sold to is f Mascot (Charitable Fund). An extraordinary profit of \$642,592 wa account and was transferred to reserves during the subsequent fi 1990.	is earned in the Asso	ociation
NOTE 6: YOUNG APEXIALS' LEADERSHIP DEVELOPMENT FUND		
Balance at beginning of year Receipts	30,242 -	30,242 -
Less Disbursements	30,242	30,242
Closing Balance	30,242	30,242
NOTE 7: AUSTRALIAN EXTENSION SUBSIDY FUND		
Balance at beginning of year	63,911	63,911
Receipts		
	62 011	62.011
Less Disbursements	63,911	63,911

# NOTES TO & FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

# **NOTE 8: AUSTRALIAN FOUNDERS FUND**

Balance at beginning of year Receipts Less Disbursements Closing Balance	10,999 - 10,999 - 10,999	10,999 - 10,999 - 10,999
NOTE 9: NATIONAL RELIEF FUND		
Balance at beginning of year Receipts	30,258  30,258	30,258
Less Disbursements Closing Balance	30,258	30,258
NOTE 10: APEX FOUNDERS CLUB		
Balance at beginning of year Receipts	11,359	11,359
Less Disbursements Closing Balance	11,359 - 11,359	11,359 - 11,359
NOTE 11: BRUCE KELMAN FUND		
Balance at beginning of year Receipts	3,083 - 3,083	3,083
Less Disbursements Closing Balance	3,083	3,083
NOTE 12: AUDITOR'S REMUNERATION		
Audit Services Other Services TOTAL AUDITOR'S REMUNERATION	8,000 - 8,000	8,000 - 8,000

# NOTES TO & FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

# NOTE 13: RECONCILIATION OF CASHFLOWS TO NET INCOME/(DEFICIT)

Net Income/(Deficit) for year per accounts	(18,406)	(10,749)
Add/(Less)		
Increase/(decrease) in Prepayments	(6,359)	7,099
Increase/(decrease) in Debtors	(22,818)	6,855
Increase/(decrease) in Stock	-	(4,309)
Increase/(decrease) in Creditors	1,532	(6,621)
Income or Reserves Investments	-	(41,449)
Operating Cash Flows for the year	(46,051)	(49,174)

## **NOTE 14: OUTSOURCING OF SECRETARIAT OPERATIONS**

On 12 October 2014 in order to gain efficiencies and cost saving for the organisation the contract to organise the national office secretariat was changed from Lions Australia to Apex Queensland Youth Camps Ltd. The contract was renewed in October 2016 .

# Woods Financial Services Pty Ltd

Accountants - Business Advisors - Registered Company Auditors

Graham Woods
Director
145 Tourist Road
PO Box 2673
Toowoomba Qld 4350
Ph 0418 785 830
Fax (07) 4635 7927
Email graham@woodsfin.com.au
ABN 82 536 557 056

## **AUDITORS INDEPENDENCE DECLARATION**

In accordance with section 60-40 of the Australian Charities and Not-for-Profit Commission Act 2012 as auditor for Apex Clubs of Australia Inc.for the year ended 30 June 2018, I declare that, to the best of my knowledge and belief, there have been no contraventions of;

- The auditor independence requirements of the Australian Charities and Not-for-Profit Commission Act 2012 in relation to the audit; and
- Any applicable code of professional conduct in relation to the audit.

Yours faithfully,

Graham Woods

Registered Company Auditor

30th September2018

# Woods Financial Services Pty Ltd

Accountants - Business Advisors - Registered Company Auditors

**Graham Woods** Director 145 Tourist Road PO Box 2673 Toowoomba Qld 4350 Ph 0418 785 830 Fax (07) 4635 7927

#### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF Email graham@woodsfin.com.au ASSOCIATION OF APEX CLUBS OF AUSTRALIA INJ ABN: 52 057 197 350

ABN 82 536 557 056

#### Report on the Audit of the Financial Report

I have audited the financial report oft the Association of Apex Clubs in Australia Inc. ("the registered entity") which comprises the statements of profit or loss and other comprehensive income for the year ended 30 June 2018, statement of assets and liabilitiea as at that date and the statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the responsible entities' declaration.

#### Opinion

In my opinion the financial report of the Association of Apex Clubs in Australia Inc. is in accordance with Div 60 of the Australian Charities and Not-for-profits Commission Act 2012, including:

- giving a true and fair view of the registered entity's financial position as at 30 June 2018 and of (i) its performance for the year ended on that date; and
- complying with Australian Accounting Standards and Div 60 of the Australian Charities and Notfor-profits Commission Regulation 2013.

## **Basis for Opinion**

I have conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further discussed lhe Auditor's Responsibilities for the Audit of the Financial Report section of my report. I am independent of the registered entity in accordance with the auditor independance requirements of the ACNC Act and, the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110: Code of Ethics for Professional Accountants (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit

#### Information Other than the Financial Report and the Auditor's Report Thereon

The Board is responsible for the other information. The other information comprises the information included in the registered entity's annual report for the year ended 30 June 2018 but does not include the financial report or the auditor's report. My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. In connection with my audit of the financial report, my responsibility is to read the other information, and in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge or otherwise appears to be materially misstated. If, based on the work that I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

## **Board's Responsibility for the Financial Report**

The Board of the registered entity is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the Australian Charities and Not-for-profits Commission Act 2012 and for such internal control as the directors determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether

In preparing the financial report the Board is responsible for assessing the registered entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate he registered entity or cease operations, or have no realistic alternative but to do so.

#### Auditor's Responsibilities for the Audit of the Financial Report

My objective is to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an audit report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement where it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with Australian Accounting Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the registered entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.
  - Conclude on the appropriateness of the directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the registered entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the registered entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosure, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence of the entity or business activities to express an opinion on the financial report. I am responsible for the direction, supervision and performance of the audit. I remain solely responsible for my audit opinion.

I communicate with the directors regarding, among other things, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

## **Emphasis of Matter**

Without modifying my opinion, I draw attention to the following:

Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the association's financial reporting responsibilities under the *Australian Charities and Not-for-profits Commission Act 2012*. As a result, the financial report may not be suitable for another purpose.

Name of Firm: Woods Financial Services

Name of Director: Graham Woods

Address: 145 Tourist Road, Rangeville QLD 4350

Dated this 3<sup>rd</sup> day of October 2018.

# **APPENDIX 001 - 2017 NATIONAL CONVENTION MINUTES**

2017 NATIONAL CONVENTION - MEETING MINUTES



# 2017 National Convention Meeting Minutes



Location: Apex Camp Mudjimba – Hosted by Fraser Coast Apex Club

Date: Saturday 7th October 2017

Meeting Start: 9:08am

#### **Preliminary Business Session**

## 1.0 Welcome

- 1.1 Convention Opened Jim McNall Officially opened the Convention and welcomed the attendees.
- 1.2 Minutes Silence National President Moses Abraham led a one minutes silence for those Past & Present Apexians who had passed away during the past year.
- 1.3 Ideals of the Association of Apex Clubs of Australia led by National Secretary Neal Molineaux – South Wagga Apex Club
- 1.4 Motion of Loyalty

# Motion;

"That Apex Australia Director Leon Budden make the affirmation of loyalty to the people and the Commonwealth of

Australia."

Moved; Leon Budden

Second; Blacktown Apex Club

Vote; Carried

## 1.4 Delegates Briefing

 Moses Abraham & Neal Molineaux discussed the delegate's rules, respect to each other and the Expectations from them during the Convention proceedings.

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# 2018 National Convention Agenda

2017	' NATIONA	L CONVE	NTION – MEETII	NG M	INUTES
2.0 Roll Call					
2.1 Attendees					
NATIONAL BOARD					
ELECTED DIRECTORS					
	leal Moline		Mark O'Don	nell	Michael Godfrey
Leon Budden D	avid Sloss		Liam Scott		
APPOINTED					
	Mark Ballin				
Richard Colwell	iak ballif				
REGIONAL COMMUNICA	ATORS				
Region 1 QLD -	-		Region 9 VIC	:	Simon Grant
Region 2 QLD N	Michelle Hansen		Region 10 TA	\S	-
Region 3 QLD J	James Burleigh		Region 11 SA	<b>\</b>	Allen Wooldridge
Region 4 QLD/NSW S	teve Hutcl	hins	Region 12 SA	4	Jared King
Region 5 NSW J	amie Vinc	ent	Region 13 W	Α	Allen Hingston
Region 6 NSW V	Vayne Mc	Closkey	Region 14 W	Α	Kevin Van Helfteren
Region 8 VIC K	arina Crut	ch			
CLUBS PRESENT/REPRESE	NTED				
55 Clubs present out of	109 Clubs				
DELEGATE	2	C	CLUB	3	PROXY
	9	_	<del>.</del>	6	
	0	AL	BANY	1	Allen Hingston
	0	ALBAN	IY CREEK	1	Steve Hutchins
	0	AL	BURY	1	Wayne McCloskey
Karina Crutch	1	BAIR	NSDALE	0	

<u> </u>	9	<u> </u>	6	i noni
	0	ALBANY	1	Allen Hingston
	0	ALBANY CREEK	1	Steve Hutchins
	0	ALBURY	1	Wayne McCloskey
Karina Crutch	1	BAIRNSDALE	0	
	0	BALLARAT	0	
Simon Grant	1	BEAUFORT	0	
	0	BEROWRA	0	
	0	BIGGENDEN	1	Michelle Hansen
	0	BILOELA	0	
Jamie Vincent	1	BLACKTOWN	0	
	0	BORDERTOWN	0	
	0	BRAIDWOOD	0	Jamie Vincent (unfinancial)
	0	BRIDGETOWN	0	
Amit Jaura	1	BRISBANE CITY	0	
William Anscombe	1	BRISBANE VALLEY	0	
Tara Spotswood	1	BUNDABERG	0	
	0	BUNBURY	1	Allen Hingston
Allen Hingston	1	BUSSELTON	0	

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•	_			
	0	CABOOLTURE	1	Steve Hutchins
	0	CENTRAL AUSTRALIA	0	
Lynne Mason	1	CHINCHILLA	0	1 12
	0	CLARE AND DISTRICT	1	Jared King
	0	COBRAM/BAROOGA	1	Wayne McCloskey
	0	COROWA	1	Wayne McCloskey
	0	CRYSTAL BROOK	1	Jared King
	0	DALBY	1	James Burleigh
	0	DARLINGTON POINT	1	Wayne McCloskey
	0	DELORAINE	0	
	0	DOWERIN/GOOMALLING	0	K-i Ct-b
	0	DROUIN	0	Karina Crutch
		ECHUCA MOAMA ESPERANCE		All 1 P 1
	0		0	Allen Hingston
	0	EUROA FINLEY	1	Wayna MaClaskay
Kaden Bryant	1	FRASER COAST	0	Wayne McCloskey
•	i	GAWLER	0	
Jakob Hercberg	0	GERALDTON	1	Kevin Van Helfteren
	0	GLOUCESTER	0	kevin van heineren
Emily Clark	1	GOONDIWINDI	0	
Errilly Clark	0	GOROKE	0	
	0	GUNNEDAH	1	James Burleigh
Michelle Hansen	1	GYMPIE	0	James buneign
Michelle Hansen	0	HERBERT RIVER	0	
Amanda Turner	1	HOPPERS CROSSING	0	
Amanda forner	0	HORSHAM	0	
	1	INVERELL	0	
	0	JAMESTOWN	1	Jared King
	0	JERILDERIE	i	Wayne McCloskey
Beth Patterson	1	KADINA	0	Wayne Medioskey
Jared Whittaker	i	KARRATHA	0	
Jaioa Williakoi	0	KATANNING	1	Allen Hingston
	0	KEITH	1	Allen Wooldridge
	0	KIMBA	i	Jared King
	0	KINGBOROUGH	0	
	0	KOJONUP	0	
	0	KUNUNURRA	0	
	0	LATROBE	0	
	0	LEONGATHA	0	
	0	LOXTON	1	Allen Wooldridge
	0	MACKAY	0	
	0	MAITLAND SA	1	Jared King
Craig Simm	1	MALENY	0	<del> </del>
3.d.g 3	0	MANJIMUP	1	Allen Hingston

2017	. 4/ 111	ONAL CONVENTION – MEETIN	O IVI	
•	0	MANSFIELD	0	
	0	MILTON/ULLADULLA	1	Jamie Vincent
	0	MOE	1	Karina Crutch
	0	MONTO	0	
	0	MOUNT BARKER	1	Allen Wooldridge
	0	MOUNT ISA	0	
	0	MOURA	0	
	0	MURGON	0	
Allen Wooldridge	1	MURRAYLANDS	0	
	0	MURWILLUMBAH	1	Steve Hutchins
ę	1	MUSWELLBROOK	0	
Mark Walls	1	NAMBOUR	0	
Brett Rumball	1	NARACOORTE	0	
	0	NORTHAM	0	
	0	OBERON	0	
	0	PADTHAWAY	1	Allen Wooldridge
	0	PERTH	i	Allen Hingston
	0	PINGELLY	i	Allen Hingston
	0	PORT AUGUSTA	0	, morringorori
	0	RENMARK	0	
David Nielsen	1	ROMA	0	
David Nielsen	0	ROSS RIVER	0	
	0	RUTHERGLEN	1	Wayne McCloskey
	0	SANDON COUNTY	0	Wdyne McCloskey
	0	SARINA	0	
	0	SINGLETON	0	
James Burleigh	1	SOUTH TOOWOOMBA	0	
Andrew Roberts	i	SOUTH WAGGA	0	
Mark O'Donnell	i	SOUTHPORT	0	
Mark O Donnell		ST GEORGE		
	0		0	
	0	STAWELL	0	
	0	TAMAR	0	
5 110 1	0	TARA	0	
Brett Coster	1	TOOWOOMBA	0	
Ryan Oliver	1	TOWNSVILLE	0	Varian Carlet
	0	TRARALGON	1	Karina Crutch
	0	TULLERMARINE/ESSENDON	0	
	0	ULVERSTONE	0	
	0	WAIKERIE	0	
	0	WANDOAN	0	
	0	WARIALDA	0	
	0	WARRACKNABEAL	0	
	0	WARWICK	0	
	0	WAUCHOPE	1	Jamie Vincent
	0	WENTWORTH	0	
		Page 4 of 51		

# 2017 NATIONAL CONVENTION - MEETING MINUTES

	0	WHYALLA	0	
Bernie Garvey	1	WODONGA	0	
	1	WONGAN HILLS	0	Kevin Van Helfteren
	0	YARRAM	1	Karina Crutch

# 2.3 Introduction of Guests

# **GUESTS**

Doug McNally - Chinchilla/Wondoan Tim Gross - Kadina

Jennifer McNally

Jack Adams - Naracoorte
Melinda Godfrey – Wongan Hills
Rob Hingston - Busselton
Josh Meon - Muswellbrook
Craig Martin - Toowoomba
Tyson Campbell - Roma

Tim Gross - Kadina Ben Graefe -Kadina Chris Hill - Kadina Adam May - Kadina Sam Wittwer -Kadina Shannon Jaye - Bundaberg Brendan Hardy – Toowoomba

# LIFE GOVENOR

John Phillips - West Beach

# INTERNATIONAL

Ni

# PAST NATIONAL PRESIDENTS

Kate Huth - Albany

# LIFE MEMBERS

Jim McNall – Fraser Coast Ian Curren – Barossa Valley Mark Ballin – Biloela & Ipswich

APEX FOUNDATION

Jamie Vincent

Jamie Vincent - Blacktown Richard Colwell - Redlands

# Apex National Office

Liam Scott

# 2.4 Apologies

Mathew O'Donnell

Apex Global Chair - Edward Mia

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# 3.0 Appointments

# 3.1 Sergeant at Arms

Motion;

"That the Sergeant of Arms & be Mark Ballin & Richard Colwell"

Moved; National Secretary - Neal Molineaux

Second; Goondiwindi Apex Club

Vote; Carried

# 3.2 Scrutineers

Motion;

"That the National Convention Scrutineers be Mark Ballin & Richard Colwel"

Moved; National Secretary - Neal Molineaux

Second; Goondiwindi Apex Club

Vote; Carried

# 3.3 Appointment of Time Keeper

Motion;

"That Ian Curran – Life Member of Barossa Valley be appointed as the time keeper"

Moved; National Secretary – National Secretary

Second; Toowoomba Apex Club

Vote; Carried

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# 4.0 Announcements

# 4.1 Fixation of Time Limits

# Motion;

"That the time limits be;

4 mins speakers for a motion

3 mins speakers against the motion

2 mins for a right of reply"

Moved; National Secretary - Neal Molineaux

Second; Kadina Apex Club

Vote; Carried

# 4.2 Motion to confirm proxies

# Motion;

"That the received Proxy forms be accepted by the meeting delegates".

Moved; National Secretary - Neal Molineaux

Second; Naracoorte Apex Club

Vote; Carried

# 5.0 Previous Minutes

5.1 Confirmation of the Meeting Minutes of the 2016 National Convention held at Beaufort.

# Motion;

"That the 2016 National Convention Meeting Minutes at Beaufort be accepted as a true and accurate record of proceedings".

Moved; National Secretary - Neal Molineaux

Second; Hoppers Crossing Apex Club

Vote; Carried

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# **Business Session**

# 6.0 Reports

 Motion 1 – National Board – Endorse current appointment of the 2017-2018 National Executive & Board.

# Motion:

"That the election of the National board as follows be endorsed";

NATIONAL PRESIDENT	Moses Abraham	QLD
DIRECTOR	Neal Molineaux	NSW
DIRECTOR	Mark O'Donnell	QLD
DIRECTOR	Michael Godfrey	WA
DIRECTOR	David Sloss	QLD
DIRECTOR	Leon Budden	SA
DIRECTOR	Mathew O'Donnell	VIC

Moved; National Secretary - Neal Molineaux

Second; Blacktown Apex Club

Vote; Carried

- 6.2 Presentation of 2016/17 National Apex Accounts Michael Godfrey
  - Broader discussion of the Audited accounts as displayed on the Apex Australia website, (no questions were asked)

# Motion 2;

"That the 2016 - 2017 Apex Australia audited accounts be accepted as tabled at the convention (and can be viewed on the Apex Australia website <a href="www.apex.org.au">www.apex.org.au</a>)"

Moved; National Board - Michael Godfrey

Second; South Toowoomba Apex Club

Vote; Carried

6.3 Immediate Past National President Report 2017/2018 – (Mathew O'Donnell absent)

In Mathew's absence Incoming Moses Abraham provided an overview on Mathew's year as National President and with a wrap up on the Association Project, being the replacement of Apex Park Signage. Mathew also expressed his thanks to the Regional Communicators for their efforts in continually fostering the relationship and communications between the Clubs and the National Board. Mathew thanks his Board for their professional commitment and approach to Apex at a National level over the recent year and the Mentors that supported and encouraged him throughout his year as National

Page 8 of 51

President. Lastly, Mathew thanked his family for their support and understanding during his term as National President.

# 6.4 2017/2018 National President Report - Moses Abraham

Moses provided a brief summary of himself and his aspirations for Apex and how he wished to continue to move the Association forward like those many National Presidents before him. He discussed the key role of the Regional Communicators and how they are the key to the flow of communications between the Club and National Board, and Moses encouraged all Members to get behind and support their Regional Communicators.

# 6.5 Finance Report & 2017/2018 Budget - Michael Godfrey

- Further discussed the Report as displayed on the Apex Australia Website.

# Motion 3;

"That the proposed budget for the Apex Association for 2017 - 2018 be accepted as tabled at the Convention, (and can be viewed at the Apex Australia website <a href="https://www.apex.org.au">www.apex.org.au</a>)."

Moved; National Treasure - Michael Godfrey

Second; Wogan Hills Apex Club

#### Speakers For:

National Board - Fair & reasonable budget for Clubs & National Board.

#### Questions:

Region 4 – Why aren't we seeing the total benefits from change of National Office now?

<u>National Board</u> – Need to reserve some of the cost savings to cover the costs of the changeover period of the National Office, where both the existing and new Offices will be working together to allow for a smooth transition.

<u>Busselton Apex Club</u> – With 4 drawdowns per year and the first having already be done, when will Clubs see the cost saving and in what draw down?

<u>National Board</u> – Drawdowns 2, 3 and 4 will be reduced to accommodate the cost savings from the change of the National Office.

<u>Hoppers Crossing Apex Club</u> – Please explain the increase in Data Base and the Staff Travel Line items?

National Board – Increase in Data Base is to allow for seed funding to further develop over the coming year and the increase in the Staff Travel is to allow for the National Office to attend nominated Board Meetings and the AGM/National Convention.

Vote: Carried

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#### Presentation - Founders Fund

National Board – David Sloss; gave everyone a quick overview of the Founders Fund and how it could be applied.

# Meeting adjourned for morning smoko 10:15am

# Meeting recommenced at 10:45am

# Presentation - Prostate Cancer Foundation

Past National President and current Chairman for the Prostate Cancer Foundation Jim Hughes provided an overview on the Foundation and some recent discoveries in the research of Prostate Cancer.

# 7.0 Agenda Items/Motions

# 7.1 Motion 4 – Association Project

# Motion:

"That the Apex Clubs of Australia raise awareness of Prostate Cancer and raise funds for further Prostate Cancer research by implementing the 'Biggest Ever Blokes Lunch' as the 2017/2018 Apex Association Project"

Moved; South Wagga Apex Club Second; Wodonga Apex Club

Speakers; For

<u>South Wagga Apex</u> - Gave an overview of the proposed project and the how all Clubs could be involved at any level, and how this project could assist in promoting Apex and individual Clubs within their communities whilst raising funds and awareness for something that has or may touch us all at some stage in our lives.

# Against

<u>Katanning Apex Club</u> – Concerned about additional community requests and the project reflecting bad in the community.

# For

<u>Murraylands Apex Club</u> – Due to personal experience, believe it is a great initiative and encourage all Clubs to get behind this proposed Association Project.

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#### Amendment to the Motion;

"That any Apex Club of Australia can choose to endorse and/or raise awareness of Prostate Cancer and raise funds for further Prostate Cancer research by implementing the 'Biggest Ever Blokes Lunch' as the 2017/201/ Apex Association Project."

Moved; Busselton Apex Club

Chairman; Amendment the Motion ruled out of order as under the rules in the Apex Manual, it only state that 'National Board should

in the Apex Manual, it only state that 'National Board should encourage all Apex Clubs to take part in the Association Project'. Not that all Apex Clubs must participate.

(Back to original Motion - above)

Speakers; Right of Reply

<u>South Wagga Apex Club</u> – again gave an overview of the proposed project and the how all Clubs could be involved at any level, and how this project could assist in promoting Apex and individual Clubs within their communities whilst raising funds and awareness for something that has or may touch us all at some stage in our lives and asked the Clubs to support

this proposed Project.

Vote; Carried

# 8.0 Presentations

# 8.1 AON Insurance

Maninder Sandhu gave an overview of the current market conditions and trends, then where Apex Australia sits within this. He also encouraged all Clubs to contact him so as he can further assist them with the checklists for any events they have coming up, to ensure these are all covered and no one is left exposed or at risk.

# 8.2 Cows for Cambodia

Kadina Apex Club President, Bethany Paterson provided a summary of the recent work the Kadina Apex Club undertook by sponsoring Cows in Cambodia.

# 8.3 Apex Foundation

Director Jamie Vincent provided all an update on a couple of the many Trusts within the Apex Foundation portfolio, being the Apex Magic Castle and the Autism Trusts. Jamie encouraged all to make contact with the Foundation to see how they can assist their Club.

# 8.4 Overseas Bursary

Craig Martin gave a details summary of the Bursary in the Philippines and Lombok, also an update on the current Teacher in Lombok and her experience to date

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#### 8.5 2018 National Convention

South Wagga Apex Club gave a presentation on the 2018 National Convention and explained what delegates and guests would expect to partake and enjoy whilst in the NSW Regional City. 2018 National Convention is set for the 5th & 6th October 2018.

# 9.0 Fines Session

9.1 Motion for Donation of Fines Money

# Motion;

"That moneys collected from this National Convention fines sessions get distributed to the Prostate Cancer Foundation"

Moved; Blacktown Apex Club Second; Naracoorte Apex Club

Vote; Carried

# 9.2 Fines Session

- \$90.10

# 9.3 Golden Stirrer Delegate Award

- Not Awarded

# 9.4 Whopper Gavel Award

- Kadina Apex Club, SA

# 10.0 National Awards – (were announced at Saturday Lunch & Gala Dinner)

# 10.1 Senior Serving Apexian Awards (Gala Dinner)

22 Years

- Greg Murdoch Wodonga Apex Club
- Grant Albert Yarram Apex Club
- Craig Murdoch Wodonga Apex Club
- Don Horspool Sarina Apex Club
- Matthew Mengal Toowoomba Apex Club
- Dave Farley Taralgon Apex Club

# Lifetime Serving Apexian Award (Gala Dinner)

27 Years

- Anthony Packard Port Augusta Apex Club
- Greg Murdoch Wodonga Apex Club
- Jim Salmon St George Apex Club
- Doug McNally Wandoan Apex Club
- Terry Russell –Sandgate/Brisbane City Apex Club
- Craig Murdoch -Wangaratta Apex Club

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# 2017 NATIONAL CONVENTION - MEETING MINUTES

10.2	Mary Kathleen Membership Award - Not Awarded
10.3	Fiji Kava Bowl Award - Blacktown Apex Club, NSW
10.4	John Stokes Boomerang Award - Region 3
10.5	Eric Hooper Service Award - South Wagga Apex Club, NSW
10.6	Newman O'Dea Association E-News or Dinner Notice Award - Hoppers Crossing Apex Club, VIC
10.7	Lorraine Jansen Best Website or Social Medial Award - Bunbury Apex Club, WA
10.8	Mail Box Award - Not Awarded
10.9	Donald Mackay Citizenship Award - South Wagga Apex, NSW
10.10	Langham Proud Regional Communicator of the Year Award - Allen Hingston – Busselton Apex Club, WA (Region 13)
10.11	Apex Australia Best Club Award (Gala Dinner) - Bunbury Apex Club, WA
10.12	Harry Hodges Best First Year Apexian Award (Gala Dinner) - Lachlan Monk – Chinchilla Apex Club, QLD
10.13	Sir John Buchan Young Apexian of the Year Award (Gala Dinner) - Ben Graefe – Kadina Apex Club, SA
10.14	Ewan Laird Apexian of the Year Award (Gala Dinner) - Tyson Campbell – Roma Apex Club, QLD
10.15	Apex Month Publicity Award - Not Awarded
10.16	Bevan Rutt Public Speaking - Not Awarded

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# 2017 NATIONAL CONVENTION - MEETING MINUTES

# 11.0 Meeting Closure 11.1 Business Session closed at 1:15pm, where delegates and guests attempted challenge themselves on the high ropes course. 12.0 Attachments 12.1 2016 National Convention Meeting Minutes 12.2 2016/2017 Audited Accounts 12.3 2017/2018 National Budget

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# **APPENDIX 002 - MENTORING PROGRAM**

Version 1.0 dated June 2018

Apex Club of Albury

# Club Mentoring Program



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# Version 1.0 dated June 2018

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2 | P a g e Mentoring Program

"A mentor is someone who sees more talent and ability within you, than you see in yourself, and helps bring it out of you."

Bob Proctor

# Introduction:

The of this manual to provide an insight to the mentoring program and act as a step by step guide to those participating in the club's mentoring program.

# Connecting Experience and the Future

One of the many advantages of becoming a club member is access to the club's network of professional's, entrepreneurs, educators and community leaders. The club mentoring program provides aspirants who are generally new to community volunteer organisations, with the opportunity to connect with experienced more mature individuals as their mentor.

Mentors are fellow past or present club members who have experience, insight and practical know-how that aspirants benefit from greatly. Club mentors have often benefited from having an experienced mentor themselves and as a way of giving back to their community, commit their time willingly to assist aspirants.

# How does the Mentoring Program work?

Generally mentors and aspirants establish a way of working together that suits both parties. They decide how often they meet and how they communicate at their initial meeting and make arrangements from there. The club will provide assistance in arranging the initial meeting as a way of instigating the program. It is then the responsibility of the mentor and the aspirants to go from there and to report the progress to the club. The club will provide assistance with the program when required and requested

# Who benefits from the mentoring program?

We see this program as a significant advantage to junior members seeking to gain confidence and learn new life skills. To receive another perspective or approach can broaden the experience in giving back to the community and contribute to their own personal development.



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# Case study

To understand the step by step program, a case study has been provided. During each step we will refer to this case study as our example on how the principals can be applied.

# Case Study:

Sam, a Junior member new to the club would like to be more involved in arranging potential service work for the club and assist raising funds via a chocolate drive organised through ABC sweets to go to a cause. They have had some past experiences with assisting in various fund raises and two years ago he experienced the loss of a love one that suffered a serious illness.

XYZ for you, is a charity that is raising funds to go into medical research into the illness will be doing their annual national donation drive in 3 months. The junior member has once participated in a chocolate sale that successfully raises funds with minimal effort and feels it would be a good opportunity for the club to participate in raising the money required to make a substantial donation.

The junior member is hesitant about approaching the club as he is afraid that the club will reject the proposal especially as he is not sure on how to present the idea. From past experiences, the Junior member may have had negative experience in their past or may experience a lack of confidence, but feels that the cause is worthy of the clubs attention.

The Junior member then approaches the club to utilize the mentor program to seek guidance.

The club identifies a suitable and willing mentor named John, and after the initial introduction, the mentor and junior member (aspirant) begin the mentoring journey.

"We can help a person to be himself by our own willingness to steep ourselves temporarily in his world, in his private feelings and experiences. By our affirmation of the person as he is, we give him support and strength to take the next step in his own growth. "

Clark Moustakas

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# The mentoring Process.

#### Mentors:

Mentors have two roles — one as an expert and the other as a role model. Mentors help aspirants to learn new skills and knowledge. They help increase the achievement rates, self-esteem and confidences. A Mentors role is to help the aspirant to understand social behaviours/ acceptance, how the club works — its rules/ governance, formal and informal processes, and the correct dealing with politics - promotes learning, as well as to explore new and conflicting ideas. Mentors help the aspirant handle setbacks and problems, gain expert knowledge, acquire new knowledge and skills, help in personal development, and help in understanding changes and building values.

# Tip:

Common mistakes mentors make include agreeing too early on internal conflicts, taking things personally and sharing too early your thoughts. Things a mentor must avoid is to tell the aspirant what to do to improve, do not give advice outside subject expertise and do not confuse mentor's issues with the aspirant's issues.

# Tip:

Principles of good mentoring — listen, listen and listen, learn to understand how the aspirant feels with you, start from the aspirants current position, support / tweak ideas, fill the missing links, change must be measurable and if it is not working, change.

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# Aspirants:

Aspirant must be willing to accept challenges, be committed to the mentoring process, be willing to learn and take risk. Above all, they must have *trust* and *confidence* in their mentor

Aspirants will gain from the challenges, friendship, learning from models, learning from errors, listen, build self-confidence and get wise advice. Beside this aspirants will also get:

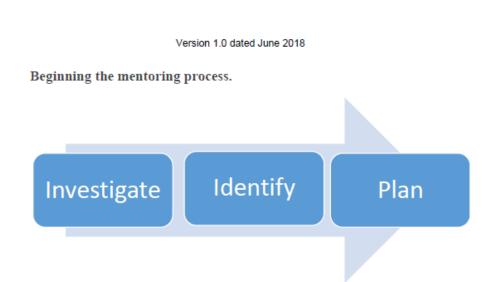
- · coached,
- · support, encouragement; and
- Become more self-aware.

Aspirants should not expect the mentor to manage, solve problems, and tell them what to do, expect an easy ride, expect favours, engage in gossip and end the relationship when a problem is resolved.

Aspirants weakness can be turned into strengths, persistence usually will have positive results, treat everyone the way you want to be treated, must be willing to see things from a different prospective and be able to connect with others, take responsibility and have a willingness to take risk.



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# Investigate

The mentoring process begins with getting-to-know-you session to develop a relationship of trust. Relationships need to be built before any effective engagement. An environment of trust and mutuality must be established. It is important for the aspirant and mentor to become acquainted with each other before planning the program. It is vital for the mentor to learn about the aspirant's educational background and experience, and share information about his or her own background and experience by asking open ended questions.

# Identify

A mentor supports the aspirant in facing challenges by identifying and continuing to build upon the aspirant's strengths, needs, and goals throughout the period and helping him identify his weakness and pitfalls. A mentor shares their experiences which helps the aspirant in making informed decisions and prioritizing his work.

# Plan

A mentor challenges the aspirant to think out of the box which allows them learn creative ways of thinking and tackling a problem. Mentor's role is only to leave the aspirant with food for thought and let the aspirant make the final decision. It is critical for a mentor to monitor the progress of the aspirant and have some checks and balances in place to see if the aspirant is heading on the right track.

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The Mentoring p	olan:	
"Knowing is n	not enough, we must apply. V	Willing is not enough
	we must do"	
		Bruce Le
is important for the m	ng the aspirant's idea into a success can be nentor to follow each step accordingly, ke forcement along the way.	pe broken down into 6 steps. It eping accurate file notes, and
Step 1: Set	ting the Goal	
Stan 2: Det	ting the plantageth as	
Step 2: Put	ting the plan together	
Step 3: Pre	senting the Plan	
Step 4: Put	ting the plan into action	
Step 5: Cor	mpleting the plan	
Step 6: Cor	nclussion.	
** ∆ file note templat	ie is available in appendix 1.	
A life flote template		

# Step 1: Setting the goal.

An idea is a wish until it has been written down then it becomes goal.

The part of this step is for the mentor to coach the aspirant in turning their ideas into goals. When planning a goal, it is good to use the **SMART** approach:

**S**pecific - Goals should be simplistically written and clearly define what you are going to do. Specific is the What, Why, and How of the S.M.A.R.T. model.

**M**easurable - Goals should be measurable so that you have tangible evidence that you have accomplished the goal. Usually, the entire goal statement is a measure for the project, but there are usually several short-term or smaller measurements built into the goal.

Achievable - Goals should be achievable; they should stretch you slightly so you feel challenged, but defined well enough so that you can achieve them. You must possess the appropriate knowledge, skills, and abilities needed to achieve the goal. You can meet almost any goal when you plan your steps wisely and establish a timeframe that allows you to carry out those steps. As you carry out the steps, you can achieve goals that may have seemed impossible when you started. On the other hand, if a goal is impossible to achieve, you may not even try to accomplish it. Achievable goals motivate members. Impossible goals demotivate them.

Results focused - Goals should measure outcomes, not activities.

Time frame - Goals should be linked to a timeframe that creates a practical sense of urgency, or results in tension between the current reality and the vision of the goal. Without such tension, the goal is unlikely to produce a relevant outcome.



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Case Study Example:

Task 1: Set a goal using the SMART approach.

Referencing to the case study, the following demonstrates how Sam's idea can be tuned into a goal using the SMART approach:

Specific – By running a chocolate drive, the club is aiming to raise \$1,000 for XYZ for you to assist with their medical research.

Measurable – Each meeting a report will be presented to the club on the progress

Achievable – this can be achieved by 10 members selling one box of chocolates each raising \$100 per box.

Results focused - The aim is to reach a \$200.00 milestone each meeting over the next 5 meetings so that it can be presented to XZY during our 6th meeting.

Time frame – the timeframe has been selected as it will run in conjunction with XYZ for their major fund raiser driver.

Task 2: Give the project a name.

The second part of this step is to name the project. A name will give the project. The name should be simple and easily identified with the project. Clever use of acronyms or a play of words can be used. Encourage the Aspirant to identify a key list of words associated with the project and together come up with some clever names for the project. This will encourage the aspirant to be more creative and to encourage them to think out of the box.

Case Study Example:

# Keywords:

Chocolate XZY Cure Money Charity Good Fund raiser Sell Eat Sweet/s Candy <Community name> cause club Sugar Cash Help for you

After playing the words, Sam and John have come up with the project: name: AGKOC – A Good Kind Of Chocolate

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Task 3: Assign some homework to the Aspirant:

The Third part of Step one is to assign the Aspirant a take home exercise. Ask them to:

- Contact the charity and discuss the proposed idea. Ask the aspirant to collect details such as:
  - Points of contact
  - o Contact details and preferred method of contact i.e. email/ phone etc.
  - Delivery methods for the club to present to the recipients upon completion.
  - Any promotional material that could be used to present to the club (in many cases a representative of the recipients may be willing to address the club to provide in depth details of the organisation/ cause).
- Have the Aspirant write a file note on their conversation with the information they have collected above.

This part of step 1 is to encourage the Aspirant to increase their research skills, communication skills and their record keeping skills.

When preparing this task, include items such as the proposal, have the key details written down for easy referencing, or alternatively, help the Aspirant to prepare a script if they are not confident in making the call. Also allow a section for them to write their file note to prompt them to remember

An exercise sheet template sheet is attached in the Appendix.



It is important for the Mentor to make accurate file notes at the conclusion of each point of contact whilst the information is still fresh in their head.



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# Step 2: Putting the plan together

Once the Aspirant has completed their exercise and has collected the relevant information from the recipient organisation, the next process is to formally document the plan.

This document should include:

- Project Name
- Mission Statement A short statement.
- Club member in charge of the project.
- Contact details of all key parties involved.
- Key dates such as the start of the project, the target goal dates and dates when the project is expected to be completed.
- · Budgeting expenses- if required
- · List of resources available and information on accessing them.

This statement will form part of the records for the club and can be utilized to assist when presenting the project to the club.

A template of this document can be located in the appendix.

# Case Study Example.

Club Project : AGKOC						
Mission Statement: Our goal is to raise to \$1,000 from a chocolate drive to present to XZY for you as part of their major fund raising drive to raise funds for medical research.						
Club Contact of person in charge:	Sam -22 0202 0202 – email@email.com					
XYZ for you contact:	Susan – 22 0202 0303 – <u>email@xvz.com</u>					
ABC Sweets	Tom 22 0202 0404 -	tom@abc sweets.com				
Start date:	1/1/2018	Project completion date	14/3/2018			
Target goal dates:	14/1/2018 : \$200 – 28/1/218 :\$400 - 14/2/18 - \$600 28/2/18 : \$800 14/3/2018 : \$1,000 – Presentation to XZY: 1/4/18					
Budgeting/ expenses	Each box of chocolate is supplied by ABC and is valued at \$200.  From the sale: ABC will receive \$100 allowing \$100 to go to XZY for you.  There is no initial costs to the club, however, should a box be miss placed or damaged, it is the clubs responsibility to cover the \$100.					
Resources	Brochures and information packs can be provided by contacting Sam.  XZY for you has on line information PDF's and resources which can be located at  www.XZYforvou.com.notapp/information.  ABC has information on chocolate drives which can be locate at  www.abcsweets.com.chocolare/charity					

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# Step 3: Presenting the plan.

The presentation is the most important part of the process, as it will be at this point that the Aspirant's idea is released to the public. Remember, it will be natural to feel overwhelmed at this point, however, keep in mind, ultimately, you are amongst friends.

#### Mentor

Introduce your aspirant to the club with a brief summary of the topic:

#### Case Study:

John, "I would like to welcome Sam to talk to you all for a moment. Sam has been working on a project that you may all be interested in"

This will show the Aspirant that you are there to support them and have faith in them, which will result in increasing their confidence.

# Aspirant:

When presenting your proposal to the club, you do not want to overload your audience with too much information.

For the presentation component, follow the KISS rule; Keep it Simple and Stupid. Provide your audience with enough information to allow them to make an informal decision on their own accord. To avoid losing your train of thought or your momentum, allocate enough time at the end of your presentation for your audience to ask questions and respectively request that they withhold from asking questions until this time as it may be too distracting.

#### Your presentation:

Make a brief introduction about yourself and a brief summary of how you came up with the idea

From there, your proposal plan has the key information that you will need to discuss in your presentation, such as:

- Mission Statement
- Dates
- · Budgeting and expenses
- Resources

Conclude by thanking your audience for listening to you, then open the floor for discussions.

Every club has their own procedure for voting on proposals, once the question period is over, allow your club the opportunity to follow their procedures.





Tip: During this stage, the mentor should allow the aspirant to take the stage, this is their moment to shine. It will be at this point here the aspirant will receive the most confidence for the project as it will be the time the project will become public.

Tip: Should the Aspirant forget a key point, do not point it out to them. Instead, make it a discussion point for the Aspirant to recall the information on their own accord. Asking questions in the appropriate allocated time is a good way to open further discussions.

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# Step 4: Putting the plan into action

#### Mentor:

It is at this point where you will need to encourage your Aspirant to start to take charge of the process and enhance their leadership skills. Provide them with assistance when required, however it is here where you will need to take a step back, remember, it is your Aspirants idea, their project, and as by now they should have found their confidence, your role is to be more of an observer then anything.

#### Aspirant:

Using the information from step 2, this is the process of identifying the "who, what and where" in the execution of the project and monitoring the project to the end.

Depending on the type of project, will depend on the specific information that you will need to do.

Generally speaking:

#### Who:

- Who is in charge of the project: this is the person responsible for monitoring the project and organising key aspects of the project:
  - Case Study: Sam is now in charge of the project, he has allocated a box of chocolates to the members, keeping track of who has received what, and is responsible to follow up with each member during this process.
- Who is participating: A list of each member who is participating in the project should be recorded to allow ease in liaising with them during each stage of the project.

#### What

- Make it clear what each member's role is during the process of executing the project and ensure that they understand their roles.
  - Case Study: Sam is the project manager, he will oversee the project and monitor it. John is in charge of collecting the money during each meeting and ensuring that it is accurately recorded. Mike, Steve and Wayne are in charge of selling 4 boxes of chocolates, Matt and James will sell 6 boxes.

# Where:

- · These are key locations identified in the execution of the project:
  - Case Study: Mike, Steve and Wayne will go to local business in the CBD. Matt and James will approach HIJ Company as they have a personal connection there and HIJ in the past has been known to support such fund raises.

Each person will report to the project manager during the process for the project manager can update the club accordingly.

Develop a list of documents:

Check lists

Step by step guide.

List of people

Risk minimisation

List of what has been received etc.

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# Key Tips and tricks for the Aspirant as project manager

- Start with a clear project scope: You and your team should invest your time in gathering information, assigning tasks to specific people and having a good overview of your resources. The end result should be a well-rounded project plan with a clear scope, steps, implementation process and a well-defined target.
- 2) Put everything on a timeline: A visual timeline will give you a bird's eye view of your entire project and resources. On top of that, having a visual understanding of all the steps and tasks needed to be completed can help you figure out if you have set overly optimistic deployment dates. This can keep both you and your team grounded and focused on delivering results by realistic schedules.
- 3) Prepare to keep planning: Changes happen all the time. However, you can always have a basic plan for managing these changes. You have to set some expectations on how the team should manage unexpected issues, scope change, risks, quality, and communication and so on. Sometimes projects are smooth and easy to manage and sometimes they are a complicated.
- 4) Implement while keeping an eye on the metrics: Once the project has been planned accordingly to its scope and goals, the implementation phase can begin. In theory, since you have already agreed on your project scope and you have a basic backup plan if something doesn't work, the only thing remaining is to implement your plan and processes efficiently. As a manager, there are a few things you should keep an eye on.
  - a. Check the project timeline on a regular basis in order to determine how your team is progressing.
  - b. Keep your timeline updated and make sure that you and your team are still focused on the plan. Determine whether the project will be completed within the original effort, cost, and duration estimates. If the situation has changed, you should determine the critical path for continuing and look for ways to accelerate the activities to get you back on track.
  - c. Monitor your resources. You should look at the amount of money and time your project has actually consumed and determine whether you have spent more than you have originally estimated, based on the work that has been completed. If so, be proactive, and take smart business decisions that could potentially make the project more effective.
  - d. It is also important to look for signs showing that the project may be in trouble. Some of them could be:
  - e. Team morale starts to decline.
  - f. Deliverable quality starts to deteriorate.
  - g. Lack of communication.
- 5) Keeping an eye on the quality: You need to make sure that you deliver a quality product on top of everything else. Quality means making sure that you deliver what you said you would and that you do it as efficiently as you can. And that means trying not to make too many mistakes and always keeping your project on track to deliver the expected results.

Feedback is the cornerstone of most successful projects so don't be afraid to ask your team or outsiders to give you their input on the project. Feedback truly is something we all need,

4.5	-	-	_

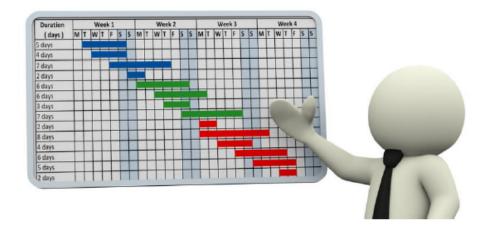
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no matter if we're intrinsically or extrinsically motivated to do something. It shows us what we already did correctly and where we need to develop to become better and more successful in helping others and achieving our goals.

Utilise your mentor if you are not sure about something or are concerned that the club may be losing money on this fundraiser

And remember most importantly, always have fun.



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# Step 5: Completing the plan

There are two stages to completing the plan:

- 1) Delivering the goods:
- 2) Presenting the final results to the club:

# 1: Delivering of the goods

Depending on the project itself, will depend on how the delivery would be.

For instance, a project that requires physical labour, the "goods" would be the actual physical work and the delivery would be the agreed upon day that the labour would be performed.

Should there be a physical product involved, as with the case study, suitable arrangements should made with the receiving organisation.

On both occasions, the Aspirant should be present, as after all, it was their project.

Mentor: During this process, it is a good opportunity to promote the club in the achievements that are made as well as promote the Aspirant for all of their hard work, time and effort they have invested in achieving this process. Be sure to make them the centre of attention as it will increase their confidence.

# 2: Presenting the final results

This should be a short, but informative report presented to all the members of the club by the Aspirant. This will provide the Aspirant with the opportunity to utilize their new skills and confidence.

The report should include:

- · A brief description of the project.
- A step by step guide of the execution of the project, including the members who
  participated
- · The final outcome, and
- Any messages that the receiving party wished to pass onto the club.



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# Step 6: Conclusion

The 6<sup>th</sup> and final step is the most important part of the process. By now the aspirant has turned their ideas into a success and have learned some valuable life skills throughout the process.

To conclude the project, the Mentor, Aspirant and key members of the club should meet to do one final debrief, discussed what areas were the most successful and what could be needed to improve upon and highlight possible ways in which the project can be adopted for future endeavours.

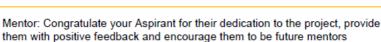
During this process, the debrief should consist of 2 topics:

- 1) The project itself
- 2) The mentoring program.

The mentor should provide a brief report on the mentoring program to the club, whereas the Aspirant (whom is project manager) should provide the formal reports of the project.

The mentor should discuss in private with the aspirant on areas that they may benefit from working on to assist them into the future.

It is at this point, that all reports and paperwork should be provided to the clubs secretary to be archived. In some cases, the club may wish to continue with the project and make it an annual event, these documents would be a variable tool in this situation as it will already have the key points, contact details etc. of the entire process.



Aspirants: Be proud of what you have accomplished and be sure to personally thank your mentor and the club for giving you this opportunity.

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themselves.

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Appendi	x:	
File note te	emplate	
Mentor Name	:	
Aspirants Nan	ne:	
	communications / actions	
Date	Case note description	Initial

Exercise Sheet Tem	plate:	
Service work proposa	al	
Droposed Name:	<member name=""></member>	<date></date>
Brief Description		
blief Description		
Contact details		
Organisation		
Contact person		
Address		
Email		
Script		
Compt		
Notes		

Club Project :				
Mission Statement:				
Club Contact of person in charge:				
	Contact 1			
Additional Contacts	Contact 2			
	Contact 3			
Start date:		Project completion date		
		Target goal dates		
Goal	Date	Goal	Date	
Budgeting/ expenses				
Resources				

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