

**Minutes of the Annual General Meeting
Held in Haydon-Allen Tank – ANU
29th September, 2003.**

Meeting opened at 7.35 pm by David Lewis who remained in the Chair to conduct the meeting.

Apologies

Greg O'Regan, Paul Meyers and Betty Matthews.

Moved David Lewis, Seconded Paul Free that the apologies be accepted. Carried.

The meeting was attended by approximately 25 members as per attached list.

1. Minutes of the Previous Annual General Meeting:

The President announced that the minutes had been circularised and due to their length would not be read to the meeting. No objections were registered.

Moved David Lewis, Seconded Ted Tregillas that: The minutes of the previous Annual General Meeting as circulated be accepted as a correct record. Carried.

3. Reports:

A. President's Report:

The Chairman presented a statement to members listing all Committee members for 2002-2003 as required under Section 73(1)(c) of the Associations Act 1991 (ACT).

The President presented his report to the meeting:

Before I begin I wish to specially thank Alan Mikkelsen, Michael Lightfoot and Madeline for the work this year.

The initial challenges for this Committee was to survive financially and to make major savings within a 9 month period; and to survive as an organisation and provide relevance to our members.

The committee was lacking in skills for crucial areas such as finance. The Committee needed to establish a viable committee which would make decisions for this year and for the incoming committee. It also had to create a budget for the incoming committee during the in limbo period from July to the end of September.

Initially the Committee for this year was small in number and contentious issues surrounded the election of members to fill vacant positions. This resulted in the position of President being left open until May, 2003.

Thank you to all those members who proposed themselves for the vacant positions.

One committee member worked particularly hard to encourage volunteers.

Special mention of thanks to Paulette Montaigne for her enthusiasm and work as the initial Secretary before her departure overseas. Thanks also to those who were prepared to take over her position and David Gray who succeeded her in this position.

A major appointment was the acceptance by Noel Matthews of the position of Treasurer.

The previous committee must be thanked for the action it took to initiate bringing the finances into order and the appointment of Madeline Mould who has major bookkeeping functions.

I still have to say that there was lots of work that had to be done in terms of finances because, at times, it looked as if the group would have to fold as an organisation: not because of our finances but because we did not have sufficient information to make appropriate decisions.

My biggest disappointment, against my personal wishes, was the decision to stop printing the magazine "Sixteen Bits". Subsequent to Ann Greiner's resignation we have temporarily ceased printing but I hope that may change in the coming year.

The newsletter has proved successful in meeting its purposes even though it is different to Sixteen Bits. My thanks to Lance Green for taking over the editorship.

Overview Of TIP:

- a. The Internet Services Sub-Committee has replaced the Internet Project Management Committee (IPMC)
 - i. Under Committee decisions relating to:
 1. financial
 2. policy
 3. administrative management of TIP.
 - ii. Oversight implementation of policies.
 - iii. Monitor operations.
 - iv. Ensure the long term viability of TIP.
 - v. Act within approved financial guidelines to speed up decision making.
- b. The ISSC has made the following improvements to the internet service:
 - i. 5 e-mail aliases for full dial up service and Broadband members.
 - ii. Replaced the Acceptable Use Policy with an updated Conditions of Service document.
 - iii. Broadband download quota has been increased to 500 Mb per month.
 - iv. Volunteer TIP admins are working on the TIP accounting system.
 - v. Volunteers are working on the PCUG and TIP websites to modernise and improve the content.
 - vi. Reviewed ADSL as a service for members wanting high speed access outside the area covered by TransACT broadband.
 - vii. Further enhancements are being considered but we await the upgrading of the TIP accounting system. It is hoped the group can then offer Broadband subscribers incentives.

In the next year the lease of the Centre will be due for review.

Centre Management:

Allan Hepworth has increased the viability of the Centre in revitalising the network and upgrading hardware. Before his appointment I had a great fear that I would personally have to continue my amateurish efforts to provide a good service to both our members and our commercial hirers – as well as all my other duties. I am tremendously grateful to Allan.

Outside of training and wherever we are in future, we wish to make the Centre facilities a major benefit to our members. To this end we are:

1. Upgrading fax/photocopying facilities and the office computer.
2. The financial package has been updated and the members database is close to being released.
3. The network switch at 10Mb has been updated to 100Mb; greatly improving our LAN performance. We have DSL in the Centre whilst waiting for TransACT to come to the Belconnen area proper.
4. A Progressive plan of improvements includes
 - a. a new Multi-media Centre to allow burning of DVDs, CDs, tape and vinyl records transferred to CD/DVD media.
 - b. Later on a new graphics centre facility including updated scanner for high resolution scans of images, 35 mm negatives, OCR documents and high colour pictures.
 - c. Following that a new Server for the Centre to replace the tired Server and allow more gaming opportunities.
5. Allan Hepworth will also establish a new SIG for Networking in November.
6. Future plans include reviving Bring and Buy for our members and our own version of a computer market for members only.
7. More volunteer technical staff are being sought to provide extra support on weekends.

Problems which we hope you will consider in discussions regarding strategic planning later tonight:

1. Declining membership.
2. Achieving flexible internet plans to match the market and other flexibility within TIP.
3. Promoting membership benefits.
4. The need to encourage more volunteer participation.
5. The necessity to continually review our viability and react rapidly to outside influences.

Thank You:

In addition to those already thanked a further thank you to the committee for working so well together.

Thanks to the volunteers in the Centre including those currently opening the Centre on Tuesdays and Thursdays, to the stuffers, to those attending the markets, to those co-ordinating the SIGS, the TIP Admins and to those I have failed to mention.

2. Presentation Of Accounts

The audited financial accounts for the PC Users Group for the year ended 30 June 2003 were made available at the PC Users group Centre and at the meeting for perusal by members.

Treasurer Noel Matthews presented his report using Powerpoint presentations as per attachment. These compared the financial accounts of 2002 with the accounts of 2003.

His comments were as follows:

This year's deficit of \$ 15,400 was much less than that of 2002 which was about \$37,000.

The net assets of Members funds for 2003 are about \$54,000 compared with \$38,000 for 2002.

The investment deposits and bank accounts are a comfortable balance at about \$120,000.

The depreciation of assets by \$250,000 indicates that equipment will need to be replaced and budgeted for in the future.

However, the group will not become insolvent in the next year.

Moved Noel Matthews, Seconded David Gray: The financial report for 2003 be accepted.
Carried

3. Appointment of Auditor

Moved Noel Matthews, Seconded David Lewis: That Walter and Turnbull be appointed as auditors for the financial year 2004.

Speaking to the motion Noel Matthews advised the meeting that four tenders had been put out for auditing the books and that Walter and Turnbull had submitted a very competitive tender which was not bettered by other tenderers.

Motion put to the meeting. Carried

4. Election of Returning Officer

In appointing a Returning Officer David Lewis advised the meeting that this person cannot be a current committee or a nominee for the incoming committee.

Alan Michelson asked that tradition be followed and that the Executive Secretary, namely Madeline Mould be appointed.

Moved David Lewis, Seconded David Gray: That Madeline Mould be appointed as returning Officer for the election of incoming office bearers. Carried.

5. Election of Committee for 2003-2004.

Elected Unopposed:

President: David Lewis
Vice-President: Vacant
Secretary: Vacant
Treasurer: Noel Matthews
General Committee: Graeme Evans
Paul Free
Keith Sayers.

6. Amendments To The Constitution.

Notice of the proposed changes to the constitution of PC Users Group were mailed to every member together with the Notice of the Annual General Meeting which was dated 2 September 2003. These proposals and explanatory Notes from the Committee are attached to these Minutes.

The chairman of the Constitution Sub-Committee, Graeme Evans co-chaired this section of the meeting.

Attachment 1 – Special Resolutions

Proposal 1:

6. Membership of the Association.

Moved Graeme Evans, Seconded Noel Matthews: That the current rule be changed as per the proposal.

Alan Mikkelsen commented that it would be unwise not to review the membership applications. There must be a system of checks and balances.

Graeme Evans advised that there is a rule for the termination of membership but that members join to access the benefits offered. The new proposal is an improvement on the existing rule.

David Gray suggested that the content the present proposal be considered and then a further amendment be proposed.

The question of the difference between a person and a body corporate was answered by David Lewis in that the group does have corporate members.

Alan Mikkelsen commented that there must be a time lapse between an application to become a member and its consideration before acceptance and entry on the group's Register. The convention has been that the end of the month an applicant is considered and details are entered on the Register. This includes members who are already on the register.

David Lewis advised that rules can be changed at any general meeting after due process has been followed and providing the motion is carried by a 2/3rds majority.

Motion Carried 17 for to 3 against.

Proposal 2:

Rule 7: (Classes of Membership)

Moved Graeme Evans Seconded Paul Free

That the current rule 7 be replaced with the notified proposal.

David Gray commented that this proposal should be accepted unless otherwise provided by the act.

David Lewis read from the act that this is provided for by the constitution. He then commented that the establishment of the different classes will be discussed in the future.

Paul Free asserted that this proposal validates the present practice.

Graeme Evans advised that there are rights and obligations for each class of membership.

Motion Carried 18 for to 1 against.

Proposal 3:

Addition to Rule 11

Moved David Gray, Seconded Allan Hepworth: That this proposal be added to the current rule.

Motion Carried 23 for and none against.

Proposal 4:

Replace current Rule 17(1) with the proposal.

Moved Graeme Evans, Seconded Noel Matthews: That the current Rule 17(1) be replaced with the proposed rule.

During discussions Alan Mikkelsen asked why the time could not be reduced from 6 weeks to one week. He explained that in 1997 nominations were closed one week before the AGM so that positions for which there were no nominations could be filled at the meeting. In his view this was a bad amendment because the positions were not contested and so there was no need to have such a long period between nominations closing and the elections at the AGM.

Amendment Moved: Alan Mikkelsen Seconded Rod Blackburn: That the proposal have the word “weeks” replaced with “days”.

In speaking to the amendment Alan Mikkelsen explained the members present at the meeting should be able to fill vacant positions rather than follow the course taken by last years committee.

Graeme Evans responded that the previous committee had vetted nominees and head hunted people with skills to fill the vacant positions.

Gordon Urquhart commented that the reason for the time between nomination and the AGM was to allow for a cooling off period so that nominees were able to assess whether they would be able to accept the workload expected as a committee member.

Rod Blackburn suggested that there be a system of nomination prior to the AGM and then fill any vacant positions from the floor of the meeting.

Peter Watney advised that he basically supported Alan Mikkelsen's amendment but that in previous years stacking of the meeting had occurred.

Further discussions regarding the lack of a treasurer had created problems and how this was/ was not dealt with.

Graeme Evans reiterated that there were dangers in all proposals but the group had to move to the least dangerous approach.

The amendment was put to the meeting. Carried 13 for to 8 against.

The substantive motion was put to the meeting:

Replace the current Rule 17(1) with the following:

(1) Nomination of candidates for election as office-bearers of the Association or as ordinary Committee members can only be made by current and financial members of the Association, and shall be made by delivering a completed Committee Nomination Form to the Association no later than six days before the date fixed for the annual general meeting at which the election is to take place("the election date").

Carried 21 for to 1 against.

Proposal 5:

Addition to Rule 18

Moved Graeme Evans, Seconded Noel Matthews: That this proposal be accepted.

Carried 23 for to nil against.

Proposal 6:

Replace the current Rule 30(1) with that as set out in the proposal.

Moved Graeme Evans, Seconded Paul Free

The current Rule be replaced as proposed.

In discussion Keith Sayers commented that there should be options for the member to choose how to receive notifications.

Noel Matthews advised the meeting that the proposals had been drafted by a competent lawyer and that the practice of using e-mail and standard postal address are not illegal in regard to the privacy act.

Keith Sayers asked if the data base will be the register of members.

David Gray commented that there is a field in the existing data base to allow for the privacy of each member.

David Lewis advised that the Rule would lapse should it be unacceptable to the Registrar General.

Moved Alan Mikkelsen, Seconded Rod Blackburn

Further discussion regarding the use of e-mail or post was replied to by David Lewis who stated the data-base was backed-up and used by the committee for genuine notifications and to assist the committee in the work of the group.

Motion Put. Carried 22 for to one against.

Graeme Evans thanked all the members who had participated in the revision of the constitution.

The meeting was closed at 8.53 pm

Members in Attendance

Name	M'ship Number	Name	M'ship Number
Noel Matthews	890105	David Lewis	970147
David Gray	850460	Anthony Glenn	840442
John Hempensfall	890540	Rod Blackburn	990245
Pib Frew	890452	D J Elias	850349
Allan Mikkelson	890291	Allan Hepworth	203062
Chandie Villea	990133	Ted Tregilligas	980045
Trevor Frew	881213	Gordon Urquart	920683
John V Ryan	900061	VKrauenberger	881215
George Klim	950357	Keith Sayers	900201
L Bienkewiz	201110	Anne M Meade	970083
David Berger	950520		