

# **ANNUAL GENERAL MEETING**

For

## **3RPC INCORPORATED**

Registered Number A14313U

**WEDNESDAY**  
**16<sup>th</sup> December 2020**

**Bayview College**  
**Bentinck Street**  
**PORTLAND**

**7.00PM**

### **AGENDA**

for

3RPC Incorporated Annual General Meeting  
16 December 2020

**Welcome** – Chair Garry Wilson

**Apologies** –

Minutes of previous Annual General Meeting – Moved & Seconded

## Financial Statements

Questions Arising  
Moved & Seconded

## Reports as Tabled

Questions Arising  
Moved & Seconded

## General Business

1. To confirm or vary the amounts (if any) of the annual subscription
2. To confer Life Memberships (if any)
3. Interim Chair
  1. Declare all positions Vacant
  2. Nominations received from: Les Horovitz, Garry Wilson, Bernie Wilder, Hilary Endacott, Viv Aroin, Jenny Collins, Jenny Brydson,
  3. Election of Committee Members
4. Election of Office Bearers
  - Chair
  - Vice Chair
  - Secretary
  - Treasurer
5. Any other business.

Close of meeting

Annual General Meeting  
3RPC Incorporated

Wednesday, 18<sup>th</sup> September 2019, 7.00pm

At Portland Soccer Club, Cnr Glenelg and Percy Streets, Portland.

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**1.Attendance:** Betty Aroin, Viv Aroin, Jenny Brydson, Jacquie Butterfield, John Davis, Hilary Endacott, Les Horovitz, Wendy Howe, Jennifer Punton, John Punton, Margaret Punton, David Sanford, Bernie Wilder, Garry Wilson,

**2.Apologies:** Jenny Collins, Peter Corbett, David Croser, Bob Endacott, Anne Grant, Ewan Grant, Pearl Kitt, Carmel McKenzie, Robbie Milton, Shelly Nevins, Les Roberts, Kate Sanford, Laurel Selwyn, Sue Yandle.

**3.Welcome:** Garry Wilson, 3RPC Committee of Management Chair, welcomed everyone to 3RPC's 2019 Annual General Meeting, and thanked the Portland Panthers for the use of their Club

Rooms. Thanks also to the 3RPC Office Volunteers and the Committee of Management for their work during the past twelve months.

**4. Minutes of 2017 Annual General Meeting. Moved that they be accepted: 1. Jenny Brydson 2. Les Horovitz. Carried.**

**5. Statements:** Les Horovitz, Treasurer, spoke to the Statements (see 2019 AGM document) and 2018-2019 Balance Sheet. He thanked the Committee for their work and noted that Bingo was the single largest fundraiser. Grants applications had been very successful in the twelve months and thanked Hilary Endacott for her work on this. Les pointed to the fact that an insurance claim was made for the damage to the antenna and transmitter during storm damage. He noted that sponsorship income was down, as we only had a Sponsorship Officer for a few months, and thanked Viv Aroin for stepping in to help. There was a short-term Sponsorship Officer in the last couple of months, Kayla Paige. There was regular income from the upstairs flat for the year. It is to be noted that the station overheads are down, and this is due to great diligence by the Office Staff and Garry Wilson.

**Moved that the Financial Statements be received: 1. Les Horovitz 2. Bernie Wilder. Carried.**

**6. Reports as Tabled (as per 2019 AGM Document):**

**Moved that these Reports be received: 1. Wendy Howe 2. Viv Aroin. Carried.**

**7. A Surprise.** Garry Wilson produced individually engraved cork coasters and wooden plaques as awards to acknowledge and celebrate 3RPC volunteers:

1. **Office Volunteers 2018-2019 – Jenny Brydson, Viv Aroin, Robbie Milton, Hilary Endacott.**
2. **Committee of Management 2018-2019 - Jenny Brydson, Les Horovitz, Hilary Endacott, Wendy Howe, Monique O’Garr, Garry Wilson.**
3. **Outside Broadcast crew 2018-2018 – Bernie Wilder, Les Horovitz, Barry Ivory, Garry Wilson, Jenny Brydson, Jason von Tunk**
4. **Presenters:**
  - a. **5 -9 Year Awards – Jacquie Butterfield, Jenny Collins, Les Horovitz, Sue Yandle**
  - b. **10 -14 Year Awards – Christian Starick, Robbie Milton, Shelly Nevins**
  - c. **15 -19 Year Awards – Viv Aroin, John Davis, Mal Sutherland**
  - d. **20 - 25 Year Awards – Hilary Endacott, Barry Ivory**
  - e. **25 - 29 Year Awards – Margaret Punton, Wendy Alexander, Jenny Brydson**

**Jacquie Butterfield thanked the station manager, office volunteers and Committee of Management for keeping the station running.**

**8. General Business:**

1. **Annual Subscriptions.** No changes to annual subscriptions were recommended by the Committee of Management.
2. **Life Memberships.** No Life Memberships were granted.
3. Garry Wilson then handed the Meeting to **Interim Chair**, John Davis, who declared all Committee of Management positions vacant.
  - a. **Nominations for the new Committee of Management** were: Les Horovitz, Garry Wilson, Bernie Wilder, Hilary Endacott, Wendy Howe, Jenny Collins, Jenny Brydson. As there were seven nominees for seven positions, all were declared elected.

**4. Election of Office Bearers.**

- a. **Chair.** Garry Wilson was nominated by Viv Aroin, seconded by Bernie Wilder. Garry Wilson accepted this position and was elected as Chair.
- b. **Vice Chair** Jenny Brydson was nominated by Viv Aroin seconded by Les Horovitz. Jenny Brydson accepted this position and was elected as Vice-Chair.
- c. **Secretary.** Hilary Endacott was nominated by Les Horovitz, seconded by David Sanford  
Hilary Endacott accepted this position was elected Secretary.
- d. **Treasurer.** Les Horovitz was nominated by Jenny Brydson seconded by Jacquie Butterfield

**Les Horovitz accepted this position as was elected Treasurer,**

**5. John Davis then handed the meeting over to Garry Wilson, who thanked John for his Interim Chairing.**

**6. Other Business.**

- a. Jacquie Butterfield raised the matter of 5% discounts with membership and felt that this was an irrelevant benefit of membership. We must fight harder, stronger, better to gain more members.
- b. Margaret Punton pointed out the importance of local radio given that Portland is so isolated. 3RPC gives much pleasure to elderly listeners.
- c. Margaret Punton asked about life members and noted that this is a source of foregone income. Garry Wilson said currently there are 22 life members. Margaret asked that this issue be brought to the Committee of Management for discussion.
- d. Jacquie Butterfield asked about the possibility of High School involvement. Garry Wilson explained that recent approaches to High Schools had been unsuccessful.

There was no other business or discussion and the Meeting closed at 7.29pm, followed by supper.

**Schedule 1**  
**Regulation 15**  
**Form 1**

*Associations Incorporation Reform Act 2012*

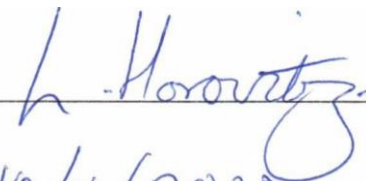
Sections 94 (2)(b), 97 (2)(b) and 100 (2)(b)


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**Annual statements give a true and fair view of financial performance and position of  
incorporated association**

We Les Horovitz and Jennifer Brydson being members of the committee of 3RPC Incorporated certify that -

"The statements attached to this certificate give a true and fair view of the financial performance and position of the above named association during and at the end of the financial year of the association ending 30 June 2020."

Signed:   
Date: 10/11/2020

Signed:   
Date: **1a** ~|~ **2.020**

10:11 AM

07/08/19

Accrual Basis

**3RPC Incorporated**  
**Balance Sheet**  
As of June 30, 2019

	Jun 30, 19	Jun 30, 18
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Chequing/Savings</b>		
ANZ 3RPC Cheque A/c	9,597.16	6,121.85
ANZ On-line Account	4,276.04	4,276.04
Bendigo 3RPC Investment A/c	53,752.52	52,688.11
Bendigo Bank Bingo account	4,653.90	4,766.25
Bingo Float	1,275.00	1,275.00
Petty Cash Clearing	181.35	181.35
<b>Total Chequing/Savings</b>	73,735.97	69,308.60
<b>Accounts Receivable</b>		
Accounts Receivable	13,499.15	1,203.80
<b>Total Accounts Receivable</b>	13,499.15	1,203.80
<b>Total Current Assets</b>	87,235.12	70,512.40
<b>Fixed Assets</b>		
New Antenna at Mt Clay	25,600.42	25,600.42
Transmitter	4,409.09	4,409.09
<b>Total Fixed Assets</b>	30,009.51	30,009.51
<b>TOTAL ASSETS</b>	<b>117,244.63</b>	<b>100,521.91</b>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
Accounts Payable	3,402.70	3,219.32
<b>Total Accounts Payable</b>	3,402.70	3,219.32
<b>Other Current Liabilities</b>		
Tax Payable	116.62	-1,060.70
<b>Total Other Current Liabilities</b>	116.62	-1,060.70
<b>Total Current Liabilities</b>	3,519.32	2,158.62
<b>TOTAL LIABILITIES</b>	<b>3,519.32</b>	<b>2,158.62</b>
<b>NET ASSETS</b>	<b>113,725.31</b>	<b>98,363.29</b>
<b>EQUITY</b>		
Opening Bal Equity	71,374.75	71,374.75
Retained Earnings	26,988.54	38,509.07
Net Income	15,362.02	-11,520.53
<b>TOTAL EQUITY</b>	<b>113,725.31</b>	<b>98,363.29</b>

**3RPC Incorporated**  
**Profit & Loss Prev Year Comparison**  
 July 2018 through June 2019

	Jul '18 - Jun 19	Jul '17 - Jun 18	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Community Bingo</b>			
Bingo Sales	22,657.58	21,871.99	785.59
Community Bingo - Other	1,775.00	0.00	1,775.00
<b>Total Community Bingo</b>	24,432.58	21,871.99	2,560.59
<b>Fundraising</b>			
Footy Mascots	22.73	9.10	13.63
Sales - Records, Cd's, Tapes	169.69	118.63	51.06
Saturday Markets	0.00	59.73	-59.73
Fundraising - Other	211.49	147.89	63.60
<b>Total Fundraising</b>	403.91	335.35	68.56
<b>Gifts and Donations Income</b>	659.20	910.20	-251.00
<b>Grants</b>			
CBF	12,227.00	0.00	12,227.00
DSS	1,908.18	0.00	1,908.18
Glenelg Shire	909.09	1,396.00	-486.91
UWG	1,494.00	0.00	1,494.00
<b>Total Grants</b>	16,538.27	1,396.00	15,142.27
<b>Insurance Claim</b>	7,478.16	0.00	7,478.16
<b>Interest Revenue</b>	1,064.41	1,142.84	-78.43
<b>Membership Dues</b>			
Individual	1,612.61	1,808.72	-196.11
User Group	1,400.08	1,400.08	0.00
<b>Total Membership Dues</b>	3,012.69	3,208.80	-196.11
<b>Presenters Fees</b>	4,533.93	5,175.04	-641.11
<b>Reimbursed Expenses</b>	0.00	87.68	-87.68
<b>Rental Income (Flat)</b>	6,288.86	2,867.01	3,421.85
<b>Sponsorship</b>	5,987.62	8,772.80	-2,785.18
<b>Total Income</b>	70,399.63	45,767.71	24,631.92
<b>Expense</b>			
<b>Advertising</b>	573.97	551.97	22.00
<b>Amenties</b>	241.80	230.29	11.51
<b>Bad Debts</b>	16.82	0.00	16.82
<b>Bingo</b>			
Catering	303.57	629.08	-325.51
Drinks	228.80	396.20	-167.40
Permit	22.82	0.00	22.82
Prizes	130.00	690.64	-560.64
Rental	4,014.56	4,526.93	-512.37
Supplies	179.89	191.64	-11.75
Tickets and Stationery	5,179.03	4,851.66	327.37
<b>Total Bingo</b>	10,058.67	11,286.15	-1,227.48
<b>Council Rates</b>	655.60	1,100.30	-444.70
<b>Dishonoured Cheque</b>	-24.50	24.50	-49.00
<b>Fees and Permits</b>	77.80	234.70	-156.90
<b>Gifts and Donations</b>	18.18	79.45	-61.27
<b>Insurance</b>			
Business	3,707.27	3,297.99	409.28
<b>Total Insurance</b>	3,707.27	3,297.99	409.28
<b>Licenses and Permits</b>	10,353.76	12,479.24	-2,125.48
<b>Membership Fees</b>	75.00	925.70	-850.70
<b>Miscellaneous</b>	0.00	46.14	-46.14
<b>New Equipment Over \$1,000</b>	1,109.95	2,675.46	-1,565.51
<b>New Equipment Under \$1,000</b>	0.00	1,889.40	-1,889.40
<b>Office Supplies</b>			
Stationary	247.00	432.73	-185.73
<b>Total Office Supplies</b>	247.00	432.73	-185.73
<b>Outside Broadcast</b>	86.36	0.00	86.36
<b>Postage and Delivery</b>	285.19	561.26	-276.07

<b>Professional Fees</b>			
<b>Consulting Fees</b>	0.00	386.36	-386.36
<b>Total Professional Fees</b>	0.00	386.36	-386.36
<b>Reimbursement - Petrol</b>	0.00	72.72	-72.72
<b>Rent</b>	1,550.73	1,211.32	339.41
<b>Repairs</b>			
<b>Building Repairs</b>	0.00	552.28	-552.28
<b>Equipment Repairs</b>	12,147.73	3,086.49	9,061.24
<b>Total Repairs</b>	12,147.73	3,638.77	8,508.96
<b>Software Expense</b>	0.00	167.16	-167.16
<b>Sponsorship - Commission</b>	1,057.63	2,448.83	-1,391.20
<b>Supplies</b>			
<b>Marketing</b>	8.18	0.00	8.18
<b>Office</b>	917.74	1,306.24	-388.50
<b>Total Supplies</b>	925.92	1,306.24	-380.32
<b>Telephone</b>			
<b>Internet</b>	141.93	309.68	-167.75
<b>Phone-Internet</b>	2,729.15	3,525.33	-796.18
<b>Total Telephone</b>	2,871.08	3,835.01	-963.93
<b>Utilities</b>			
<b>Electricity - Mt Clay</b>	3,834.75	3,123.70	711.05
<b>Gas</b>	0.00	598.38	-598.38
<b>Power Studios</b>	3,510.68	2,927.28	583.40
<b>Water</b>	1,656.22	1,757.19	-100.97
<b>Total Utilities</b>	9,001.65	8,406.55	595.10
<b>Total Expense</b>	55,037.61	57,288.24	-2,250.63
<b>Net Ordinary Income</b>	15,362.02	-11,520.53	26,882.55
<b>Net Income</b>	<b>15,362.02</b>	<b>-11,520.53</b>	<b>26,882.55</b>



## **Reports for Annual General Meeting 2020**

### **Chairperson – Garry Wilson**

Welcome one and all,

This year we have faced many challenges, Covid 19 has been harsh on not only 3RPC but on all of us as individuals.

This Annual General Meeting was delayed because of the crowd restrictions imposed by the State Government

Because of the pandemic we needed to change things in the studio to ensure that our presenters are as safe as possible. Some are inconvenient, however if we follow the guidelines we have put in place, everybody will be safer

We were heading towards another record-breaking year of Bingo, thanks to our brilliant volunteer helpers, unfortunately that came to a screaming halt in March, depending on restrictions hopefully we will be back up and running this year. Overall 3RPC income will be affected by around \$20,000.

Thanks to some great work by Hilary, we were successful in obtaining a number of Grants. Thank you, Hilary,

To our office volunteers lead by Jenny, Viv, Hilary and Robbie Thank you!!

To our presenters thank you for your programs throughout the year

The committee we elect tonight will face many challenges in the coming months and years to guide 3RPC out of the financial cost of Covid 19. Please be proactive and assist them wherever you can

### **Bingo – Garry Wilson**

Another brilliant year of effort by our bingo volunteers. Our volunteers turn up week in and week out and help to provide a major part of 3RPC's income. Without Bingo 3RPC we are in serious financial trouble. When bingo restarts, we will need your help, if you want to volunteer or assist in some way please speak to Hilary.

### **Sponsorship – Garry Wilson**

3RPC continues without a permanent salesperson. We are still seeking a permanent part time Salesperson. If you know of anybody who may be interested, please ask to send their resume to the station or contact the office.

### **Volunteer Station Manager and Membership – Jenny Brydson**

Well another year has passed and 3RPC continues to go to air, although we have had considerable hurdles thrown our way. At last year's Annual General Meeting I raised the fact that 3RPC was in need of more presenters. We have had a few new presenters come on board, but we also have lost some presenters.

Our membership numbers have dropped once again, some of it due to the office not being open due to Covid-19 and members have been unable to come in and pay their fees. Hopefully this will pick up once the Covid restrictions have been lifted.

Thank you to Viv, Hilary, Bernie and Robbie for their continued support in the office over the past 12 months. Your help is greatly appreciated.

### **Technical – Jenny Brydson**

Last year unfortunately we had a lightning strike which we were lucky to be able to claim the repairs through our insurance.

## Governance – Hilary Endacott

Station Policies put into place have been: Diversity, Anti-Discrimination, Sexual Harassment, Workplace Bullying. A Policy on Gender Inclusion is being prepared.

During the last 12 months, Committee Members have attended Community Broadcasting Association Australia Webinars on Governance; and on COVID-19 and Community Radio: Staying On-Air and Staying Safe During COVID-19, (March 2020). Regarding the latter, it was pleasing to know that 3RPC had already put in place most of the safety issues covered.

## Grants – Hilary Endacott

The effects of COVID-19 on 3RPC finances have been severe, so it is a relief that 3RPC has been able to mitigate the worst effects by obtaining various successful grants.

Funding Body	For	Amount
Glenelg Shire - Community Services	Fawthrop Centre Hall Hire	(\$500) Note, this was not able to be used due to coronavirus restrictions, so grant acceptance was withdrawn.
Glenelg Shire – Community Services	Fawthrop Centre Hall Hire	\$999
Community Broadcasting Foundation Development and Operations Grant	Transmission and Development costs	\$32,516
Community Broadcasting Foundation – COVID-19 Grant	Emergency safety equipment and supplies	\$1,105
United Way Glenelg	Uninterruptible power supplies	\$640
		<b>Total = \$35,260</b>

3RPC is very appreciative of the support given by these funding bodies.

## Razy and Outside Broadcasts – Bernie Wilder

The following sets out some of the highlights for the year:

- Routine maintenance has been carried out over the past year on a regular basis. There have not been any major issues and the maintenance schedule has been successful.
- Major projects for the year have included networking the computers and the introduction of Any Desk software to enable remote administration resulting in major time saving and ease of operation.
- UPS power backups have been installed which is expected to reduce outages.
- The fax machine has been networked and this is expected to improve efficiency where remote communication is required.
- There have been major updates to the music library mainly due to the efforts of JB and Garry.
- The Radio Boss system has proved to be a godsend during the Corona Virus lock downs as we have been able to automate as required when no presenters were available.
- The streaming computer has been serviced and is proving reliable.

- A maintenance program is in place for CD players. The machines often seem to reach a design life and repair is sometimes not successful.
- Outside Broadcasts are on hold for the time being due to the isolation requirements.
- Outside Broadcasts earlier in the year were highly successful and there has been a concerted effort to fine tune the way they are done.
- Outside Broadcast equipment has been updated and maintained in preparation for resumption.

Thanks to all involved in the Outside Broadcasts.