

**The Chapman Valley Agricultural Society Inc 2019 AGM to be  
Held on Monday 18th February 2018 at 7pm in the Waggrakine Hall**

**MINUTES**

**Present:** Trevor Hipper, Bronwyn Earl, Tim Pawelski, Brenda Williamson, Trish Kupsch, Robert Kupsch, Darrel Forth, Peter Elliott-Lockhart, Liz Elliott-Lockhart, Chris Moore, Tom Moore, Nick Phillipa, Julie Talbot, Les Jupp, Tony Webb

**Apologies:** Susanne Warr, Carl Reynolds, Nic Batten, Jayne Vlahov, Andrew Vlahov, Felicity Pike

**Start Time:** 7.03pm

**Minutes of Previous AGM 5<sup>th</sup> February 2018:**

*Moved as a true and correct record by: Nick Phillipa\_\_\_\_, 2nd:Tim Pawleski\_\_\_\_. All in favour, carried.*

**Business arising from previous minutes:**

Most business from the AGM is put to the committee meeting that follows.

**Presidents Report: Peter Elliott-Lockhart**

- PEL was pleased with how everything went for the 2018 show.
- Parking was better and the problems prior to the day managed to get ironed out. There is still room for improvement.
- The presentation of the grounds was excellent, thank you to Trevor Hipper and Shire.
- Moving forward: The AGM was held in Waggrakine Hall to try to attract more people who support Chapman Valley to be able to attend the meeting.
- Enough people for the meeting but if anyone has contacts with people who want to get involved please forward their details.

**Treasurers Report:**

From Di Wynhost the Auditor:

- Only received the auditors report and sign off at 2.30pm 18/02/2019.
- She made mention that the Honorariums are more than one would expect for a non-for-profit organization. Committee are happy with the current amounts.
- Income could be referenced as daily takings.
- Plus for the Treasurer to ensure that reimbursements are paid after receipt of Invoices.
- She stated her preferences for the attribution of particular information. (a little different to the previous auditor)
- Committee expenses need to come down. Eg. Honor Boards. Perhaps reference to end of year dinner.

Figures: Net profit for 2018 \$21 176 (up from 2017 - \$7984)

Notes from Treasurer (Trish):

- Hall floats went well.
- Online entries and receipt of payments went relatively smoothly. Happy with how it was attributed.
- Armaguard pick was well organised and worked well for our accountability.

Trish will forward out the Figures:

Payment in January have included the Insurance. Which is an annual amount.

*Moved as a true and correct record by\_Robert Kupsch\_, 2nd: \_Brenda Williamson\_\_\_\_. All in favour, carried.*

**ELECTION OF OFFICE BEARERS FOR 2018**

(STA – Subject to Approval, Acc – Accept &amp; Dec - Declined)

<b>POSITION</b>	<b>NOMINEE</b>	<b>NOMINATED BY</b>	<b>Acc/Dec (or STA)</b>	<b>OTHER INFO</b>
<b>Returning Officer</b>	Nick Phillipa	Nick		
<b>President</b>	Peter Elliott-Lockhart	Brenda & Chris	Acc	
<b>Vice President</b>	Tim Pawleski	Julie	Acc	
<b>Patrons</b>	Frank Warr Trevor Cooper Coralie Simpson Ron O'Neill Jan McCagh	E. Elliott-Lockhart E. Elliott-Lockhart E. Elliott-Lockhart E. Elliott-Lockhart E. Elliott-Lockhart	STA STA STA STA STA	
<b>Treasurer</b>	Trish Kupsch	Liz Elliott-Lockhart	Acc	
<b>Secretary</b>	Liz Elliott-Lockhart	Chris Moore	Acc	
<b>Assistant Secretary</b>	Position not available			Decided that not necessary as there is enough delegation of duties.
<b>Bar organiser</b>	Felicity Pike	Liz Elliott-Lockhart	Acc	
<b>Marketing, Sponsorship &amp; Advertising</b>	Bronwyn Earl Felicity Pike	Liz Elliott-Lockhart	Acc	Will work together with Julie Talbot to contact businesses with one point of contact.
<b>Show book</b>	Liz Elliott-Lockhart	Liz Elliott-Lockhart	Acc	
<b>Office Stewards</b>	Anthea Blake Brenda Williamson	Liz Elliott-Lockhart	TBC Acc	May need another couple of people on hand in the office on Showday and prior for assistance
<b>Sideshow &amp; Trade Display Steward</b>	Tim Pawleski	Liz Elliott-Lockhart	Acc	
<b>Gate/Ticket Box Coordinator</b>	Andrew Vlahov & Jayne Vlahov	Liz Elliott-Lockhart	Acc	
<b>Parking Coordinator</b>	Nick Phillipa	Liz Elliott-Lockhart	Acc	
<b>Gate Assistants</b>	Robert Kupsch			To round up volunteers closer to the day to assist with gate duties.
<b>Bay Bookings</b>	Julie Talbot	Trish Kupsch	Acc	
<b>Steward coordinator</b>	Susanne Warr	Liz Elliott-Lockhart	TBC	Liz E-L to confirm
<b>Judge coordinator</b>	Julie Harris	Liz Elliott-Lockhart	TBC	Liz E-L to confirm
<b>Entertainment &amp; Stage coordinator</b>	Brenda Williamson	Liz Elliott-Lockhart	Acc	
<b>Education Section &amp; Poster Competition</b>	Susanne Warr	Liz Elliott-Lockhart	TBC	
<b>Shearing Representative</b>	Chris Moore	PEL	Acc	

<b>Committee</b>	Les Jupp Tony Webb Darryl Forth Trevor Hipper All others as per their position – makes up to 20.		Acc Acc Acc Acc	
<b>Grounds Committee</b>	Trevor Hipper	Peter Elliott-Lockhart	Acc	
<b>Trophy/Prize Coordinator</b>	Bronwyn Earl	Liz Elliott-Lockhart	Acc	
<b>Equestrian Representative</b>	Hacking – Some names put forward : Janelle Patience Gail Davey Maxine George Facebook Site Horses for Sale		TBC	Liz to contact the few people who know/work with horses and aren't currently involved in the Show or CVPS.
<b>Chapman Valley Western Riding Club Representative</b>	John			To send an email to secretary of our AGM to keep them in the loop
<b>Showjumping Representative</b>	Jodee Godenzie	Liz Elliott-Lockhart	Acc	
<b>Honorary Auditor</b>	Di Wynhorst			All Committee agreed

### General Business:

#### 1) Signatories

Change of signatories on Chapman Valley Agricultural Society Inc bank accounts for newly elected office bearers:  
Treasurer – Trish Kupsch ; Secretary \_Liz Elliott-Lockhart and Bay Bookings Coordinator – Julie Talbot.

**ACTION:** Need to send a signed copy of the AGM minutes to Trish and Bank so that Julie can be added as a signatory

*Moved: Trish Kupsch 2nd: \_\_\_Nick Phillipa*

#### 2) Gate Entry Fee for 2019 show –

Including competitors, volunteers, advertisers, exhibitors: Adults = \$ 15 each

Need to ensure that all bay bookings have nominated the number of entry tickets they are paying for

Children under 16 years = \$ 0 each

Pensioners upon presentation of pension card, Aged & War pensions only = \$ 5 each

Same as 2018.

*Moved: \_Peter Elliott-Lockhart \_\_\_\_\_, 2nd: \_Nick Phillipa\_\_\_\_\_*

#### 3) Membership Fees for 2019

Figures are set as per the 2018 amounts – no increase.

Single members Adults = \$ 15 (2018) each

Junior members (under 16 years of age) = \$2 (2018) each.

Membership payment to be invoiced and paid by : 10<sup>th</sup> April 2019.

Date reflects the time allowed for potential members to be contacted so that they could take advantage of the Membership Incentive proposed of a member receiving 2 entries to the show. In addition they will also still receive the 50% off competition entries. The 2 for 1 entry only applies to Members who have paid in full by April 10<sup>th</sup>. Those who choose to become members after or near Show date will not receive an extra entry ticket/wristband.

*Moved: \_Peter Elliott-Lockhart\_\_\_\_, 2nd: \_\_\_ Trish Kupsch*

#### 4) Honorariums –

Office bearer positions held are reimbursed for CVAS expenses incurred.

Honorariums for the 2018 Secretary, Treasurer and Bay Booking Coordinator were paid in 2018.

Amounts as nominated below for 2019

Amounts payable: Treasurer - \$2000, Secretary - \$2000, Bay Booking Coordinator, \$500.

*Moved: \_\_\_\_\_, 2nd: \_ \_\_\_\_\_*

5) Advertising charges for the 2019 show schedule –

2018 Advertising charges	2019 Advertising
\$300 for outer back cover \$270 for inside back/front cover \$150 – Black and white A5 full page \$110 – Black and white ½ page \$220 – Coloured full page \$140 – Coloured ½ page	Prices are reasonable so keep the same.
Cost of production \$ 4797 for 1500 88 page booklet	This year maybe only do 1200

At this stage the Schedule/Booklet is seen as a valuable marketing tool. It is present in a number of locations around Geraldton and keeps the Show in the local profile.

Approach business to perhaps put an advert together to maximise their return on investment. I.e. 20% discount when handing in page. A 2 for one offer. Bring people to the business.

Happy to keep with Sun City Print, however only print 1200 this year.

Members will still get their booklet earlier so they can take advantage of offers within.

*Move Nick Phillipa 2<sup>nd</sup> Chris Moore*

6) Entertainment budget for the 2019 Chapman Valley show

2018 Total budget cost – was set at \$18000	Proposed 2019 budget
Approx. \$15 711 (but maybe a little more) – as bar entertainment and another face painter was added (x3)	Keep the same

Tim stated that perhaps we could apply to Lotterywest for the current total amount of 'FREE' activities we provide for patrons and then if we choose to provide more it will come out of CVAS budget.

This was in response to the fact that we can apply to Lotterywest for funding (Liz E-L to go on Thursday 21/2/2019 to CV meeting) but we don't necessarily know a specific figure of an act or entertainment provider.

There is also the opportunity to see whether we can incorporate an event manager quote (for night time logistics) in grant funding.

Committee is still on hold as to whether we increase the night time budget or provide more value for money during the day.

*Moved: \_\_ Pete Elliott-Lockhart \_\_\_\_, 2nd: \_\_ Trish Kupsch \_\_\_\_ All in favour, carried.*

7) Additional Sponsorship/Funds for Show –

Currently have a CBH grant to assist with the upgrade to the Exhibition Hall. – Tim and Nick are working on that upgrade.

We applied for a Regional Rural Fund for our 'Chapman Valley Show bag' (agricultural themed) however we were rejected on that application.

Lotterywest application to apply for fund for one off events.

8) Bay booking charges for the 2018 show –

	CODE	DESCRIPTION – BAY BOOKING	COST
<input type="checkbox"/>	2900	4m x 4m site	\$70
<input type="checkbox"/>	2901	6m x 9m site	\$100
<input type="checkbox"/>	2902	Undercover 3m x 3m	\$100
<input type="checkbox"/>	2903	Free of Charge Site (Non for Profit Organisations)	
<input type="checkbox"/>	2904	Extra Frontage Meterage 1m	\$10
<input type="checkbox"/>	2905	Extra Frontage Meterage 2m	\$10
<input type="checkbox"/>	2906	Extra Frontage Meterage 3m	\$10
	CODE	EXTRAS	COST
<input type="checkbox"/>	3000	Power to site	\$20

<input type="checkbox"/>	3001	Insurance for the Day	\$55
<input type="checkbox"/>	3002	Extra Night Camping	\$10
		Extra Night Camping	

2019 Prices
Keep as it is

Committee are happy to keep the prices as is. Julie Talbot mentioned that the vendors who attended were happy with the price, however local 'market' stall holders said it was too expensive. Not had any problem filling bays though.

9) Official guest to open the 70<sup>th</sup> Annual Chapman Valley Agricultural Show on Saturday 7th September 2019 at 12 noon.

Trish suggested Trevor Cooper as he has attended every show.

Committee happy to have someone who has had a long association with the show ie. If not Trevor then another person who has had a long affiliation.

Guest also to be able to assist with Trophy presentations at 12.30pm.

**ACTION:** Liz E-L to formally invite Trevor.

#### 12) Life Memberships

Honor Boards and trophies have been made. There is currently no where to permanently display them.

Any further suggestions for Life Memberships.

Robert asked whether Ray Brooks could be considered. It was suggested that perhaps given it is the 70<sup>th</sup> year we could have a few more people.

**ACTION:** All members to think of people who have contributed and provide their names at following Committee meetings.

#### 12) Rural Ambassador

Susanne Warr has put forward Jess name, however she's mentioned that she would prefer to wait a couple of year. Trevor made mention that Gemma Hipper (daughter) might be a willing candidate.

**ACTION:** Trevor will sound out Gemma if she's open to the idea and then we can liase with Susanne who is good at the requirements of the Rural Ambassador.

#### 13) Management Committee meeting:

The first Committee meeting for 2019 will be held on **Monday 18th March, 2019 at 7.00pm at Nanson Showgrounds.**

Currently we now have a Management Committee of 20 members who will have voting rights.

#### 14) Other Business

- Trish asked for a signed copy of AGM minutes to be provided to the Bendigo Bank and Di Wynhost.
- Darryl asked that any work around the buildings at the Showgrounds to be brought forward to Meedac as soon as possible.
- Nick Phillipa says Shire needs to know what we want them to do as they've handed back to us the responsibility of the Dining Hall.  
**ACTION:** Liz E-L to send email to the Shire (Simon, Anthony & Maurice) asap asking for the removal of the internal walls before June. Afterward we will liase with the Prisoners and Meedac to assist the CVAS for the gyprock and ceiling work. Ask for it to be done as soon as is feasible.  
**NOTE:** include in the information the recognition of the internal power upgrade that will have to be addressed however inform the Shire that that can be done later or another time.
- Water Culvert at the end of the road. Discussion ensued and Darryl mentioned that this was probably bigger and more expensive than what the Shire would really like to do. Perhaps it needs to go to Main Roads.

#### **Closure: 8.50pm**

The President declared the AGM closed at 8.50\_pm.

President: Pete Elliott-Lockhart Date: 18/02/2018