

## Minutes of the Canberra Potters Society AGM of 4 May 2023

### Present:

**Board Members:** Jill Farrelly, Janet DeBoos, Kerry Byers, Wil Trewartha (via Zoom), Christine Pearson, Michael Flynn, Nicole James, Adeline Jeffery (Board Intern)

**CEO/Returning Officer:** Richard Thomas

**Attendees:** Abbey Jamieson, Adeline Jeffery, Alex Hodges, Cathy Franzi, Dan Venables, Roger Ellyard, Eeva McMahon, Fran Romano, Jo Townsend, Jose Quinteros, Judy McDonald, Katrina Leske, Malcolm Cooke, Mari Potgieter, Maryke Henderson, Marilyn Jenkins, Michael Brissenden, Patricia Erfurt, Robyn Campbell, Sue Hewat, Steve Roper, Susan Peachey, Veronica Taylor.

**Apologies:** Meg Miller, Bev Hogg, and James Collier.

<b>1</b>	<p><b>Attendance and Establishment of Quorum.</b></p> <p>A quorum was achieved at 6:07pm.</p>	
<b>2</b>	<p><b>Acknowledgement of Traditional Owners</b></p> <p>J Farrelly started the meeting with an acknowledgement of the Traditional Owners and introduced Board members to the members present.</p>	
<b>3</b>	<p><b>Minutes of 2022 AGM</b></p> <p>J Farrelly noted that the minutes of the last AGM, held on 12 May 2022, have been available on the Canberra Potters Society website since 27 April 2023 and no corrections had been advised.</p> <p>J Farrelly summarised the increase in the Doug Alexander award to \$2,500 as the prize for this year's Members' exhibition.</p> <p>No further questions or comments were received regarding the minutes of the AGM of 12 May 2022 apart from a member's name spelling correction.</p>	<p><b>Moved:</b> That the Minutes of the AGM of 12 May 2022 be confirmed with members name corrected.</p> <p><b>Moved:</b> J Farrelly <b>Seconded:</b> S Hewat</p> <p><b>Carried</b></p> <p><b>Moved:</b> That members note the increase of the Doug Alexander award to \$2,500.</p> <p><b>Moved:</b> J Farrelly <b>Seconded:</b> D Venables</p> <p><b>Carried</b></p>

<p>4</p>	<p><b>CPS outlook and year in review</b> <b>Report on principle activities</b></p> <p>J Farrelly noted that the CPS Report of Activities 2022, the Treasurer’s Report, the updated Business Plan and the Board’s work program and CPS Artistic Program for 2023, have been available on the CPS website since 27 April 2022. J Farrelly summarised key items in the Annual Report of activities.</p> <p>An update was requested on the new kiln shed.</p> <p>J Farrelly advised that artsACT’s current priority appeared to be working through the new licence and deed agreements with each of the key arts organisations and this has been taking some time. We anticipate knowing more on the timeframe for a new kiln shed when we have completed those discussions with artsACT.</p> <p>No other questions were raised.</p>	<p><b>Moved:</b> That the meeting note that it has received the Report on Annual Activity.</p> <p><b>Moved:</b> J Farrelly <b>Seconded:</b> A Jamieson</p> <p><b>Carried</b></p>
<p>5</p>	<p><b>Receive and consider Statements of Accounts.</b></p> <p>Treasurer W Trewartha outlined key aspects of the Treasurer’s report and financial statements.</p> <p>Questions were asked concerning: whether grant income should be included as part of total income; whether grant income should be relied upon; visibility of the trading account; cost of employees and CPS’ not-for-profit status.</p> <p>The Treasurer and Board responded that it is standard practice to include grants as an income item rather than to present the surplus/deficit before counting grants income; that CPS’ recent signing of a 5 year Deed with the ACT Government should reassure members of its financial sustainability; that the trading account was streamlined as part of the audit (after discussion between CPS, the Auditor and artsACT staff); that CPS staff are employed to run over 30 classes per week, member events like FiredUp! and Clay Conversations and a successful gallery program.</p> <p>CPS’ status as a not-for-profit organisation was confirmed.</p>	<p><b>Moved:</b> That the meeting note that it has received and considered the Treasurer’s report and financial statements.</p> <p><b>Moved:</b> W Trewartha <b>Seconded:</b> V Taylor</p> <p><b>Carried</b></p>

<p><b>6</b></p>	<p><b>Declaration of Board membership</b></p> <p>J Farrelly declared one general Board member position to be vacant and noted that the incumbent (Christine Pearson) had applied for re-appointment. No other nominations were received.</p> <p>The nomination was received in writing and satisfies clause 4.5 (3) of the CPS Constitution.</p>	<p><b>Moved:</b> That the meeting note the reappointment of C Pearson as General Board Member, under Clause 4.5 (5) of the Constitution.</p> <p><b>Moved:</b> J Farrelly <b>Seconded:</b> J Townsend</p> <p><b>Carried</b></p>
<p><b>7</b></p>	<p><b>Appointment of Public Officer</b></p> <p>J Farrelly called on the meeting to confirm the appointment of the Public Officer.</p>	<p><b>Moved:</b> That Richard Thomas be appointed as CPS Public Officer.</p> <p><b>Moved:</b> J Farrelly <b>Seconded:</b> K Byers</p> <p><b>Carried</b></p>
<p><b>8</b></p>	<p><b>Appointment of the Auditor</b></p> <p>J Farrelly called on the meeting to confirm the appointment of the Auditor.</p>	<p><b>Moved:</b> That Grainger Accounting be re-appointed as CPS auditor.</p> <p><b>Moved:</b> J Farrelly <b>Seconded:</b> J McDonald</p> <p><b>Carried</b></p>

<p><b>9</b></p>	<p><b>Other Business</b></p> <p>J Farrelly called for any other business. No other business was raised.</p> <p>J Farrelly announced that there are a number of outgoing Board members since the last AGM.</p> <p>Michael Flynn leaves the Board following this AGM. He has made major contributions to CPS Board in the development of the CPS risk management framework, including cyber security; consideration of the constitution; and negotiations with artsACT on the Deed of Agreement and the Licence.</p> <p>Wil Trewartha leaves the Board and his role as Treasurer following this AGM. He has been an excellent Treasurer for the CPS for over two years and leaves to focus on family and study. J Farrelly noted that CPS and the Board have much to thank Wil for: including his commitment to the role of Treasurer, his no nonsense advice and the ability to create productive relationships. She noted Wil's contribution towards the strength of CPS' current financial position.</p> <p>James Collier resigned from the Board in November 2022. J Farrelly acknowledged James' generous contribution to CPS over several years and in many different capacities.</p> <p>On behalf of the Board, J Farrelly thanked all three outgoing Board members for their contributions to CPS.</p>	
	<p><b>Meeting ended at 6:38 pm</b></p> <p>The meeting was followed by a presentation from Life Member Cathy Franzi on her residency in Berlin.</p>	