

## Minutes Canberra Potters Society AGM of 9 May 2024

**Present:** C Franzi, C Harford, S Adams, R Baz, P Bear, R Campbell, R Cant, S Cant, T Carlton, I Chen, N Cook, M Cotton, P Erfurt, E Gurney, S Hewat, M Henderson, A Jamieson, J Keogh, M McCloskey, L McKenzie, J Morton, M Olivier, S Peachey, M Potgieter, J Rendle-Short, S Roper, V Taylor, M Watson.

**Board Members:** J Farrelly, J DeBoos, K Byers, N James, J Reading

**CEO/Returning Officer:** Richard Thomas

**Apologies:** N Truong, C Pearson, A Jeffery, M Miller

|   |  |  |
|---|--|--|
| 1 | <p><b>Attendance and Establishment of Quorum.</b></p> <p>The agenda was rearranged slightly to allow for the Artist talk to go ahead before the start of the meeting.</p> <p>Following Sue Peachey's artist talk, and having reached a quorum, the meeting commenced at 6:39 pm.</p>                                   |  |
| 2 | <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 members present.</p>   |  |
| 3 | <p><b>Minutes of 2023 AGM</b></p> <p>J Farrelly noted that the minutes of the last AGM, held on 12 May 2023, had been available on the Canberra Potters Society website and no corrections had been advised.</p> <p>No further questions or comments were received regarding the minutes of the AGM of 4 May 2023.</p> | <p><b>Moved:</b> That the Minutes of the AGM of 4 May 2023 be confirmed.</p> <p><b>Moved:</b> J Farrelly<br/> <b>Seconded:</b> S Hewat</p> <p><b>Carried</b></p> |
| 4 | <p><b>CPS Outlook and Year in Review</b><br/> <b>Report on principle activities</b></p> <p>J Farrelly referred to the Annual report papers distributed prior to the meeting and noted some highlights, including:</p>  |  |

|   |  |  |
|---|--|--|
|   | <ul style="list-style-type: none"> <li>• Extensive work to settle the new Deed and Licence. Firstly clarifying details on the use of our site (the Watson Arts Centre facility) which were initially too vague to provide certainty; secondly the requirement to change the CPS Constitution to become a Company Limited by Guarantee which would have involved significant changes to our member-centric Constitution.</li> <li>• J Farrelly reported that artsACT is now satisfied that we should retain our current Constitution and we now have clarity on the requirements for operating from these premises, which means the Licence and Deed are largely settled. J Farrelly acknowledged the work and cooperation from staff at artsACT in the process;</li> <li>• Planning for the 50th anniversary of the CPS is in train with a working group to work closely with staff and the Board to ensure member input and engagement;</li> <li>• We have completed an equipment upgrade with new wheels and associated equipment which is Phase 1, with further equipment under consideration as the new kiln shed develops;</li> <li>• The 5% increase in fees was deferred for as long as possible and fees had not been increased for two years. J Farrelly reported that the Board considered cost of living pressures carefully, as well as the need to make decisions in line with our Business Plan; and</li> <li>• J Farrelly noted four strategic priorities in the Board's forward planning; redeveloping the website; completing the kiln shed by September 2024; options to increase the capacity of the Board/CEO to meet artsACT's governance requirements; and implementing the 50th Anniversary program in 2025.</li> </ul> <p>There were no questions from those at the meeting, and J Farrelly offered to provide an update on new kiln shed progress. R Thomas reported that an architect has been selected and that the work will comprise a new brick kiln shed to be constructed during Term 3 and renovation of the existing kiln shed. This will result in a more user-friendly and robust structure, with the old shed to be used as glaze room etc. Measures are in place to make a smooth transition.</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<br/><b>Seconded:</b> C Franzl</p> <p><b>Carried</b></p>                                     |
| 5 | <p><b>Receive and consider Statements of Accounts.</b></p> <p>Treasurer J Reading outlined key aspects of the Treasurer's report and financial statements.</p> <p>There was a query regarding expenditure on security and R Thomas reported that this was a one-off expense in relation to an upgrade of the security system.</p> <p>There was a further query in relation to the Disability Grant funding and what this is used for. R Thomas reported that CPS was successful in obtaining \$10,000 for the upgrade of facilities and equipment, including adjustable tables, perch stools and table-top wheels.</p> <p>There were no further questions.</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> J Farrelly<br/><b>Seconded:</b> M Potgieter</p> <p><b>Carried</b></p> |

|   |  |   |
|---|--|---|
| 6 | <p><b>Declaration of Board membership</b></p> <p>J Farrelly declared the positions of President and Deputy President to be vacant.</p> <p>Veronica Taylor stood for election as President and Janet DeBoos stood for re-election for Deputy President.</p> <p>The nominations were received in writing and satisfied clause 4.5 (3) of the CPS Constitution.</p> <p>As no further nominations were received, the two candidates were declared elected unopposed.</p>   | <p><b>Moved:</b> That the meeting note the appointment of V Taylor to the position of President and the re-appointment of J DeBoos to the position of Deputy President.</p> <p><b>Moved:</b> J Farrelly<br/><b>Seconded:</b> A Jamieson</p> <p><b>Carried</b></p> |
| 7 | <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<br/><b>Seconded:</b> M Henderson</p> <p><b>Carried</b></p>   |
| 8 | <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<br/><b>Seconded:</b> A Jamieson</p> <p><b>Carried</b></p>   |
| 9 | <p><b>Other Business</b></p> <p>J Farrelly noted that she had come into the Presidency wanting to represent members. This was done by:</p> <ul style="list-style-type: none"> <li>• Improving Board processes;</li> <li>• Preparing for the Deed and licence renewal; and</li> <li>• Securing our finances.</li> </ul> <p>She noted CPS had seen replacement of wheels, some kilns and associated equipment because we have had secure finances and a clear plan.</p> <p>J Farrelly thanked current and past Board members, R Thomas and his team, as well as teaching staff at CPS, who work tirelessly to produce top class programs and facilities for members and those who come to CPS.</p> <p>R Thomas thanked J Farrelly and K Byers for their contributions to CPS and N James presented them with a floral tribute.</p> <p>A vote of thanks for Ms Farrelly was moved from the floor.</p> | <p><b>Moved:</b> A vote of thanks to Ms Farrelly.</p> <p><b>Moved:</b> V Taylor<br/><b>Seconded:</b> J DeBoos</p> <p><b>Carried</b></p>   |
|   | <p><b>Meeting ended at 6:58 pm</b></p>   |   |