

NOTICE: ANNUAL GENERAL MEETING

Urban Camp Melbourne Co-operative Ltd

Wednesday 23rd November 2011

6.30pm

at
Urban Camp

RSVP by the 18th November: 03 9328 2818

Note: Three board positions are vacant. Nomination form enclosed.

Enclosed concise copy of the audited financial statements for 2010/2011

URBAN CAMP MELBOURNE CO-OPERATIVE LTD

ANNUAL GENERAL MEETING

Annual General Report
Prepared for the
Annual General Meeting

Wednesday 23rd November 2011

6.30pm

A G E N D A

1. Welcome
2. Apologies
3. Minutes of last A.G.M. – 25th November 2010
4. Board of Director's Annual Report
5. Audited Financial Report as @ 30.6.2011
6. Appoint Auditors – Sean Denham & Associates
7. Election of Directors & Presentation
8. Other Business

Urban Camp Melbourne Co-operative Ltd

Annual General Meeting

MINUTES

25th November 2010

Commenced meeting at 6.50pm at Haskins Restaurant, Nth Fitzroy

Welcomed and chaired by Glenda Wilson.

Glenda acknowledged the attendance of visitors, UC staff and board members.

1.0 Present:

Jenny Gold, Nan Old, Maggie Power, Anu Rajendren, Glenda Wilson, Bruce Wilson, Paul Weight, Sara Raffle, Peter Raffle, Geraldine Davis & Patrick O'Sullivan

2.0 Apologies: Tess Reddy, Shirley Nunan, Jenny Crouch & Karen Ciccossillo

3.0 Acceptance of Previous Minutes 27/10/2010:

Moved: Anu Ravindran

Second: Nan Old

4.0 Chairperson's Report: (see full copy)

Presented by Glenda Wilson

Glenda was very appreciative of the time and effort that board members dedicate towards making the Camp a better organisation. We are most fortunate to have an excellent working collaboration between board and Patrick our Executive Officer.

The day to day onsite operation continues to be a warm and inviting place to stay and that is due to our long serving and dedicated staff to whom I am most thankful and we look forward to a fulfilling 2011.

Acceptance of Chairperson's Report:

Moved: Anu Ravindran

Second: Paul Weight

5.0 Audited Financial Report @ 30/06/2008: (see full copy)

Presented by Patrick O'Sullivan

The trading outcome for the financial year resulted in a deficit of \$60,593.

This can be attributed to an abnormally high number of cancelled camps from schools:

2 Bush Fire affected schools from the Marysville and surrounding areas and 9 schools with permanent bookings where it was established that long serving teachers had retired and new incoming teaching staff either had no prior knowledge of existing arrangements or simply chose a different direction. Subsequently we were unable to fill those bookings at late notice and many schools missed out. The office has tightened up booking policy and makes no apology for making schools more accountable when making a booking.

The 2009 deficit \$18,744 was attributed to unexpected and essential expenditure including work to the male ablution block.

Urban Camp has been able to consolidate the financial footing with substantial sums provisioned for both facility maintenance and accumulated Long Service Leave for staff.

Acceptance of Financial Report:

Moved: Anu Ravindran

Second: Paul Weight

6.0 Appoint Auditors, JL Collyer & Partners for 2010

Moved: Paul Weight

Second: Maggie power

Anu had outlined effective governance policy of rotating contracted auditors as matter of managing a fair and independent audit of UC financial records.

We were unable to secure another auditor at the time of this AGM and our present auditor is assisting to find a replacement. Unfortunately our organisation is small scale and more difficult to attract potential auditors.

This will be reviewed for a suitable replacement for 2011

7.0 Election of Directors:

Glenda Wilson, Maggie Power, Tess Reddy & Patrick O'Sullivan's board positions were declared vacant. Nannette Old announced that she was retiring from the board thus another board position became available. Paul Weight filled a vacant position earlier in the year and was eligible to nominate for this vacancy.

Nominations received for 6 vacant positions were accepted from Glenda Wilson, Maggie Power, Tess Reddy, Patrick O'Sullivan, Paul Weight and Sara Raffle

NB: The Co-operative rules allow a maximum 8 board members who serve on a rotational two-year cycle. Glenda welcomed Sara to the board and outlined her background. Sara expressed her delight at being given the opportunity to participate on the board for such a worthy organisation.

Glenda thanked Nan for her dedication and valued input over the last 8 years considering she has struggled with health issues.

A strong and involved community worker she was able to represent the non school membership on relevant matters and we wish her well in the future.

Nan expressed her enjoyment at serving on the board and saw this as an ideal opportunity to introduce some new 'blood' on the board.

Moved: Jenny Gold
Second: Anu Ravindran

- **Election of Chairperson**

Anu Ravindran was nominated by Glenda Wilson and second by Nan Old

All present were in favour.

Duly elected.

Glenda thanked the board for their diligent and dedicated work in furthering the great work the Urban Camp does for all the groups who travel far and wide to visit Melbourne.

8.0 Other Business:

Meeting Closed: 7.20pm

4. ANNUAL REPORT FROM THE DIRECTORS 2011

The 2011 year has been a positive and busy year for the Urban Camp. A number of initiatives have been introduced and milestones reached to the credit of the Urban Camp team. Our membership continues to grow and diversify as we continue to cater and accommodate for 8,000 enthusiastic campers annually.

The Camp has continued to push forward with its sustainability and support of Green initiatives. This has included the installation of the educational interpretive display board in the Camp's foyer and upper level north wing. Training days for staff regarding Green Cleaning Chemicals have also taken place and the launch for total site Green Cleaning chemicals took place in February 2011. The Hot Water & Electricity Solar Project also received a nomination for the 2010 Clean Energy Awards.

Other important initiatives that the Camp has undertaken in the 2011 year include:

- Launched new Camp Information Booklet which has been made available both on our website and in hardcopy
- Launch of activity work sheets via the Camp website to complement school visits to Melbourne and the Urban Camp
- Worm Farm installation for kids to enjoy the exciting experience
- Hosted the Australian Camps Association conference over 4 days in September 2011

The camp also continues to ensure everything is operating smoothly in the background. A new facility lease was recently signed with the City of Melbourne which will guarantee continued use of our wonderful premises. The Australian Camps Association also recently awarded its re-accreditation to the Camp and changes in cleaning management were made in September 2011 which continues to operate smoothly throughout the 2011 year.

Our wonderful staffs continue to serve the organisation and its members amazingly well and this year we have celebrated yet another year of amazing staff milestones. Patrick O'Sullivan our Executive Officer celebrated 15 years of service, Marg Cale our catering staff member has reached a wonderful 10 years. George Loh our catering manager has also been with the camp for 5 years and Dudley Carelse our previous cleaning and maintenance staff reached 9 years before he retired in August 2011. Geraldine Davis (Programs/Events Coordinator) also has been with the camp for 12 years and has recently left in October 2011. We wish to really thank all the above staff for all their efforts and strong commitment to the Camp over the years. Their contribution has been invaluable. We also wish to thank all our other wonderful staff who have supported us over the year and continue to support us.

Catering

George Loh – Catering Manager
Jenny Crouch – Catering Assistant
Carole Pisani – Catering Assistant
Bev Gittings – Catering Assistant
Marg Cale – Catering Assistant
Frances Yeung – Catering Assistant

Cleaning /Maintenance

Retired 31/8/2011 after 9 years service
Dudley Carelse – Cleaning & Maintenance Manager
Patt – Cleaning

New cleaning/maintenance contractors BKM Cleaning Services 1/9/2011

Brian Kang, Mark & Ray

Office

Karen Ciccossillo – Admin/Accounts
Geraldine Davis – Programs/Events Co-ordinator
Cara Besch – Programs/Events Co-ordinator
Sophie McConnell – Camp Leader
Greg Eddy – Camp Leader
Pat Nichol – Camp Leader
Paddy O'Sullivan – Executive Officer

Our Board members have also been a very strong support for the Camp over the years and this year we had a number of long serving Board members retire. Jenny Gold was a Board member since 2005 and travelled from Geelong. She has contributed and been a strong support for the Camp. Nan Old Board member since 2007 has also been a valuable contribution to the Board and retired November 2010. Paul Weight also travelled from Anglesea and Board member since 2010 has also been a strong support and contribution since 2010. We wish to thank all these previous Board members for the time and contribution over the years.

We would also like to thank the Board members over the year for their faith and dedication to the Camp and its principles.

Current Board for 2011

Chairperson

- Anu Ravindran (Risk & Controls Solutions – Ambulance Victoria, resides in Melbourne)
Board member since April 2009
- Glenda Wilson, enthusiastic Community Worker who resides in Melbourne.
Board member since 1999
- Maggie Powers (Graphic Designer, resides in Melbourne)
Board member since 2006
- Tess Reddy (Associate Public Relations Manager Australia & New Zealand with THQ Asia Pacific Ltd, resides in Melbourne)
Board member since 2008
- Sara Raffle (Podiatrist/Health Promotion resides in Melbourne)
Board member since 2010
- Patrick O'Sullivan (Current Camp Executive Officer) – Rural Secondary Education, State Government and resides in Melbourne.
Board member since 1996

Resigned May 2011

- Jenny Gold (Student Wellbeing Co-ordinator Geelong High School) resides in Geelong
Board member since 2005

Resigned October 2011

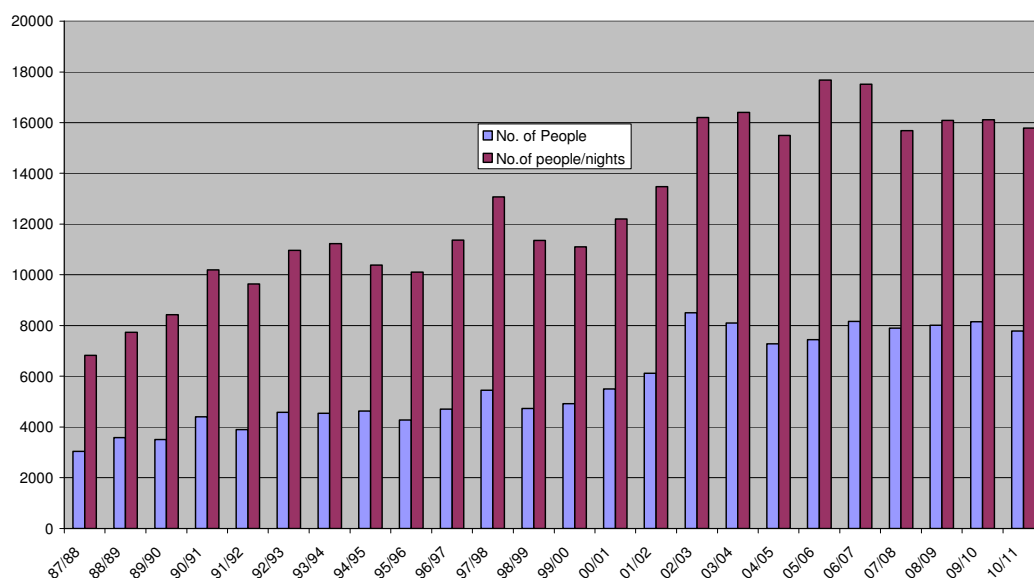
- Paul Weight (Graphic Design, Youth Counselling & Health Promotion resides in Anglesea)
Board member since 2010

Ex-officio Member

- Neil Bell (Lawyer) specializing in Native Title. Neil a former member of the Legislative Assembly is based in Melbourne & NT.
Board member since 2000

Occupancy Graph – 1987 – 2011

URBAN CAMP OCCUPANCY STATISTICS



Current membership breakdown

User Groups	Number	Used in 10/11	People nights	People attending	Income
Primary	541 – 65%	120 – 56%	11,446 – 74%	5,526 – 71%	\$551,895 – 75%
Secondary	71	6	621	177	
Disability	66 – 8%	52 – 24%	1,332 – 8%	725 – 9%	\$ 51,800 – 7%
Community, Youth & Sport	162	39	2,389	1,349	
Total	840	217	15,788	7,777	\$740,086

The Board have again budgeted for a modest operating surplus for 2011/12 as well as responsibly adding to our Long-term Asset Replacement fund where additions to the internal comforts for all camp users continues on a yearly basis.

Thankyou to all the staff and Board for your continued support of our great organisation. To our membership thank you again for your friendship, support and valued feedback as we look forward to a wonderful Melbourne experience for you all in 2012.

Anu Ravindran, Chairperson
on behalf of the Board of Directors.

5. Audited Financial Report

Sean Denham & Associates Auditors has declared the trading outcome for the financial year resulting in a deficit \$8,800

Moved:
Second:

6. Appoint Sean Denham & Associates Auditors for 2011/2012

Moved:

Second:

7. Election of Board of Directors (Maximum of 8) & Presentation

All board positions are elected on a two-year cycle.

- Three positions are declared vacant

Anu Ravindran, Jenny Gold (resigned May 2011) & Paul Weight (resigned October 2011) board positions will be declared vacant and are eligible for re-election.

Glenda Wilson, Maggie Power, Tess Reddy, Sara Raffle & Paddy Osullivan are currently mid term.

Nomination Form

Position: Director Board of Management

Nominee: _____

Signature:

Nominator: _____

Signature:

Date:

Second: _____

Signature:

Date:

8. Other Business

- Presentation for honourable service as a Board Director
Jenny Gold
Paul Weight