

NOTICE: ANNUAL GENERAL MEETING

Urban Camp Melbourne Co-operative Ltd

Wednesday 25<sup>th</sup> November 2009

6.30pm

at

Haskins Restaurant  
North Fitzroy Arms Hotel  
296 Rae St North Fitzroy 3068

RSVP by the 20<sup>th</sup> November: 03 9328 2818

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

Enclosed copy of the audited financial statements for 2008/2009

URBAN CAMP MELBOURNE  
CO-OPERATIVE LTD

ANNUAL GENERAL MEETING

Annual General Report  
Prepared for the  
Annual General Meeting

Wednesday 25<sup>th</sup> November 2009

6.30pm  
at  
Haskins Restaurant

A G E N D A

1. Welcome
2. Apologies
3. Minutes of last A.G.M. - 26<sup>th</sup> November 2008
4. Board of Director's Annual Report
5. Audited Financial Report as @ 30.6.2009
6. Appoint Auditors, JL Collyer & Partners
7. Election of Directors
8. Other Business

**Urban Camp Melbourne Co-operative Ltd**

**Annual General Meeting**

**3. MINUTES**

**26<sup>th</sup> November 2008**

Commenced meeting at 7.00pm at Urban Camp

Welcomed and chaired by Glenda Wilson.

Glenda acknowledged the attendance of staff Geraldine Davis and Emlyn Jenkins and outlined the valuable input from all staff on behalf of the director's of the board.

**1.0 Present:**

Jenny Gold, Nan Old, Maggie Power, Barry Wright, Glenda Wilson, Geraldine Davis, Emlyn Jenkins & Patrick O'Sullivan

**2.0 Apologies:**

Rob Syer, Tess Reddy, Kathleen McDonnell E.R.L.S., Paul Habel South West Junior Football NSW, Marg Mellington Beulah Primary School & Karen Ciccossillo

**3.0 Acceptance of Previous Minutes 28/11/2007:**

**Moved: Jenny Gold  
Second: Nan Old**

**4.0 Chairperson's Report: (see full copy)  
Presented by Glenda Wilson**

It was reiterated by the chairperson that the Camp continues to do very well enhancing our reputation with excellent service which is the result of a very dedicated and enthusiastic staff.  
Thanks also to Patrick our Chief Executive who leads our long serving staff very well.

**Acceptance of Chairperson's Report:**

**Moved: Maggie Power  
Second: Jenny Gold**

**5.0 Audited Financial Report @ 30/06/2008: (see full copy)  
Presented by Patrick O'Sullivan**

The trading outcome for the financial year was a very pleasing net surplus \$29,350. The Board apportioned \$15,000 to the Long Term Asset/Maintenance Fund, (special allocation of \$10,000 to 25<sup>th</sup> Anniversary Arts Project) thus declaring surplus funds of \$14,350.

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.

Cleaning materials expense amount was queried but this covers all chemicals and cleaning materials for the kitchen, toilets & showers and accommodation areas.

**Acceptance of Financial Report:**

**Moved: Nan Old  
Second: Emlyn Jenkins**

**6.0 Appoint Auditors, JL Collyer & Partners for 2009**

**Moved: Geraldine Davis  
Second: Emlyn Jenkins**

**7.0 Election of Directors:**

Glenda Wilson, Maggie Power & Patrick O'Sullivan board positions were declared vacant.

Nominations received for 4 vacant positions were accepted from Glenda Wilson, Maggie Power, Tess Reddy & Patrick O'Sullivan.

They were duly elected.

Special mention was made of Tess Reddy's election as she is a recent RMIT graduate and currently working in PR for Royce. Her company has encouraged her to seek this type of experience and we look forward to her contribution.

Glenda stated the need to find a board member with financial expertise.

Note: Glenda Wilson & Patrick O'Sullivan volunteered to alter their board position cycle so that we now have a 4 x 4 format.

NB: The Co-operative rules allow a maximum 8 board members who serve on a rotational two-year cycle.

- **Election of Chairperson**

Glenda Wilson was nominated by Jenny Gold and second by Maggie Power

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 from far and wide to visit Melbourne.

## **8.0 Other Business:**

**Meeting Closed: 7.25pm**

#### 4. ANNUAL REPORT FROM THE DIRECTORS 2009

It is very exciting to be writing this report in the 25th year of the Urban Camp. It has been a great achievement on the part of many people. The Camp has grown from an idea to its present structure and we are all very proud of what has been achieved by all who have contributed.

Our wonderful long serving staff have been an important and integral part of this success story with Jenny 19 years, Karen 14 years, Patrick 13 years, Carol 10 years and Geraldine 10 years.

The Camp has benefited from such an enthusiastic and loyal staff that has grown with the Camp and continues to create magic. They are ably supported by a number of other great staff members:

##### **Catering**

George Loh - Catering Manager  
Bev Gittings- Catering Assistant  
Marg Cale- Catering Assistant  
Melinda Loh - Catering Assistant  
Frances Yeung - Catering Assistant  
Evelyn Fernandes - Catering Assistant

##### **Cleaning /Maintenance**

Dudley Carelse - Cleaning & Maintenance Manager  
Mary - cleaning

##### **Office**

Emlyn Jenkins - Programs/Events Co-ordinator  
Cara Besch - Programs/Events Co-ordinator  
Michelle Eddy - Programs/Events Co-ordinator  
Sophie McConnell - Camp Worker  
Nicole Michael - Camp Worker



Some of the staff:

Back row: Bev, George, Melinda, Marg, & Gerry.

Middle row: Paddy, Carole, Jenny, Frances & Emlyn

Front: Karen

It would be remiss of me not to thank the Board members over the years for their faith and dedication to the Camp and its principles.

**Current Board for 2009**

- Glenda Wilson, enthusiastic Community Worker who resides in Melbourne.  
Board member since 1999
- Barry Wright (Rural State Education - Benalla) resides in Benalla  
Board member since 2001
- Jenny Gold (Student Wellbeing Co-ordinator Geelong High School) resides in Geelong  
Board member since 2005
- Maggie Powers (Graphic Designer, resides in Melbourne)  
Board member since 2006
- Patrick O'Sullivan (Current Camp Executive Officer) - Rural Secondary Education, State Government and resides in Melbourne.  
Board member since 1996
- Nan Old (Indigenous Community, resides in Melbourne)  
Board member since 2007
- Tess Reddy (Strategist, Communication, Media & Publicity - Royce, resides in Melbourne)  
Board member since 2008
- Anu Rajendren (Consultant - Risk & Controls Solutions - PricewaterhouseCoopers, resides in Melbourne)  
Board member since April 2009
- Rob Syer OAM (Student Community Development Officer Benalla Primary Schools Cluster) resides in Benalla  
Board member since 2005 - Retired March 2009

**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



Current board left to right: Nan Old, Jenny Gold, Paddy O'Sullivan, Tess Reddy, Barry Wright, Glenda Wilson and Maggie Power.

I would especially like to thank past board member and long serving Chairperson Kerry O'Neill. Her initiative and enthusiastic drive together with a lot of hard work really made the present structure of the Camp come into the realms of possibility.



Greg Maloney photographed above with Kerry, spent over 10 years on the board and was the driving force behind fostering the moral and social fabric that identifies the Urban Camp as a great community enterprise.

Tom Reynolds (former Minister for Racing, Sport and Recreation) below left and his chief staff member Sally Hutchison below right were significant movers, shakers and supporters for the re-development of the Urban Camp facility.



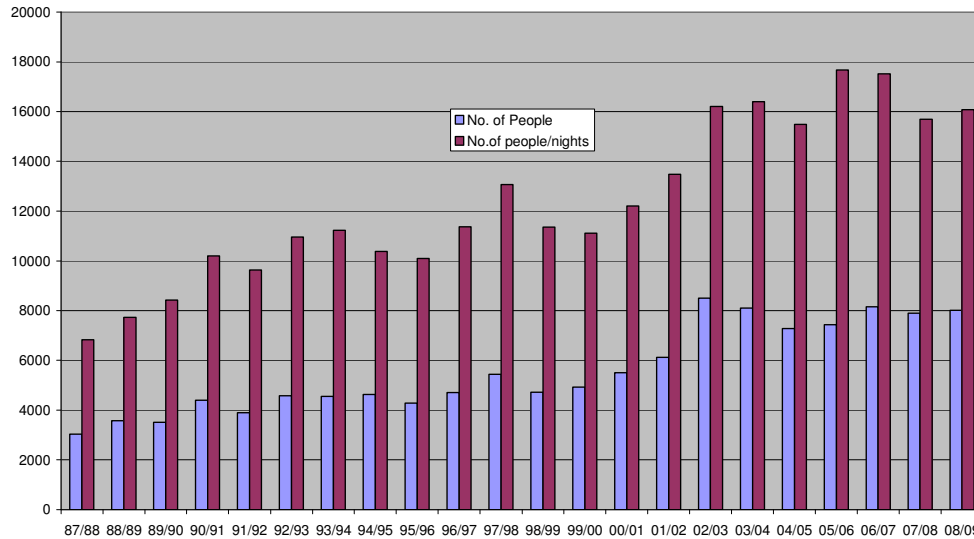
Tom spoke of the importance Urban Camp played in the lives of many young Victorians earlier this year in March when we celebrated our 25 years with a dinner for friends of the Camp. Recently in October we had an afternoon tea at Camp for all our venue tour operators and business partners who assist in providing the diverse educational and recreational stimulus that makes Melbourne exciting for our primary schools.

We are also very excited to have launched our new website and this should enable everyone easy access to who and where we are and what we are doing.

This year we were recipients of a Sustainability Grant (\$100,000) involving the installation of a solar project and this should begin a strong drive for the Camp to become a sustainable building.

**Occupancy Graph - 1987 - 2009**

**URBAN CAMP OCCUPANCY STATISTICS**



**Current membership breakdown**

**User group - categories No.**

Primary Schools	525
Secondary Schools	68
Disability	51
Community & Youth	206
Sporting	88
<b>Total Membership</b>	<b>938</b>

The Board have again budgeted for a modest operating surplus for 08/09 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 super organisation. To our membership thank you again for your friendship, support and valued feedback as we look forward to a great 2010.

Glenda Wilson Chairperson  
on behalf of the Board of Directors.

**5. Audited Financial Report**

J L Collyer & Partners Accountants & Auditors has declared the trading outcome for the financial year resulting in a net deficit of \$18,774 (2008 Surplus \$29,350)

**Moved:**  
**Second:**

**6. Appoint Co-operative Auditors, JL Collyer & Partners**

**Moved:**

**Second:**

**7. Election of Board of Directors (Maximum of 8)**

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

- 4 positions are declared vacant

Barry Wright, Rob Syer (resigned ill health), Nan Old & Jenny Gold board positions will be declared vacant and are eligible for re-election.

Anu Rajendren was elected to the vacant position and is eligible for nomination and election.

Glenda Wilson, Maggie Power, Tess Reddy & Patrick O'Sullivan are currently mid term.

**Nomination Form**

Position: Director Board of Management

Nominee: \_\_\_\_\_

Signature:

Nominator: \_\_\_\_\_

Signature:

Date:

Second: \_\_\_\_\_

Signature:

Date:

**8. Other Business**