

ATEM Financial Management Advisory Committee (FMAC)

MINUTES

Minutes of a meeting of FMAC held on Wednesday 12 December 2007 at 12.30 pm 2007 in the Crowne Plaza Hotel, 150 Day St, Darling Harbour, Sydney

PRESENT

Lucy Schulz	Chair
Neil Voyce	Treasurer
BP Angela Boyes	
Tom Gregg	President
Peter Scardoni	ATEM Secretariat
Giles Pickford	ATEM Secretariat

1. Apologies

Apologies were received from Jeff Long and Tony Wynack. There was some discussion on the role of Regional Treasurer's in assisting the ATEM Secretariat, and it was agreed that one or two of the Treasurers from NSW/ACT, Central, Bass and SE Queensland/Northern Rivers should be added to the FMAC meetings when it is appropriate.

2. Minutes

The Minutes of the meeting held on 22 September 2007 were confirmed subject to a correction to the spelling of Angela Boyes's name.

3. Business Arising from the Minutes

3.1 Financial Arrangements Arising from 2010 Reforms

Peter Scardoni reported on progress with the financial arrangements listed in the Minutes of the October 2010 meeting held in Sydney. He also reported on his recent visits to the Victorian and Queensland branches and preliminary discussions with the Commonwealth Bank.

The Committee spent some time in discussing the transition arrangements. There was some concern that these were spread across the whole of 2008, but it was agreed that most of them should reach completion before June 2008. The need for a whole year was driven by the PD program more than by financial management issues.

The President urged the Committee to be very careful not to over spend, noting that the aim should be to replace money spent wherever possible with increases in income. Essentially this boils down to increasing membership through an excellent branding and marketing campaign, and through making shrewd investment decisions.

The Committee was also concerned that there is a need during the transition to monitor spending by Branches/Regions. Essentially, there should be no spending unless it is included in the 3-year rolling budget. Therefore there is an urgent need for the Regions to present their 3-year budget proposals to Council before the next meeting.

Peter Scardoni recommended that the Queensland Branch President, Treasurer and EO visit the Victorian Branch early in 2008 to study the on-line conference and course registration process and to discuss other transition arrangements with the Victorian Branch. This was agreed as Victoria and Queensland have the largest PD programs in the Association.

The Committee also agreed that there was an urgent need to get our financial delegations documented so that the new Regions can understand what is expected of them in the financial management of their

Regions. Peter Scardoni and Neil Voyce agreed that this should be done by the March meeting of Council.

On the question of the membership fee, it was agreed that it should be kept under review in 2008, but that it would not be appropriate to change the fee during the transition period.

The Secretariat was asked to promote a greater awareness of the various ways of paying the fee, including automatic fortnightly payroll deduction by the employing institution or periodic deductions by the member's Bank.

Finally it was agreed that Peter Scardoni should visit the New Zealand Branch to assist with the completion of the switch to the single accounting system.

3.2 ATEM Investments

The Committee noted the attached report on the ATEM Pooled Investment Funds, including the achievements of the ATEM Foundation, which was yielding 7.81% in income and had grown by 44.19%

It was resolved that Peter Scardoni should get a list of all regional investments and their maturity dates so that the transition could be monitored over time.

Also it was agreed to recommend to Council that the ATEM Pooled Investment Fund be administered by the ATEM Foundation, not FMAC, so that the Foundation could better balance the two types of investment. This would require the Foundation to revise its charter to cover hybrid securities as well as equities, and to have the power to return capital as well as earnings to ATEM when needed.

3.3 Three-Year Rolling Budget

The Committee agreed to recommend the 3-year rolling budget to Council. It also asked for a change in the format of the budget to accommodate the new PD Programs in the Regions.

It agreed that there was an urgent need to revise the Strategic Directions Statement so that it could inform the budgeting process and the branding and marketing program.

3.4 Council Contribution 2007

The Council Contributions for 2007 were noted

3.5 Payments Schedule

The attached Payments Schedule was recommended to Council for approval.

3.4 Single Accounting System

The Committee noted that the implementation of the single accounting system is now completed.

3.5 Tax

The Committee noted that Steve Allen of Moore Stephens had not yet provided advice on the Tax Deductible Gift Recipient Status for the ATEM Foundation, or provided written evidence that ATEM Inc. had been given status as a tax exempt body. It was agreed to seek the assistance of Richard Easter in getting this advice.

3.6 Audit

The Committee noted that it had already agreed that the Association Auditor should carry out a complete compliance audit to ensure that ATEM complied with all legislation and international accounting standards. It was further agreed that Maximised Results (which sold us the single accounting system) should do an audit of the accounts structure and GST codes, and develop a budget system in the accounts to satisfy our new structure.

6. Next Meeting

The Next meeting will be held on 12 March 2007 in Sydney.

GP 13/12/07