

Minutes PS Superannuants Executive Committee

Meeting held at 10.30am on 29 April 2024

In the Meeting Room 5, Mead Hall, Flinders Street Baptist Church, 65 Flinders Street Adelaide.

ATTENDANCE: President Dr Michael Evans, Chair Executive Peter Frick, Secretary Barry Gear AO, Ian Beckingham, Dr Keren Wicks, Jim Rhodes, Eileen Prichard, Don Campbell (Zoom), Dr Ray Hickman (Zoom), Peter Baker (Zoom).

APOLOGIES: Nil

1. The Chair gave an **“acknowledgement to country”**.
2. **The Minutes of the Committee Meeting of 25 March 2024** were CONFIRMED
Moved Gear, Seconded Evans.
3. **The Minutes of the General Meeting of 25 March 2024** were CONFIRMED
Moved Gear, Seconded Rhodes.
4. Chairman asked for **disclosure of interest** – there was none.
5. **Treasurer’s Report**. The Report Dated March 2024 had been circulated earlier and was ACCEPTED Moved Evans, Seconded Gear. The Committee was advised that Ray Hickman would not be added as an extra signatory at this time.
6. The President advised that Past President Peter Fleming had died last Saturday 27 April 2024. Members commented on his outstanding contribution to the Association. He was President 2009-2020.
7. **Super SA stakeholder Lists**. We became aware of the existence of two lists one of which has us on it and the other does not. The list which omits us is the one connected to the Board. AGREED that the letter drafted by Ray Hickman to be sent. Moved Hickman, Seconded Evans.
8. **The Association of Public Sector Superannuants (Incorporated) Constitution** was discussed at length. A meeting had been held with Consumer Affairs who had given written advice. Following that meeting Evans, Hickman, Frick and Gear met and produced the draft which had been circulated for discussion. The meeting made a number of suggested changes which the Secretary is to collate and make available for the May meeting of the committee. APPROVED that Michael purchase a Seal as required.
9. **Membership Officers Report**. Membership Officer gave a written report. He was congratulated for the work he was undertaking. Don will try to contact members who have not renewed. Members 1599 including partner members and there are now life members 1151 including life partners. Report ACCEPTED
10. **Guest Speaker Coordinator’s Report**. Ian Beckingham gave a verbal report. Craig Trewartha is now assisting him. He listed possibilities up to August 2024. Today is “The remarkable life of Muriel Matters” given by Frances Bedford, May 27

David Hunter “The history of Port Adelaide”, June 24 to be confirmed, July 29 to be confirmed, August 26 CFS.

11. **Communication Manager Report.** Peter Frick gave a written report. The deadline for the next Superannuant was May 21st although it may be delayed by discussion about the constitution. Peter is still discussing the best solution for the Association phone. The Committee Handbook needs to be completed or taken off the website. The report was NOTED.
12. **Victorian Sub-committee Report.** A written report was received. The report was NOTED.
13. **Qantas Club.** It was PROPOSED that we maintain the connection. Moved Don Campbell, Seconded Evans.
14. **Sample telephone survey.** Keren Wicks will follow up in September.
15. **Pursuing partnership with Commonwealth Superannuation Corporation for mutual benefits.** After discussion suggesting that the matter be further advanced it was AGREED that Don Campbell convene a sub-committee including Ray Hickman, Richard Clough, Gerry Schambri and Peter Baker to undertake further work. The Proposal for the APSS Advisory Committee was set out in Don’s report was AGREED.
16. **Possible Vice President** President raised the question of the status of the convenor of Victorian branch meetings, he feels that this person should be a Vice President or Assistant Secretary of the Association. Evans to liase with Don Campbell about this.
17. President suggested that we agree to hold a Special General Meeting immediately before the July or August general meeting, this gives us three months to finalise the revisions to the constitution. It also allows us to put notice of the SGM in the next newsletter and leave more than three weeks before the SGM is held.

CLOSURE. The meeting closed at 12.01pm.

NEXT MEETING. 27 May 2024 @ 10.30am

Attachments

Communication Manager’s Report

1. Emailing members
 - a. Members are e-mailed twice with general Meeting information.
 - b. Members are e-mailed at least once with advice on General Meeting videos.

- c. The number of members who have provided us with an email address has risen from 911 in January to 947 in March thanks to the persistence of the membership officer.
 - d. The General Meeting videos seem to be appreciated by members as the monthly viewings are often in excess of 100.
2. Committee Handbook
- a. The online committee handbook needs to be completed as soon as possible or it should be taken down from the web site.
3. Association Phone
- a. Peter Baker and I are investigating the matter of an association phone. The current thinking is that we have a service that enables Voice Mail to be left and then the voice mail audio file emailed to the appropriate officer. I am awaiting further advice from Peter baker.
4. Member's Portal
- a. The password to the members portal needs changing by email to include only financial members as soon as possible. I am in negotiation with Don as to the timing of this.
5. Superannuant

The deadline for the Superannuant is May 21st and we may need to reconsider its publication date if there is to be a special meeting to change the constitution

Membership Report April 2024

This month I have focussed on renewals of two cohorts – the Partner members who have not renewed and the individual annual members. My method has been by phoning members (those with a working phone) who have not responded to renewal reminders in the past two Superannuants. I follow up with a personalised email explaining a simple two-step electronic process (Online Form and Electronic Funds Transfer). This has been time consuming, but very rewarding. Most appreciate the reminder although some had decided to resign for a number of reasons and had just not told us.

This is a task I am willing to continue, however I notice there are many members for which we do not have current contact details.

We cannot afford to lose some 100 Annual members each year, so I am looking for ways to make contact with them.

I propose a two-pronged final reminder approach to the unrenewed number of 88 – to those with an email address to send an email (73) and to post out to those who do not

have an email address (15), a final reminder letter. This action needs to be achieved before the May newsletter despatch – in the next week or so.

Our total membership stands at 1595, including partner members – some life and some annuals. Our life members are 1151, including life partner members.

Agenda items offered to assist retaining or growing membership are as follows:

Qantas Club memberships – I have spoken with Alan Raftery who is willing to stand aside from the coordinator role and have approached Victoria committee member Syd Spiteri to seek his availability to take on that Coordinator role – and subject to your approval - he is willing to do this.

Liaise with CSC for mutual benefit. This would aim to increase Membership, both current employees and retirees.

I will prepare an article for the May Superannuant, choosing from excess information supplied for the February issue. Suggestions welcome.

Don Campbell Membership Officer

Proposal for maintaining Qantas Club Corporate Membership program for APSS Members

I propose that we maintain our Qantas Club Corporate Membership program. From investigations there are some 100 current members and I have received some enquiries from others interested in joining. It is a good add-on to our services with no additional cost. I have spoken with the existing coordinator, Alan Raftery and he is happy to pass on the job to another Member. Sydney Spiteri, a member of the Victorian Branch and also a former Qantas employee is willing to take on the role of Coordinator, subject to approval of this Executive. Syd has made preliminary enquiries with Qantas, confirming our Program number and Name – and obtaining the current pricing for potential new members (shown below).

I recommend we:

- Maintain the Qantas Club Corporate Membership program
- Accept Sydney Spiteri's offer to become the new Coordinator
- thank Alan Raftery for his work as coordinator in the past; and
- Update our website with the current details. This action should await obtaining full password access (email address shown on website page and membership details as requested from Alan).

Don Campbell

National Membership Officer

Report for the Executive Committee about a meeting with Consumer and Business Services, and proposed changes to constitution of APSS.

This report should be read in conjunction with the modified constitution circulated with the agenda for the committee meeting on Monday 29th of April 2024.

Michael Evans, Ray Hickman and Barry Grear met with Lacie, Assessments officer, Associations, Consumer and Business Services on the 9 April 2024.

The good news is that the management of the Association is not in any serious breach of the law. However, CBS did have some suggestions to clarify our Constitution.

The changes to Section 6, Executive Committee, try to address the problem that we have trouble filling the Committee positions. Removing the gender provisions of 6.1 reflects the fact that it has been impossible to meet these provisions. It does not mean that we should seek to aim for a mix of genders on the Committee. We also should seek to aim for a mixture of State and Commonwealth superannuants on the Committee, but this also has not been possible, hence the deletion of 6.4. The modified Constitution represents our thoughts so far on possible changes. It may be that aspirational statements on gender and State/Commonwealth balances are desirable, but strict requirements are simply unworkable. Section 6.2 has been changed to include the words “as far as possible”, this recognises that it may not be possible to fill every position. We deleted the Vice-President and Assistant Secretary positions as we felt it would be impossible to fill these, however I now believe we should leave these positions in the Constitution and leave them unfilled. I can foresee no problems with this.

Communications Manager is now a very important position in the Association and this has been added to the officers of the Association list.

Explanatory notes now make it clear that the Association can operate legally with positions vacant, and that one person can hold more than one office. The Association is legally required to have a Public Officer, this is filled by appointment by the executive committee.

Section 8, Funds, has been modified to take account that some of the positions specified as authorised to operate the Association’s accounts may not be filled, and authorises the Committee to appoint people to operate the account. This is to ensure we always have enough people authorised to operate our accounts, Changes also remove “negotiable instruments” from this section, and add electronic funds transfer to reflect that we invariably pay our bills by EFT.

Section 11.1, General Meetings, has been modified because the Committee, not members determine the time and date of meetings. Section 11.3 has been changed to allow three weeks notice before a special general meeting can be held (this is based on advice from Special Resolution in Section 3-Interpretation of the Associations

Incorporation Act, as circulated by Ray) , and to make the notification of such a meeting reach as many members as possible by using email and a notice in the Advertiser.

Changes to Section 12, Notice of Proposed Elections to the Committee, enables nominations from the floor of the AGM when no nomination has been received for a position.

Section 14, Chairperson, has been changed to enable the President to delegate his authority to another committee member, and clarifies what is to happen if the President, any person to whom the President has delegated authority and the Vice-President are all absent from a meeting.

Section 15, Voting, addresses the problem of widening the voting for motions at general meetings. 15.7 takes the position that if a 2/3 majority votes for a motion at a general meeting it is reasonable to assume that the wider membership would also approve that motion.

Section 16, Duties of Officers, ensures that keeping Association records uses the cloud.

The duties of the Communications Manager has been added

Treasurers Report

See next page

<u>S.A. SUPERANNUANTS</u>							
<u>TREASURER'S REPORT - March 2024</u>							
						<u>Y.T.D</u>	
Cashbook balance as at 29/02/2024						\$14,138.41	
<u>ADD:</u>	Receipts						
	Membership - Ann & Life		\$1,170.00			\$9,435.00	
	Raffle proceeds		\$0.00			\$0.00	
	Sundries		\$0.01			\$0.01	
	Bank interest		\$0.00			\$0.00	
	Investment Interest		\$0.00			\$0.00	
	Redeemed Investment		\$0.00			\$0.00	
	Petty cash		\$0.00			\$0.00	
		Total	\$1,170.01		Total	\$9,435.01	
<u>LESS:</u>	Payments						
	Hall Hire		\$522.39			\$687.39	
	Office Expenses		\$407.66			\$407.66	
	Fees		\$1,035.02			\$1,209.02	
	Newsletter Expenses		\$0.00			\$1,755.00	
	Reinvested Int or Div'd		\$0.00			\$0.00	
	New Investment		\$0.00			\$0.00	
	Executive Expenses		\$0.00			\$0.00	
	Website		\$0.00			\$183.89	
	Tax		\$0.00			\$0.00	
	Sundries		\$352.95			\$902.85	
	Insurance		\$0.00			\$0.00	
		Total	\$2,318.02		Total	\$5,145.81	
Cashbook balance as at 31/03/2024						\$12,990.40	
Cashbook balance year to date						\$4,289.20	
<u>BANK RECONCILIATION</u>							
Balance as per Bank Statement						\$13,435.45	
Less: Unpaid expenses	D Campbell stamps		\$120.00				
	D Campbell, ink		\$325.05				
				Total		\$445.05	
Balance as per Cashbook						\$12,990.40	
				Out of Balance		\$0.00	
<u>INVESTMENT ACCOUNTS</u>							
		Opened	Principal	Rate	Matures	Interest	Maturity Action
Investment 1							
BankSA Term Deposit		9/10/2023	\$21,367.17	4.85%	9/10/2024		Maturity
Investment 2							
	<i>8/03/2024 Dividend of \$835.89 converted to 94 new shares by the Dividend Reinvestment Plan. Total shares now 5160</i>						
Argo Shares (5160)		26/08/2008	\$19,522.50	Value at	29/03/2024	\$45,304.80	
Investment 3							
BankSA Term Dep		29/02/2024	\$30,030.56	4.98%	31/10/2024		Maturity
Investment 4							
CBA Term Deposit		12/10/2023	\$21,763.28	3.95%	12/07/2024		Maturity
TOTAL INVESTED:	Excluding shares		\$72,344.07	Including shares		\$117,648.87	
ADD	CASHBOOK BALANCE		\$12,990.40				
	CASH ON HAND		<u>\$0.00</u>				
TOTAL FUNDS AVAILABLE	Excluding shares		<u>\$85,334.47</u>	Including shares		<u>\$130,639.27</u>	