



NEWSLETTER

THE JOURNAL OF THE CITROËN CAR CLUB OF VICTORIA Inc.

Internet: www.citcarclubvic.org.au

October 2017

AGM

DOCUMENTS

ADGENDA

FINANCIAL STATEMENTS

PROXY FORM

AGENDA – CCCV AGM 2017

To be held at 8/41 Norcal Road, Nunawading
on Thursday 19th October 2017 at 8:00 pm.

Welcome Please sign the Attendance Register.

Apologies

Confirmation of Minutes of 2016 AGM

As per October 2016 "Newsletter"

Chairman's Report

Treasurer's Overview

Financial Statements including Profit & Loss for the year ended 30 June 2017; Balance Sheet as at 30 June 2017 & Certification of Annual Accounts signed by Treasurer/Secretary & President.

Review of Annual Membership Fees

Membership fees are to remain unchanged as follows:

- **Metropolitan** (hard copy Newsletter) \$ 70
 - **Country** (hard copy Newsletter) \$ 55
 - **Internet** (soft copy Newsletter) discount:-
\$50 Metropolitan /\$35 Country
 - **Subsequent Family member** \$ 15 (limited to one member residing at same address)
- Each of the above allows the registration of one vehicle CPS vehicle and is entitled to one vote.
- **Subsequent CPS vehicle** (no other rights) \$ 15

Election of Committee Members

The Constitution requires a secret ballot in cases where there is more than one nominee for an available position. It is proposed that unless any member, being eligible to vote, requires a secret ballot, that the election for that position be conducted by a show of hands.

YOUR COMMITTEE

The role of your Committee is, in one sentence, to manage the business of the Club. The Committee consists of a President, Vice-President, Secretary, Treasurer and ordinary members.

Each committee member is involved with organising and managing club activities and events; taking part in discussion of club policies and management; providing articles for inclusion in "The Newsletter" and showing initiative in promoting the Club. Looking to the specified positions as mandated by the Associations Act:

The **President** leads the direction of the Club and is so doing also:

- Takes primary responsibility for the Club's administration;
- Represents the Club community or other forums;
- Sets the Committee agenda and chairs all meetings;
- Welcomes new members to the Club;
- Presents Awards for Concours and other club competitions;
- Ensures the Club complies with the Associations Reform Act 2012 and the Club's Constitution;
- Determines the distribution of tasks and their priority between committee members.

The **Vice-President** assists the President in all manner of things as detailed above and stands-in for meetings and events, as required.

The **Secretary** performs any secretarial duty or function required under the Act together with and including:

- Maintaining the register of members;
- Keeping custody of the common seal and except for the financial records, all books, documents and securities;
- Providing members with access to the register of members, the minutes of general meetings, and other books and documents;
- Receiving and distributing incoming mail;
- Recording outgoing correspondence;
- Maintaining minutes of meetings;
- Preparation and lodgement of Dept of Justice Annual Return.

The **Treasurer** controls all manner of financial transactions including:

- Receive all moneys paid to or received by the Club, issue receipts and ensure prompt banking;
- Make payments authorised by the Committee;
- Ensure cheques /payments are signed / authorised by at least 2 committee members;
- Keep proper records and supporting documentation;
- Maintain simple accounting system to record all transactions and report to Committee on all aspects of payments, receipts, revenues and costs;
- Maintain proper control on access to club funds;
- Coordinate the preparation of the Club's financial statements of the Club and their certification by the Committee prior to their submission to the annual general meeting.

The **ordinary committee members** have varying roles within the Committee which may or may not require regular attendance at Committee meetings. Such roles include:

Events Officer who liaises with members on proposed events, co-ordinates collection of details and draws-up notices for inclusion in The Newsletter and website;

Newsletter Editor whose role is to ensure the prompt and timely production of physical and soft copy of "The Newsletter" as well as lead the sourcing of articles of interest to club members;

Other roles include **Membership Officer, Club Shop Manager, Librarian, Website Manager** and **CPS Permit Secretaries**.

If you are interested to taking on any role in the Committee and the Club more broadly, speak to an existing committee member. Your contribution will always be warmly welcomed and highly valued.

Nominations for Committee positions at time of going to press are:

President	
Vice-President	
Secretary	
Treasurer	
Membership Officer	
Newsletter Editor	
Ordinary members	

CITROEN CAR CLUB OF VICTORIA

Income Statement

Year to 30 June 2017

	12 months
Income	
Subscriptions Received	13,000
Advertising Income	4,645
Events Income	647
Club Shop Sales	511
LHM Sales	1,317
Sphere Regassing	225
Sundry Receipts	351
Donations Received	180
Interest Income	155
Total Income	21,031

Balance Sheet

as at 30 June 2017

Assets	
Cash at Bank	5,084
Investment Deposits	12,155
Rental deposit	50
Total Assets	17,289
Liabilities	Nil
Net Assets	17,289

Expenses	
Newsletter Printing	6,985
Newsletter Postage	1,881
Sphere Regass Expenses / Pump	446
Membership Expenses	2,141
Sundry Expenses	775
Bank Fees	405
Bastille Expenses	1,757
Club Night & Runs	281
Dues & Subscriptions	235
Grand Prix	244
Web site hosting	164
Insurance	530
Postage & Post box	189
LHM	906
Club Shop	332
Hall Rent	1,020
Total Expenses	18,292

Operating Surplus	2,739
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NOMINATION FORM: ELECTION OF CCCV Inc. OFFICE BEARER / COMMITTEE MEMBER

I, _____ being a financial member of the Citroën Car Club of Victoria Inc. (ABN 74 557 610 508) hereby nominate _____ as a candidate for the position of:

☐ President ☐ Vice-President ☐ Treasurer ☐ Secretary ☐ Ordinary Member

(You may tick more than ONE box. Each position will be considered in order as given above. This Nomination Form can only be used for ONE person.)

Nominee's Name: _____ Nominee's Signature: _____

Proposer's Name: _____ Proposer's Signature: _____

Note: All signatories must be CCCV Inc. financial members. Nominee must sign for the Nomination to be valid. Proposer's signature is optional. This notice must be delivered to any Committee member by no later than 8pm Thursday 19 October 2017.

PROXY FORM

I _____ of _____

being a member of CITROËN CAR CLUB OF VICTORIA INC (ABN 74 557 610 508) and entitled to attend and vote, hereby appoint

	The Chairman of the Meeting (mark with an "X")	OR	
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OR, if no person is named above, the Chairman of the Meeting, as my proxy to act generally and to vote, on my behalf, in accordance with the following directions (or if no directions are given, as the proxy sees fit), at the Annual General Meeting to be held at 8:00 PM on Thursday 19 October 2017 and at any adjournment of that meeting. I acknowledge that the Chairman of the Meeting intends to vote undirected proxy appointments in favour of the items of business.

Voting directions

Please indicate your directions with an "X" below:

Agenda item	For	Against	Abstain*
6 Review of Annual Membership Fees It is proposed that the fees be changed as per Agenda.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Election of Committee members Office bearers & general Committee member positions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signed this _____ day of _____ 2017

Member Signature:

Notes

In order for this Proxy Form to be valid, it must be lodged not less than 24 hours before the commencement of the Annual General Meeting. Lodgement may be made by delivery, post, facsimile, or email to any member of the Committee. * If the Abstain box is marked, you are directing your proxy not to vote on

