

ACT Retirement Village Residents Association Inc.

To: provide independent information, advice, advocacy and representation

14th ANNUAL GENERAL MEETING

20 November 2024, 11:00am

Southern Cross Club, Woden

MINUTES

Attendees: Paula Bailey, John Beagle, Kay Beagle, Brian Boland, Janelle Bowler, Anne Caine, Annie Carrick, Steve Finn, Ken Freeman, Margaret Freeman, Peter Grills, Maggie Grills, Verena Guffond, Robyn Hanigan, Bob Harris, Peter Harrison, Isabel Harvey, Treg Huthnance, Yen Ip, John Kennedy, Lyndal Kerris, David Kinson, Clem Kyle, Eileen Kyle, Penelope Lake, Alice Lerch, Peter Lerch, Janine Lewis, Colin McAuliffe, Jennie Mardel, Sandra Minns, Bob Nairn, Gordon O'Connell, Scott Pearson, Ian Pennell, Jean Pennell, Pat Reardon, Penny Reardon, Margaret Ryan, Frank Searson, Margaret Simmonds, Barry Smith, Margaret Stewart, Helen Thirkel, Maria Thirkel, Soucila Tompsett, Robert Tuckwell, Mike Vale.

Apologies: Denise Bott, Robyn Duncan, Pauline Everson, Richard Griffiths, Rita Hanvin, Brian Hanvin, Janice Kicenko, Ann McAuliffe, Yvonne Mcadoo, Greg Mcadoo, Annette Neale, Jim Neale, Pamela Pym, Anne Ross, Mary Samara, Laurie Westcott.

1	Opening of AGM and welcome President Janine Lewis opened the meeting and warmly welcomed everyone in attendance.
2	Confirm minutes of 2023 AGM The President sought confirmation of the minutes of 13 th AGM, 2023 Moved: Bob Nairn Seconded: Peter Lerch Carried unanimously
3	Receive President's Report: see Attachment A President Janine Lewis gave a slide presentation highlighting the key points in her report: <ul style="list-style-type: none">• Committee membership increase• Visits to RVs; 13 visited since Aug 23• ACT Government Working Group:<ul style="list-style-type: none">– advocate for better ACT RV Act and Regulation• 2023 AGM – modest fee increase announced• Use of website, enquiries line, telephone number, and credit card reader• \$25,000 seed funding and deed from ACT Government• Developed good relations with:<ul style="list-style-type: none">– ACT Attorney General, Shane Rattenbury, and Michael Peterssen MLA– Rebekah Sharkie MP– ACT Council on the Ageing– ACT Human Rights Commission– ACT Law Society– ACT Retirement Living Council– RVRAs in other States– Village managers
4	Statement of Accounts 2023-2024: see Attachment B Treasurer Ken Freeman reported the Association's profit and loss, balance sheet and cash statement for 2023-24 and presented a positive report from reviewer Brian McDonald.

Ken highlighted receipt of a seeding grant of \$25,000 from the ACT Government in March 2024 to be fully expended by 30 June 2025. This level of funding saw a healthy bank balance of \$25,615 by the end of the financial year which stood the Association in good stead to more ably serve ACT Retirement Village residents, and work with stakeholders on their behalf in the coming year.

5 Special resolution – That the Association’s draft revised Constitution (incorporating existing By-Laws) be adopted.

To assist members’ consideration of the Special Resolution, Janine Lewis gave a slide presentation of the proposed amendments to the constitution:

- Introduce a new category of "*Associate Membership*"
- Formalise the membership category of "*Joint Membership*"
- Introduce "*Immediate Past President*" as a new Committee position
- Make fee setting process more flexible; Committee to decide membership fee amounts
- Change quorum for committee meetings from 5 to 3
- Change quorum for annual and general meetings from 15 to 5
- Allow a Committee member to serve more than 3 terms if no alternative nomination for the position
- Incorporate existing By-Laws into Constitution and abolish By-Laws instrument.
 - By-Law provisions re-located and placed in appropriate sections, or else the Constitution provisions re-worded to capture intent. The membership form not re-located
- Include winding up provision.

After time for questions and clarification, Janine put the special resolution to members for the vote. Returning Officer Annie Carrick counted the vote. Those in favour 47; those against 1. The special resolution was carried.

6 Election of 2024-25 Committee

All current Committee members vacated their positions.

Annie Carrick, returning officer conducted the election.

Nominations called for:

- ❖ President
- ❖ Vice President – Administration
- ❖ Vice President – Village Liaison
- ❖ Secretary
- ❖ Treasurer
- ❖ Committee members – up to seven.

The following people formally nominated for the positions on the Committee:

Position	Nominee
President	Janine Lewis
Vice-President (Village Liaison)	Peter Grills
Vice-President (Administration)	Mike Vale
Secretary	Anne Caine
Treasurer	Ken Freeman

The election was conducted by a show of hands, and all candidates were elected unopposed and unanimously.

The Returning Officer called for further nominations from the floor for 7 Committee members. The following Association members were elected by a show of hands:

Isabel Harvey, Peter Lerch, David Kindon, Soucila Tompsett.

7	<p>Guest speaker Ms Jo Twible, Principal KJB Law, gave a highly relevant and informative slide presentation entitled:</p> <p><i>Retirement Village Departure Fees, Upfront Fees & Membership Fees.</i></p> <p>(Post script: The slide presentation was later uploaded onto the ACT RVRA website)</p>
8	<p>Lucky door prizes. Members were each given a numbered raffle ticket on entry for the draw. 1st prize: Original painting by David Kindon; 2nd prize crystal bowl donated by Anne Caine.</p>
9	<p>The re-elected President closed the meeting and in light of the generosity of the Southern Cross club to provide the meeting room, she extended an invitation to members to enjoy refreshments at the Club.</p>

Meeting closed at 1.00 pm

Janine Lewis, President

Janine Lewis

Anne Caine, Secretary

Anne Caine

ATTACHMENTS

- A President's Report 2023-24
- B Statement of Accounts by Committee of Management
- C Lucky Door Prizes

PRESIDENT'S REPORT 2023-24

The aim of the ACT Retirement Village Residents Association (ACT RVRA) is to be a reliable resource on a wide range of matters related to retirement village living. In this last year, the Association further established its presence as the peak body in Canberra representing, informing and advising ACT retirement village (RV) residents. In large part, this was due to Past President John Beagle whose foresight and extensive networks assisted the Association to make an early impact with little finance, and helped guide our future direction. As I previously wrote to you, John resigned in March 2024 and I became President in April 2024. So, it is with great pleasure that I present my report on the key events and activities of the ACT RVRA in financial year 2023-2024.

To strengthen our contact with RVs, we commenced a series of visits to RVs in August 2023; in all, 9 RVs were visited throughout the year. We spoke about our role and achievements, our plans, and encouraged residents to join the Association. Since establishing our website actrvra.org.au we steadily received more questions and requests for advice through our enquiries line, not only from residents, but also from prospective residents and occasionally village managers. A list of Association representatives in RVs was also compiled which provided an indication of the number of RVs without a residents' committee.

In response to John Beagle's petition and our support for an ACT RV Ombudsman, ACT Attorney General Shane Rattenbury advised in September that an Ombudsman would not be established. Instead, the Minister extended the legal remit of Discrimination, Health Services, Disability and Community Services Commissioner, Ms Karen Toohey, to enable her to support and assist RV residents, and to more widely promote her role to ACT RVs. Since that time, the Committee has developed excellent relations with Ms Toohey's office, and we regularly refer residents who need assistance to her.

Also in September 2023, the Association attended the COTA ACT Expo at EPIC and spoke to many people, mostly prospective residents. Through John's contacts, we were able to offer a draw of 8 prizes to those who attended our stand.

The 2023 Annual General Meeting (AGM) was held at the Southern Cross Club in November. A notable item of business was the approval of a modest increase in membership fees, the first such increase in more than ten years. I wish to extend my thanks to the Southern Cross Club, Woden for generously hosting both the 2023 and the 2024 AGMs (and our first Forum in June 2023).

Turning to our representation and advocacy role, the Association was able to further develop relationships with many key leaders and service providers and this helped us become more well known among the sector. I particularly acknowledge the ACT Council on the Ageing (COTA ACT) as a great source of advice and support in guiding our efforts to become more firmly established.

In July 2023, Secretary Anne Caine and I appeared before the Legislative Assembly's Select Committee on Estimates public hearing to advocate for, among other things, a public register of ACT RVs and for a standard form RV contract. In the following month, we and COTA ACT met with Minister Rattenbury to advocate for review of the ACT Retirement Village legislation and to seek seed funding in support of our Association activities.

In response, the ACT Government offered the Association \$25 000 – for which we are very grateful. The Government also established a Working Group in November 2023 to consider amendments to the RV legislation. The ACT RVRA is a member of this Working Group and the only representatives who can bring lived RV experience to the table. We continued to advocate for a public register of RVs, call for a standard form RV contract, and for changes to resident committee procedures to enable these to operate more effectively. For instance, to extend an office bearer's term beyond 3 years if required to enable the effective operation of a residents' committee to continue (e.g. to retain a person with financial expertise).

We held regular meetings with the ACT Retirement Living Council (RLC) to discuss matters of common concern. The two organisations collaborated to develop and distribute to every RV resident in November 2023 an advisory brochure setting out Dispute Resolution Options for RV residents who are in dispute with their RV operator.

In March 2024 the Association signed a Program Funding Deed with the ACT Government which set the conditions for expenditure of the funding in line with our forecast costings. We were also

successful in persuading the ACT Government to compile accurate data on the number of, and contact details for, ACT RVs. Access Canberra included this information in their on-line register in June 2024.

Valuable connections were made with fellow NSW and Queensland RV Resident Associations as well as the national RLC – all of which helped us gain a better understanding of the issues surrounding RVs and what can be achieved with sufficient resources. As President, I accepted an invitation in June to attend the 2024 Property Council conference in Queensland which discussed issues and developments in the national RV sector; I also learned of the Property Council's Code of Conduct that its members, including some RVs in Canberra, pledge to uphold.

The Committee is particularly grateful for the help, guidance and advice received over the last 12 months. In addition to COTA, I would like to thank the Justice and Community Safety Directorate, the Human Rights Commission, the RLC, and especially the residents' committees and management of ACT RVs.

In relation to the Association's future sustainability, the Committee undertook a SWOT assessment of its strengths, weaknesses, opportunities and threats. As we go forward, this assessment will help us identify and put in place measures to capitalise on strengths/opportunities and to ameliorate weaknesses/threats. In relation to our Constitution, the By-Laws currently show the membership fee amounts. Rather than simply update the By-Law with last year's fee increase, the Committee began a broader review of the Constitution, which is put forward for approval at this meeting.

Your 2023-2024 Committee was an enthusiastic and committed group who met monthly. Both the Executive and ordinary members worked hard to progress the developments and achievements I have outlined. Although some turnover occurred, about 6 vacancies remained on the Committee all year. While the work was rewarding and challenging, this level of activity cannot be sustained by so few unless more residents are willing to fill vacant positions. Our membership is slowly growing – but still represents less than 5% of an increasing RV population. We would be grateful if you could assist your Association to become the recognised champion it needs to be – by encouraging others in your RV to become members, and giving consideration to joining the ACT RVRA Committee.

Janine Lewis

President

November 2024

Statement by the Committee of Management
Year ended 30 June 2024

The Committee of the ACT Retirement Village Residents Association Incorporated (ACT RVRA) hereby presents the Financial Report for the year ended 30 June 2024.

Committee Members

The members of the Committee, as at 30 June 2024, were:

President	Janine Lewis
Vice President - Administration	Mike Vale
Secretary	Anne Caine
Treasurer	Prof. Kenneth Freeman
Public Officer	Mike Vale
Committee Member	Annie Carrick

Principal Activities

The Association was incorporated on 21 January 2011. The principal activities of the Association are to provide independent information, advice, advocacy and representation to protect the interests of residents of retirement villages in the Australian Capital Territory.

Significant Changes

No significant changes in the nature of these activities occurred during the year.

Operating Result

The surplus for the year ended 30 June 2024 amounted to \$21,910 (2022-23: Deficit -\$582).

In our opinion:

- a) The attached Financial Report and notes comply the Associations Incorporation Act 1991, and Australian Accounting Standards;
- b) The attached Financial Report and notes give a true and fair view of the financial position and performance of the Association; and
- c) There are reasonable grounds to believe that the Association will be able to pay its debts as and when they become due and payable.

Signed in accordance with Section 73 of the Associations Incorporation Act 1991.

On behalf of the Committee:




Janine Lewis

President

Canberra

Dated: 11 October 2024



Prof. Kenneth Freeman

Treasurer

Reviewer's Report
Small Associations
Associations Incorporation Act 1991

I, BRIAN JOHN MACDONALD (B.A. Accounting Grad Dip Managem

have reviewed the accounts of the ACT Retirement Village Residents Association Incorporated (ACT RVRA) and confirm that, on the basis of the review, nothing has come to my attention that causes me to believe the accounting records are misleading and that they give a true and fair account of -

- a) the income and expenditure of the Association during the financial year under review;
- b) the assets and liabilities of the Association at the end of that financial year; and
- c) any prescribed matters.

Signed: Brian Macdonald

Date: 11/10/2024

Profit and Loss Statement

For the year ended 30 June 2024

<u>Income</u>	<u>2023-24</u>	<u>2022-23</u>
Membership Fees	1,521	1,545
Grant – ACT Government	25, 000	
<u>Total Income</u>	<u>26 521</u>	<u>1 545</u>
Less: Operating Expenses		
Printing, Stationery and Administration	563	534
Web-site Management	278	682
Postage	171	611
Advertising	253	250
Insurances	1,618	
Training, Seminars and Conferences	218	
Forum, EXPO and AGM	1,510	45
Banking Fees and Charges		5
<u>Total Operating Expenses</u>	<u>4,611</u>	<u>2,127</u>
<u>Net Surplus/Deficit</u>	<u>21,910</u>	<u>-582</u>

Balance Sheet

For the year ended 30 June 2024

<u>Assets</u>	<u>2023-24</u>	<u>2022-23</u>
Bank	25,615	3,705
<u>Total Income</u>	<u>25,615</u>	<u>3,705</u>
Equity		
Current Year Earnings	21,910	-582
Retained Earnings	3,705	4,287
<u>Total Equity</u>	<u>25,615</u>	<u>3,705</u>

Cashflow Statement

For the year ended 30 June 2024

	2023-24	2022-23
Opening Balance	3,705	4,287
Plus		
Income	26,521	1,545
<u>Sub-total</u>	<u>30,226</u>	<u>5,832</u>
Less		
Operating Expenses	4,611	2,127
<u>Closing Balance</u>	<u>25,615</u>	<u>3,705</u>

The Financial Report covers the financial activities of the Association for the period 1 July 2023 to 30 June 2024. The Association was incorporated on 21 January 2011.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Financial Report are general purpose financial statements prepared in accordance with the Associations Incorporation Act 1991, and Australian Accounting Standards.

Basis of Preparation

Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless otherwise stated.

The Financial Report has been prepared on a cash basis and rounded to the nearest dollar.

Goods and Services Tax (GST)

The Association is not registered for GST purposes. All income and expenses are recognised on a GST inclusive basis.

Volunteer Services

No amounts are included in the Financial Report for services donated by volunteers.

Cash and Cash Equivalents

Cash and cash equivalents comprise cash on hand and cash at bank and are subject to insignificant risk of change in value.

Segment information

The Association operated solely in the ACT.

Membership Revenue

Membership fees are recognised on a cash basis.

LUCKY DOOR PRIZES

Donor	Prize
David Kindon	Original painting of moored boat on sea
Anne Caine	Crystal bowl

