

Swan Community Choir (Inc)
Annual General Meeting
Old Midland Courthouse, Midland
6 pm Tuesday 29 April 2025

Present: Glenda Napier, Chris Durrant, Shirley Durrant, Debra Thornborough-Owen, Peggy Steuart, Kathleen Stewart, Paula Jay, Mike Heath, Kathryn Thomas, Eloise Ford, Serena Van der Kuil, Dee Musson, Katherine Powell, Gillian Clark, Catherine Schwerin

Apologies: Delia Richardson

Chaired by: Glenda Napier

Minutes: Catherine Schwerin

1) Confirmation of minutes of previous AGM Tuesday 13 February 2024 read, and approved by show of hands.

2) Chair's Report – Glenda Napier

- Eric Smith, from the Mundaring RSL, has passed on his thanks to us for being at the ANZAC Day Parade. However, sound and communication between parties was sorely lacking. We have learned a few valuable lessons for next year's ANZAC Day. It is always an honour to do these days, but we need to ensure the setup is right, and communication needs to be improved. We will contact Shire of Mundaring and the RSL to make them aware of the difficulties and what is needed, and will consider whether we wish to continue being part of this. Thank you to those that made it to the ANZAC Day performance and soldiered on despite the problems.
- We will use a running sheet (drawn up by Glenda) to coordinate all our functions prior to any event in the future.
- The discussion of introducing a different uniform was brought up again during the year, and the response from members was largely against changing the status quo, so uniforms remain as they are for the time being, unless a viable and acceptable alternative is suggested.
- Due to issues with acoustics and lack of air-conditioning, this year we are investigating the option of finding an alternative annual concert venue to Darlington.
- Member numbers: Total number of members is currently 39. Music Director Richard Braham and Committee have agreed on a cap of 40 members. Cut-off date for new members is 1 April.
- As part of our MoU, we will be having 2 events, possibly on a Saturday, in the Courthouse for City of Swan at the end of May/ early June/ late July. Just waiting for possible dates from Richard. Other events this year include the Guildford Songfest (13/14th September – depending on choir availability and willingness), Darlington Hall annual concert (12th October –TBC), and the Darlington Arts Festival (1/2 November – TBC).
- Fundraising is a big part of our income as the Choir does not get paid for jobs, but our director does. If we want to perform and have more presence in the community, fundraising is the way to do it. This year's Bendigo Bank fundraising raffle concludes tonight, so thank you to all for contributing to a worthy cause. Many thanks to Bendigo Bank for their ongoing support in this area.
- Anna Wright is planning to retire from library duties at the end of the year, so this year we will be looking out for someone to replace her in this task. Thank you, Anna, for your consistent and reliable service.

Chair's report approved by show of hands.

3) Treasurer's Financial Statement – Debra Thornborough-Owen

Brief summary:

Total income:	\$17,262
Total expenses:	\$16,718
Balance:	\$544
Cash at bank 31/12/2024:	\$6,422

Petty cash: \$296

See attached report for full details.

The Treasurer disclosed a small discrepancy in the accounts related to the inability to fully reconcile fees paid and reported as part of the handover of Treasurers that occurred in April of 2024. The members present accepted the discrepancy reported.

The Financial Statement was explained and discussed. Approved by show of hands.

4) Dissolution of executive committee and election of new executive

Current committee:

Chair – Glenda Napier

Vice-Chair – Chris Durrant

Treasurer – Deb Thornborough-Owen

Secretary – Delia Richardson

Events Coordinator – Peggy Steuart

Marketing and IT – Kat Stewart

General Committee – Liz Beckmann

Liz Beckmann not returning. Additional nominees: Catherine Schwerin, Paula Jay, Kathryn Thomas
No ballot required as the number of nominees did not exceed the number of vacancies and there were no contested roles. The new committee is declared duly elected.

New committee:

Chair – Glenda Napier

Vice-Chair – Chris Durrant

Treasurer – Debra Thornborough-Owen

Secretary – Catherine Schwerin

Events Coordinator – Peggy Steuart

Marketing and IT – Kathleen Stewart

General Committee – Paula Jay

General Committee – Delia Richardson

General Committee – Kathryn Thomas

5) Appointment of Auditor – Paula Jay (certified accountant) appointed to review. Note: As a Tier 1 association in terms of the Act, no review or audit is formally required.

6) Determination of Annual Subscription – we are in a stable financial situation at the moment, particularly due to the Memorandum of Understanding we have with the City of Swan, which allows us to use the Old Midland Courthouse for practice in exchange for providing 3 events for the library/City of Swan throughout the year. The situation allows us to continue providing our community service and following our mission with subscription fees unchanged. Please note, suspension of subscription/refund for prolonged absence of at least 6 weeks (to be agreed with the committee) does not translate as a pay-as-you-come option.

7) Notices of Motion – none

8) General Business

1. Kathryn Thomas has offered to assist with spreadsheets for the treasurer.
2. The issue of obligation to pay the Music Director superannuation as part of fee for service was raised. Action to refer to Music Director and his accountant for advice.
3. Mike Heath enquired about specific fundraising for audio-visual recording of choir. This would require discussion according to circumstance and funding to be arranged/applied for.
4. Many thanks to Paula Jay for offering to provide photocopying for the choir.

Meeting ended: 7 pm

SWAN HARMONY COMMUNITY CHOIR

Annual General Meeting 2025

Treasurer's Report – Jan 24 to Dec 24

Financial Summary

INCOME	2024 Budget	2024 Actual	2025 Budget
Membership Fees	\$14,018	\$13,569	\$15,840
Find My Voice	\$2,459	\$0	\$0
Fund Raising - <i>Raffle</i>		\$1,730	\$2,000
Concert/Performance Fees	\$2,500	\$1,923	\$2,000
Sale of Equipment/Other	\$0	\$40	\$0
Total	\$18,977	\$17,262	\$19,840
EXPENSES			
Music Director	\$12,080	\$12,968	\$13,000
Facilities Hire	\$250	\$210	\$250
Concert cost	\$0	\$217	\$250
Insurance/Licenses	\$600	\$401	\$500
Gifts	\$150	\$120	\$150
Stationary	\$150	\$42	\$60
Photocopying	\$0	\$54	\$50
Printing	\$0	\$20	\$50
Storage costs	\$1,070	\$1,148	\$1,188
Music purchases	\$500	\$890	\$1,000
Catering	\$300	\$400	\$450
Badges	\$600	\$0	\$0
Performance shirts	\$875	\$0	\$0
Refunds	\$0	\$200	\$200
Sundry		\$50	\$100
Total	\$16,575	\$16,718	\$17,248
BALANCE 2024		\$544	

Qualifications

Income

1. All information provided is based on calendar year 1 Jan 2024 through to 31 December 2024
2. Membership fee income for the year includes fees for both the main choir and the Cygnets with the addition of the \$50 retained for each new member for the 2024 period (6 new members and 1 returned member)
3. Total fundraising = \$1970

- a. Bendigo bank raffle - \$1730
- b. Juniper aged care - \$200
- c. Wine Auction at final choir night \$40

Expenses

- 1. Concert costs – sound engineer that supports us for Darlington Arts festival

Total Profit and Loss for 2024 = \$17,262.31 minus \$16,718.22 = \$544.10 profit

Assumptions Budget 2025

- 1. Small increase to Music Director approved by committee with effect Jan 2025
payment for a minimum of 45 weeks with additional budget for approx. 5
performance dates payable at hourly rate
- 2. Membership of 34 at end of 2024, assumption of a maximum of 40 members @
50% concession rate

Cash at bank

Working account		Petty cash	Total
1/01/2024	\$5,718	\$223	\$5,940
31/12/2024	\$6,126	\$296	\$6,422

Assets and Liabilities

	Amount
Assets	
Working account	\$6,126
Petty cash	\$296
	\$6,422
Keyboard	\$800
Music library	\$1,000
	\$1,800
Total Assets	\$8,222
Liabilities	\$1,700

Qualifications

1. Asset value for value of keyboard and music library are assumed only
2. Liability of \$1700 at the end of the 2024 year reflects the value of the total of monies required to be held to support return of \$50 per music file for current membership of 34 people.
3. In addition the choir has a requirement to pay for storage of the music library on a monthly basis (\$99 per month). This requirement would be ongoing until the resolution of management of the music library in the event that the choir ceased to operate.

Points for Awareness

2024 fees remained at 2022 and 2023 levels to support our membership

Significant financial support is provided by the City of Swan by providing our venue free of charge

Our approximate “savings” of \$6000 include our liability to repay Music file fees – current minimum of \$1700, and our requirement to pay for storage for library

Many Thanks to Paula Jay for reviewing documentation

Debra Thornborough-Owen

SHCC Treasurer

2024