



Beechmont Area
Progress Association

Beechmont Area Progress Association Inc
1835 Beechmont Road
BEECHMONT QLD 4211

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Saturday, 26 March 2016 - Page 1 of 5 pages

Dear BAPA members,

Please be invited to attend a BAPA Annual General Meeting on:

Monday 11 April 2016 – 7pm
Beechmont Community Centre
1835 Beechmont Road, BEECHMONT QLD 4211

Agenda

Matters arising from last meetings

- Acceptance of the minutes of a BAPA general meeting held on 8 February 2014
A copy is available for viewing and download on the [BAPA website](#)

Treasurer's Report for financial year 2015-2016

Sub-committees reports

- Community Garden
- Op-Shop
- Verandah
- ZestFest

Consideration and acceptance of a motion to create a new BAPA sub-committee for "Headmasters Gallery and Coffee Shop", and to set-up a Coffee Shop operating bank account with the Canungra branch of the Bendigo Bank

A new BAPA sub-committee is proposed to create and manage the proposed Headmasters Gallery and Coffee Shop. A new bank account to be setup to handle the takings and outgoings of the coffee shop. Details in attachment 1.

Election of officers

As per the BAPA constitution all members of the current management committee shall retire from office at this AGM (on conclusion of tabling all of the agenda items as above). A list of current management committee members is in attachment 2.

All candidates for the new BAPA management committee shall be nominated in writing on the attached form, signed by the member, endorsed by the members' proposer and seconder. A list with candidates shall be published seven days before the meeting. If a candidate for any function is not proposed before the meeting, nominations will be taken from the floor.

for Beechmont Area Progress Association Inc (BAPA)

Ger Vloothuis
(BAPA Secretary)
0408 379 233

Attachments



Saturday, 26 March 2016 - Page 2 of 5 pages

Attachment 1:

Motion to create a new BAPA sub-committee for Headmasters Gallery and Coffee Shop and to set up an operating bank account for the Coffee Shop with the Canungra branch of the Bendigo Community Bank.

Motion in accordance with BAPA constitution Article 17 (1) to (6) to establish a new sub-committee for "Headmasters Gallery and Coffee Shop".

Proposed committee members:

- Glyn Edwards (Chair),
- Di Edwards (Secretary and Treasurer),
- Tom Blake (Member).

A bank account (trading account) is to be setup at the Canungra branch of the Bendigo Community Bank, with three signatories (the sub-committee members). Each of the signatories can sign alone to operate the account to facilitate the smooth operation of the business. The account is for operational income and expenditure only, not for any capital expenditure.

Charter: *To provide a central place for the local Beechmont and Lower Beechmont residents, groups, clubs and tourist to meet and enjoy the local area. The sub-committee will be tasked to write the detailed charter and setting down the rules. Also with supervising the proposed kitchen upgrades. More details on the next page.*

Attachment 2:

Listing of Current BAPA Management Committee:

(all to retire from office at this AGM. All available for re-election)

| | |
|---------------------|----------------|
| President | Tom Blake |
| Vice President | Doreen Sproul |
| Treasurer | Fran Gilbert |
| Secretary | Ger Vloothuis |
| Minutes Secretary | Diane Kuhl |
| Market Co-ordinator | Janis Rossiter |



Saturday, 26 March 2016 - Page 3 of 5 pages

Initial Charter for the proposed BAPA sub-committee for Headmasters Gallery and Coffee Shop

Charter: To provide a central place for the local Beechmont and Lower Beechmont residents, groups, clubs and tourist to meet and enjoy the local area. The sub-committee will be tasked to write the detailed charters and setting down the rules. Also with supervising the proposed kitchen upgrades.

Rental: To be \$866 paid per calendar month on the 1st of the month in advance. Electricity to be metered and paid for by usage. Rental to commence when café starts operating.

Lease: To be for two years with the option to continue for another year. Premises to be of vacant possession devoid of any furniture except for prior agreement. It was proposed by Doreen Sproul to move the info centre to the OpShop and align the OpShop opening hours with the Café. The museum would remain as is, to be kept in a tidy state.

Finances: Sub-committee to pay for any extra expenses incurred by the sub-committee, including maintaining the inside of the building to existing standard and additional insurance premiums, if any. Sub-committee to decide on the distribution of any surplus for management. Deficits are to be carried forward. Accounting is to be based on the cash method and using Cost of Goods Sold / Trading Account principle. Sub-committee is not to enter into any agreement which exposes BAA for any liabilities other than the trading account.

Food and Health / Permits: Sub-committee is to ensure that any necessary Food and Health regulations are met and that the necessary permits are current. Health and Hygiene Practices are to be written and adhered to.

Access to Kitchen: Sub-committee to allow reasonable access to kitchen for BAPA members to make their products. Sub-committee able to hire out building for functions. 75% of hiring fees to go directly to BAPA.

Equipment: Any extra equipment for the coffeeshop purchased by Glyn and Diane Edwards will remain the property of Glyn and Diane Edwards. At the end of the lease BAPA has first option to purchase such equipment at a price to be agreed upon between both parties.

Insurance: To come under the umbrella of BAPA. – Insurance company to be notified and adjustments to be made. Sub-committee to pay for any extra insurance requirements/costs.

Council: Discussions need to take place with Council as to the proposal that a coffee shop and gallery can be run from the premises and what permits are necessary to carry out the operation under the banner of BAPA prior to any fit-out being undertaken.

BAPA: Also, the sub-committee will need permission from BAPA to do the painting and any other alterations that need to be done i.e. installation of 15A electrical point and some change to the plumbing etc. and hooks for hanging of artwork.

Opening Hours: The hours of operation will be determined by the sub-committee as to the viability of same and extra opening hours can be agreed to for special events.



NOMINATION FORM

Undersigned declares that he/she is a current financial member of the Beechmont Area Progress Association Incorporated and consents to being a candidate in the election of officers for the Beechmont Area Progress Association Inc (BAPA) at the proposed Annual General Meeting of Monday 11 April 2016.

| | |
|-------------------|--|
| Function | <i>Please circle:</i> President – Vice President – Treasurer - Secretary |
| Name | <i>Name</i> |
| Address and phone | <i>Address:</i> |
| Signature | |

| | |
|-----------|--------------------------|
| Proposer | <i>BAPA Member Name:</i> |
| Signature | |

| | |
|------------|--------------------------|
| Seconder: | <i>BAPA Member Name:</i> |
| Signature: | |

Please hand in nominations to the Secretary or email to info@beechmont.org.au
by COB Monday 4 April 2016



PROXY FORM

Undersigned declares that he/she is a current financial member of the Beechmont Area Progress Association Incorporated, has attended at least one previous BAPA General Meeting in the past year as a member, and is unable to attend the proposed Annual General Meeting of Monday 11 April 2016 in person.

Undersigned appoints as proxy to speak for and on behalf of undersigned with powers to vote on any agenda matter for the duration of the Annual General Meeting:

Table with 2 columns: Proxy granted to: Name, Address: Address:

Table with 2 columns: Proxy granted by: BAPA Member Name:, Address:, Phone:, Date:, Signed:

Please hand in proxy forms to the Secretary before the start of the meeting or email to info@beechmont.org.au