

**Rimstone Cooperative Ltd — 2017 Annual General Meeting**  
**Minutes of the meeting held at Flat 3/ 18 Fernhurst Grove, Kew, Victoria,**  
**3101**  
**September 15 2017, 8.30 pm**

**Note: these minutes draft until ratified at the 2018 AGM**

**Attendees:** Nicholas White, Gary Coleman, Nigel Cooke, Darryl Pierce, Mark Tregellas, Mara Silins, Gerhard Noss, Abhijeet Anand, Rob Brain, Peter Robertson, Daryl Carr, Margaret James, Lloyd Mill, Greg Leeder, Miles Pierce, Rhonwen Pierce, Tom Maggs

**Apologies:** Brian Finlayson, Sandra Brooker, Susan White, Margot Matthews, Peter Matthews, Paul Brooker, Stephen Fordyce.

**Minutes** taken by Nicholas White

**1. Meeting opened** 8:30 pm, chaired by Darryl Pierce.

**2. Minutes of last meeting (AGM 2016) (Attachment 1)**

Minutes had been on the Rimstone website and copies were available at the meeting.

**Motion 1: “That the minutes of the 2016 AGM be taken as read and that they were a true and accurate record”**

**Moved** Rob Brain, **seconded** Margaret James, **Carried**.

**Business arising from the 2016 AGM meeting minutes.**

No matters were raised.

**3. Treasurer's report Nigel Cooke**

**Income**

Subscription income this year dropped to approximately 75% of last year. Of 78 active members, 57 paid subs and several members brought their arrears up to date. The significant drop in subs is due to the large amount of arrears that were paid last year. This year's amount is closer to the norm. However, there is still approximately \$1,150 in unpaid annual subs. This is slightly more than the amount from last year.

Accommodation income increased by 75% last year. Large groups staying at Homeleigh, such as La Trobe University, Scouts and Defence, made up the bulk of the increase.

Interest earned on our cash holding decreased to \$138 from \$393 last year.

The Profit and Loss Statement shows a 12% increase in income this year. The large increase in accommodation income was balanced by a decrease of about \$5,500 in donations and the drop in subscriptions income. The lease on the Scrubby Creek property contributed \$5,323 towards income.

**Expenditure**

Expenditure increased by 56% on last year. The main contributor of the increase was maintenance of Homeleigh, in particular the cost of the lounge room project and cladding materials for weather board replacement. Accounting fees were less at \$1,320 compared with \$1897.50 last year. Gas, water and electricity were up by 23% reflecting the increased Homeleigh usage compared with last year. Insurance cost on two properties was much the same as last year.

### **Liabilities**

The balance sheet shows a liability carried forward of \$30,000, this being the loan provided by the Australian Speleological Federation for the purchase of the Shades of Death entrance property. The agreement with the ASF is to pay back the loan at a rate of \$10,000 per year.

### **Result**

The Profit and Loss Statement shows a net profit of \$4,183 for last year. From the balance sheet, total equity is slightly higher than last year due to the increase in property value and a slightly higher bank balance.

### **Projections**

Restoration work continues on Homeleigh and will absorb the significant proportion of the accommodation income in the future. The Scrubby Creek property will absorb part of the agistment income as we meet our obligations to maintain the property as landlords and to provide management and protection for the karst features on the property. The major project of fencing off the Tufa Terraces at the resurgence of Scrubby Creek Cave will absorb the majority of the funds.

Our acquisition of the Shades of Death property will see a redirection of expenditure towards upgrading the infrastructure in the cave. Major works are required on ladders and lighting to improve safety and reduce risks of falls. An increase in donations is expected as a result of the fund raising campaign to help repay the loan. This increase will be directly absorbed by repayments to the ASF. General revenue may also be required to repay the loan if insufficient donations are received.

### **Cash Reserves**

The directors continue to retain \$10,000 in the high interest account to act as a buffer and contingency fund. All other cash holding, not being used for the normal running of the two properties, will be directed towards Homeleigh restoration, preservation of the karst features on Scrubby Creek, maintenance of the Scrubby Creek property and infrastructure works required in Shades of Death.

### **Audit**

LSA Partners completed their review of our accounts for the 2017 financial year and sent the accounts for audit. The audit reports are tabled and available for review at the AGM. Rimstone would like to thank Siew-How Tai of LSA Partners for providing accountant services, through LSA Partners, to Rimstone.

Rimstone audits are no longer required by Corporate Affairs. However, the Directors will continue to have the Rimstone accounts audited on an annual basis to safeguard the interests of members.

**Motion 2: That the treasurer's report be received and accepted.**

**Moved:** Nigel Cooke **Seconded** Miles Pierce **Carried**

**Motion 3: That Siew-How Tai of LSA Partners be thanked for his work on the accounts and that WA Nutton and Associates, Berwick, Victoria continue as auditors**

**Moved** Nigel Cooke **Seconded** Daryl Carr **Carried.**

#### **4. Maintenance report – Homeleigh (building, property, grounds) Gary Coleman**

The Lounge Room Project is mostly complete except for resetting the windows, installation of picture rails and replacement of the door to outside with the new door furniture. A wood heater with a direct flue replaces the original open fireplaces and chimney. The attached Bathroom and Shower is on hold pending other refurbishment and funds.

Some discussion was had concerning this Bathroom and Shower. The material costs are low but indicative quotes for the work from R Flower and G Brick indicate that we should budget \$15,000 for this work. The Directors' are committed to completing this when priorities and funds permit.

The doors throughout Homeleigh are nearly complete thanks to Don Brooker's systematic work.

The weatherboard project was initiated at the May working bee and should be completed at the September 2017 working bee.

Plumbing repairs after heavy frosts were necessary in July-August 2017 due to these frosts. Greg Brick once again did this work.

#### **Homeleigh Ground Maintenance**

Various people did a lot of ground maintenance during the year particularly Daryl Carr and Paul Brooker.

Paul Brooker removed the large limbs from the veranda side of the gum tree on the western boundary. This was a large task and necessitated cutting up a lot of timber and several trips to the tip with branches.

#### **5. Scrubby Creek Cave Property Report Nicholas White**

Discussions are being finalised to the property lease which has been from year to year with Doug Reidy. The lease is to be changed to a 3 x 3 year basis.

Boundary fences were inspected during the year. The fence on the western boundary between Lauren Needham and our property is in poor condition but the Solar Panel electric fence of D Reidy's keeps the cattle separated at present. Directors' would not agree to replacement fencing without coming to an agreement with Lauren Needham on ownership of the 35 acres adjoining our allotment.

We continue to provide D Reidy with funds for weed control. Weed control on the Tufa Terraces will be undertaken by Rimstone members and there will be some assistance from members and Latrobe University students in Dec 2017.

The Tufa Fencing project has stalled but Paul Brooker has completed the Scrubby Creek side fencing to the track and gate. Completion of this fence will go around the Scrubby Cave bluff and to the car park area and then back down to Scrubby Creek. This is to protect the Wild Sorghum (*Sorghum leiocladum*) grassland on the banks overlooking the Tufa Terraces. This grassland remnant is possibly the largest occurrence in Victoria.

It is anticipated that we will map the Tufa Terraces in detail using a drone in 2017.

## 6. Booking Officer's report Nicholas White

Homeleigh has seen a significant increase in use during the year. There were 49 bookings, occupied for 134 nights by 488 individual users for 1538 bed nights. The Military (RAAF & Signals) used Homeleigh on 5 occasions with large groups and Latrobe University also had a large Field Course for a week in December which will be repeated yearly. These uses were during the week when we have little use of the premises. Once again they always leave the place extremely tidy and clean. Their use is very much appreciated.

Booking figures may not correspond with actual usage which is reflected in the Treasurer's income figures.

These figures reflect record usage of Homeleigh. This is attributable to Lounge Room Project being substantively complete and the Latrobe University use for a week in December.

The standard booking system has been operational. This works by contacting the Booking Officer preferably through email using Rimstone Bookings [accomm@rimstone.org.au](mailto:accomm@rimstone.org.au) An online booking system or other arrangements are open for discussion.

I am supported by Susan White and Nigel Cooke when I am away.

From figures to hand the last six years are given in the table below.

Year	Number of Bookings	Nights occupied	Number of Individuals	Bed Nights
2011-12	43	106	285	700
2012-13	52	170	571	1,454
2013-14	44	193	409	1,138
2014-15	45	143	491	1,454
2015-16	36	126	338	997

2016-17	49	134	488	1,538
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## 7. General Business

### 7.1 M-3 Shades of Death Property Acquisition

The 1465 Gelantipy Rd, Murrindal property with the M-3 Cave entrance was acquired in June 2017 from Geoff Rebbeschi.

Fundraising for the capital purchase liability is available for direct donations to Rimstone as well as via the ASF Karst Conservation Fund which provides tax deductions to donors. Scrubby Creek donations are now to be used for the M-3 Property Acquisition.

Ownership of the cave gives Rimstone a number of responsibilities and opportunities.

A **Strategy Plan** is being prepared which will entail the built infrastructure; mapping the cave; preparation of zones in the cave; cleaning and track marking needs; imaging the cave; opportunities for scientific projects.

Initially an investigation of insurance is being undertaken to be able to use the cave for education and open day purposes with the public.

**Daryl Carr** has taken on the role as **M-3 Property Manager**.

There was a need to clean up the grounds.

Daryl outlined some immediate maintenance repairs to steps, rails and outside door on safety grounds. There was some urgency for this as Parks Victoria were having an Open Day with Murrindal and Lillypilly Caves on Oct 22 2017. M-3 would be opened subject to insurance questions that day also.

It is intended to produce a booklet of the cave explaining its geomorphic history, its exploration and images of the cave.

Procedures for cave access and booking are being arranged. A visitor register has been prepared and a Maintenance Report book will be set up.

### 7.2 Homeleigh booking systems

No good systems exist without a lot of expense. Further investigation warranted Mark Tregellas, Abhi Anand.

Several people spoke of assisting with Computer to Homeleigh software to send the booking sheet by fax to Homeleigh (Mightyfax for pc's Peter Robertson, Rob Brain).

### 7.3 Homeleigh internet, security system, smart switching

It would cost about \$90 per month for internet access. This would provide internet access, capacity for smart switching, surveillance camera setup. There are a number of uses possible. NBN was mentioned as was Telstra Air. A question was asked about who would monitor a security system.

No great feel for security cameras. There was an impression that there were unrecorded users of Homeleigh but the Directors' have no evidence this is case. Cameras could be recording and not coupled to internet. A question

was asked as to whether there was an actual problem to which the Directors' had no answer.

Quite apparent that some of the smart switching needs are because the Hot Water System has been left on. This is a matter for the Member-in-Charge to check when leaving. It was decided to install a **24 Hour Timer Switch** on the Hot Water System that will need resetting each 24 hours for it to stay on.

On the question of unauthorized use it was decided to change the **Door Code** to access Homeleigh at the next working bee and to do so at more regular intervals. Several people expressed interest in obtaining keys to Homeleigh.

#### **7.4 Other**

Mark Tregellas hosted the East Gippsland Youth Ambassadors at Homeleigh. They have provided a Certificate of Appreciation which needs a thank you reply. This raised the question of hanging it. The Directors' have a policy of only hanging mounted pictures (need more picture rails).

Mark Tregellas informed us that the Holiday Inn at 575 Flinders Lane was being refurbished. The Directors' agreed that he obtain 10x Arm Chairs at \$20 each if available and investigate also the bedside tables. The armchairs seemed suitable and the bedside tables were timber and quite robust.

**Thanks** were extended to the non-directors who volunteer for various regular jobs (Sandra Brooker consumable supplies; Rob Brain website and Facebook and Newsletter; Paul Brooker maintenance support); and thanks to Daryl Carr and Rudy Frank for work on fire prevention measures. Ground maintenance and to Daryl Carr for taking on the M-3 Shades of Death property and cave management.

#### **8. Election of Directors**

Three directors terms expired (Darryl Pierce, Nicholas White, Mark Tregellas). All were available for re-election. There were no other nominations and they were duly re-elected.

Darryl and Katrin Pierce were thanked for hosting the AGM.

Meeting closed 11.00 pm.

#### **Attachments:**

1 Minutes of 2016 AGM

2 Treasurer's Report 2017