
SCOA Australia Incorporated

2014/15 Annual Report

June 2015

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Executive summary

This report details the operations and activities of SCOA Australia during the 2014/2015 financial year.

Key activities and achievements during 2014/2015 included:

- The large number of members who renewed their membership in 2015;
- The continuing ongoing activities at local level in Queensland and South Australia;
- A General Meeting for members in the Northern Territory and the appointment of a delegate for that region.

At SCOA Australia's inaugural Annual General Meeting in Adelaide in April 2014, we identified some problems with the standard proxy form to be used at General Meetings and Annual General Meetings. The form limits to five the number of proxies any one member of SCOA Australia, including the chair of the meeting, may hold.

A Rule change was put to the Annual General Meeting in 2014, to allow the chair of future General Meetings and Annual General Meetings to hold an indefinite number of proxies and to continue to limit to five the number of proxies held by ordinary members, was adopted unanimously. A number of other Rules amendments were also agreed to; these are described in detail on page 7.

No other branches have joined SCOA Australia during the 2014/15 financial year, and the discussion continues at Federal Council level about the structure of a future national organisation.

A General Meeting was held for members in the Northern Territory. The meeting was well attended and resulted in the appointment of a delegate for the region.

Many members have provided feedback and most seem happy to still be part of the SCOA family. It is hoped that they will continue as members into the future.

SCOA Australia maintains a sound financial position.

SCOA Australia
Canberra
8 September 2015

1) General management and administration

Executive Committee

SCOA Australia is managed by an Executive Committee.

The current Executive Committee was elected at the association's Annual General Meeting held in Brisbane in October 2014. It will serve until a new committee is elected at the Annual General Meeting to be held in November 2015.

The Executive Committee meets approximately every 6 weeks to oversee the affairs of the association.

General administration

SCOA Australia is administered by the two part-time employees in Federal Office. Anne Willenborg, SCOA Federal Council's Executive Officer, acts in the role of Committee Secretary. Peter Hocking, Federal Office Manager, is a member of the Committee and is primarily responsible for the maintenance of the membership database.

SCOA Australia has entered into an agreement with the Adelaide Business Bureaux for the mail out of the quarterly newsletter. In May 2015, we asked members if they would agree to receive the newsletter by email only. Up to about one hundred members agreed and this will reduce the printing cost slightly.

In May 2015, a new membership database was installed in Federal Office to manage the SCOA Australia members. The decision was made to purchase the new database at a time when it appeared that the Victorian Branch was about to be wound up and members transferred to SCOA Australia and the Executive Committee had identified the need for a larger capacity database. Although the Victorian members were not transferred, the database was installed and became operational in early June. It has turned out to cut significantly the amount of time spent on the administration of members.

2) Members

A large number of members renewed their membership when renewal invoices were sent to them with the November 2014 SuperTime. At the end of February 2015, SCOA Australia paid capitation fees to Federal Council in the order of \$43,252.

In May 2015, a letter was sent to members who had not renewed their membership since 2013 or 2014. Some 400 letters were sent, resulting in a near 50% renewal rate. During the process, a number of deceased members were identified and the database updated accordingly.

As at 30 June 2015, SCOA Australia had a total of 2,418 members, an increase of 74 members as at 30 June 2014 (2,344).

The following charts show, by records, the total membership, membership by category, membership by gender and by year of expiry.

Chart 1 - Total membership (since 28 February 2015)

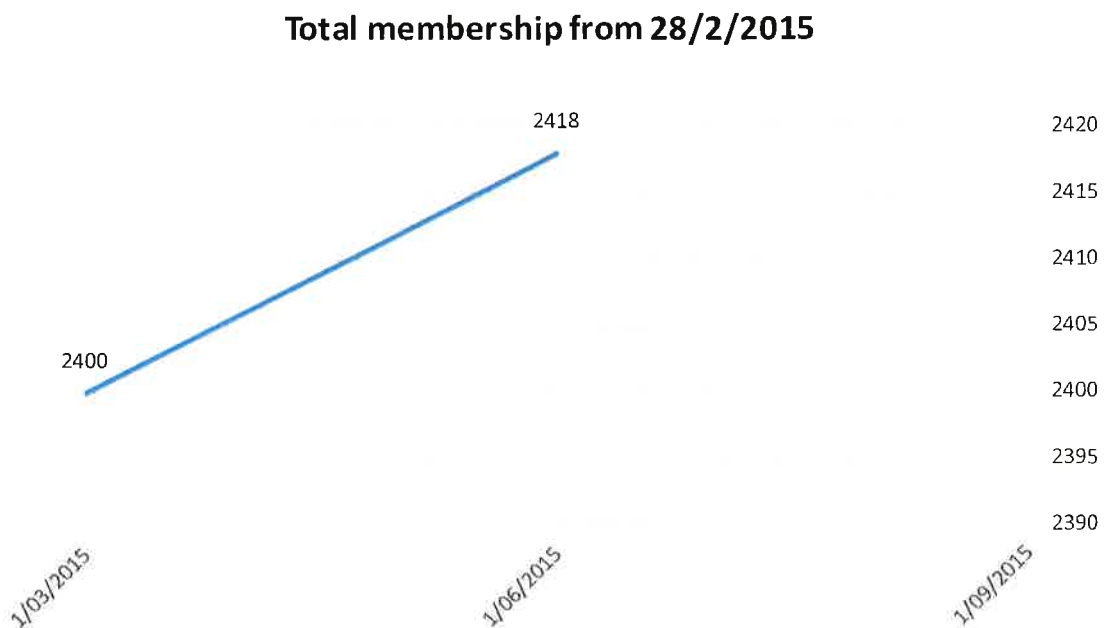


Chart 2 shows the distribution of membership by category, the vast majority of members being in the Individual/Single category.

Chart 2 - Members by category

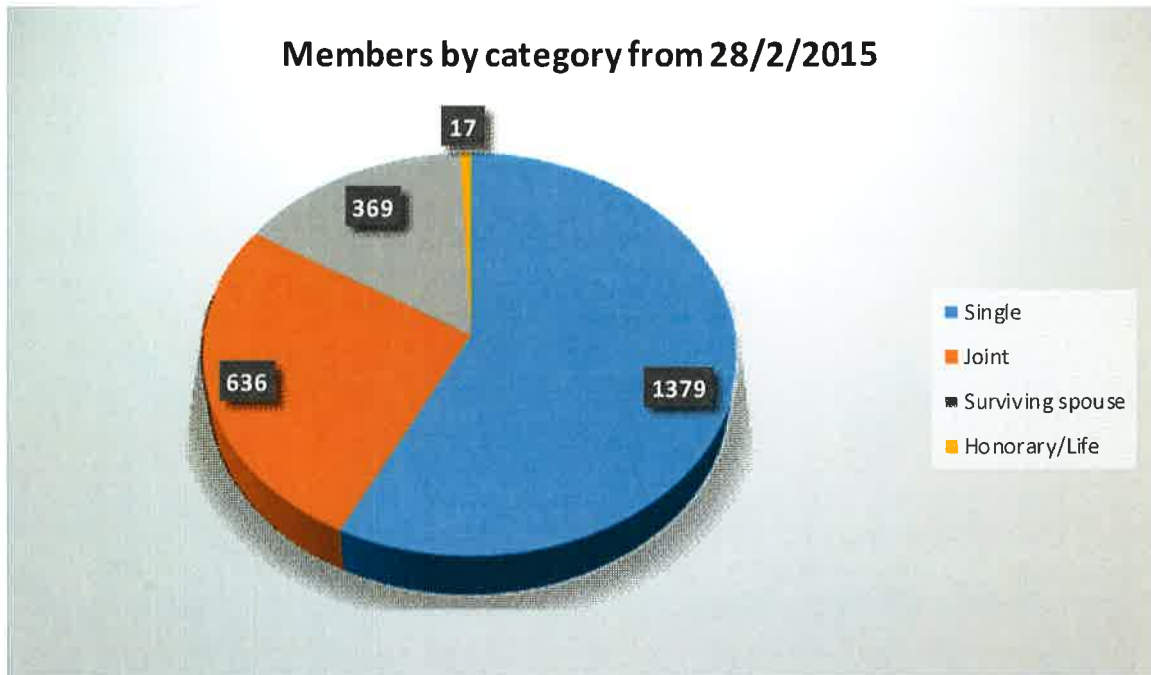
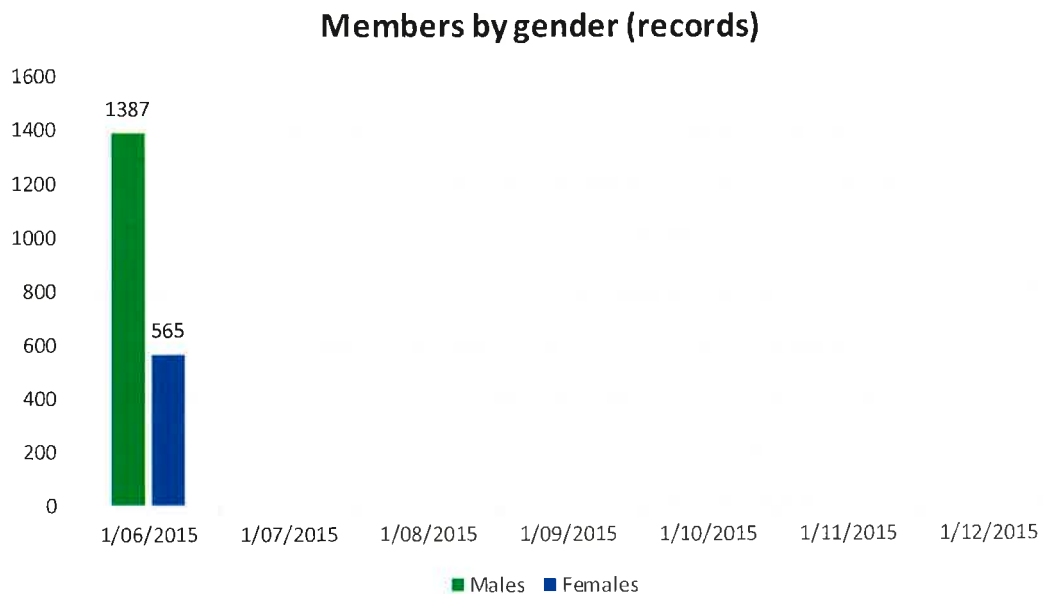


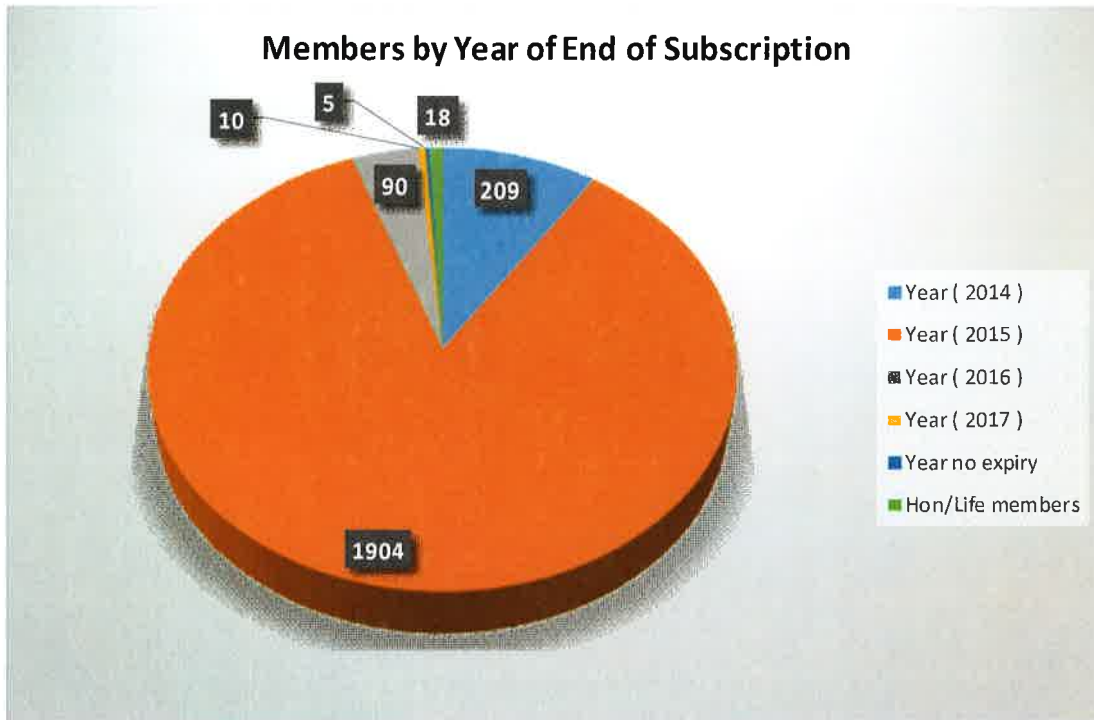
Chart 3 shows the distribution of members by gender. Not surprisingly, the vast majority of members are male.

Chart 3 - Members by gender



Some members renew their membership beyond the current calendar year. Chart 4 shows the extent of this.

Chart 4 - Records by year of subscription expiry



It is not possible to show the distribution of members by age. Less than half the members have provided this information. The information we do have indicates that only a handful is under 65, the rest is over 65 years of age.

To assist with the renewal of membership process, SCOA Australia engaged a temp staff from early December 2014 until the end of February 2015. This allowed the two existing part time staff to continue to concentrate on regular Federal Office duties.

3) Annual General Meeting

SCOA Australia held its Annual General Meeting in Brisbane on 22 October 2014.

The AGM received reports from the President, the Treasurer and the Secretary. The audited financial statements for the financial year 2014/15 were tabled. Printed material was made available to members including copies of the Bereavement Book, and the membership brochure.

The Notice of AGM had been sent to members with the August 2014 SuperTime together with a proxy form and a nomination form for members to nominate for election to the Executive Committee.

Only the current committee members nominated and were all re-elected unopposed.

Thus, the Executive Committee consists of the following:

- Annette Barbetti, President
- Ewan Hazell, Vice President
- Tom Dent, Treasurer
- Anne Willenborg, Secretary
- Peter Hocking, Member (Membership Secretary)
- Alan Raftery, Member (Federal Councillor)
- Merv Hazell, Member (Federal Vice President)

The Annual General Meeting also agreed to a number of amendments to the Rules recommended to the members by the Executive Committee. In summary, the amendments were:

1. To allow the chair of the meeting to hold an indefinite number of proxies;
2. To increase the number of Executive Committee members to “up to nine” and amend the Rules regarding the numbers required for a Quorum;
3. To amend the date for the calculation of the annual capitation fees payable to Federal Council; and
4. To insert a paragraph enabling members of SCOA Australia to agree to amendments to the Rules before being put to Federal Council for endorsement.

The above amendments were all agreed to unanimously.

4) Financial arrangements

General arrangements

SCOA Australia's main source of income is annual membership fees. It is represented at Federal Council and pays the required capitation fees.

The association has two bank accounts with St George Bank, an Everyday Account and a Business Saver Account. The latter holds funds in reserve. Funds are transferred to the everyday account as needed.

The Treasurer, Tom Dent, the Office Manager, Peter Hocking, and the Secretary, Anne Willenborg, are all authorized to operate both accounts. Tom Dent and Anne Willenborg are authorized to approve expenses.

SCOA Australia also has a contract with St George Merchant Bank to allow members to make payments by credit card (MasterCard and VISA only). Approximately one third of members use this form of payment with the remainder use cheques or direct deposit.

Members have been reminded that the use of cheques is most likely being phased out over the next several years (not only in Australia but globally) and that it is cheaper, both for them and for SCOA Australia, to use electronic banking or the credit card facility. It is hoped that an increasing number of members will convert to this mode of banking.

Arrangements with Federal Council

In addition to paying annual capitation fees, on the same basis as SCOA branches, SCOA Australia also pays part of the salaries for the Executive Officer and Federal Office Manager to SCOA Federal Council, as well as other pro-rata expenses relating directly to the administration of SCOA Australia, for example stationery and postage. Payments are made monthly.

The cost of engaging the temp staff during the membership renewal period was entirely born by SCOA Australia.

5) 2014/15 Financial statements

The 2014/15 financial year represents the second full year of normal operations, reporting an audited profit of \$2,163 for this year. This result is very encouraging as SCOA Australia is now in its third year and considered to be a well-established, well managed and operated organisation. The high current number of financial members in the database of around 2,400 members was a major factor in contributing to this surplus for the year.

It was necessary to install a new database for operational reasons during the year. It has proven very successful in delivering several advanced reports and enhanced search facilities on the status of our existing members. The cost was considered well worthwhile, an investment for the future.

Continuing improvements are being made to all internal financial and administrative systems, resulting in the streamlining of financial reports and providing more timely and relevant information to all stakeholders; it enables more time to be allocated to administrative and non-financial matters.

The forthcoming discussion on “The future of SCOA” at the September Federal Council meeting is likely to be very challenging. As the consequences of this discussion could possibly have a significant impact on the operations of SCOA Australia, it is the intention of the Executive Committee to ensure the interests of SCOA Australia members are fully represented in this debate.

Auditor’s report

A full audit of all financial information was conducted on 15 July 2015. The auditor did not return any adverse findings.

The audited financial statements for 2014/2015 are attached.

6) Contact SCOA Australia

SCOA Australia can be contacted by mail, email, phone or fax as follows:

Postal address

SCOA Australia Incorporated
PO Box 107
MAWSON ACT 2607

Members can contact the organisation by phone 1300 600 996 at the cost of a local call. The phone is located in Federal Office.

Federal Office emails

Main email	scoaustralia@scoa.asn.au
Anne Willenborg	fedexec@scoa.asn.au
Peter Hocking	fedoffice@scoa.asn.au

Website and local email accounts

SCOA Australia has its own page on the main SCOA website at www.scoa.asn.au/scoa/australia

Unique email accounts have been created for the state conveners and Federal Councillors in QLD and SA. They are:

Councillor.qld@scoa.asn.au
Scoa.qld@scoa.asn.au

Councillor.sa@scoa.asn.au
Scoa.sa@scoa.asn.au

7) Summary

The discussion about the future of SCOA continues. Until a model is agreed to, SCOA Australia's main focus continues to be on operational and administrative matters.



President
14 September 2015



Secretary
14 September 2015