



Mountain Cattlemen's Association of Victoria Annual General Meeting

November 18, 11am 2023

Akoonah Park, Berwick

MINUTES

1. **Present:** Cass McCormack, Ben Treasure, Cameron Rash, Tania Coleman, Chris Hodge, Bruce Treasure, Phil Ryder, Bruce McCormack, Dave Stoney, Rose Faithfull.

In attendance: Rhyll McCormack, Travis and Michelle Wright, Scott and Belinda Jennison, Cath Noble, Sally Melbourne, Bill Maiden, John and Ros Andrews, Sarah Taylor, Wayne Campbell, Rohan Rogers.

2. **Apologies:** Andrew and Janine Kees, Lyric Anderson, Adam McCormack, Nick Cook, Bluey Commins, Simon Turner, Chris Commins, Graeme Stoney, Ken Heywood, Chris Lewis, Robyn Cook, Jonathon Rowley, Ross and Magda Brown, Deb McCormack, Mark Coleman, Bonnie Coleman.

3. **Confirmation of Minutes of previous AGM (2022):** Minutes Appendix item 1.

Motion: That the minutes, as circulated, of the Annual General Meeting dated November 26, 2022, are a true and correct record of proceedings. **Ben Treasure / Dave Stoney.**

4. **Business arising from Minutes: NIL**

5. **Reports: See appendix**

5.1: Annual Report – President: Cass McCormack. Appendix item 2.

5.2: Annual Report – Secretary: Ken Heywood. Nil.

5.3: Annual Report – Treasurer: Cameron Rash. Appendix item 3.

5.4 Annual Report – Office Manager: Rhyll McCormack. Appendix item 4.

Motion: That the President, Secretary, Treasurer and Office Manager reports be accepted. **Ben Treasure / Bruce McCormack**

6. **Motion: Treasurer Cameron Rash:** That Malcolm Blair is retained for the 2023-2024 year as the MCAV Accountant, and the Board be authorised to amend that arrangement if necessary. **Cameron Rash / Ben Treasure.**

Note: MCAV financial statements available on request.

7. **Motion: Treasurer Cameron Rash:** That for the 2023-2024 year the MCAV retain a qualified auditor as recommended by the MCAV's Accountant and the Board be authorised to amend that arrangement if necessary. **Cameron Rash / Chris Hodge**

8. **Branch Office bearers as notified to the MCAV:**

	President	Vice President	Secretary
Gippsland	Chris Hodge	Rose Faithfull	Cath Noble
North East	Ben Treasure	Bruce Treasure	Philip Ryder
Omeo	Bluey Commins		Chris Commins
Mansfield	Adam McCormack	Michelle Burrowes	Rhyll McCormack

8.1 Branch Report Notes / Minutes:

Gippsland: See appendix

North East: See appendix

Omeo: See appendix

Mansfield: See appendix

Motion: to accept all Branch reports and Branch Office Bearers for 2023-2024. **Phil Ryder / Ben Treasure**

9.

9.1 Thank you: Ken Heywood

Unanimous discussion on the contribution made by Ken Heywood over his many years as secretary. MCAV to officially thank Ken.

Motion: The MCAV agree to provide a gift of thank you to Ken Heywood in recognition of the years of service provided to the organisation. **Cass McCormack / Bruce McCormack**

9.2 Election of MCAV Office Bearers:

All positions within the MCAV are declared vacant.

Election Nominations:

President: Cass McCormack nominated by Bruce McCormack / Bruce Treasure

Vice President: Ben Treasure nominated by Bruce Treasure / Phil Ryder

Secretary: Cameron Rash nominated by Ben Treasure / Bruce McCormack

Treasurer: Tania Coleman nominated by Chris Cooper / Chris Hodge

NOTE: Past President is ex officio (automatic position) on the MCAV board

The Office Manager noted all nominations were received in due time on the correct paperwork.

No nominations were contested.

Motion: The MCAV Executive are duly elected as outlined in the positions nominated. **Ben Treasure / Cass McCormack**

9.3 Nomination of Special Board positions:

Special Projects: Chris Commins nominated by Bruce McCormack / Cass McCormack

Associate Representative: Chris Lewis nominated by Chris Cooper / Tania Coleman

G2G Liaison: Vacant

No nominations were contested.

Motion: The MCAV Special Board positions are duly elected as outlined in the positions nominated. **Ben Treasure / Cass McCormack**

10. Confirmation of Branch Board delegates

	Gippsland	Mansfield	North East	Omeo
1	Rose Faithfull	Adam McCormack	Philip Ryder	Simon Turner
2	Chris Hodge	Vacant	Bruce Treasure	Bluey Commins

Motion: To confirm MCAV Branch delegate positions 2022-2023. **Cass McCormack / Tania Coleman**

The Board acknowledged the time and effort put in by Lyric Anderson, noting that she had not nominated as a delegate for North East Branch for the 2024 year.

MCAV 2024 Board consists of 13 members. Noted the quorum for meetings moving forward would be 7.

Action: Rhyl to notify CAV of change of secretary.

11. Setting of fees:

11.1 All prices listed below are the current MCAV Membership prices:

Grazing members with current state forest licences \$250

Grazing members without current licences \$50

Associate member single \$40 with each additional adult \$20.

All other membership types to remain the same.

Motion: The membership fees for 2024 to be the same as for 2023. **Cameron Rash / Chris Hodge**

11.2 Honorariums:

Discussion on the need to compensate Executive members for their time. President was asked to leave the room for a closed discussion on honorarium.

Unanimous agreement to return the honorarium to the rate paid in 2010.

Unanimous agreement that both the Treasurer and Secretary should also receive an honorarium.

MCAV Board agreed to the following honorariums:

President - \$20,000

Vice President - \$2750

Secretary - \$1000

Treasurer - \$1000

Motion: That the President Honorarium be increased to \$20,000 per annum. **Tania Coleman / Chris Hodge**

Motion: That the Secretary and Treasurer both receive an honorarium of \$1,000 per annum. **Rose Faithfull / Cass McCormack**

12. Special Resolution being for a change of rules proposed by the Board.

Cass McCormack confirmed quorum requirements to change the Rules of Association had been met.

Cass McCormack confirmed all notification requirements to change the Rules of Association had been met.

The reasons for the change of rules are to remain in the Minutes for future reference.

Board meeting date:	Current Rules of Association wording	Proposed change to Rules of Association	Why
Feb 24	15.3a That new principal grazing member may nominate up to 3 nominee grazing members for that licence, who shall replace or reappoint the previous nominee members.	That grazing members may appoint nominee grazing members for their licence only after a majority Board vote approving each application. Applications must be submitted on Appendix form 5.	Each nominee grazing member should be assessed on individual merit and suitability without limitation on nominee numbers. This will help grow the MCAV organisation

			while maintaining memberships from those with a genuine interest/need.
Sept 1	<p>46.1 President and Vice-President</p> <p>1. The President and Vice-President must be grazing members</p> <p>2. Subject to subrule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any Board of Management meetings.</p> <p>3. If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—</p> <p>in the case of a general meeting—a member elected by the other members present; or</p> <p>in the case of a Board of Management meeting—a Board of Management member elected by the other Board of Management members present.</p>	<p>46.1 President and Vice-President</p> <p>1. The President and Vice-President must be grazing members</p> <p>2. Subject to subrule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any Board of Management meetings.</p> <p>3. If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—</p> <p>in the case of a general meeting—a member elected by the other members present; or</p> <p>in the case of a Board of Management meeting—a Board of Management member elected by the other Board of Management members present.</p> <p>4. A position description for the President and Vice-president can be found in the MCAV By-laws and operating procedures manual</p>	<p>Clear duties, responsibilities and expectations of both the President and Vice President are not defined. By having them listed in the By Laws they can be updated by the MCAV Board to reflect the strengths of each individual and the expectations of each Board.</p>
Sept 1	<p>47. Secretary</p> <p>1. The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.</p> <p>2. The Secretary must—</p> <p>a. maintain the register of members in accordance with rule 17; and</p> <p>b. keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 71(3), all books, documents and securities of the Association in accordance with rules 73 and 76; and</p>	<p>47. Secretary</p> <p>1. The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.</p> <p>2. The Secretary must—</p> <p>a. maintain the register of members in accordance with rule 17; and</p> <p>b. keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 71(3), all books, documents and securities of the Association in accordance with rules 73 and 76; and</p>	<p>Clear duties, responsibilities and expectations of the Secretary are not defined. By having them listed in the By Laws they can be updated by the MCAV Board to reflect the strengths of each individual and the expectations of each Board.</p>

	<p>c. subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and</p> <p>d. perform any other duty or function imposed on the Secretary by these Rules.</p> <p>3. The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment</p>	<p>c. subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and</p> <p>d. perform any other duty or function imposed on the Secretary by these Rules.</p> <p>3. The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.</p> <p>4. A position description for the Secretary can be found in the MCAV By-laws and operating procedures manual</p>	
Sept 1	<p>48. Treasurer</p> <p>1. The Treasurer must— a. ensure all moneys paid to or received by the Association have receipts issued for those moneys in the name of the Association; and</p> <p>b. ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and</p> <p>c. ensure any payments are approved by the Board or by a general meeting of the Association from the Association's funds; and</p> <p>1. ensure all payments are authorised by at least 2 Board of Management members.</p> <p>2. The Treasurer must— a. ensure that the financial records of the Association are kept in accordance with the Act; and</p> <p>b. coordinate the preparation of the financial statements of the Association and their certification by the Board of Management prior to their submission to the annual general meeting of the Association.</p> <p>3. The Treasurer must ensure that at least one other Board of Management member has access to the accounts and financial records of the Association.</p>	<p>48. Treasurer</p> <p>1. ensure all payments are authorised by at least 2 Board of Management members.</p> <p>2. The Treasurer must— a. ensure that the financial records of the Association are kept in accordance with the Act; and</p> <p>b. coordinate the preparation of the financial statements of the Association and their certification by the Board of Management prior to their submission to the annual general meeting of the Association.</p> <p>3. The Treasurer must ensure that at least one other Board of Management member has access to the accounts and financial records of the Association.</p> <p>4. A position description for the Treasurer can be found in the MCAV By-laws and operating procedures manual</p>	<p>Clear duties, responsibilities and expectations of the Secretary are not defined. By having them listed in the By Laws they can be updated by the MCAV Board to reflect the strengths of each individual and the expectations of each Board.</p> <p>In addition, some lines of the Treasurer role have been deleted as these are not the role of the Treasurer but of the Office Manager, or are obsolete.</p>

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Note: The above wording has implications for other sections of the Rules of Association, but the intent remains unchanged. Board agreed any implications should be amended to ensure clear guidelines.

Motion: The MCAV Rules of Association be updated to read the following: “15.3a That grazing members may appoint nominee grazing members for their licence only after a majority Board vote approving each application. Applications must be submitted on Appendix form 3.” **Cass McCormack / Dave Stoney.** Vote taken. Motion was passed unanimously.

Motion: The MCAV Rules of Association be updated to read the following: “**47. Secretary**

1. The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.
2. The Secretary must— a. maintain the register of members in accordance with rule 17; and b. keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 71(3), all books, documents and securities of the Association in accordance with rules 73 and 76; and c. subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and d. perform any other duty or function imposed on the Secretary by these Rules.
3. The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.
4. A position description for the Secretary can be found in the MCAV By-laws and operating procedures manual.” **Tania Coleman / Phil Ryder.** Vote taken. Motion passed unanimously.

Motion: The MCAV Rules of Association be updated to read the following: “**48. Treasurer**

1. ensure all payments are authorised by at least 2 Board of Management members.
2. The Treasurer must— a. ensure that the financial records of the Association are kept in accordance with the Act; and b. coordinate the preparation of the financial statements of the Association and their certification by the Board of Management prior to their submission to the annual general meeting of the Association.
3. The Treasurer must ensure that at least one other Board of Management member has access to the accounts and financial records of the Association.
4. A position description for the Treasurer can be found in the MCAV By-laws and operating procedures manual.” **Bruce McCormack / Ben Treasure.** Vote taken. Motion passed unanimously.

Action: Rhyll to update CAV with amended Rules of Association.

Action: Rhyll to send position description to relevant Board members so they can be updated.

13. Branch Motions:

Omeo Branch motion: Omeo branch would consider holding the G2G next year providing a suitable location is found and a local coordinator is engaged.

Omeo branch thanked for suggestion. Discussion moved to Board meeting.

All agreed branch communication needed to be stronger and more frequent.

Action: Rhyll to provide list of members to each branch secretary to help increase communication.

14. General matters:

As agreed previously, will reduce physical meetings to 3 per year to increase attendance. Additional Zoom’s will be scheduled when/if necessary.

14.1 Setting of meeting dates for 2024:

Proposed dates:

Wed Feb 28 – Zoom

Friday May 3 – Omeo

Wed July 24 – Zoom

Fri Sep 6 - Myrtleford

Sat Nov 23 – AGM & Board – Location TBC (Melbourne)

15. Close of meeting:12.15

Appendix reference:

Minutes of 2022 AGM	Appendix 1
President’s Report	Appendix 2
Treasurer’s Report	Appendix 3
Office Manager Report	Appendix 4