

Annual General Meeting Minutes

Friday 16 March 2018

Adelaide Hills Convention Centre - Hahndorf

1. Welcome

President Mike Rusby formally declared the meeting open at 1:50pm and invited Life Member Jim Everett to officiate.

2. Apologies:

Gary Callaghan	G&S Grave Digging
Judy Visser	Aldinga Uniting Church Cemetery
Pat Collinson	

3. Minutes of Previous AGM

The minutes of the AGM meeting held 5 May 2017 were circulated and were noted as read.

Motion

That the minutes of the CCASA Annual General Meeting held 5 May 2017, be accepted.

Moved Robert Pitt **Seconded** Greg Davis **Motion carried**

4. President's Report

President Mike Rusby discussed the President's report outlining the Executive Management Committee's activities and achievements during the 2016/2017 year and asked that they be noted as read.

Motion

That the President's report for 2016/17 be accepted.

Moved Mike Rusby **Seconded** Janet Miller **Motion carried**

5. Audited Financial Report

The Treasurer tabled the Audited Financial Report for 2016/17 and asked that they be noted as read.

Motion

That the Audited Financial Report for 2016/17 as circulated, be accepted.

Moved Fred Davis **Seconded** Mike Rusby **Motion carried**

6. Appointment of Auditor

Motion

That BDO Australia be appointed as Auditors for 2016/2017.

Moved Natalie Westover **Seconded** Mike Rusby **Motion carried**

7. Election of Officers

Committee members (x4)

Current Members:

Mike Rusby (President)	elected 2017
Michael Robertson	elected 2017
Greg Billington	elected 2017
Brenton Hill	elected 2016
Janet Miller	elected 2016
Valda Baker-Wells	elected 2016
David Manders	elected 2017

Membership ending:

Brenton Hill	elected 2016
Janet Miller	elected 2016
Valda Baker-Wells	elected 2016

Retiring Members:

Janet Miller	elected 2016
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New Member Nominations:

Brenton Hill	elected 2016
Valda Baker-Wells	elected 2016
Chezie Hill	Drumminor Gardens
Sharon Callaghan	G&S Grave Digging

Motion:

With 4 nominations for 4 positions and no nominations from the floor, the 4 nominees listed above were declared elected.

Moved: Janet Miller **Seconded:** Robert Pitt **Motion Carried**

Jim Everett congratulated all members.

8. Thanks

Mike thanked Janet Miller for her contribution to CCASA as a member and Treasurer and presented her with a gift of appreciation.

Mike thanked everyone for attending the 2018 CCASA Information Day and AGM. He also thanked those for attending the tour of the Adelaide Hills region and the CCASA dinner on Thursday.

It was noted that any feedback and suggestions are welcome, to ensure we provide another great information day next year.

9. Other Business

Darren Leuders Award

Jim Everett noted the life and the work of Darren Leuders and the initiation of the Darren Leuders Award, shortly after Darren's untimely death. Jim acknowledged that the concept of the award was to recognise and celebrate the delivery of exceptional customer service. It was noted that there were three nominations of the award, all worthy of consideration, and that the recipients really captured the essence of what the award represents.

2018 winners of the Darren Leuders Award - Monica Kearns and Therese Gates.

10. Close of the Annual General Meeting

Meeting closed at 2:04pm.

CCASA President's Report

This is my first annual report as President of CCASA and it has been an honour and pleasure to lead CCASA over the last 12 months.

I would like to commence this report by acknowledging the support and commitment of the CCASA Executive. My sincere thanks to Brenton Hill, Greg Billington, Michael Robertson, Valda Baker-Wells, Janet Miller and David Manders for their commitment in ensuring CCASA continues to provide value to our members.

The introduction of an online accounting system, namely MYOB, in early 2017 has provided a much improved financial recording and reporting system. I would like to thank our Treasurer, Janet Miller for her efforts in setting up this system and managing the CCASA financials for the last 12 months.

Following the resignation of our Secretary, Natasha Wojcik in mid-2017, Chula Murray was appointed our new secretary in August 2017. Chula continues to develop an understanding of the cemetery industry and the many duties involved in the position of CCASA Secretary. I thank Chula for her efforts in support of the Executive since her appointment 8 months ago.

There have been a number of key projects that the CCASA Executive has focused on in the last 12 months. A summary of these key projects is provided as follows:

1. Monumental Mason Licensing System

The CCASA state-wide monumental masons licence system is now in its third year. Implemented in conjunction with the Monumental Masons Association of South Australia Inc., the licence system is aimed at assisting both members and monumental masons in streamlining the contractor management obligations and insurance requirements associated with monumental masons working in cemeteries across the state. CCASA continues to work with the Monumental Masons Association in "tweaking" the system for the benefit of all concerned.

A listing of licenced monumental masons and their required insurance details is now located on the website. Members are encouraged to view the listing in the process of engaging a monumental mason to ensure they are in fact licenced with the necessary current insurance requirements, avoiding the need to contact monumental masons directly for this information.

2. Review of Monumental Standards

CCASA continues to be directly involved in the ongoing review of the Australian Standards for *Above ground burial structures* (AS 4425-1996) and; *Headstones and cemetery monuments* (As 4204-1994). CCASA is represented on the standards review panel by CCASA Executive member Michael Robertson. I thank Michael for his efforts in attending the review panel meetings and representing CCASA in what is a very important industry standard. Members will be kept up to date on the potential changes to the standards, via our online news letters.

3. Advice and Support for Members

A key role of CCASA is continuing to provide advice and support to members in response to enquiries. In the last 12 months CCASA Executive members responded to approximately 25 enquiries from our members. As has been the case in previous years, the majority of these enquiries relate to burials on private land, transfer of interment rights and construction of monuments. These matters continue to present challenges for cemeteries.

4. Plain English Statements

Minor changes are currently being made to the CCASA Plain English Statement form to ensure the form meets with the requirements of the Burial and Cremation Act 2013. Once the updates are completed, new forms will be printed and continue to be made available to members as required.

5. SA Cemeteries Listing

CCASA has developed a comprehensive listing of cemeteries across the state for access via the website. The listing provides details of each cemetery, its location and contact details for further information. The cemetery listing is considered a valuable resource for members, monumental masons and the general public. Maintaining the cemetery listing database will be an ongoing and evolving process. Members are encouraged to advise CCASA of any required changes or additions to assist us in keeping the listing up-to-date.

6. New CCASA Website

It is pleasing to report that a new CCASA website has now been launched with significant improvements to the layout and information provided. The updated cemetery listing and licenced Monument Mason details, including insurance details required by members to meet with their internal compliance requirements, are all easily accessible via our website. We invite any feedback or suggestions from our members regarding information currently posted on the website, or any additional information that would be of benefit to members.

We are all fully aware the majority of CCASA members come from Local Government or are local community volunteers whereby the curating of local cemeteries is just one of your many tasks and responsibilities. It is this fact in mind that makes our state association so important in providing the necessary information and support to our members. It is the ability to support our members to manage and improve their local cemeteries, recognising the importance of our cemeteries as key community assets that make the role of President and that of the CCASA Executive so rewarding.

As always, CCASA is extremely grateful for the continuing support of our sponsors, namely Arrow Bronze, Pheonix Foundry, Life's Memories, Wacker Neuson, Everlon Bronze, SD Tillett Memorials, AL Nalty Memorials and Steed Surveyors. It is through the support of these organisations that CCASA is able to hold the very important and successful annual Information Days. I take this opportunity to sincerely and wholeheartedly thank all of our sponsors.



Michael Rusby
President