



Minutes of Annual General Meeting Cemeteries and Crematoria Association of South Australia

DATE:	Friday 5 April 2019	1.30pm – 2pm
LOCATION:	McCracken Country Club	
PRESENT:	Executive Membership Team	9 members
	Ordinary Members	60 members
	Associate Members	6 members
APOLOGIES:	Jim Everett	Life Member
	Robert and Jan Heaven	McLaren Vale UCA and Congregational Cemeteries
	John Bednall	District Council of Yankalilla
MINUTES:	Liz Peter	Secretary

1. Welcome

President Mike Rusby formally declared the meeting open and in the absence of Jim Everett, invited former President Robert Pitt to present the meeting.

Robert welcomed Sponsors, Members and guests.

It was acknowledged that the Information Day was being held on the on traditional land of the Ramindjeri and Ngarrindjeri people respects were paid to their Elders past, present and emerging.

2. Apologies

Apologies were noted.

3. Minutes of Previous Meeting

The Minutes of the Annual General Meeting of 16 March 2018 were reviewed and were accepted.

Minutes accepted. Valda Baker-Wells moved | Michael Robertson seconded.

4. Presidents Report

President Mike Rusby presented the Report, which was distributed to attendees:

4.1 Thank You's: thank you to the Executive Team who have served for the 2018-2019 term. Many are returning for a second term, with a resignation and a nomination for the coming term;

Thank you to Janet Millar of Centennial Park, who has assisted with the management of the finance for CCASA;

4.2 Staff Changes: The former Secretary Chula Murray resigned at Christmas time and was replaced by Liz Peter. Any enquiries can be directed to Liz at info@cemeteriessa.com.au;

4.3 CCASA Achievements:

- **Monumental Masons Licencing** is now in its fourth year of operation and requires Monumental Masons to meet a number of WHS requirements to obtain a licence. This ensures Monumental Masons who work in our cemeteries are doing so safely and with all the requires safety systems in place. A list of licensed Monumental Masons can be found on the CCASA website;

- **AS4204 Standards** have now been reviewed and updated. Executive Member Michael Robertson played a key role in that review. Michael was thanked for his involvement in the development of the new draft standard. The new standard will replace AS4204-1994 and links will be uploaded to the CCASA website, once available;

- **Ongoing Advice and Support** has been provided to members both over the telephone and through online email enquiries. These enquiries have ranged from burials on private land, record keeping and general cemetery maintenance.

Questions that we receive on a regular basis are uploaded to the CCASA FAQs page and members are encouraged to refer to this section of the website, which may assist them;

- **Plain English Statements (PES)** have recently been legally updated and are currently in print. We will notify members when these are available;

- **Safe Cemeteries Training** has now been approved and registrations of attendance are open. CCASA has been successful in receiving a funding grant through Service Skills SA in the amount of \$15,000 to assist in the provision of this course. There are 60 subsidised positions available and will be allocated on a first registration basis;

Presidents Report accepted. Sharon Callaghan moved | Brenton Hill seconded.

5. Financial Report

The Financial Report was presented to the Meeting.

The Bank Balance at the end of June 2018 was \$25,250.00 with \$1,440.00 in outstanding debtors.

The Profit and Loss Statements shows a loss of -\$5,005.00. In 2018-2019 membership fees were increased by \$35 to \$195.00 to alleviate future losses.

Moving forward, CCASA are looking for a small profit, after costs. CCASA is a 'not-for-profit' organisation and any increases in membership fees are considered on the basis of ensuring does not operate at a loss.

Financial Report accepted. Brenton Hill moved | Parteek Mittal seconded.

6. Appointment of Auditor for 2019-2020

For the previous five years CCASA has used BDO for their auditing purposes and it is now time to review that appointment.

It was therefore recommended that Dean Newberry Auditors be appointed.

Appointment accepted. Ross Lee moved | Valda Baker-Wells seconded.

7. Election of Officers

The following Executive Team Members are continuing the second year of their term:

Brenton Hill	Drumminor Gardens
Chezie Hill	Drumminor Gardens
Sharon Callaghan	G and S Grave Digging
Valda Baker-Wells	Light Regional Council

The following Executive Team Members have nominated for a further two-year terms:

Greg Billington	City of Mount Barker
Michael Rusby	Centennial Park
Michael Robertson	Adelaide Cemeteries Authority

The following Executive Team Member has not renominated:

David Manders	Willunga Catholic Parish
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One new Nomination has been received from:

Arun Ramchand

Adelaide Cemeteries Authority

8. Thank You

Robert Pitt closed the meeting with a special thank you to all the sponsors. A thank you to members who travelled far and wide and thank you to the Executive Team for their contributions throughout the year.

Meeting Closed 1.50pm