



**Annual General Meeting 2021  
Cemeteries & Crematoria Association of South Australia (CCASA)**

**MINUTES**

Commenced at 2:09pm

Friday 14 May 2021

Harrison Funerals, Rivergum Chapel,

*Cnr Jack High Lane and Golden Grove Road, Ridgehaven SA 5097*

<b>PRESENT:</b>	Executive Committee Team	7 members
	Ordinary Members	42 members
	Associate Members	8 members
	Sponsors	10 members

<b>MINUTES:</b>	Valda Baker-Wells	Executive Assistant
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## **1. Welcome**

President Mike Rusby formally declared the meeting open and welcomed Sponsors, Members and guests.

Mr Rusby acknowledged and thanked Robert Pitt, CEO of Adelaide Cemeteries Authority for hosting West Terrace Cemetery for last night's event, Arun Ramchand for arranging the food, the marquee and drinks and for the Adelaide Cemetery Authorities staff involved. It was a fabulous night and Mr Rusby acknowledged the Committee continues to receive a lot of positive feedback from those who attended.

## **2. Apologies**

Joe Campbell	Phoenix Foundry
Emma McGregor	Arrow Bronze
Annie Elliott	City of Holdfast Bay
Chris Harrington	ACCA
Sally Kennedy	Dearly Plaques and Memorials

### 3. Minutes of Previous Meeting

Voting Members were given time to read through the copy of the previous minutes before voting commenced.

Moved: Marion Berlin, Southern Mallee District Council

Seconded: Sharon Callaghan, G & S Grave Diggers

**That the Minutes of the CCASA Annual General Meeting held Friday 5 April 2019 be accepted; and further**

**That it be noted that, due to the Covid-19 Pandemic, the 2020 CCASA Annual General Meeting scheduled for Friday 3 April 2020 was cancelled.**

**CARRIED**

### 4. Presidents Report

President Mike Rusby presented the Report, which was distributed to attendees and made the following statements:

*"I wish to thank the Executive Committee for their time and effort put in to hold the Information Forum and also towards the other projects which the Committee donated their time over the past twelve months.*

*The ongoing support and commitment of the CCASA Executive team is key to the success of CCASA. My sincere thanks to Michael Robertson, Brenton Hill, Greg Billington, Arun Ramchand and Sharon Callaghan for their commitment in ensuring CCASA continues to provide value to our members.*

*Thank you to Valda Baker Wells who has taken on the role of CCASA Executive Assistant since stepping down from her role as CCASA Executive member.*

*I would also like to thank Janet Miller for her assistance in the management of CCASA's financial records and reporting requirements. While Janet is not a member of the CCASA Executive, her support in assisting me as Treasurer in the managing of CCASA's financials is greatly appreciated.*

*The CCASA Executive has continued to work on several key projects over the last 12 months. A summary of these key projects is provided as follows:*

#### **1. CCASA Website**

*Continued improvements to the CCASA website over the past twelve months, particularly regarding site presentation, ease of navigation and location of key information.*

#### **2. Plain English Statements**

*In response to the legal review of the Plain English Statement (PES) in late 2018, it was identified that a separate PES is required to be given for the "Issue of an interment right"; Renewal of an interment right"; and "Transfer of an interment right".*

*All three PES have been printed in pads of 50 sheets and are available for purchase at cost price through the CCASA website.*

#### **3. Cemetery Safety Training**

*In early 2019 CCASA was successful in receiving grant funding through Service Skills SA "Industry Skills Development Grant" in the amount of \$15,000 to subsidise the cost of offering an accredited Cemetery Safety course to CCASA members. A two-day course was held in both Adelaide and Berri in September 2019, with 26 participants completing the training.*

#### **4. Monumental Standards**

*CCASA has remained directly involved with the review and update of the Australian Standards for Headstones and Cemetery Monuments (AS 4204). CCASA was represented on the Standards Australia Technical Committee BD-071 by CCASA Executive member Michael Robertson. I thank Michael for his efforts in attending the Committee meetings and representing CCASA in what is a very important industry standard.*

#### **5. Monumental Mason Licensing System**

*Unfortunately, the CCASA state-wide monumental masons licence system was placed on hold during 2019 following questions around the system's compliance with competition policy.*

*A dedicated session has been included in this Information Forum Program 2021 to propose a new monumental mason registration system and identify the level of support and interest from members in the implementation of a new system commencing July 2021.*

#### **6. Advice and Support for Members**

*A key role of CCASA is continuing to provide advice and support to members in response to enquiries. Many of these matters continue to present challenges for cemeteries, particularly small and rural cemeteries. A session has once again been included in this year's Information Forum program to discuss common questions raised by members.*

#### **7. SA Cemeteries Listing**

*CCASA continues to maintain a comprehensive listing of cemeteries across the State for access via the website. The listing currently 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. We will continue to maintain that as an official document for members*

*Most importantly, CCASA is extremely grateful for the continuing support of our sponsors, namely Arrow Bronze, Phoenix Foundry, Everlon, OpusXenta and SD Tillett Memorials. I also take this opportunity to acknowledge Nalty Memorials for their past sponsorship of CCASA and thank them for their valued support over many years. I am however pleased to announce and welcome Harrison Funerals and Adelaide Cemeteries Authority who have recently joined CCASA as Gold Sponsors.*

*It is only through the support of our sponsors that CCASA can hold our annual Information Forum. I take this opportunity to sincerely thank all our sponsors for their ongoing support.*

*CCASA will focus on a number of key projects over the coming 12 months, including:*

- The draft Constitution and Rules. We are looking to present this at our next AGM by November this year as our financials need to be audited and adopted within five months of the financial year. We will table the Constitution for adoption.*
- The proposed reestablishment of the monumental mason's registration system,*
- Continue to provide members with PES books as required,*
- Continue to assist members in providing advice and support in the operation of their cemeteries, and of course*
- Provide the opportunity for members and sponsors to attend our annual Information Forums.*

*This is my fourth and final year as president, I've thoroughly enjoyed leading CCASA for the past four years. It's been an honor and something I will always remember."*

Moved: Robert Pitt, Adelaide Cemeteries Authority

Seconded: Andrew Boucaut, Anglican Diocese of Adelaide

**That the President's Report be received.**

**CARRIED**

## **5. Audited Financial Report**

The Bank Balance at the end of 30 June 2019 was \$46,019.

The Profit and Loss Statements shows Income as \$38,007 and Expenses as \$33,218.

Moved: Andrew Boucaut, Anglican Diocese of Adelaide

Seconded: Greg Billington, Mt Barker Council

**That the Audited Annual Financial Report for the financial year 2018/19 be received and accepted.**

**CARRIED**

The Bank Balance at the end of 30 June 2020 was \$43,092

The Profit and Loss Statements shows Income as \$37,793 and Expenses as \$33,816.

Moved: Greg Billington, Mt Barker Council

Seconded: Sharon Callaghan, G & S Gravediggers

**That the Audited Annual Financial Report for the financial year 2019/20 be received and accepted.**

**CARRIED**

## **6. Approval of Auditor**

Moved: Robert Pitt, Adelaide Cemeteries Authority

Seconded: Sharon Callaghan, G & S Grave Diggers

**That, in accordance with clause 13(e) of CCASA's current Constitution, Dean Newbery and Partners, Chartered Accountants, 214 Melbourne Street, North Adelaide, South Australia 5006 be appointed as the auditors to audit the Annual Financial Statements for the financial year 2020/21.**

**CARRIED**

## **7. Recognition of retiring President and election of new Committee**

Mr Rusby invited Mr Jim Everett, CCASA Life Member, to come forward to chair this part of the formalities.

Mr Everett thanked the existing committee for their excellent job, acknowledged the appreciation of time and commitment they give and advised that the Association is in very good state. Mr Everett thanked Mike Rusby as the retiring President.

Mr Everett confirmed that the nominations for 8 positions have been received and called for any further nominations from the floor. No further nominations came forward at the meeting.

Mike Rusby, has served as President and Treasurer for two consecutive terms ending 2021 making those two positions now vacant.

Valda Baker-Wells, who commenced in 2020 as Executive Assistant will retain her position.

All eight(8) positions on the CCASA Committee have become vacant in 2021.

#### OUTGOING COMMITTEE

Position	Name	Elected	Term Ending
President	Mike Rusby	2019	2021 (Final)
Treasurer	Mike Rusby	2019	2021 (Final)
Secretary	Vacant		
Committee	Greg Billington	2019	2021
Committee	Sharon Callaghan*	2018	2021
Committee	Brenton Hill*	2018	2021
Committee	Arun Ramchand	2019	2021
Committee	Michael Robertson	2019	2021

*\*Note: Due to Covid-19 Pandemic, no AGM voting was conducted in 2020. As a result Committee Members Sharon Callaghan and Brenton Hill's term was extended until 2021.*

Moved: Natalie Wesover, Adelaide Hills Council

Seconded: Tanya Chapman, Light Regional Council

**That the following eight (8) nominations received be elected in those nominated positions to form the 2021 CCASA Executive Committee for the years 2021-2023:**

#### 2021 COMMITTEE NOMINATIONS

Position	Name	Elected	Term Ending
President	Arun Ramchand	2021	2023
Treasurer	Michael Robertson	2021	2023
Secretary	Brenton Hill	2021	2023
Committee	Mike Rusby	2021	2023
Committee	Sharon Callagan	2021	2023
Committee	Greg Billington	2021	2023
Committee	Adam Kenny	2021	2023
Committee	Paul Hawkes	2021	2023

CARRIED

## 8. Other Business

### 8.1 ***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.

*2020 winner of the Darren Leuders Award – Danae Cates from Alexandrina Council*

Mr Rusby thanked Mr Everett for his contribution as Life Member, for announcing the new committee and for presenting the Darren Leuders Award.

## **8.2 Life Member Award**

Mr Mike Rusby, with support from the CCASA Executive, announced a new Life Member Award be presented to Mr Brenton Hill in recognition for his long term contribution with the cemetery industry. Mr Rusby announced and congratulated Mr Hill for being nominated and awarded life membership of CCASA.

Mike Rusby acknowledged that CCASA currently has one life member of CCASA – Jim Everett who was awarded Life Membership in 2009.

Brenton Hill is recognised and awarded life membership as:

- He has worked in the funeral industry and cemetery industry for over 40 years,
- He has been a member of the CCASA Executive Committee for over 20 years having joined the Committee in 2000.
- He has completed three terms as President of CCASA, one 2 year term in the early 2000's and a further two consecutive terms in 2008 and 2012.
- He has spent time on the Adelaide Hill Council Cemetery Advisory Board,
- He completed a study of the Adelaide Hills cemeteries to present to Council,
- He was part of the review and development of the current Burial and Cremations Act 2013 and Regulations 2014,
- He designed and developed the Drumminor Gardens Cemetery,
- And Remains a member of the CCASA Executive Committee.

Mr Hill received the Life Member Award and gift whilst thanking CCASA for the award and expressed his enjoyment in being involved in this specialised industry.

## **9. Close of the Annual General Meeting**

Mike Rusby closed the meeting with a special thank you to all the sponsors and members who travelled far and wide. Mr Rusby expressed a special word of thanks to the Executive Team for their contributions throughout the year and wished CCASA's new President, Arun Ramchand all the best and that he looked forward to continuing as a Committee Member of the CCASA Executive.

**Meeting Closed at 2:36pm**

Minutes of Annual General Meeting confirmed at CCASA Annual General Meeting held on Friday, 12 November 2021.