

AGENDA: Northern Rivers Screenworks Inc – Annual General Meeting

Date / Time:	5:31pm, Monday 24 October 2022
Place:	via Zoom (no in person attendance due to extreme weather conditions)

Item	Description	Responsible
1	<p>Welcome & Introductions</p> <p>Dustin Clare (DC) acknowledged the Traditional Owners of Country in the Ballina Shire where Screenworks is based, the Nyangbul People of the Bundjalung nation, and paid our respects to elders both past and present.</p> <ul style="list-style-type: none"> Attendees: DC, Neil Lollback (NL), Rosemary Bright (RB), Tracey Mair (TM), Chris Oliver-Taylor (COT), Brooke Satchwell (BS), John Welch (JW), Richard Keenan (RK), Charlotte Brigel (CB), Luncinda Bruce (joined 5.36pm) and Oumi Karenga-Hewitt (joined 5.44pm). Apologies: Andrew Adams, Catherine Stone, Matt Young 	Chairperson
2	<p>Review of actions from previous annual general meeting</p> <p>DC reviewed the following actions from the previous AGM:</p> <ul style="list-style-type: none"> Form A12-T1 (Financial Statements) was submitted by the CEO to Department of Fair Trading within the required timeframe. Screenworks retained the auditing services of THE OFFICE ACCOUNTANTS (Bangalow) for the 2020/2021 financial year. 	Chairperson
3	<ul style="list-style-type: none"> Acceptance of minutes of previous annual general meeting <p>DC tabled the following motion in relation to the previous AGM minutes:</p> <p>Motion: To accept the minutes of the 2021 annual general meeting held 18 October 2021.</p> <p>Moved by: RK Seconded: RB Carried: Yes</p>	Chairperson
4	<p>Chairperson's report</p> <p>DC read out the Chairperson's report, then made the following motion:</p> <p>Motion: To accept the Chairperson's report</p> <p>Moved by: RK Seconded: BS Carried: Yes</p>	Chairperson

5	<p>Treasurer's report</p> <p>DC asked NL to read out the Treasurer's report. DC thanked NL for the report and then made the following motion:</p> <p>Motion: To accept the Treasurer's report</p> <p>Moved by: COT Seconded: JW Carried: Yes</p>	Treasurer
6	<p>Questions to directors</p> <p>DC offered an opportunity for members attending AGM to ask questions to directors or CEO. No questions were asked.</p>	Chairpers on
7	<p>Acceptance of financial statements</p> <p>DC noted the Audited Financial Statement Report as prepared by Shaun Casey (CA). DC asked if anyone had any comments or questions. There were none. DC then made the following motion:</p> <p>Motion: To receive and accept the Audited Financial Statement.</p> <p>Moved by: TM Seconded: RK Carried: Yes</p> <p>DC then noted that for the purposes of completing form A12 – the following motion is required:</p> <p>Motion: To authorise the CEO (KC) to complete form A12-T1 for Department of Fair Trading and that the financial statements were presented to the members at the AGM.</p> <p>Moved by: RB Seconded: NL Carried: Yes</p>	Treasurer / CEO
8	<p>Acceptance of annual report</p> <p>DC then noted the annual report for the financial year up to 30 June 2022. DC asked if anyone had any questions or comments on the annual report. There were none. DC then made the following motion:</p> <p>Motion: To receive and accept the FY2022 Screenworks Annual Report.</p> <p>Moved by: BS Seconded: JW Carried: Yes</p>	CEO/ Chairpers on
9	<p>Appointment of Auditor</p> <p>DC asked NL to explain why Screenworks (SW) is changing auditors. NL explained that due to the growth of SW the current auditor does not have the indemnity insurance to cover the potential liabilities so can no longer act as SW auditor. NL and KC spoke to various auditors and Shaun Casey at McCabe Weston Accountants was deemed to be the best choice.</p> <p>DC made the following motion:</p> <p>Motion: That Screenworks engages the auditing services of Shaun Casey at McCabe Weston Accountants for the 2022-2023 financial year.</p> <p>Moved by: NL Seconded: TM Carried: Yes</p>	Treasurer

10	<p>Bank Account Signatories</p> <p>DC noted that there would be no changes to the bank account signatories and then made the following motion:</p> <p>Motion: That the following people remain authorised to operate Northern Rivers Screenworks Inc bank accounts with National Australia Bank –</p> <ul style="list-style-type: none"> • Ken Crouch (Chief Executive Officer), • Dustin Clare (Chairperson), and • Neil Lollback (Treasurer), and • Richard Keenan (Vice-Chairperson). <p>The following person / people to be removed: N/A</p> <p>The following person / people to be added: N/A</p> <p>Moved by: COT Seconded: NL Carried: Yes</p>	Chairpers on
11	<p>General Business</p> <p>DC opened up the meeting to any general business. DC asked CB if she would be prepared to give an update on Byron Studios. CB was happy to give an update. CB noted that due to the flood conditions many bookings to use the studio were cancelled, mainly because people thought there was a lack of accommodation and a general perception that the area had been devastated by the floods. CB also reported that the lease is nearly up on the current Alstonville location and that new larger studios purpose built are being constructed – these will be water tight.</p>	Chairpers on
12	<p>Meeting close 5.49pm</p>	Chairpers on