



Minutes

Management Committee Meeting

Sunday May 23rd via zoom

1. Open Meeting: 8:35am

Welcome from President Ralph Brown to Committee Members

2. Attendance: Kate Puleo, Gayle Harrison, Ralph Brown, Fran McFadzen, Richard Bassett, John Staib, Tryg Helander

Apologies:

3. Confirmation of Minutes:

Kate moved the minutes be accepted with changes. Seconded by Gayle. Carried.

4. Business arising from the Minutes:

a.

5. Correspondence:

• **Inwards Received & Outwards Endorsed:**

a. BSQ library to display salon of excellence winners. Kate to forward the details to committee.

b. Kate to send insurance certificate to John

Kate moved the correspondence be accepted. Seconded by John.

6. Business arising from Correspondence:

a. none

7. Presidents Report:

Ralph meeting with Sue this week. Discussion is being had with Dorothea from Gympie camera club to store the PSQ equipment. Kate to send thank you letter to Ken for helping with SEQ. Medals have been ordered for the SEQ winners. Ralph moves his report be accepted, seconded by Gayle. Carried.

8. Treasurers Report:

Presented by John Staib, sent via email. Balances in accounts from 31 March 2021 -

Main account: \$17,441

JE account: \$1371

Convention account: \$20

Moved by John, Seconded by Ralph. Carried.

Payments:

John moved that the following payments be accepted. Seconded by Gayle. Carried.

SEQ judging costs

Office of fair trading

Council

Ralph moves that the treasurer gets pre approval to make necessary ongoing payments, seconded by Fran. Agreed by all.

Kate and Gayle to sign approval for change of signatories to Ralph, John and Kate.



9. Judges Executive Report:

Sent via email. Accepted.
Lots of training and development being done.

10. Web Admin Report:

Sent via email. Accepted.

11. General Business:

- a. Convention update – Richard has been doing some investigating. He will be sending some details via email with info he has gathered. Richard to get some help from Tryg. Date looks like it is unsuitable need to pick a new date. Looking to go with the 1st of August. List of possible speakers to be sent to Tryg.
- b. SEQ - Richard has the gold medallions for SEQ winners, the rest still waiting to be engraved and picked up from Noosa.
- c. John brought up whether we still need a bookkeeper now that he has come on board. He is happy to take on the position fully. Agreed by all. General members to be named by their jobs.
- d. Audit to be made of equipment.
- e. John to send out upcoming insurance details. Insurance email to be created to make it a bit easier.
- f. Equipment update – Gympie unable to accommodate the stands.

12. New Business

- a. Tryg wishes to be considered as chair of JE. Ralph to submit that to the JE committee.

13. Next Meeting: Sunday, June 27th at 8:30am

14. Meeting Closed: at 9:53am

Photographic Society Of Queensland Inc

ABN 71 271 756 062

**Financial Statements
For the year ended 31 March 2020**

Sanjem Pty Ltd

4 Lakeside Court

Beaudesert QLD 4285



Phone: 0439 139767

Email: johnstaib89@gmail.com

Photographic Society Of Queensland Inc
ABN 71 271 756 062

Contents

[Income and Expenditure Statement](#)

[Detailed Balance Sheet](#)

[Depreciation Schedule](#)

[Certificate by Member of the Committee](#)

[verification report](#)

Photographic Society Of Queensland Inc

ABN 71 271 756 062

Income and Expenditure Statement

For the year ended 31 March 2020

2020

\$

Income

Affiliation Fees Clubs	18,299
Judge Understudy Fees	60
Annual Convention Income	2,896
Forums	163
Barbeque Income	23
Interest received	18
Other income	2,104
Total income	<u>23,563</u>

Expenses

Bookkeeping Expense	200
Catring	227
Fees & charges	209
Grants To Photography Clubs	820
Insurance	7,654
Meeting Expenses	790
Postage	109
S E Q Expenses	856
Travel, accom & conference	7,206
Total expenses	<u>18,072</u>

Profit from ordinary activities before income tax 5,492

Income tax revenue relating to ordinary activities

Net profit attributable to the association 5,492

Total changes in equity of the association 5,492

Opening retained profits 15,175

Net profit attributable to the association 5,492

Closing retained profits 20,667

The accompanying notes form part of these financial statements.

Photographic Society Of Queensland Inc

ABN 71 271 756 062

Detailed Balance Sheet as at 31 March 2020

	Note	2020 \$
<hr/>		
Current Assets		
Cash Assets		
Cash At Bank Main		17,441
Cash At Bank Judges		1,371
Cash At Bank Convention		20
		<hr/> 18,833 <hr/>
Total Current Assets		<hr/> 18,833 <hr/>
Non-Current Assets		
Property, Plant and Equipment		
Plant & equipment - at cost		3,834
		<hr/> 3,834 <hr/>
Total Non-Current Assets		<hr/> 3,834 <hr/>
Total Assets		<hr/> 22,667 <hr/>
Current Liabilities		
Financial Liabilities		
Unsecured:		
Provision For Club Grant Scheme		2,000
		<hr/> 2,000 <hr/>
Total Current Liabilities		<hr/> 2,000 <hr/>
Total Liabilities		<hr/> 2,000 <hr/>
Net Assets		<hr/> 20,667 <hr/>

The accompanying notes form part of these financial statements.

Photographic Society Of Queensland Inc

ABN 71 271 756 062

Detailed Balance Sheet as at 31 March 2020

	Note	2020 \$
<hr/>		
Members' Funds		
Accumulated surplus (deficit)		20,667
Total Members' Funds		<u>20,667</u>

The accompanying notes form part of these financial statements.

Photographic Society Of Queensland Inc
ABN 71 271 756 062
Depreciation Schedule for the year ended 31 March, 2020

	Total	Priv	OWDV	DISPOSAL		ADDITION		DEPRECIATION			Priv	CWDV	PROFIT			LOSS			
				Date	Consid	Date	Cost	Value	T	Rate			Deprec	Upto	+	Above	Total	-	Priv
Plant And Equipment																			
Sound System (copy)	1,325.00	12/03/09	0	0.00	0	0	0	0	D	0.00	0	0	0	0	0	0	0	0	0
Hp Laptop (copy)	1,619.00	01/09/09	0	0.00	0	0	0	0	D	0.00	0	0	0	0	0	0	0	0	0
Myob (copy)	370.00	01/09/09	0	0.00	0	0	0	0	D	0.00	0	0	0	0	0	0	0	0	0
Laptop Secretary (copy)	520.00	11/08/11	0	0.00	0	0	0	0	D	0.00	0	0	0	0	0	0	0	0	0
	0		0		0		0	0			0	0	0						
								Deduct Private Portion											
								Net Depreciation											

These financial statements are unaudited. They must be read in conjunction with the attached Accountant's Compilation Report and Notes which form part of these financial statements.

Photographic Society Of Queensland Inc

ABN 71 271 756 062

Certificate by Member of the Committee

For the year ended 31 March 2020

We Sue Gordon and Gayle Harrison certify that:

1. We are members of the Committee of Photographic Society Of Queensland Inc.
2. We attended the annual general meeting of the association .
3. We are authorised by the attached resolution of the Committee to sign this certificate.
4. This annual statement was submitted to the members of the association at its annual general meeting.

Sue Gordon
President

Gayle Harrison
Treasurer

17 May, 2020

Photographic Society Of Queensland Inc

ABN 71 271 756 062

Verification Report as at 31 March 2020

The association keeps financial records in a way which properly records the association's income and expenditure and dealings with its assets and liabilities

Photographic Society Of Queensland Inc as at 31 March 2020 and the results of its operations for the year then ended.31 March 2020

Signed in accordance with a resolution of the Committee on 17 May, 2020:

Gayle Harrison

Presidents Report 23 May 2021

Not a lot to report as it has only been a week since I took office.

In my thoughts for the future, we need to concentrate on the ZOOM convention and speakers if this is to go ahead.

Handover with Sue is taking place tomorrow, Monday 24 May

Sue has some items currently stored at her place and I have been talking with Dorethea in Gympie about storing the equipment in their storeroom when it is finally constructed. This may not be until later in the year and in the meantime, Richard has agreed to store it at his place near Kenilworth.

I would like to start planning for SEQ 2022 and have some thoughts following the judging in Gympie this year. I wish to thank the Gympie Club for the excellent way the competition was run and also to Ken Dickson who was a tremendous help with the technical aspects.

A couple of notes I took on the day: -

- Encourage non-A Grade print entries.
- Definitions printed and given to judges on the day.
- All four judges involved in place awards.
- Judges' roster/rotation worked out before starting.
- Judges not to enter the competition.

Web Administration Report April - May 2021

Apr 24

- Move Sue from active to in-active page on PSQ Judges webpages
- Create a cloud based 5Gb storage – ONE DRIVE.
- Download Zoom recordings from the Zoom website. They are the Nov 2020 Judges Forum
- Upload Zoom Recordings to One Drive, and save to PSQ hard Drive

Apr 25

- Start uploading the images for SEQ to the PSQ website. About 3 hours. This took a while because I had to look up which club each photographer was in for each image from the Master excel spreadsheet.

Apr 26

- Dropbox link for the SEQ Winners PowerPoint to Ralph, who has been asked about who won.
- Continue uploading and manually naming the winners and accepted images to the website. Decision after texting with Ralph to not include the Club of the Photographer so that the upload could be made more quickly. About 6 hours
- Complete A Grade digital and print pages. 340 Digital images and 56 Print images.
- Post on Facebook that the images are available on line
- Email to Clubs and Judges and Committee that the A Grade images are available on line.
<http://www.psq.org.au/seq-digital-a-grade.html>
<http://www.psq.org.au/seq-print-a-grade.html>
- Reply to several people about their results and whether they were going to be informed. Replied that they will be contacted in due course.

27 Apr

- Make corrections to errors I made in the titling of images for A Grade. (Two so far.) Email confirmation of corrections made
- Reply to Wynnum-Bayside Secretary about status of their club in the results. Email that they came ninth.
- Upload and name Non A Grade Images.
- Email notification to Clubs, Judges and PSQ Committee that the Non A Grade images are loaded to the website
- Post to Facebook that the Non A Grade images are loaded and available.

29 Apr

- Receipt for renewal of Zoom Account \$230.89 received. Paid automatically from my Visa Card. Invoice/Receipt sent to Treasurer for reimbursement.
- Correction to mistake on image's photographer's name. Emailed John Murphy that it was corrected.

30 Apr

- Question from SEQ participant asking why none of his image were on the website. Check name against Spreadsheet, find he had one Acceptance, check on the Website, it was there. Email to say name of image where the image might be found.

3 May

- Correction to wrongly attributed image in Non A SEQ. Email Carol Robinson (sec) and Malcolm Wade (member) that it is done.

7 May

- Upload individual and club results for SEQ to website. Make new page, name judges, explain why higher scores are not given first, second or third. Notify Sue that the information is uploaded.

- Make urgent correction to uploaded Excel Spreadsheet for results of Angela Tipson, who had two images disqualifications from SEQ. Confirm with Gayle, that the change was made.

12 May

- Request to replace email addresses for President and Secretary Toowoomba Club. Emails also updated on the email router under clubs@psq.org.au Emailed Rebecca that it is completed.

13 May

- Request to change the Toowoomba Club Secretary to a different email address because they have no Secretary, and the committee email goes to everyone.

16 May

- Facilitated AGM via ZOOM
- AGM = change of Committee Members. Added John Staib and Tryg Helander to the Committee page, remove Dennis and Sue Gordon. Change status of Gayle to Social Media/Newsletter Editor
- Contact John for phone and email details

17 May

- Email from Gayle about four club email addresses that bounced. Nanango and Nambour Clubs have closed down. Hervey Bay has changed its email address and still waiting for reply from Kingaroy on status.
- Remove Nanango and Nambour Clubs from the Affiliated Clubs page
- Redo the Affiliated Clubs printable list
- Changes to Plesk Email Groups.
 - Add Tryg and John to "Committee", remove Sue and Dennis Gordon.
 - Email Ralph about which email address he wants to use for rerouted emails from president@psq.org.au, and explain in email about how the emails are directed and recorded.
- Email to Tryg to let him know he is added to the Committee page of the website and to the committee@psq.org.au email group

18 May

- Add John Staib's details to the Committee Webpage. Add John's email choice to "Committee" and "Treasurer" email groups.

21 May

- Provide financial documents from 2020 AGM to John.
- Provide John and Tryg with access to the Dropbox PSQ Shared Files

22 May

- Send Zoom Links for PSQ Meeting
- Send Zoom Link for Judges Exec Meeting

NO ISSUES FOR PSQ COMMITTEE AGENDA

Print to PDF for distribution 22 May 2021