

**THE INFANTRYMANS MUSTER INC.**

**INAUGURAL ANNUAL REPORT**

**2012 - 2016**

**INAUGURAL ANNUAL GENERAL MEETING**

**AGENDA**

**Place:** St George's Defence Holiday Suites

**Date:** Thu 16th February 2017

**Time:** 1100

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**Attendees:** Arthur Willemse, Ray Currier, Jim Poland, Mark Fildes, Eric Guttridge, Des Prien, Greg Steele.

**Apologies:** Rowan Locke, James Thorpe

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<b>Item</b>	<b>Description</b>
1	Welcome, Introductions, Ode and Minutes Silence
2	Apologies
3	Minutes of Previous General Meeting
4	President's Report
5	Secretary's Report
6	Treasurer's Report ( includes Audited Financial Report )
7	Proposed resolution: That the financial statements tabled at the Annual General Meeting be accepted.
	<b>Acceptance of Annual Report</b>
8	Proposed resolution: That the annual report tabled at the Annual General Meeting be accepted.
	<b>Appointment of an Auditor</b>
9	Proposed resolution: That [auditor name] be appointed as The Infantrymans Muster Inc. auditor for the next reporting period.
10	Results of the general election: <b>Group 1. Elected for 1 year (2018)</b> Vice-President (Ray Currier), Mark Fildes, James Thorpe <b>Group 2. Elected for 2 years. (2019)</b> President (Arthur Willemse), Greg Steele, Eric Guttridge <b>Group 3. Elected for 3 years. (2020)</b> Treasurer (Jim Poland), Des Prien, Rowan Locke
11	<b><i>General Business / Open Floor may be declared at this time.</i></b>
12	Meeting close

## MANAGEMENT COMMITTEE

Arthur Willemse  
*President*

Ray Currier  
*Vice-President*

Jim Poland  
*Treasurer*

Greg Steele

Mark Fildes

Des Prien

Eric Guttridge

James Thorpe

Rowan Locke

Currently, as the Treasurer holds the dual roles of Secretary and Treasurer, the position of Secretary is an appointed position and therefore does not have voting rights within the Association, that is to say that the Treasurer only has *ONE* vote in any matter.

## STATEMENT OF MEMBERSHIP

As of 31 December, 2016, only Committee Members are Members of the Association.

Patron:	0
Life Members:	0
Full Members:	9
Social Members:	0
<b>Total:</b>	<b>9</b>

**MINUTES OF PREVIOUS GENERAL MEETING**  
**Special General Meeting of The Infantrymans Muster**  
(the unincorporated association)

**ATTENDANCE:**

Arthur Willemse (Chair), James Poland (Secretary/Treasurer), Raymond Currier, Mark Fildes, Eric Guttridge, Gregory Steele, James Thorpe

**Apology**

Stephen Johnston

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The purpose of this General Meeting is to resolve to Incorporate, in Queensland, the currently unincorporated association, in Accordance with The Associations Incorporations Act, 1981 AND The Associations Incorporations Regulation, 1999.

Members Present: 7

Number required to PASS resolutions (3/4 of those present): 6

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Meeting Opened: The President of the Unincorporated Association, Arthur Willemse, declared the Special General Meeting opened at 1315hrs on Saturday 26th March, 2016 and asked all present to stand for a moment's silence to remember fallen comrades.

The President of the Unincorporated Association handed the meeting over to the Secretary of the Unincorporated Association, James Poland.

**1. Propose a Resolution to become an Incorporated Association;**

I Propose that that the unincorporated association, known as The Infantrymans Muster, incorporate in Queensland, in accordance with the Associations Incorporations Act, 1981 AND The Associations Incorporations Regulation, 1999.

Proposed: James Poland          Seconded: Arthur Willemse  
For: 7                                  Against: 0                  Motion CARRIED

**2. Choose a Name for the Incorporated Association;**

I propose that the Name of the Incorporated Association be "The Infantrymans Muster Inc."

Proposed: James Poland          Seconded: Arthur Willemse  
For: 7                                  Against: 0                  Motion CARRIED

**3. Propose the Acceptance of The Associations Rules;**

I propose that the Incorporated Association, now known as The Infantrymans Muster Inc., accept the Rules as presented.

Proposed: James Poland          Seconded: Ray Currier  
For: 7                                  Against: 0                  Motion CARRIED

#### 4. Elect Positions within the Management Committee

**a. President: Arthur Willemse (Nomination Accepted)**

Proposed: James Poland      Seconded: Mark Fildes  
For: 7                      Against: 0      ELECTED

The acting Chairman, James Poland, stood down and the President of the Incorporated Association assumed the chair.

**b. Treasurer: James Poland (Nomination Accepted)**

Proposed: Arthur Willemse      Seconded: Eric Guttridge  
For: 7                      Against: 0      ELECTED

**c. Vice-President: Stephen Johnston (Nomination Accepted)**

Proposed: James Poland      Seconded: Gregory Steele  
For: 7                      Against: 0      ELECTED

**d. Secretary: James Poland (Nomination Accepted)**

Proposed: Arthur Willemse      Seconded: James Thorpe  
For: 7                      Against: 0      ELECTED

**e. Committee Member: Raymond Currier (Nomination Accepted)**

Proposed: James Poland      Seconded: James Thorpe  
For: 7                      Against: 0      ELECTED

**f. Committee Member: Mark Fildes (Nomination Accepted)**

Proposed: Arthur Willemse      Seconded: Raymond Currier  
For: 7                      Against: 0      ELECTED

**g. Committee Member: Eric Guttridge (Nomination Accepted)**

Proposed: James Poland      Seconded: Gregory Steele  
For: 7                      Against: 0      ELECTED

**h. Committee Member: Gregory Steele (Nomination Accepted)**

Proposed: Eric Guttridge      Seconded: Mark Fildes  
For: 7                      Against: 0      ELECTED

**i. Committee Member: James Thorpe (Nomination Accepted)**

Proposed: Mark Fildes      Seconded: Raymond Currier  
For: 7                      Against: 0      ELECTED

#### 5. Approval to Apply

I, James Poland, seek approval to complete the Application Form for submission with Fee of \$142.95, open bank account in the name of the Association with Arthur Willemse and Raymond Currier as co-signatories, and to be named 'Appointed Person' on all forms.

Proposed: James Poland          Seconded: James Thorpe  
For: 7                                  Against: 0                  Motion CARRIED

**Meeting Closed:**

The President thanked all members for their attendance and closed the Special General Meeting at 1350hrs.

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## 4. President's Report

A bit of History.....

The concept of The Infantryman's Muster (The Muster) was first raised on the "RAR Buddies" Facebook page in 2012. The original idea floated was having a get together of veterans with their families at the gold coast war museum. Motorbike rides for the kids and a BBQ were some of the planned activities but the September weekend date proved unpopular due to the major football codes finals being held. Duncan Scott Dobbie (formerly Scott Duncan Richards aka SDR), launched the concept once again during general discussion within the facebook group "RAR Buddies" early in 2014.

The intent was that the Muster would be a 'get-together' for interested current or ex Infantry Soldiers of the Australian Army. Based on the general concept of the Denilquin Ute Muster, it was intended to be a gathering of blokes, from all across Australia, to a centralized point, on or near the Regiment's birthday 23 November, to reconnect with old mates. Discussions continued within the RAR Buddies Group. Not long after, Eric Guttridge offered his property at Jimna, and the idea kicked off.

An Organising Committee of comprising 18 veterans was assembled on facebook and 11 met face-to-face at the Ettamogah Pub to nut out some details. Elements of the organizing committee met onsite, on Wednesday 22nd October and checked the site out and finalized preparations. Further discussions, within the group, determined that the InauguralMuster would be for ARA RAInf only.

The Inaugural (2014) Muster had in excess of 130 attendees, a great base to build on.

The 2015 Organising Committee was reduced to 8 and met online quite often, with a couple of 'live' meetings to finalise the Muster Plans. 2015 also saw in excess of 130 attendees but many first-timers. The Regiment put on a few events around the country which drew from our numbers and 2016 looked like it would be huge. 2015 saw the addition of a band and catered dinner. These continue.

The 2016 Organising Committee remained at 8 and met online quite often, with a couple of 'live' meetings to finalise the 2016 Muster Plans. During the 2016 year, Titles within the committee were announced and discussion turned to Incorporation. This was to protect the Name and Assets with Membership being optional – compulsory for committee members. A Strategic Planning Meeting was held over the Easter weekend and a 5 year plan was in place. Incorporation was achieved on 17th June 2016.

Part of our Strategic Plan is the integrity of The Management Committee. Our constitution allows for a 9 member committee with 3 groups of 3, each serving for a 3 year period at a time. I'll let your Secretary explain the finer points of 'the triennial rule'.

We've come a long way since those discussions in 2012, with 3 Musters now having been held and each one bigger than the previous. 130+ in 2014; 170+ in 2015 and 200+ in 2016. None of it could be done without a working committee and your committee has been diligent from day one. With Eric doing the hard yards onsite, the area barely resembles that patch of dirt we first sat around in 2014. We will continue to improve the site where we can in preparation for the growing numbers

Our future looks bright, the Secretary and myself will meet with a few State MPs in the coming months and we will then target various government departments and agencies, and other benefactors, for grants to continue to improve the venue for our future events.

Your committee will continue to meet and plan improvements, this thing we have all created is a good thing and must continue.

## 5. Secretary's Report.

The administration of The Muster is a bit hot and cold and gets very busy around August/September each year. In our short life, we have built some exceptional working relationships with local suppliers as well as some just a bit out of the local area.

2016 saw us become Incorporated, just the committee for now, to protect what we have built and the funds attached to it. This came about after a Strategic Planning weekend held at Nerang RSL and Advancetown Hotel on the Gold Coast. Part of the strategy was accepting our constitution, and by-laws, which includes a 'triennial rule' for the election of the Management Committee. This sees the 9 person committee grouped into 3 groups of 3, with each group elected to serve for a 3 year period. The committee members 'retire' at the completion of their 3 year term but may nominate for a further 3 year term if they wish. This provides a bit of security to the committee by only allowing a maximum of 3 members to be replaced at any AGM. This will become more important, further into our lifespan.

The groups were decided by ballot with The President, Vice-President and Treasurer each drawing either a 1,2, or 3 followed by the other members each drawing either a 1,2 or 3.

The groups are:

- Group 1. Vice-President (Ray Currier), Mark Fildes, James Thorpe  
Elected at Inaugural AGM for 1 year, will be up for re-election in 2018.
- Group 2. President (Arthur Willemse), Greg Steele, Eric Guttridge  
Elected at Inaugural AGM for 2 years, will be up for re-election in 2019.
- Group 3. Treasurer (Jim Poland), Des Prien, Rowan Locke  
Elected at Inaugural AGM for 3 years, will be up for re-election in 2020.

The committee has changed a bit since it's inception in 2014. As is the case with any Association, people come and go as life gets in the way, but the Association continues. Since Incorporation, there have been the following changes: Steve Johnstone resigned as Vice-President; Ray Currier was elected as his replacement. Des Prien was appointed to fill the vacancy caused by Johnno's resignation and Rowan Locke was appointed to fill the vacancy present since Incorporated. These appointments were by unanimous approval and fill the committee at it's legislated size of 9.

In the near future, Arthur and I will meet with some State MPs with the idea of securing a land grant, or even a short-cut to a lease (at mates' rates, of course), which will in turn allow us to access various grants to improve the Muster event and site. We will definitely keep everyone informed of our progress with that.

Registrations for the event open on 1st January each year and the early-bird bonus certainly helped get the early registrations last year. We endeavor to keep prices as low as possible to allow maximum attendance but some things are just out of our control. Early registration allows us to better organize the event as we have a better idea, earlier, of how many will attend. We will always work toward producing the best possible event each year either way.

I would like to sincerely thank all attendees for their continued support, not just of the event, but of the administrative system in place to ensure a smoothly run event.



## 6. Treasurer's Report.

Incorporation was achieved on 16<sup>th</sup> June 2016. At the close of business on the 15<sup>th</sup> June 2015, the Unincorporated Association held \$17,367.38.

On the 16<sup>th</sup> June, the amount of \$17,367.38 was transferred from the Unincorporated Association, to the Incorporated Association. Bank Accounts did not change at this time, just ownership of the funds in the existing account.

During the 2016 year, Sponsorship (Donation) Proposals were sent to all RSL Sub-Branches, RSL Clubs, State and Federal Members of Parliament throughout Australia. The proposal offered signage only for \$500.00, Signage and a commemorative plaque (provided by the benefactor) for \$1,000.00 and all previous but WE provide the plaque for \$1,500.00. Unfortunately, the offer was not as popular as we hoped, with 3 sponsors/donors accepting our offer. Nerang Sub-Branch 'donated' \$500.00, Moree Service Club 'donated' \$1,000.00 and Nerang RSL Club 'donated' \$1,500.00. The sign/s and Memorial Wall will be placed this year (2017) and photographs will be forwarded to our benefactors.

The Unincorporated Association's bank account remained open and active until 1<sup>st</sup> January 2017, when ALL FUNDS were transferred to the Incorporated Association's Account. This was done for ease of operation as most, if not all, Muster Attendees had the Unincorporated Association's Account details.

Financial Reports from 2012 are presented in Annual Report form but the audit only covers the time-frame since Incorporation. This is because the audited report, as well as becoming a Public Document, is presented to the Office of Fair Trading as part of the Association's Annual Return. We cannot present an audited report for any period prior to Incorporation.

As Treasurer, I certify that the (unaudited) Financial Reports are True and Accurate.



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J. Poland

**Statement of Profit or Loss and Other Comprehensive Income  
For the Year Ended 31 December 2016**

<b>Income</b>	<b>2012-2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Bank Interest		90.53	126.48	99.26
Barmats			1,035.00	
Caps				583.00
Coins				1,089.50
Donations	(460.00)	(440.00)	1,264.00	(908.73)
Flags			(290.10)	400.00
Jewellery			33.22	
Muster Attendance		3,949.40	2,086.17	6,423.50
Muster Kit		929.00	(1,535.00)	876.25
Port				20.00
Raffles/Auctions		5,075.00	3,438.00	2,300.00
Stickers	500.00	136.00		
Thermomugs			(669.00)	218.00
Ties	319.01	(91.39)		

<b>Income Total</b>	<b>359.01</b>	<b>9,648.54</b>	<b>5,658.77</b>	<b>10,880.78</b>
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<b>Expense</b>				
Area Improvement				(173.29)
Dogtags				15.00
Incorporation		(78.00)	(67.80)	(1,638.48)
Miscellaneous		(2,132.44)		(2,385.55)
Postage			(213.00)	(58.30)
Sport / Recreation				(750.00)
Stationary		(14.99)	(191.35)	(60.37)
Website			(121.07)	(237.97)

<b>Expense Total</b>		<b>(2,225.43)</b>	<b>(593.22)</b>	<b>(5,288.96)</b>
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<b>CASH PROFIT / (LOSS)</b>	<b>359.01</b>	<b>6,895.15</b>	<b>5,065.55</b>	<b>5,591.82</b>
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## Infantrymans Muster - Summary Report

Account: Online Savings

From : 1/10/2012

To : 31/12/2013

Category	%	Income	Expense	Balance
<b>Income</b>				
Donations	-128%	50.00	510.00	(460.00)
Stickers	139%	500.00		500.00
Ties	89%	2,025.00	1,705.99	319.01
<b>Income Total</b>		<b>2,575.00</b>	<b>2,215.99</b>	<b>359.01</b>
<b>Grand Total:</b>		<b>2,575.00</b>	<b>2,215.99</b>	<b>359.01</b>

## Infantrymans Muster - Summary Report

Account: Online Savings

From : 1/01/2014

To : 31/12/2014

Category	%	Income	Expense	Balance
<b>Income</b>				
Bank Interest	1%	93.03	2.50	90.53
Donations	-5%	160.00	600.00	(440.00)
Jewellery	0%	1,145.00	1,145.00	0.00
Muster Attendance	41%	6,990.00	3,040.60	3,949.40
Muster Kit	10%	6,630.00	5,701.00	929.00
Raffles/Auctions	53%	5,197.00	122.00	5,075.00
Stickers	1%	410.00	274.00	136.00
Ties	-1%		91.39	(91.39)
<b>Income Total</b>		<b>20,625.03</b>	<b>10,976.49</b>	<b>9,648.54</b>
<b>Expense</b>				
Incorporation	4%		78.00	(78.00)
Miscellaneous	96%		2,132.44	(2,132.44)
Petty Cash	0%	500.00	500.00	0.00
Stationary	1%		14.99	(14.99)
<b>Expense Total</b>		<b>500.00</b>	<b>2,725.43</b>	<b>(2,225.43)</b>
<b>Balance Sheet</b>				
Current Assets			527.96	(527.96)
<b>Balance Sheet Total</b>			<b>527.96</b>	<b>(527.96)</b>
<b>Grand Total:</b>		<b>21,125.03</b>	<b>14,229.88</b>	<b>6,895.15</b>

## Infantrymans Muster - Summary Report

Account: Online Savings

From : 1/01/2015

To : 31/12/2015

Category	%	Income	Expense	Balance
<b>Income</b>				
Bank Interest	2%	150.48	24.00	126.48
Barmats	18%	6,020.00	4,985.00	1,035.00
Donations	22%	1,264.00		1,264.00
Flags	-5%	770.89	1,060.99	(290.10)
Jewellery	1%	499.00	465.78	33.22
Metallic Plaques	3%	170.00		170.00
Muster Attendance	37%	7,870.00	5,783.83	2,086.17
Muster Kit	-27%	4,650.00	6,185.00	(1,535.00)
Raffles/Auctions	61%	4,438.00	1,000.00	3,438.00
Thermomugs	-12%	171.00	840.00	(669.00)
<b>Income Total</b>		<b>26,003.37</b>	<b>20,344.60</b>	<b>5,658.77</b>
<b>Expense</b>				
Committee	11%		67.80	(67.80)
Miscellaneous	0%	179.00	179.00	0.00
Petty Cash	0%	1,500.00	1,500.00	0.00
Postage	36%	179.00	392.00	(213.00)
Stationary	32%		191.35	(191.35)
Website	20%		121.07	(121.07)
<b>Expense Total</b>		<b>1,858.00</b>	<b>2,451.22</b>	<b>(593.22)</b>
<b>Grand Total:</b>		<b>27,861.37</b>	<b>22,795.82</b>	<b>5,065.55</b>

## Infantrymans Muster - Summary Report

Account: Online Savings

From : 1/01/2016

To : 31/12/2016

Category	%	Income	Expense	Balance
<b>&lt;Unassigned&gt;</b>				
<Unassigned>	#Num!	90.00	90.00	0.00
<b>Total</b>		<u>90.00</u>	<u>90.00</u>	<u>0.00</u>
<b>Income</b>				
Bank Interest	1%	135.26	36.00	99.26
Caps	6%	2,583.00	2,000.00	583.00
Coins	11%	3,652.00	2,562.50	1,089.50
Donations	-9%	110.00	1,018.73	(908.73)
Flags	4%	400.00		400.00
Jewellery	0%	180.00	230.00	(50.00)
Metallic Plaques	-2%	170.00	340.00	(170.00)
Muster Attendance	56%	13,045.00	7,371.50	5,673.50
Muster Kit	9%	8,520.00	7,643.75	876.25
Port	0%	520.00	500.00	20.00
Raffles/Auctions	23%	2,732.00	432.00	2,300.00
Thermomugs	2%	218.00		218.00
<b>Income Total</b>		<u>32,265.26</u>	<u>22,134.48</u>	<u>10,130.78</u>
<b>Expense</b>				
Area Improvement	4%	3,000.00	3,173.29	(173.29)
Dogtags	0%	300.00	285.00	15.00
Incorporation	36%		1,638.48	(1,638.48)
Miscellaneous	53%	110.00	2,495.55	(2,385.55)
Petty Cash	0%	2,000.00	2,000.00	0.00
Postage	1%	129.50	187.80	(58.30)
Stationary	1%		60.37	(60.37)
Website	5%		237.97	(237.97)
<b>Expense Total</b>		<u>5,539.50</u>	<u>10,078.46</u>	<u>(4,538.96)</u>
<b>Grand Total:</b>		<u><u>37,894.76</u></u>	<u><u>32,302.94</u></u>	<u><u>5,591.82</u></u>

AUDITOR'S

FINANCIAL

REPORT

16<sup>th</sup> June – 31<sup>st</sup> December 2016

See separate document