

AUSTRALIAN FERTILISER SERVICES ASSOCIATION INC.

NATIONAL BOARD MEETING

held on Wednesday 1st October 2014 at Stamford Grand, Moseley Square, Glenelg, South Australia commencing at 1.00pm.

Rod Abbott welcomed everyone in attendance –

PRESENT - John Harrison, Kim Bailey, Craig Swan, Wes Wheelhouse, Donald Carter and Neil Henry.

APOLOGY - Scott Evans.

ELECTION OF OFFICE BEARERS -

Chairperson- R. Abbott nominated by D. Carter for a one year term.

Deputy Chairperson - W. Wheelhouse nominated by D. Carter for a one year term.

Company Secretary - N. Henry nominated for a one year term by W. Wheelhouse
Seconded D. Carter.

Fertcare Management Committee - D. Carter Moved Seconded J. Harrison, C. Swan and R. Abbott represent AFSA on the Fertcare Management Committee.

Fertilizer Australia Board - D. Carter Moved Seconded J. Harrison, R. Abbott represent AFSA on the Fertilizer Australia Board and W. Wheelhouse be an alternate representative.

Meeting adjourned 1.25pm.

Meeting reconvened at 5.30pm.

APOLOGIES - Scott Evans, Craig Swan.

Discussion took place on the specific roles of Directors with the following Committees –

MEMBER SERVICES & COMMUNICATION -

D. Carter (Chair), S. Evans, Christine Gates.

National Conference - K. Bailey (Chair), C. Gates.

GOVERNANCE -

J. Harrison (Chair) together with all Board Members.

Finance

Advocacy and Policy

Review Policy – Policies

INDUSTRY STEWARDSHIP -

R. Abbott (Chair), C. Swan, Jeff Kraak, R. Nichol.

Fertcare and Environment

O. H. & S Working Group - W. Wheelhouse (Chair), Amy Wyer, Wendy Rowsell, R. Abbott, A. Mackenzie.

GENERAL BUSINESS -

Australian Securities and Investment Commission.

Company Secretary to lodge notification of the AFSA Board structure within the specified time frame.

Code of Conduct for Directors.

A one page Code of Conduct be developed. J. Harrison offered to draft a copy and email to all Directors for comment.

Meeting adjourned 6.10pm.

Reconvened at 12.25 pm 2nd October 2014.

PRESENT - Kim Bailey, John Harrison, Donald Carter, Rod Abbott, Wes Wheelhouse, Craig Swan and Neil Henry.

APOLOGY - Scott Evans.

BOARD MEETINGS 2014 / 2015 -

- | | | |
|--------------------------|---|--------------------------------|
| (1) End of November 2014 | - | Teleconference. |
| (2) February 2015 | - | Face to Face / Teleconference. |
| (3) April 2015 | - | Teleconference. |
| (4) June 2015 | - | Teleconference. |

D. Carter suggested electronic meetings be an option and he offered to enquire about "Go to Meetings" on computers.

SECRETARIAL ROLE -

D. Carter Moved Seconded J. Harrison that N. Henry be in charge of financial affairs, receive monies and pay accounts when they become due.

Membership -

When an application is received by the Secretary the Application will be circulated to all Directors for approval within seven days. No response from the Directors will be deemed as approval of the application.

Meeting Reports -

Reports for a planned Board of Directors Meeting be emailed to all Directors seven days prior to a Meeting.

Items and Issues to be circulated to specific Committee Members.

AFSA HISTORY -

C. Swan raised the issue that in the South Australia Branch there appears to be misplaced or lost information with the change in Office Bearers. He made comment that perhaps the AFSA History could be recorded onto a computer.

R. Abbott commented that with Norm Paterson moving away from his office he also has concerns about the amount of AFSA documents he has in his possession being kept in a suitable location.

All in attendance agreed to consider this request for future discussion.

Meeting Closed 1.15pm.

FINANCIAL REPORT –

Financial report July 1st – 25th September 2014 is attached.

Attached No. 1

Australian Fertiliser Services Association Inc.

ATTACHED NO 1.

Trading Account

	Budget 2014/2015	Actual this period	Variance YTD v Budget	Notes
RECEIPTS				
Balance 1st July 2014		<u>\$ 3.84</u>		
Membership				
Corporate	13,900.00	-	-	13,900.00
New South Wales	10,800.00	807.50	-	9,992.50
Queensland	2,500.00	-	-	2,500.00
South Australia	9,150.00	515.00	-	8,635.00
Tasmania	6,200.00	-	-	6,200.00
Victoria	35,700.00	542.50	-	35,157.50
West Australia	4,450.00	-	-	4,450.00
Fertiliser News Magazine	27,600.00	6,354.17	-	21,245.83
Conference				
Rebate	13,000.00	-	-	13,000.00
Leadership Group Fund	-	-	-	
Association Sponsorship	-	-	-	
Oamps Rebate	22,700.00	-	-	22,700.00
Website	-	-	-	
Risk	-	-	-	
Fertcare				
Accu-Spread	42,300.00	643.05	-	41,656.95
Level A Workshops	4,900.00	924.00	-	3,976.00
Spread Testing Equipment	2,000.00	-	-	2,000.00
Spreader Programme	330.00	-	-	330.00
Bank Interest	1,800.00	-	-	1,800.00
Transfers	-	33,395.00	33,395.00	
Sundries	11,000.00	-	-	11,000.00
Australian Taxation Office	-	-	-	
Accommodation	-	-	-	
Other	3,000.00	224.40	-	2,775.60
Total	211,330.00	43,405.62	-	167,924.38
Balance		<u>43,409.46</u>		

Australian Fertiliser Services Association Inc.

EXPENDITURE	Budget 2014/2015	Actual this period	Variance YTD v Budget
Membership			
New South Wales	2,387.00	77.00	- 2,310.00
South Australia	2,002.00	-	- 2,002.00
Tasmania	1,050.00	-	- 1,050.00
Victoria	6,237.00	-	- 6,237.00
West Australia	1,155.00	-	- 1,155.00
Fertiliser News Magazine			
Printing	17,700.00	5,968.60	- 11,731.40
Postage	1,650.00	-	- 1,650.00
Editor	6,000.00	1,992.63	- 4,007.37
Conference	-	-	-
FIFA			
Program Manager	18,000.00	4,659.34	- 13,340.66
Admin Officer	26,400.00	6,571.66	- 19,828.34
Membership	5,610.00	5,610.00	-
Administration			
President	11,000.00	-	- 11,000.00
Secretary	19,800.00	-	- 19,800.00
Fertcare M'ment Committee	2,500.00	-	- 2,500.00
Postage	800.00	65.55	- 734.45
Stationary	1,000.00	118.05	- 881.95
Telephone	1,500.00	247.02	- 1,252.98
Photocopying	800.00	279.33	- 520.67
Meetings			
Room/Venue costs	2,000.00	-	- 2,000.00
Accommodation	8,000.00	4,586.98	- 3,413.02
Air Fares, Travel	7,000.00	1,024.28	- 5,975.72
Other	-	-	-
Fertcare			
BRIT Level A Accreditation	-	-	-
Accu-spread	36,500.00	3,750.00	- 32,750.00
Oamps Insurance Brokers	7,500.00	1,204.00	- 6,296.00
Oamps State Rebates	4,800.00	-	- 4,800.00
Consumer Affairs	55.00	-	- 55.00
Website	900.00	-	- 900.00
Leadership Group Fund	-	-	-
Promotions / Projects	8,000.00	-	- 8,000.00
Membership Promotions	-	-	-
Transfers	-	8,069.95	-
Bank Fees	150.00	15.00	- 135.00
Sundries			
Australian Taxation Office	-	499.00	499.00
Victorian Branch	-	- 1,700.00	- 1,700.00
South Australia	-	-	-
Other	500.00	-	- 500.00
Professional Fees			
Audit	3,300.00	-	- 3,300.00
Accounting	3,800.00	324.50	- 3,475.50
Total	208,096.00	43,362.89	- 172,803.06
Balance as at 25th September 2014		<u><u>46.57</u></u>	

Australian Fertiliser Services Association Inc.

<u>AFSA National Investment</u>	Actual this period
Balance 1st July 2014	<u>59,131.27</u>
Receipts	
Trading Account Transfer	8,069.95
Bank Interest	225.88
Total	<u>8,295.83</u>
Balance	<u>67,427.10</u>
Expenditure	
Trading Account Transfer	<u>33,395.00</u>
Balance as at 25th September 2014	<u>34,032.10</u>