



Australian and New Zealand
Third Sector Research Inc.

ANZTSR
PO Box 31
STEPNEY
South Australia 5069.



Phone: (08) 8331 7255
Email: ANZTSR@anztsr.org.au
Website: www.anztsr.org.au

ABN: 35 231 535 825

DOCUMENTS FOR THE ANNUAL GENERAL MEETING – 25th NOVEMBER 2016

Contents

	Page
Agenda for 2016 AGM	2
Minutes of 2015 AGM	3
Chair's Report 2016 AGM	7
Treasurer's Report 2016 AGM	8
Audited Financial Statements (see separate file)	
Journal Editors' Report 2016 AGM	9
Secretariat Report 2016	11

AGENDA

ANNUAL GENERAL MEETING

**Australian and New Zealand Third Sector Research Incorporated
to be held
Thursday, November 25th 2016 at 12.30pm
in Room 612 of the Education Building, The University of Sydney**

1. Welcome by Chairperson – Garth Nowland-Foreman (Deputy Chair ANZTSR)
2. Members present – complete and sign Attendance Register
3. Apologies
4. Minutes of 2015 Annual General Meeting
5. Business Arising from the Minutes
6. Presentation and Adoption of Reports:
 - 6.1 Chairperson’s Report (Phil Saj, Chair)
 - 6.2 Financial Report (Margaret Spencer, Treasurer)
 - 6.2.1 Audited Financial Report for year ended 30 April 2014 (Margaret Spencer, Treasurer)
 - 6.3 Journal Editor’s Report (Karen Smith)
 - 6.4 Secretariat Report (Dawn Darwent)
9. Election of Committee and Office Bearers (Returning Officer – Karen Smith)
10. Other Business
11. Close

MINUTES of the 2015 ANNUAL GENERAL MEETING

1. Welcome by Chairperson – Phil Saj

2. Present

Committee Members

Carolyn Cordery
Karen Smith
Rosemary Hermans (Minute Taker)
Garth Nowland-Foreman
Alan Foreman
Megan Alessandrini
Craig Furneaux
Phil Saj
Bronwen Dalton
Margaret Spencer

Non-Committee Members

Megan Paull
Susan Conway
Helen Irvine

3. Apologies

None

4. Minutes of 2014 Annual General Meeting

Acceptance of Minutes

Moved: Garth Nowland-Foreman
Seconded: Megan Alessandrini
Carried

5. Business Arising from the Minutes

Nil

6. Presentation and Adoption of Reports

6.1 Chairman's Report

Report accepted:

Moved: Rosemary Hermans
Seconded: Margaret Spencer
Carried

6.2 Audited Financial Report for year ended 30 April 2015

Margaret - Ongoing concerns of running at a deficit budget every year.

We only have funds to run/continue for the next 18 months; maybe less.

Helen – She has noticed our income has come down by half.

Answer: Big amount copyright had come in but it is very variable and unpredictable.

Helen – TSR Production costs have gone up a lot.

Answer: It depends on when invoices come in and when it is produced. Phil and others felt that costs have not gone up a lot and were reasonable.

Report accepted

Moved: Bronwen Dalton

Seconded: Garth Nowland-Foreman

Carried

6.3 Journal Editor's Report

Carolyn and Karen - Most of printing costs are upfront and we believe costs we pay are fair and reasonable.

Margaret - hard copy for the journal – should we have it as an eJournal; would that be a cheaper option?

Phil: we pay for layout and proofreading and editing costs, so those costs will not go down even if we went online. So a paperless version still comes with a cost. It is a benefit of membership to get a hard copy and Craig felt this was an important component to membership. We are likely to have further conversations about this during next year's committee meetings.

Institutions aren't declining but individual memberships are.

Report accepted

Moved: Margaret Spencer

Seconded: Bronwen Dalton

Carried

6.4 Secretariat Report

Everyone is very happy with Dawn's work.

Margaret - a huge thank you too for the work done on the journal as it was really impressive. Everyone agreed.

Vote of Thanks and acceptance of report.

Report accepted

Moved: Craig Furneaux

Second: Megan Alessandrini

Carried

6.5 Membership Report

Helen - What do members receive for their subscription?

Answer: Membership discount at conferences, hard copy of journal, useful links on website.

In addition, there is the more intangible – “I like being a member”, “brings me into a community of likeminded people with similar scholarly aims”.

This is part of the dialogue and discourse that people want – how can we strengthen that?

We are one of the oldest associations in the sector. We are well aligned with the ACNC who may become a peak body.

We have responded to protect the standing of journal research and assessments of scholarly quality. We do some advocacy work. We need to put our submissions on our website so people can see the work that we are doing. Possibly we need to make more widely known the work we are doing behind the scenes and our achievements and purposes that we attend to.

Bronwyn – will write a few paragraph or two on the advocacy we are doing.

Report accepted

Moved: Garth Nowland-Foreman

Seconded: Bronwen Dalton

Carried

7. Correspondence

Nil

8. Any other Business

A thank you to the 3 non-committee members who attended today’s AGM.

Phil – to write to lapsed members to see if they will take up subscriptions again.

9. Close

12:54 pm South Australia Time (1:24 pm Vic, NSW, Tasmania Time)

Chair's Report

Management Committee

The management committee of ANZTSR has continued its work through 2016, albeit with the resignation of two members during this period: David Gilchrist and Craig Furneaux. The committee met on five occasions in 2016 by teleconference. Thanks to all, but, in particular, to Rosemary Hermans for taking minutes.

Membership

Membership of ANZTSR has declined in recent years numbers and continues to be of concern to the committee. We have made efforts to contact past members who have not renewed membership; however, this has only resulted in modest uptake.

Conference 2016

During this year, the committee accepted the proposal from members based in Sydney to host the 2016 conference at the University of Sydney.

Change in Format of Third Sector Review

This year the Committee decided to produce Third Sector Review as an online journal only in order to minimise production costs.

Thanks

Thanks to our administrator, Ms Dawn Darwent for ongoing administrative support; and her colleague, Mr Peter Hawryszkiewicz for technical support.

Concluding Comments

I am not continuing on the Committee of ANZTSR past the 2016 AGM. I have served two terms (four years) as Treasurer and one term of two years as Chair. In addition I edited the newsletter for two years, and was heavily involved as a stream editor for the 2012 Conference. The highlights for me in this time were the establishment of our current secretariat support, the establishment of our "stand alone" website, and the event held in Adelaide in March 2015 to mark the special edition of Third sector Review on Accounting in the Third sector . I wish the organisation, and those who steward it, well in the future.

Phil Saj, Chair, ANZTSR

October 31st 2016

Treasurer's Report

As of 31 October 2016 the Association's net assets are:

Cash (Total)	\$8,786.22
--------------	-------------------

For the 2015-2016 financial year the Association recorded an operating loss of \$13,450.57.

As of 1 May 2015 the Association's accumulated funds were \$21,655.45 and at the end of the financial year, 30 April 2016, the accumulated funds were \$7,133.91.

Currently the main sources of income for the Association are memberships and copyright royalties. Memberships for the 2015-2016 financial year amounted to \$5,755.00. This is \$900 less than the previous year. Copyright royalties for 2015-2016 remained approximately the same (\$2,038.44).

The Association's key expenditure is on the production of the Third Sector Review Journal, which in 2015-2016 cost \$11,643.94. This is approximately \$2,000 less than the previous financial year. Secretarial expenses appear to be significantly higher for 2015-2016 (\$22,741.37) however this can be explained by the inclusion of payment for work completed in 2014 -2015 but paid after 1 May 2015.

The financial state of the Association is now critical and urgently warrants a decision be made by the membership about its future. Financially ANZTSR cannot continue to operate past the end of this financial year.



Dr Margaret Spencer
Treasurer

31 October 2016

Audited Finance Report

Please see separate .pdf file.

Journal Editors' Report

Third Sector Review turned 21 this year! It has been continuously published since 1995 and to celebrate, the second issue of Third Sector Review (launched at the ANZTSR Conference) is a special issue. This includes a retrospective piece by Ruth Phillips and Rosemary Leonard (immediate past editors), and reflections from five other esteemed authors on the current state of the sector in relation to their specialty. These are: Jenny Onyx (volunteering), Myles McGregor-Lowndes (update on charity law across the Pacific), Jo Baulderstone and Garth Nowland-Foreman each commenting on changing relationships between the government and third sector in Australia and New Zealand respectively, and Jo Barraket (social enterprise). As the Editorial notes, this is a fitting celebration of the past 21 years of Third Sector Review as an Australasian journal encouraging third sector research.

This year the Executive Committee decided to move Third Sector Review to an online platform. This means that members can easily download whole copies of the journal and/or individual papers via the member portal by signing onto the ANZTSR page: <http://www.anztsr.org.au/third-sector-review.html>. This enables members to access the latest issue more quickly and is environmentally friendlier than a print version. We welcome feedback on this move.

Due to the move to the online platform, the first issue of Third Sector Review for 2016 was a little delayed, but included three quite diverse papers and an editorial. These included an analysis of third sector organisations' contribution to Human Rights Education in Australian Schools (by Susan Oguro & Nina BurrIDGE), the Voluntary Financial Reporting Strategies of South Australian Independent Schools (by Nicole D. Moschakis, Cate Jerram & Janice Loftus), and an analysis of Eco-social Capital's ability to develop cohesiveness in environmental volunteer groups (by Rafiq Huq & Shelley Burgin).

Third Sector Review could not be published without our copy-editor Julian Welch and our secretariat, Dawn Darwent who organises the website and distribution. Of course the contribution of authors and our reviewers is essential to the journal's success. We especially thank those who have taken time out of their busy teaching and researching lives to review for the Journal, as the peer review is fundamental to the quality of the published pieces and authors consistently acknowledge their debt to reviewers for improving the message of papers.

Looking forward to 2017, we have a Special Issue planned for May to celebrate the Volunteering Australia 16th National Volunteering Conference (held in April 2016). The Guest Editors are Dr Megan Paull, Dr Rochelle Spencer and Dr Martin Brueckner from the Centre for Responsible Citizenship and Sustainability at Murdoch University. There is a high number of submissions and we know that the final publication will be of high quality and move research and practice in volunteering forward.

Later in 2017, we also plan to sponsor a special issue from the ANZTSR Conference, as has been the tradition for Third Sector Review. Other special and general issues are also being planned.

Thank you for your continued support.

Carolyn Cordery and Karen Smith

Victoria University of Wellington

TSR-editors@vuw.ac.nz

Secretariat Report

The Secretariat role from mid year this year has changed slightly from last year in that the Secretariat is no longer handling the preparation and distribution of Agendas and Minutes, these tasks having reverted to the President and Secretary respectively, and reduced responsibilities relating to the distribution of *Third Sector Review* as from Vol 22 No 1 issue (October/November 2016).

Duties undertaken:

Duties carried out during this past year include:-

- monitoring and processing incoming and outgoing emails and forwarding to Chair and/or appropriate Committee Members
- handling email membership enquiries and subscription companies orders and queries
- following through on “missed issues” notifications from subscription companies re non-receipt of *Third Sector Review* journals
- responding to email enquiries from members and committee members
- processing new and renewal memberships, and update membership database
- preparing and emailing new member welcome emails and letters
- preparing membership subscription invoices and receipts
- preparing and emailing / posting annual individual membership subscription invoices
- emailing / posting reminder notices to members whose subscriptions are in arrears
- *Third Sector Review* publication – Vol 21 No 2 – Note that Vol 22 No 1 (first electronic version) is in the process of being forwarded to Members and loaded on to ANZTSR website.
 - liaising with Co-Editors, Copy Editor, Graphic Artist (layout) and Printer
 - obtaining quotations for printing and approval from Chair of each issue published
 - organising proofs to be sent and advising printer of quotation approval when received
 - distributing (both electronically and via Australia Post) *Third Sector Review* journals to members, authors and other designated parties after printing
 - searching/locating email addresses for contributing authors and emailing them regarding complementary copy. Posting/emailing hard copy/electronic copy to contributors at address provided
 - Update *Third Sector Review* on ANZTSR website with Table of Contents, and setting up links to Informit website for all individual articles listed on ANZTSR website
- updating website with information requested by Chair and Co-Editors of *Third Sector Review*, making pdfs and uploading copies of Committee Meetings and Reports, and Annual General Meeting and Reports to website
- liaising with web hosts when problems occur with the website, shopping cart database or incoming/outgoing ANZTSR emails
- requesting Bank Statements from Secretary and once received, downloading and reconciling CBA bank accounts with on-line shopping cart payments, cheques received and identifying and processing EFT membership payments
- preparing and distributing Agendas for Committee Meetings (early part of the year)

- collating Committee Meeting reports received from Committee Member, saving into a Master Report for each meeting, distributing via email to Committee Members and uploading to website (early part of the year)
- preparing Annual General Meeting templates and forwarding to Chair for completion prior to distribution to members

Membership Database

The Membership Database was developed in 2013, using Filemaker Pro, to replace the existing Excel spreadsheet which had become unwieldy. Prior to 2012, the membership database used was also in Filemaker Pro but had been “lost” after the introduction of the Excel spreadsheet. The database is being constantly refined and updated with membership subscription payments and details of communications with members and contributors to *Third Sector Review*.

Current Members 2016/17 subscription year to 30/10/16 = 46

33 Individual Members
6 Organisation members
6 Student Members
1 Institutional Library subscription

Dawn Darwent
Secretariat

1 November 2016