

# Urban Camp Annual General Meeting

---



## NOTICE: ANNUAL GENERAL MEETING

Urban Camp Melbourne Co-operative Ltd

Dear Member,

This is to advise you of the upcoming annual general meeting of the members of Urban Camp Melbourne Co-operative. The details of the meeting are as follows.

Thursday 22<sup>nd</sup> December 2016

7.00pm

Dinner at  
North Fitzroy Arms Hotel  
Rae St North Fitzroy

RSVP by the 16th December 2016: Office 03 9328 2818

Note: Three board positions are declared vacant. Nomination form enclosed.

Attached are:

- The agenda for this meeting
- The minutes of the last annual general meeting
- Concise copy of the audited financial statements for 2015/2016

Regards

Daniel Whykes  
Chief Executive Officer  
Urban Camp Melbourne Cooperative Ltd

# Urban Camp Annual General Meeting

---

URBAN CAMP MELBOURNE  
CO-OPERATIVE LTD

ANNUAL GENERAL MEETING

Annual General Report  
Prepared for the  
Annual General Meeting

Thursday 22<sup>nd</sup> December 2016

7.00pm

## A G E N D A

1. Welcome
2. Apologies
3. Minutes of last A.G.M. – 25<sup>th</sup> November 2015
4. Board of Director's Annual Report
5. Audited Financial Report as @ 30.6.2016
6. Appoint Auditors
7. Election of Directors & Chairperson
8. Other Business

# Urban Camp Annual General Meeting

---



## Annual General Meeting

### MINUTES

**22<sup>nd</sup> December 2016**

Commenced meeting 7.39pm, North Fitzroy Arms Hotel

Chair Jacqui Diamond extended a warm welcome to all and acknowledged the attendance of board members and staff.

#### **1.0 Present:**

Maggie Power, Glenda Wilson, Jacqui Diamond, Glynn Williams, Sharne Brennan, Phillip Galo, Jonathon Wright & Daniel Whykes.

#### **2.0 Apologies:**

Cara Besch, Patrick O'Sullivan & Anu Ravindran

#### **3.0 Acceptance of Previous Minutes 25/11/2015:**

**Moved:** Glenda Wilson

**Second:** Daniel Whykes

#### **4.0 Chairperson's Report: (see full copy annual report)**

### **4. CHAIRPERSON'S REPORT**

It is my pleasure to deliver the Chairperson's Report to the 2016 Annual General Meeting of Urban Camp Melbourne Co-Operative Ltd, which is in respect to the period 2015/2016.

It is my privilege to deliver the Chairperson's Report to the 2016 Annual General Meeting of Urban Camp Melbourne Co-Operative Ltd, which is in respect to the period ending June 2016.

#### **OUR 2015/2016 Annual Top Line Outtakes:**

- Urban Camp Cooperative reported a net loss after tax of -42,635 dollars;
- The financial year end result can be attributed to 3 key areas; a decrease in income attributed directly from the schools market, the East West Link bonus provided to all staff in recognition of their commitment to the organisation during the long term negotiations and the current leave entitlements.
- Visitation remained strong within the key target market of primary schools recording a 11% increase YOY

## Urban Camp Annual General Meeting

---

- Total retained assets remain very strong for future reinvestment and ensuring the long term sustainability of the organisation.
- Membership numbers grew by 14.
- Continually reinvestment into the facility to future proof the organisation
- 2016 Q1 & Q2 were focused on a company-wide review of HR governance, with the introduction of revised contracts, together with policies and procedures to support both staff and directors and ensure industry and regulatory compliance.
- Urban Camp Board, Members and staff recognised Patrick O’Sullivan’s great milestone of 20 years of service.

### **OUR BOARD & MANAGEMENT**

The most notable management change is the greatest in Urban Camp’s history. This is the retirement announcement of Executive Officer, Patrick O’Sullivan. Patrick, more fondly known as Paddy, has built Urban Camp into what it is today. He imbues the values of the organisation and its success is testament to his formidable internal team leadership and external stakeholder relations. His tenure has not been without challenges and two most notable he recollects were the complete rebuild of the facility in the early 2000’s and rallying the Victorian Government and bidding Consortia through the East West Link Project negotiations in 2015. Both challenges were met with solid business acuity and consideration for Urban Camps members and staff. He will be missed greatly by all the staff and Directors however we wish him success and happiness in his retirement.

After an extensive recruitment campaign, the Board appointed Daniel Whykes to the role of Executive Officer, to commence September 2016. Daniel has worked in the camping industry for 15 years and brings a wide range of skills and experiences to the organisation.

From the Director table we farewelled Lara Carton and Jon Farmer. In doing so we recognise Lara’s commitment to implementing best practise in HR compliance and Jon’s financial acumen and oversight of the financial management of the organisation, annual audits and future planning.

With closing doors comes new opportunities for Directorship and we have welcomed Phillip Gallo and Sharne Brennan. Phillip brings with him a wealth of financial and legal experience and Sharne, People and Risk Management experience. Their skills and contribution has already been felt in the first few months with active contribution to the strategic priorities for Urban Camp.

### **OUR VISITATION**

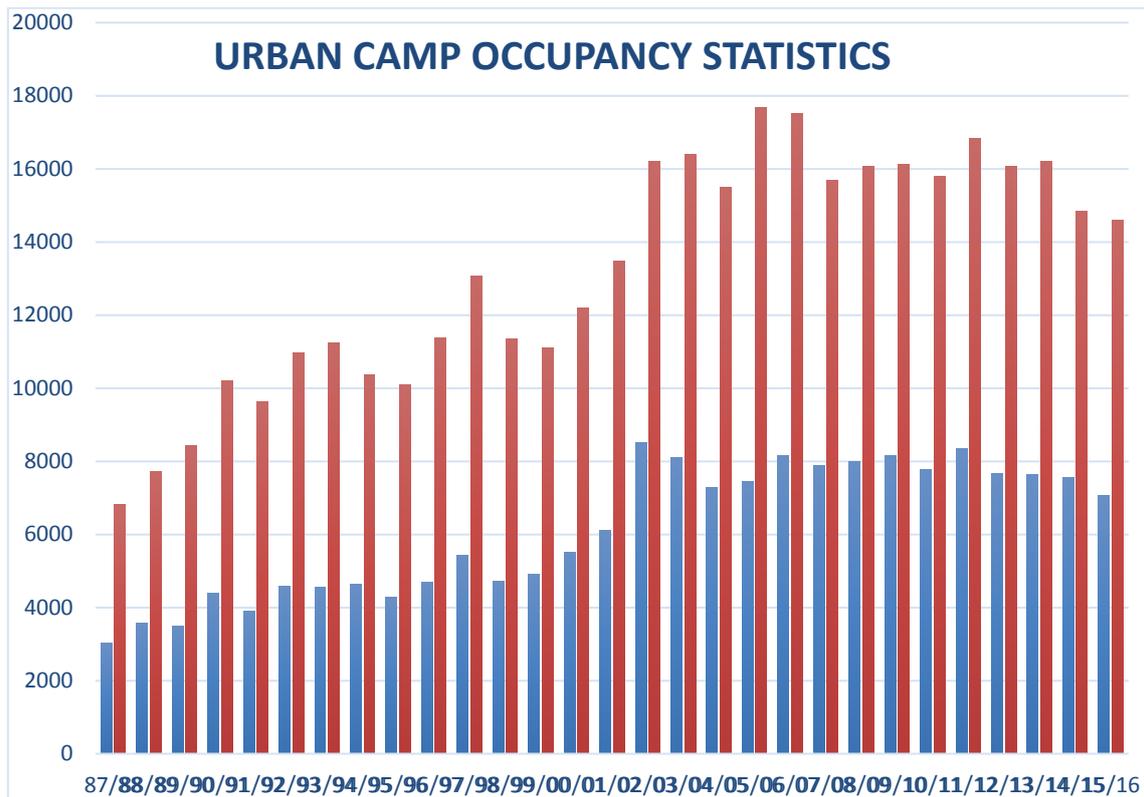
The year ending June 2016 saw Urban Camp attract 204 school and community groups, representing 7,056 individual visitors and 14,606 visitor nights. This equates to an average group size of 35. Within the group profiles were;

- 147 School groups
- 23 Special needs groups
- 19 Community groups
- 15 Sporting groups

In 15/16 financial year we took 204 bookings with 7,056 individuals visiting the site. This gives us an average group size of 34.59.

# Urban Camp Annual General Meeting

## OUR OCCUPANCY



Legend: ■ People Nights ■ Visitors per year

## CHANGES IN HOW WE MEASURE OCCUPANCY

To ensure we are aligned to industry best practise, we have changed how we record occupancy. This means historical data is not directly comparable moving forward however we are now able to accurately benchmark against the industry.

The new methodology bases occupancy on the total number of beds and available nights of the year that they can be booked. In the FY 15/16 we had 14,606 bed nights. This is an occupancy rate of just over 35% above the Australian Camping Association average of approx. 32%.

## OUR MEMBERSHIP

Urban Camp currently has 889 total members and these are made up of;

- 586 Primary Schools
- 56 Secondary Schools
- 59 Special Needs
- 126 Community & Youth
- 72 Sporting

In 2015/16 management proactively outreached to all Urban Camp members to confirm their active membership status. This will be an ongoing annual review to ensure membership engagement.

# Urban Camp Annual General Meeting

---

## FINANCIAL

The 2015/16 financial year saw Urban Camp record a deficit for the first time in 5 years. This can be attributed to three key factors. Primarily an increase in school bookings yet a decrease in average booking size, which in turn resulted in a loss of income. Secondly an unbudgeted bonus was distributed to all staff in recognition of their support and commitment to Urban Camp in the face of the East West Link. This was determined as staff faced a potential period of unemployment or business closure however all employees remained with the organisation for which the Board wanted to appropriately acknowledge.

The third key factor was the continual increase in accrued long service leave provisions above which was budgeted. This is definitely a credit to the organisation in retaining staff however a priority is to review all leave provisions in the 2016/17 FY and budget appropriately.

In 2015/16 key capital investments included further improvements to the kitchen with a freezer replacement as well as improved member facilities with new TV's and IT upgrades.

## OUR STRONG RELATIONSHIPS & EMPLOYEES

The Urban Camp Board and management continues to have a strong and constructive relationship with its key stakeholders; namely the membership, Melbourne City Council and local and state government.

The success of the organisation derives from the quality of the Urban Camp team of staff and their passion for servicing the members and users. On behalf of the Board, I congratulate and thank all of Urban Camps employees for their efforts and contributions this financial year. With no changes to the core team of staff delivering the Urban Camp proposition this year.

To support our employees, as noted in highlights, HR was a focus in Q1 2016, with the implementation of new policies and procedures to ensure regulatory compliance and best practise management. This has been well received by staff and credit to Patrick who worked hard to ensure these changes were communicated to staff and relevant to the organisation.

Staff 2015/16	Position
George Loh	Catering Manager
Carole Pisani	Catering Assistant
Frances Yeung	Catering Assistant
Marg Cale	Catering Assistant
Lina Rogan	Catering Assistant
Margaret Vear	Catering Assistant
Brian Kang	Cleaning & Maintenance Manager
Mark Kim	Cleaning Services
Mason Moon	Cleaning Services
Karen Ciccossillo	Admin/Accounts
Cara Besch	Programs/Events Co-ordinator
Johnathon Wright	Programs/Events Co-ordinator
Michelle Eddy	Camp Leader
Max Facey	Camp Leader
Paddy O'Sullivan	Executive Officer

# Urban Camp Annual General Meeting

---

## CONCLUSION & LOOKING AHEAD

With a new management and director team, it is an opportune time to take a step back and re-evaluate the value proposition of Urban Camp and the strategic direction for the future. This is the core focus for 2016/17 FY.

On behalf of the Board, sincere thanks go to the dedicated Urban Camp team of staff; our key stakeholders and members, thank you for assisting Urban Camp in its achievements this year.

Sincerely,

**Jacqueline Diamond, Chairperson on behalf of the Board of Directors**

### Acceptance of Chairperson's Report:

**Moved:** Glyn Williams

**Second:** Daniel Whykes

### 5.0 Audited Financial Report @ 30/06/2016: (see complete copy)

The trading outcome for the financial year resulted in a deficit of \$42,635.

### Acceptance of Financial Report:

**Moved:** Glyn Williams

**Second:** Jacqui Diamond

### 6.0 Appoint Auditors for 2016/17

To be confirmed in 2017 post a review of the Auditors.

It has been acknowledged the benefits of rotating auditors every 5 years as we strengthen our internal systems and protect the integrity of the co-operative.

### 7.0 Election of Directors:

NB: The Co-operative rules allow a maximum 8 board members who serve on a rotational two-year cycle.

- Two positions are declared vacant

Maggie Power decided not to renominate and Daniel Whykes thanked Maggie on behalf of Urban Camp for her ongoing dedication, contribution and support over the many years of that she has been involved with the camp.

Jacqui Diamond, Glenda Wilson, Glyn Williams are currently midterm.

Sharne Brennan & Phillip Gallo were elected towards the end of 2016.

Daniel Whykes in the role of Executive officer is automatically on the board.

# Urban Camp Annual General Meeting

---

- **Election of Chairperson**

The position of Chairperson was declared open, Glyn Williams was duly nominated and elected. Glyn commended Jacqui for her outstanding drive and commitment over the last couple of years which has helped support Urban Camp moving forward and in particular during the appointment of the new Executive Officer.

## **8.0 Other Business:**

No official additional business had been lodged for discussion.

Jacqui Diamond acknowledged the board for their ongoing contribution throughout the year of their expertise, time and energy and is looking forward to the direction that Urban Camp is moving towards in 2017.

Daniel Whykes thanked the board for their initial and ongoing support and guidance, through his appointment as Executive Officer. He is excited to be a part of such an amazing organisation and is also looking forward to what 2017 has install.

**Meeting Closed: 8.08pm**