

# Secretary-treasurer's report to the 2017 Annual General Meeting of the Australia and New Zealand Communication Association Incorporated

By Jolyon Sykes, 19th June 2017

## Reporting period

ANZCA's financial year began on 1st April 2016 and ended on 31st March 2017.

## Secretary's report – Membership:

Membership is based on the calendar year, 1st January to 31st December.

The paid membership figure of 89 full and part-time members was a reduction of five over the reporting period, plus six life members and one complimentary.

By the time of last year's AGM, however, paid membership had increased by 32 to 126 as people joined and renewed ahead of the conference.

Over the three months between the end of the reporting period and today, membership has again increased but not as much. The paid total membership at today's date is 117, nine fewer than the 2016 AGM figure. The breakdown is as follows:

Aust full members	72	
NZ full members	19	
Overseas full members	6	
Total full members		97
Aust student members	19	
NZ student members	0	
Overseas student members	1	
Total student members		20
Total paid members		117
Life members	6	
Complimentary full and student members	2	
Total members to date calendar 2017		125

**Annual Return for 2016:** This was lodged with the ACT Office of Regulatory Services in October 2016, with the list of executive committee members.

## Treasurer's report

The payment method moved further towards Paypal at 78%, with corresponding reductions in credit card receipts (13%) and cheque, EFT or cash (8%).

**Income and expenditure:** Income from membership was \$960 below the budget, income from conferences was \$8,119 more than budgeted, while interest was slightly less (\$195).

These factors resulted in an income of \$51,391 in 2016–17, \$8,884 more than budgeted for at the last AGM.

Overall, expenditure was significantly less than budgeted, with some items coming in over-budget and others under. The invoice from Sage (\$10,483) for the publication of MIA was delayed until after the reporting period. When that is taken into account, the nett result was a surplus of \$5,096, still significantly more than the budgeted break-even.

**Audited financial statements and auditor's report:** These are attached and show an operating surplus for 2016–17 of \$24,137 and an accumulated surplus of \$112,426.

I move that the audited accounts and auditor's report for 2015–16 be accepted.

**Appointment of auditor:** I also move that our present auditor, Gorrell Long Robertson of 18–24 Trenerry Street, Weston ACT be re-appointed as auditor for 2016–17.

## Draft 2015–16 Budget

This includes items to which we are already committed, or which we have already paid, and estimates that ANZCA will end the year with a deficit of \$9,400 after allowing for payments already made since 1st April 2017. These payments include the auditor, the annual payments to Taylor and Francis for publishing *Communication Research and Practice* and to Sage for publishing *MIA*.

I have assumed that the 2017 conference will return a surplus of \$5,000.

I have allowed \$5,000 for the web-site, that is \$1,500 for hosting and support, and \$3,500 (or 100 hours at \$35/hr) to me for on-going updating of the content and minor trouble-shooting.

**Motion:** That the 2017–18 budget be accepted with an estimated deficit of \$9,408, to be financed from our accumulated cash surplus.

## ANZCA 2017–18 budget

	Actual 2016–17	Budgeted at 2016 AGM	Surplus (Def) of budget over actual	Budget 2017–18 to 2017 AGM
<b>Income</b>				
Conference	23,119	15,000	8,119	5,000
Memberships	26,960	26,000	960	26,000
Interest	1,312	1,507	(195)	1,300
Donations	0	0	0	
Grant Noble	0		0	1,000
Total income	51,391	42,507	8,884	33,300
<b>Expenditure</b>				
Audit fee	(1,013)	(986)	(27)	(1,023)
Bank charges	(1,032)	(622)	(409)	(1,000)
Conference outlay	(568)		(568)	(1,000)
Discounts allowed	(100)		(100)	
Awards	(5,000)		0	
Awards - Regional activities		(1,000)		(1,000)
Awards - Christopher Newell		(1,000)		(1,000)
Awards - Grant Noble		(1,000)		(1,000)
Awards - Conference bursary		(1,000)		(1,000)
Awards - Anne Dunn		(1,000)		(1,000)
Communication Research and Practice	(11,302)	(11,000)	(302)	(11,500)
Financial serv	(2,160)	(2,382)	222	(2,500)
Media International Australia	0	(15,685)	15,685	(15,685)
Subs	(1,591)	(2,658)	1,067	
Website	(4,489)	(5,000)	511	(5,000)
Total expenditure	(27,254)	(43,333)	16,079	(42,708)
<b>Nett surplus (deficit)</b>	24,137	(826)	24,963	(9,408)

## Website report to the 2017 ANZCA AGM

After a difficult year, the ANZCA website is now returning to its role as the central point for managing and communicating with the membership. This includes the bulk e-mail facility, ANZCA Announce [anzca-announce@anzca.net](mailto:anzca-announce@anzca.net), which has been out of action for over a year.

The content management system remains Joomla, despite my attempts to convert it to Wordpress because of Joomla's unreliability and lack of functionality, especially the bulk e-mail facility and the fact that only one forum was possible. At the time of the last AGM, I expressed concern about the lack of progress with the conversion, which, I surmised, resulted from lack of expertise on the part of those who had agreed to do the work. This proved correct. The situation deteriorated and was resolved in the NSW Small Claims Tribunal, when the attempted conversion was terminated.

In the meantime, there had been a major upgrade to Joomla and to its various components, rendering the conversion unnecessary, in my opinion. I obtained one more quote from a fourth supplier, \$4,290.00, which was about double the original price. When I made further enquiries about whether Wordpress is superior to the new version of Joomla, I was unable to obtain any clear guidance and decided not to continue.

I am happy to report that ANZCA Announce is now working properly and the problems with the availability of different forums for students, financial members and the executive are being resolved. The website is still not 100% reliable and occasionally does unexpected things, such as blocking members' access for no apparent reason, but this unreliability is now manageable.

**Motion:** That the 2016–17 website report be accepted.