



Melbourne University Soccer Club

Building 103, University of Melbourne, VIC 3010

Consumer Affairs #A0025954L

ABN 22 951 070 200

2021 ANNUAL GENERAL MEETING

Held online via Zoom
on Wednesday 27 October 2021 at 7:30pm

MINUTES

Chair: Michael Owen (MO), President

1. Welcome

The meeting was opened by Michael Owen at 7:40pm.

A quorum was confirmed.

MO acknowledged the traditional owners of the lands on which the meeting was being conducted.

Members present and eligible to vote:

Andrew Bullen	Isabella Mezzetti	Mitch Ralston
Angela Christian-Wilkes	James Xu	Nathan Scott
Anna Leonedas	Lachlan Boughton	Nez Ozergen
Aras Mollison	Lucas Jester	Petros Kapoulitsas
Cam Beckingsale	Marco Palacio	Philip Aitken
Cat Hoang	Massimo Santucci	Sasha Naidoo
Dan Ginger	Mat Kelly	Sean Smith
Drew McMullin	Matt Ross	Theo Parasekvas
Gulsher Singh	Michael Owen	

Members attending via proxy and eligible to vote (followed by their proxy holder):

Aakarsh Sharma (D Ginger)	Henry Moon (M Owen)
Adam Moor (P Aitken)	Jack Wood (D Ginger)
Andrea Granados (A Christian-Wilkes)	James Robinson (M Owen)
Andrew Walton (M Owen)	Justin Mabbutt (D Ginger)
Audrey Price (S Naidoo)	Melvin Thancanamootoo (M Owen)
Cesar Martinez (P Aitken)	Mike Pauw (D Ginger)
Edward Fortunatow (M Owen)	Oliver Adler (M Owen)
Edward Tasker (M Owen)	Oscar Black (M Owen)
Eleanor Acevedo (A Christian-Wilkes)	Rachel Tyler Jones (S Naidoo)
Emer Reynolds (S Naidoo)	Rebecca Morling (A Christian-Wilkes)
Fred Hognestad (A Christian-Wilkes)	Robbie Arnold (M Owen)
Geoff Foley (M Owen)	Sean Miranda (M Owen)
Graeme Stewart (D Ginger)	Tyler Kerridge (M Owen)
Hannah Sawkins (S Naidoo)	Yael Carrara (L Boughton)

Apologies:

- Nic Vincent

2. Minutes of the previous Annual General Meeting

Motion: To approve the minutes of the 2020 AGM as distributed.

Moved: Michael Owen. Seconded: Anna Leonedas. The motion was carried.

3. 2021 Annual Report

Michael Owen tabled and spoke to the 2021 Annual Report, detailing the activities of the association for the preceding financial year.

The Annual Report is available to download from the club's website:

<https://www.musc.com.au/wp-content/uploads/2021/12/MUSC-2021-Annual-Report.pdf>

4. 2021 Financial Statement

The 2021 Financial Statement was tabled (attached as *Appendix 1*).

Philip Aitken and Michael Owen provided an overview of the 2021 Financial Statement.

Feedback was sought from members present on the Board's plans to return approximately \$35,000 to 2021 members by way of refund or partial credit towards their 2022 membership fee. Members present were comfortable with the figure and proposed process.

Michael Owen and Sasha Naidoo informed members that the club's Pulse bank account was to be closed, with all club finances consolidated into a single operating account.

Motion: That the annual financial statements give a true and fair view of the financial performance and position of MUSC for the financial year ending 15 October 2021.

Moved: Michael Owen. Seconded: Philip Aitken. The motion was carried.

5. Election of the Directors

Michael Owen thanked the Board of Directors for their efforts over the past year and announced that Philip Aitken and Angela Christian-Wilkes were not seeking re-election as Directors. MO thanked each of the outgoing Directors. Each outgoing Director spoke briefly to reflect on their time on the Board.

MO declared all positions as a Director of the Club vacant.

MO announced that one nomination had been received for the position of President. MO called for final nominations for the position of President. No additional nominations were received. MO declared the nomination period closed. Michael Owen was declared elected to the position of President.

MO announced the seven nominations received for the position of a Director and confirmed that all seven nominees could be elected and meet the board composition requirements specified in the constitution. MO called for final nominations. No additional nominations were received. MO declared the nomination period closed. Each of the nominees was declared elected to the position of a Director.

The 2021/2022 Board of Directors:

Director	Nominated By	Seconded By
Michael Owen (President)	Michael Owen	Philip Aitken
Cat Hoang	Sasha Naidoo	Michael Owen
Dan Ginger	Dan Ginger	Michael Owen
Eleanor Acevedo	Sasha Naidoo	Michael Owen
Isabella Mezzetti	Sasha Naidoo	Michael Owen
Lachlan Boughton	Lachlan Boughton	Michael Owen
Nez Ozergen	Sasha Naidoo	Michael Owen
Sasha Naidoo	Sasha Naidoo	Michael Owen

6. Expressions of interest for other roles

Michael Owen indicated the new Board would seek to fill any vacant non-Board volunteer roles at the club in due course.

7. Other Business

a. 75th Anniversary in 2022

Michael Owen briefly previewed logo and kit designs to celebrate the club's 75th anniversary, and 40 years of women's football, in 2022.

8. Meeting Close

Michael Owen thanked members for attending.

The meeting was closed by MO at 8:40pm.

Signed _____ (Chair) _____ (Date)

Appendices

Appendix 1 – 2021 Financial Statement

Appendix 2 – Submission of financial statements to annual general meeting

Appendix 3 – Schedule 1, Regulation 15, Form 1

2021 Financial Report

For the Financial Year ending 15 October 2021

Account	Opening Balance	Closing Balance	Difference
CBA Society Bank Account	\$46,208.02	\$74,278.48	\$28,070.46
Pulse Bank Account	\$21,070.56	\$21,232.26	\$161.70
Foundation Chapter	\$23,501.76	\$24,243.46	\$741.70
Foundation Chapter (pending)	\$3,940.00	\$6,590.00	\$2,650.00
MU Sport	(\$5,400.23)	\$13,718.80	\$19,119.03
Football Victoria	(\$5,225.40)	\$0.00	\$5,225.40
Other Credits	\$1,995.00	\$2,349.70	354.70
Cash Box	\$1,290.00	\$200.00	(\$1,090.00)
TOTAL	\$87,379.71	\$142,612.70	\$55,232.99

Total Revenue:	\$192,799.97
Total Expenditure:	\$148,547.31
Surplus for the year:	\$44,252.66

The club made a \$55,232.99 profit over the financial year ending 15 October 2021. The club has reduced its debts by \$10,625.63. The club's store credit cannot be converted to cash, so the \$354.70 increase has not been counted as revenue. This results in a surplus of \$44,252.66.

The club proposes \$35,000 be spent on partial refunds of 2021 membership fees. Each of these refunds will be processed in the new financial year or used as credit towards a 2022 membership fee. This will result in a large portion of the surplus being spent on refunds and discounts in the 2021-22 financial year.

Significant matters and decisions regarding the club's accounts for the 2020-21 financial year are reported on below.

Discrepancies to the 2020 Financial Statement

The opening balance of the **Foundation Chapter (pending)** account has been adjusted to \$3,940, an increase of \$90 on the reported 2020 closing balance. The club is only made aware of donations quarterly and was missing a \$50 donation from 2019 and a \$40 donation from 2020.

The opening balance of the **MU Sport** account has been adjusted to -\$5,400.23, a decrease of \$2,375.32 on the reported 2020 closing balance. It was not known that the quarterly financial statements provided by MU Sport only contain the financial position for the current calendar year. While the final 2020 statement listing a total amount owing of \$3,024.91, it neglected to report an additional \$2,375.32 was owed from 2019.

An **Other Credits** balance has been added to track in-store credit with equipment suppliers. This was not reported on in 2020.

A **Cash Box** balance has been added. This was not reported on in 2020. A small amount of cash is kept as a float for the canteen/bar.

These amendments result in the total opening balance being \$999.68 more than the total closing balance reported in 2020.

Funds committed to be spent in the 2021-22 Financial Year

The club often receives funds in a financial year that are earmarked for certain projects but will not be spent until the following financial year. These are the funds collected in FY2020-21 that the club has committed to spend in the new financial year:

Item	Amount	Commentary
Donations	\$2,000	Tax-deductible donations received to the Foundation Chapter but with a request to spend it on club activities instead of investing it for the future. The purposes are yet to be determined.
Indigenous Kits	\$2,200	The club received \$1,800 in Leadership funding from MU Sport. The club committed to contributing \$2,000 of its own funds for the project. \$1,600 has been spent to date.
Membership Fee Refunds / Credits	\$35,000	Football Victoria only confirmed the club's refunds in early October after which the club's own refund policy could be finalised. The proposed amount set aside for the club's refunds will be processed or used as credit in the next financial year.

A \$12,000 SSAF grant is due to be received in the new financial year. The club has committed to spend that amount in full by mid-2022. \$599 has already been spent on acquitting the grant.

Melbourne University Sport

MUSC entered the 2021 financial year owing \$5,400.23 to MU Sport. This was for invoices MU Sport paid on the club's behalf in 2019 and 2020.

The club receives an annual subsidy from MU Sport from Student Services and Amenities Fee (SSAF) funding. The subsidy automatically increases in line with CPI each year. The total subsidy for 2021 was \$31,337:

- \$18,067 to support external facility hire
- \$5,648 to support high performance coaching
- \$7,622 to support employing a Club Administrator

The Club Administrator is a part time employee of the club. The position is co-funded by the club and MU Sport. MU Sport covered the costs of advertising for the position and provide payroll services and HR consulting services to the club free of charge.

The club successfully applied to MU Sport's Club Project Fund in 2021. MU Sport and the club each contributed \$1,660.50 to the purchase of the Veo Sports Camera equipment and software subscription. The club will self-finance the software subscription in future years.

The club has credit of \$13,718.80 with MU Sport. This amount is due to be transferred to the club's bank account.

Donations totalling \$6,590 are held by MU Sport and are to be transferred to the club's Foundation Chapter.

Football Victoria

MUSC entered the 2021 financial year owing \$5,225.40 to Football Victoria. This was the amount owed to FV after they applied their 2020 refund policy. The club wrote to Football Victoria to challenge \$2,645.65 for the registration fees for 30 players the club had not approved. This appeal was successful and FV withdrew the excessive charges. The club then paid the remaining \$2,579.75 owed to settle the club's account with FV.

Football Victoria provided clubs with some team entry and player registration fee refunds for the cancelled 2021 season. Football Victoria's refund policy can be accessed on their website. MUSC received a credit note of \$8,203.70 for player fee refunds and a credit note of \$3,220 for team entry refunds.

Item	Cost per Unit	Refund per Unit	Units	Total Refund
Player: Under 18	\$107.50	\$18.70	1	\$18.70
Player: Men's Senior (19-35)	\$227	\$38.80	127	\$4,927.60
Player: Women's Senior (19-35)	\$196	\$32.60	85	\$2,771.00
Player: Over 36	\$161	\$25.60	19	\$486.40
Team: MSL4	\$3,670	\$734	1	\$734.00
Team: MSL5	\$3,250	\$650	1	\$650.00
Team: Men's Metro	\$520	\$208	3	\$624.00
Team: WSL2-5	\$520	\$208	3	\$624.00
Team: VPLW	\$1,470	\$588	1	\$588.00

At the beginning of the 2021 season, FV announced that the referee fees for Women's State League 2, 3, 4 & 5 matches would be increased from \$80 to \$120 per match. For 2021 only, FV credited clubs with a rebate of \$40 per WSL2-5 match that was played. The club received the expected \$640 rebate as a credit note.

FV provided the refunds and rebate as credit notes in their club finance system. FV then automatically applied \$227 of that credit toward payment of an outstanding player registration invoice. The remaining credit of \$11,836.70 has been transferred to the club's bank account.

City of Melbourne

City of Melbourne waived 100% of the club's Princes Park ground hire fees for the 2021 pre-season and winter season. This is a significant saving to the club.

Membership Fee Refunds

A handful of players joined the club just prior to the lockdown that ultimately ended the 2021 season. These players have had their membership fee refunded.

The club proposes funds totalling \$35,000 be made available to refund to 2021 members. This includes the team entry fees and player registration fees refunded by Football Victoria as well as funds collected from membership fees budgeted for but not spent on referees and ground hire due to the season cancellation.

330 members are eligible for a partial refund. It is proposed that each member will receive a percentage refund of the membership fee they paid. As an example, a men's non-student player who paid \$475 will receive \$128.30. This is above the FV-directed refund amount of \$38.80 for such a player so satisfies Football Victoria's refund policy.

It would be overly burdensome on club volunteers to manually transfer a customised refund amount to 330 individuals. It is proposed that each member's refund amount will be rolled over as credit towards their 2022 membership fee. Members will be given a window in which to request the refund in cash or to elect to donate it to the Club instead of retaining credit for 2022.

Grants

The club received a \$1,000 top-up payment from the Victorian Government's Community Sport Sector Short Term Survival Program, aimed at keeping community sporting clubs viable during the COVID-19 pandemic. The grant did not need acquitting.

The club received and acquitted a grant for \$2,000 from Sport and Recreation Victoria to purchase equipment to be more COVID-safe by reducing the need to share equipment.

The club acquitted the All Gender Games Series grant, spending the allocated \$3,478.98 that had been received the previous financial year.

The club acquitted the VicHealth Active Grant, spending the allocated \$2,970 that had been received in the previous financial year.

Student members Callum Wilson and Jack Wood successfully applied to the University's Student Services and Amenities Fee (SSAF) Grant Program. \$12,000 has been awarded to spend on items that will improve the Northern Pavilion as a social space and allow the club to hold more and better events benefiting University of Melbourne students, particularly around the 2022 Men's and 2023 Women's World Cup tournaments. This funding has not yet been received from the University.

Foundation Chapter Donors

The club thanks our Foundation Chapter donors for 2021:

- Staios Konstantopoulos
- Tom Mullumby
- Andrew Bullen
- Michael Owen

Supporters of the club can make tax-deductible donations to the club's Foundation Chapter. Donors can request their gift be spent on certain club activities rather than being invested for the longer-term. Examples include contributing to the costs of a certain event or piece of equipment, or subsidising the membership fees of particular players.

The club's healthy bank balance allows these requests to be fulfilled. While the donation is received into the Foundation Chapter, the club will spend the equivalent amount on the requested purposes from its bank account. This essentially means that the club chooses to invest the equivalent of the donation into its Foundation Chapter.

Bank Transactions

Ref.	Account	In	Out	Total
Type: Income				
1	Player Membership Fees	132,146.00	-	132,146.00
2	MU Sport Subsidy	11,296.00	-	11,296.00
3	Sponsorship	9,000.00	-	9,000.00
4	Northern Pavilion Canteen and Bar	8,665.79	5,207.11	3,458.68
5	Grants	4,800.00	2,199.00	2,601.00
6	Merchandise	5,227.50	3,741.38	1,486.12
7	College Soccer	4,392.00	3,480.00	912.00
8	Donations	161.70	-	161.70
9	Credit Interest	0.48	-	0.48
Type: Transfer				
10	Cash Deposit	1,090.00	-	1,090.00
Type: Expenses				
11	Player Registration Fees	-	54,691.55	(54,691.55)
12	Coaching Honorariums	-	16,074.00	(16,074.00)
13	Team Entry Fees	-	13,210.00	(13,210.00)
14	Equipment	-	12,411.27	(12,411.27)
	a. Playing Shirts	\$6,190.90		
	b. Training Equipment	\$2,607.45		
	c. Veo Sports Camera	\$1,660.50		
	d. Pavilion Equipment	\$825.15		
	e. Matchday Equipment	\$786.50		
	f. First Aid Kits	\$340.77		
15	Referee Fees	-	11,230.00	(11,230.00)
16	Club Administrator	-	9,158.25	(9,158.25)
17	Facility Hire (2021 pre-season)	-	5,970.83	(5,970.83)
18	All Gender Games Series	-	3,487.98	(3,487.98)
19	Clothing for Players (sponsored)	-	3,380.30	(3,380.30)
20	Operating Costs	-	1,473.56	(1,473.56)
21	Volunteer Support	-	1,451.58	(1,451.58)
22	2021 Pre-season practice matches	-	785.00	(785.00)
23	Cup Competitions	-	310.50	(310.50)
24	Pride in Sport	-	285.00	(285.00)
		\$176,779.47	\$148,547.31	\$28,232.16

Foundation Chapter

Account	In	Out	Total
Credit Interest (as of 30 June) *	741.70	-	741.70
Pending Donations	2,650.00	-	2,650.00
	\$3,391.70	\$0.00	\$3,391.70

* the Q3 financial statement through to 30 September has not yet been received from MU Sport

Other Credits

Account	In	Out	Total
This Is Football credit	354.70	-	354.70
	\$354.70	\$0.00	\$354.70

Cash Box

\$1,090 in held cash (not new income) was deposited into the club's bank account. A float of approximately \$200 is maintained for running the Northern Pavilion Canteen and Bar. Canteen/bar takings in cash have periodically been deposited into the club's bank account so are included in the bank transactions figures, above.

Surplus calculation

Total Revenue: \$192,799.97	Total Expenditure: \$148,547.31
\$175,689.47 (Bank accounts) + \$3,391.70 (Foundation Chapter) + \$13,718.80 (MU Sport)	\$148,547.31 (Bank accounts)

Total Revenue – Total Expenditure = Total Surplus
 192,799.97 – 148,547.31 = **\$44,252.66**

Verification: The calculated surplus is equal to the total change in position (\$55,232.99) – original MUS debt (\$5,400.23) – original FV debt (\$5,225.40) – This Is Football credit (\$354.70) = \$44,252.66

Submission of financial statements to annual general meeting –
incorporated associations

Associations Incorporation Reform Act 2012

Sections 94(3), 97(3) and 100(3)

I Michael Owen being a member of the committee of the
University of Melbourne Soccer Club Inc. certify that –

“I attended the annual general meeting of the Uni of Melb Soccer Club Inc.
held on the 27/10/2021 and the financial statements of the association
for the financial year ending on 15/10/2021 were submitted to the
members of the association at that general meeting.”

Signed: Michael Owen.

Date: 27/10/2021

Schedule 1
Regulation 15
Form 1

Associations Incorporation Reform Act 2012

Sections 94 (2)(b), 97 (2)(b) and 100 (2)(b)

**Annual statements give a true and fair view of financial performance and position
of incorporated association**

We Michael Owen and Philip Aitken being members of the
committee of the University of Melbourne Soccer Club Inc. certify that –

“The statements attached to this certificate give a true and fair view of the financial
performance and position of the above named association during and at the end of
the financial year of the association ending 15/10/2021 .”

Signed: Michael Owen.

Date: 27/10/2021

Signed: 

Date: 27 October 2021