

**QUEENSLAND PUBLIC LIBRARIES ASSOCIATION INC.  
MINUTES of EXECUTIVE BOARD MEETING**

**Monday 16 January 2017 1100 – 1.00pm. Teleconference**

**PRESENT:**

Sharan Harvey, (SH) President	Esther Buys, (EB) Vice President
Sylvia Swalling, (SS) Treasurer	Nicole Hunt, (NH) South East Qld Rep
Astrid Hancock, (AH) Northern Qld Rep	

**Apologies:**

Cheryl Haughton, (CH) Central Qld Rep	Lisa Harth, (LH) South West Qld Rep
Rebecca Randle, (RR) Secretary	

**Minutes**

**1. President's welcome**

Sharan opened the meeting and welcomed all attendees.

**2. Minutes of previous meeting**

*Motion from Sharan Harvey : That the minutes of the Executive Board meeting on 12 December 2016 were accepted as a true account of the meeting.*

*Seconded: Esther Buys*

*All in favour*

**3. Actions from previous minutes**

- #1 SH to write to Marion to determine if any of the IFLA speakers would be suitable for the QPLA 2017 conference;
- #6. EB to draft letter to QPLA members referencing Local Buy vendors;
- #22 Complete. Esther to update the list with additional vendors;
- #23 Complete;
- #24 In progress.

**4. President's Report**

- The Local Buy Memorandum of Understanding for Jul 2016 – Nov 2018 has been finalised and signed by both parties.
- A clause (4f) was included - "Whilst Local Buy agree to QPLA utilising the payment ..at their discretion, Local Buy's preference is that some portion .. be utilised for professional development activities.."

- Remittance from Local buy has been received.

*Motion from Sharan Harvey : That the President's report be accepted.*

*Seconded: Nicole Hunt*

*All in favour*

## **5. Treasurer's Report**

- SS referred to the Treasurer's Report dated 16 January 2017 provided with the meeting papers.
- Net financial position at is \$307,025.19.
- Current liabilities is \$3,431.43 - the BAS payable.
- Net Operating Income for July – December is - \$13,656.56.
- Operating income negative etc. tracking to budget.
- Two memberships invoices remain outstanding. SS recommended drafting a Benefits Statement to be sent electronically with membership invoices in May 2017.

*Action: KH to prepare draft QPLA membership benefits statement for review at February 2017 teleconference.*

- Item 8 in the Treasurer's report outlines a proposal to change the accounting method for reconciling conference expense payment.
- Accrual accounting with the use of the accounting software, allows income and expenses to appear as prepayment in the financial year they are received and carried over until the year in which the conference occurs.
- The auditor has advised that continuing with existing method or change to asset prepaid approach are both acceptable.
- The Book keeper recommendation is to take the asset prepaid approach as it provides a more transparent approach to business.

*Motion from Sylvia Swalling that the asset prepayment accrual approach be taken for expenses and revenue for the conference event that occur in the 16/17 financial year. This will enable all expenses for a conference to appear in the financial year in which it occurs.*

*Seconded: Esther Buys*

*All in favour*

*Motion from Sylvia Swalling : That the Treasurer's report be accepted.*

*Seconded: Nicole Hunt*

*All in favour*

## **6. Correspondence**

*Correspondence Incoming*

- Finalised MOU between Local Buy and QPLA – received from Local Buy.

*Correspondence Outgoing*

- Acknowledgement that MOU was received sent to Local Buy – “Finalised MOU between Local Buy and QPLA”.

*Motion from Sharan Harvey for Secretary : That the correspondence report be accepted.*

*Seconded: Esther Buys*

*All in favour*

## **7. QPLA LEaD 2017 – Sunshine Coast**

- The vendor date claimer will be sent in the next week.
- Celia Donnellan will provide an update on conference progress at February teleconference and March face-to-face.
- NH advised that SLQ had a training course scheduled for that date however in today's calendar dates do not appear to conflict.

*Action: RR to confirm if SLQ have events scheduled for October write to SLQ advising dates of QPLA Sunshine Coast conference and to confirm if any events are scheduled for same dates.*

*Action: KH to send details of the Library Awards branding to LH & NH.*

## **8. Working Groups**

- SH confirmed the working groups are now replaced with a project based system.

*Action:*

*Each Regional Representative is to disseminate information regarding the Conference attendance bursary to member library within their region. The criteria to be developed to assess applications and scoring criteria to be reviewed.*

*KH to send links to bursary information to each of the regional representatives*

**9. Business arising from Minutes (not covered by other Agenda items)**

Nil

**10. Any Other Business**

Additional Storage – One Drive

- Members agrees to the purchase of additional storage on OneDrive and auto backup on a monthly basis if available
- KH to investigate if OneDrive provide an auto backup of their files and provide quote to SS

QPLA Role Descriptions

- KH to update existing role descriptions for Regional Reps, Treasurer and Secretary duties. A role description and statement of duties to be developed for President and President elect roles. These will be distributed for review at the February Executive Board meeting.

Website – Auto feed of stories from other sites

- KH to compile list of key word filters and internet sources for of auto feed to stories from internet sources. News sources such as Accenture and media monitor to be investigated to determine if they provide feed to internet.

**11. Date of next meeting : Monday 20 February 11am - 1pm – Teleconference**

**12. Close**

There being no further business, the meeting closed at 11.45

## Action Items

#	Item	Who	Date Raised	Due Date
1	Marian Morgan-Binden to obtain details of the presenters organised for the IFLA public library symposium and their topics, and to provide to QPLA after August for consideration <i>Update:</i> <i>SH to write to Marion to determine whether there are any IFLA speakers suitable for the QPLA Oct conference</i>	MMB	26/6/16	16/1/17
6.	Esther Buys to send notice to QPLA members as a reminder to reference Local Buy providers, when making purchasing decisions. A Local Buy list of vendors to be included. <i>Update:</i> <i>EB to draft letter for distribution to members</i>	EB	25/7/16	16/1/17
24	KH to create the February 20 2017 Executive Board meeting as an event in Eventbrite and members are to register their attendance using the system.	KH	12/12/16	20/2/17
25	KH to prepare draft QPLA membership benefits statement for review at February 2017 teleconference.	KH	16/1/17	20/2/17
26	RR to confirm if SLQ have events scheduled for October write to SLQ advising dates of QPLA Sunshine Coast conference and to confirm if any events are scheduled for same dates.	RR	16/1/17	20/2/17
27	KH to send details of the Library Awards branding to LH & NH.	KH	16/1/17	20/2/17
28	Each Regional Representative is to disseminate information regarding the Conference attendance bursary to member library within their region. The criteria to be developed to assess applications and scoring criteria to be reviewed.	Reg. Reps	16/1/17	20/2/17
29	KH to send links to bursary information to each of the regional representatives	KH	16/1/17	20/2/17

## QPLA Board Meeting

Monday 16/01/2017

### Treasurer's Report

1. Total current assets \$307,025.19
2. Total current liabilities \$3,431.43 (BAS payable)
3. Total equity is \$310,456.62 (current net income for the period -\$13,656.56 and retained earnings \$324,113.18)
4. Total net position is \$307,025.19
5. Budget VS Actual shows:
  - a. Total Revenue @ \$33,986.42:
    - i. interest received @ \$1,279.22
    - ii. Professional Development Event @ \$25,054.52
    - iii. QPLA Memberships @ \$6,652.68
    - iv. Local Buy (can advise that invoice is pending for \$32,908.44 – remittance received January)
  - b. Total Expenses @ \$47,624.98:
    - i. Administration @\$4,998.63
    - ii. Audit Fees @\$1,640.00
    - iii. Bank Fees & Charges @\$334.16
    - iv. Insurance @\$2,932.61
    - v. Meeting Expenses @\$1,693.78
    - vi. Permits, Licences & Fees @\$51.70
    - vii. PD Event Expenses @\$ 34,552.10
    - viii. Website Costs @\$1,440.00
  - c. Net Operating Income @-\$13,656.56.
6. Reconciliation Report on activity account (no change to the other two accounts)
  - a. Opening balance @ \$77,486.87
  - b. Cleared payments @ \$11,901.72

- c. Cleared deposits @ \$386.20
- d. Unclear transactions @ \$92.65
- e. Closing balance @ \$65,878.70

7. OUTSTANDING BUSINESS:

- a. Membership renewals
  - i. There still remains two Councils who have not yet paid their membership renewals, Cairns Regional Council and Hinchinbrook Shire Council.

8. QPLA CONFERENCE VENDOR:

- a. The initial deposit has been paid to the vendor however direction needs to be provide regarding how we wish to resolve the book keeping for the event as transactions will straddle two financial years, with the accounting software in place we are able to show conference payments in 16/17 but hold the expense until 17/18, which is when the event actually takes place. The amount would show as a prepayment asset and would be expensed when the conference is held. Thereby grouping all expenses for the conference in that financial year. The auditor will accept both means of accounting for this payment. The recommendation from the book-keeper is that it is best practice to articulate the payments in this way and will provide easier and greater transparency in the event reconciliation.
  - i. RECOMMENDATION: That the asset prepayment accrual approach be taken for expenses and revenue for the conference event that occur in the 16/17 financial year.

# Queensland Public Libraries Association Inc

## BALANCE SHEET

As of December 31, 2016

	TOTAL
<b>ASSETS</b>	
Current Assets	
Westpac-Cheque Account	65,878.70
Westpac-Reserve Account	188,979.58
Westpac-Term Deposit	42,319.64
Prepaid Expenses	9,847.27
Undeposited Funds (Credit Card transactions etc.)	0.00
<b>Total Current Assets</b>	<b>A\$307,025.19</b>
<b>Total Assets</b>	<b>A\$307,025.19</b>
<b>LIABILITIES AND SHAREHOLDER'S EQUITY</b>	
Current liabilities:	
BAS Liabilities Payable	-829.26
BAS Suspense	-2,602.17
<b>Total current liabilities</b>	<b>A\$ -3,431.43</b>
Shareholders' equity:	
Net Income	-13,656.56
Retained Earnings	324,113.18
<b>Total shareholders' equity</b>	<b>A\$310,456.62</b>
<b>Total liabilities and equity</b>	<b>A\$307,025.19</b>



# Queensland Public Libraries Association Inc

## PROFIT AND LOSS YTD COMPARISON

December 2016

	TOTAL	
	DEC 2016	JUL - DEC, 2016 (YTD)
<b>INCOME</b>		
Interest Received	130.86	1,279.22
Professional Development Event		26,054.52
QPLA Memberships	330.90	6,652.68
Uncategorised Income		0.00
<b>Total Income</b>	<b>A\$461.76</b>	<b>A\$33,986.42</b>
<b>GROSS PROFIT</b>	<b>A\$461.76</b>	<b>A\$33,986.42</b>
<b>EXPENSES</b>		
Administration	418.68	4,998.63
Audit Fees		1,640.00
Bank Fees & Charges	50.00	334.16
Insurance		2,932.61
Meeting Expenses	230.29	1,693.78
Permits, Licences & Fees	51.70	51.70
Professional Development Event Expenses		34,552.10
Website Costs/Promotion		1,440.00
<b>Total Expenses</b>	<b>A\$750.67</b>	<b>A\$47,642.98</b>
<b>NET EARNINGS</b>	<b>A\$ -288.91</b>	<b>A\$ -13,656.56</b>

# Queensland Public Libraries Association Inc

## Reconciliation Report

### Westpac-Cheque Account, Period Ending 31/12/2016

#### Summary

Statement Beginning Balance	\$77,486.87
Cheques and Payments cleared	-\$11,901.72
Deposits and Other Credits cleared	\$386.20
Statement Ending Balance	\$65,971.35
Uncleared transactions as of 31/12/2016	-\$92.65
Register Balance as of 31/12/2016	\$65,878.70

#### Details

##### Cheques and Payments cleared

###### Date Type No.

29/11/2016	Expense	ID Warehouse	Name Tags for PDs	-\$343.97
01/12/2016	Expense	Westpac	Merchant Fees	-\$22.00
01/12/2016	Expense	Westpac	Merchant Fees	-\$33.00
15/12/2016	Expense	Stay Balanced	Bookkeeping	-\$418.75
15/12/2016	Expense	Rebecca Randle	Reimbursement	-\$252.00
15/12/2016	Expense	Novatel	2017 Event	-\$10,832.00

**Total** **-\$11,901.72**

##### Deposits and Other Credits cleared

###### Date Type

09/12/2016	Payment	Southern Downs RC	Membership	\$182.00
19/12/2016	Payment	Charters Towers RC	Membership	\$182.00
30/12/2016	Deposit	Westpac	Interest	\$22.20

**Total** **\$386.20**

#### Additional Information

##### Uncleared Cheques and Payments as of 31/12/2016

###### Date Type No.

22/12/2016	Expense	Lisa Harth	Reimbursement	-\$55.00
22/12/2016	Expense	Nicole Hunt	Reimbursement	-\$37.65

**Total** **-\$92.65**

# Queensland Public Libraries Association Inc

## BUDGET VS. ACTUALS: 2016V17 BUDGET - FY17 P&L

July - December, 2016

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	REMAINING
<b>REVENUE</b>				
Interest Received	1,279.22	2,500.00	-1,220.78	1,220.78
Local Buy		26,000.00	-26,000.00	26,000.00
Professional Development Event	26,054.52	35,000.00	-8,945.48	8,945.48
QPLA Memberships	6,652.68	12,500.00	-5,847.32	5,847.32
Sales of Product Income		0.00	0.00	0.00
Uncategorised Income	0.00		0.00	0.00
<b>Total Revenue</b>	<b>A\$33,986.42</b>	<b>A\$76,000.00</b>	<b>A\$ -42,013.58</b>	<b>A\$42,013.58</b>
<b>GROSS PROFIT</b>	<b>A\$33,986.42</b>	<b>A\$76,000.00</b>	<b>A\$ -42,013.58</b>	<b>A\$42,013.58</b>
<b>EXPENSES</b>				
Administration	4,998.63	35,000.00	-30,001.37	30,001.37
AILA Sponsorship		7,500.00	-7,500.00	7,500.00
Audit Fees	1,640.00	3,000.00	-1,360.00	1,360.00
Bank Fees & Charges	334.16	750.00	-415.84	415.84
Consultation Expenses		1,000.00	-1,000.00	1,000.00
Insurance	2,932.61	3,000.00	-67.39	67.39
Meeting Expenses	1,693.78	7,500.00	-5,806.22	5,806.22
Permits, Licences & Fees	51.70	250.00	-198.30	198.30
Professional Development Event Expenses	34,552.10	50,000.00	-15,447.90	15,447.90
Project Sponsorship		5,000.00	-5,000.00	5,000.00
QPLA Awards/Bursary		5,000.00	-5,000.00	5,000.00
Website Costs/Promotion	1,440.00	3,000.00	-1,560.00	1,560.00
<b>Total Expenses</b>	<b>A\$47,642.98</b>	<b>A\$121,000.00</b>	<b>A\$ -73,357.02</b>	<b>A\$73,357.02</b>
<b>NET OPERATING INCOME</b>	<b>A\$ -13,656.56</b>	<b>A\$ -45,000.00</b>	<b>A\$31,343.44</b>	<b>A\$ -31,343.44</b>
<b>NET INCOME</b>	<b>A\$ -13,656.56</b>	<b>A\$ -45,000.00</b>	<b>A\$31,343.44</b>	<b>A\$ -31,343.44</b>

# Queensland Public Libraries Association Inc

## A/R AGEING SUMMARY

As of December 31, 2016

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Cairns Regional Council		182.00				A\$182.00
Hinchinbrook Shire Council		182.00				A\$182.00
Local Buy Pty Ltd			32,908.44			A\$32,908.44
<b>TOTAL</b>	<b>A\$0.00</b>	<b>A\$364.00</b>	<b>A\$32,908.44</b>	<b>A\$0.00</b>	<b>A\$0.00</b>	<b>A\$33,272.44</b>