

	<h1 style="text-align: center;">Annual Report To Members</h1> <h2 style="text-align: center;">June 2006</h2> <p style="text-align: center;"><b>Presented to the June 2006 Annual General Meeting, Melbourne</b></p> <p style="text-align: center;">Secretariat c/- School of Management, RMIT University, 16/239 Bourke St., Melbourne, Victoria Australia 3000. Telephone: 03 9925 5940 Facsimile: 03 9925 5599 Email: <a href="mailto:kathryn.griffiths@rmit.edu.au">kathryn.griffiths@rmit.edu.au</a> <a href="http://www.seanz.asn.au">www.seanz.asn.au</a> ABN 73 997 900 249</p>
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## 1. Background

The role of SEAANZ is to provide leadership in research, education, policy development and practice within the fields of small business, entrepreneurship and enterprise throughout Australia and New Zealand. The organisation was founded in 1987, and since that time has been actively involved in promoting research, policy development and practical skill development for small firms and entrepreneurs in Australia and New Zealand. The first conference was held in 1988 and has been conducted every year since. The journal, *Small Enterprise Research*, commenced publication in 1992; in the same year SEAANZ was affiliated to the International Council for Small Business (ICSB). Our NZ chapter was created in 1991, and incorporated in 1994.

## 2. Legal Structure and Governance

SEAANZ is a not-for-profit association incorporated in South Australia under that state's *Associations Incorporation Act 1985*. It is registered with an Australian Business Number (ABN 73 997 900 249). A copy of the SEAANZ Constitution can be found on our website, and was last amended at the September 2005 Annual General Meeting.

The organisation is governed by an International Committee consisting of ten persons, as spelt out in the Constitution. All officers are elected for a one-year term at the Annual General Meeting. Committee members during that period were:

**President:** Michael Schaper

**Vice-Presidents:** Michael Christie, Tony Clemenger, Judy Hartcher<sup>1</sup>, Julian Lowe<sup>2</sup>, Claire Massey

**Committee Members:** Margaret Drever, Stuart Locke<sup>2</sup>, Colin Jones, Gaelle Deighton, John Mercer<sup>2</sup>, Rowena Barrett<sup>1</sup>, Beth Walker.<sup>1</sup>

**ICSB President:** Colin Dunn

**SEAANZ Journal Editor:** Brian Gibson

During 2005-6, there were six meetings of the committee, held either in person or by teleconference: 28 September, 28 October, 28 November, 15-16 January, 27 February, 24 April.

Secretariat services are provided by Kathryn Griffiths at the School of Management, RMIT University, Melbourne, under a formal resolution made by the International Committee in 2005. These arrangements will cease later in 2006.

SEAANZ currently operates two bank accounts (a general one, and a specific one for the ICSB 2006 conference), the signatories to which are all members of the SEAANZ International Committee. The committee currently also has policies in place for professional indemnity, public liability and director's liability insurance for the organisation.

<sup>1</sup> Resigned from the committee during the 2005-6 financial year.

<sup>2</sup> Elected to fill the casual vacancies created during the financial year.

### **3. Core Activities During 2005-6**

The current committee has had only a short tenure in office (September 2006-June 2007), given the need to hold AGMs at each annual conference. Nevertheless, during that time the following has occurred:

#### *3.1. Annual Conference Planning*

Conferences continue to remain a key element of the annual SEAANZ calendar. The next conference will be held in Manukau, Auckland New Zealand in September 2008.

#### *3.2 Small Enterprise Research*

The SEAANZ journal is now published with generous assistance from the Murdoch Business School, Murdoch University, Western Australia. Negotiations are currently underway with two online publishers, and it is hoped that the journal will at least be available online by the end of 2006. Our journal editor, Brian Gibson, is also editor of the ICSB Bulletin globally.

#### *3.3. Monthly "Networker" Newsletter*

The Networker is an electronic bulletin distributed free to all members and other interested parties. Eight editions of the newsletter were disseminated to members over the nine-month period.

#### *3.4. National Small Business Forum*

SEAANZ remains a member of the Australian Government's National Small Business Forum, which is convened by the federal Minister for Small Business. Two meetings were held during the last reporting year, which SEAANZ representatives attended and argued the need for, inter alia, greater research into the SME sector, more attention to succession planning for firms, and improved statistics about SMEs at the local and regional levels.

#### *3.5 Australian Institute of Enterprise Facilitators*

Work continues on a possible merger of this body with SEAANZ.

#### *3.6 Organisational Business Plan*

At a two-day planning session in Melbourne in January 2006, a core activity identified was the need to develop a business plan to guide the future of the organisation. A draft of this is currently before the committee for consideration.

### *3.7 Membership Statistics*

Membership of SEAANZ continues to remain relatively strong, as the following breakdown of members shows:

	2002-2003 Reporting year	2003-2004 Reporting year	2004-2005 Reporting year	2005-2006 Reporting year
Individual	145	296	207	93*
Corporate	11	22	27	14
Student	7	12	22	18
Journal	21	24	17	18
Total	194	364	313	125*

*\*Data incomplete; excludes New Zealand members (approximately 65) as reconciliation of fees not yet undertaken. Also excludes membership subscriptions contained in ICSB 2006 conference registration.*

### *3.8 Legal Structure and Trademark*

The 2006-7 committee has identified the need to review the current legal structure of the organisation, and to see if a more appropriate corporate entity might be appropriate. Work has also begun on registering the SEAANZ name as a trademark.

## **4. Key Issues and Future Projects For 2006-7**

The forthcoming year will also present some new challenges for the incoming committee. In addition to finalising some of the tasks discussed above, the following issues will also be important:

### *4.1 Secretariat*

The current administrative arrangements will expire later in 2006, and the new 2007-8 International Committee will need to determine who will provide such services in future.

### *4.2 Evaluation of Membership Satisfaction*

No organised feedback has been sought from the membership for some time about how SEAANZ works, and what improvements could be made in future. This was identified as an important priority during the committee planning meeting in January. Committee members were of the view that a survey of members should be conducted in 2006 or 2007, and then to continue this every second year thereafter.

## **5: Financial Report**

The financial statements of SEAANZ are attached overleaf.

*(Here we need to insert the 2004-5 P&L statements, the 2005-2006 current budget and, eventually, a 2006-7 budget, and auditor's statement)*

## Small Enterprise Association of Australia and New Zealand

### Budgeted Profit and Loss Statement

2005-2006

	Budget	Actual at 21 <sup>st</sup> Feb 2006
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#### INCOME

1	Ordinary Members Subs	16000	6848
2	Organisation Subs	5000	2161
3	Institutional Supporter Subs	1250	0
4	Students Subs	500	309
5	Journal (Libraries)	1200	814
6	Conference Surplus/deficit	10000	0
7	Conference Grant return	2000	2000
8	Interest	500	270
9	CD sales	0	0
10	Miscellaneous	0	0
<b>11</b>	<b>Total Receipts</b>	<b>36450</b>	<b>12402</b>

#### EXPENDITURE

12	Affiliate reimbursement	860	
13	Auditing	490	511
14	Executive Expenses	800	86
14	Federal SB Forum	300	615
16	Government and Bank Fees	0	0
17	GST Paid	950	0
18	ICSB Dues	10000	7000
19	ICSB Postage	1300	1395
20	Insurance	3500	3181
21	Meeting Expenses	0	0
22	Journal (Net of sponsorship)	10000	0
23	Networker	500	0
24	Secretarial Services	3000	1639
25	Secretariat Travel etc (to meetings)	800	800
26	Travel - President	500	0
27	Website	200	97.38
28	Miscellaneous	200	200
29	Planning Day	5000	6491
30	User Manual	2000	0
<b>31</b>	<b>Total Expenses</b>	<b>40400</b>	<b>22015</b>
<b>32</b>	<b>Net Profit/Loss</b>	<b>-3950</b>	<b>-9613</b>

#### Current cash position

Current Bank Balance (1 February):	\$10205.51
Less un-presented cheques	<u>2225</u>
	7980.51
Add deposits not credited	<u>1880</u>
Balance at bank 23 Feb	<u>9860.51</u>

