

MINUTES of the Annual General Meeting
of the Master Locksmiths Association of Australasia Limited
held at the **Rotorua Novotel**
on Friday 13 September **2013** at 5:00pm

Attendance

Norm	Axford	Acorn Locksmiths	Carlo	Alpago	Keyline
Wayne	Green	Alba Locksmiths	Andrea	Ceschin	Keyline
Trevor	Milliken	Albany Lock Service	Grant	Magil	Kiwi Cut Locksmiths
John	McMullen	Armstrong's & WH Software	Ian	Knight	Knight's Locksmiths
Jordan	McMullen	Armstrong's & WH Software	Ian	Knight	Knight's Locksmiths
Wayne	Bouzald	Armstrong's, Johnsonville	Rae	Mortimer	Life Member (City Locksmiths)
Wayne	Fisher	Armstrong Smarter Security	Doug	Wickham	Life Member (Auckland Lock & Safe)
Barney	Heslop	Armstrong Smarter Security	Nathan	Crann	Local Locksmiths
Erik	Yorston	Armstrong's & WH Software	Tony	Wallace	Local Locksmiths
Dave	Weir	Armstrong's, Otahuhu	Andre	Kleinig	Lock Around The Clock
Bryce	Frewin	Auckland Lock Services	Phil	Chira	LSC
Hamish	Gouldstone	Auckland Lock Services	David	Cooper	LSC
Murray	Baber	Baber Lock & Key	Mark	Johnson	LSC
Lee	Coltman	Barrenjoey Locksmiths	Liz	Lees	LSC
William	Lubbe	Begg Security Group	Scott	Leonard	LSC
Mike	Begg	Begg Security Group	Scott	McLean	LSC
Brent	Bulmer	Begg Security Group	Warren	Nelson	LSC
Craig	Harris	Begg Security Group	Scott	Pascoe	LSC
Nick	Wood	Begg Security Group	Daniel	Scott	LSC
Mick	Benson	Benson Locksmiths	Dave	Weinel	LSC
Keith	Jensen	Beveridge Locksmiths	Max	Cherry	NMIT TAFE
Pedja	Stanich	Beveridge Locksmiths	Ray	Ng	NMIT TAFE
Graeme	Moore	Chartwell Locksmiths	Peter	Lloyd	Olympic Locksmiths
Max	Fry	Cobram-Barooga Locksmiths	Chris	Lodge	On-the-Spot Locksmiths
Shane	Clark	Corrections Victoria	Mark	Rollo	Rollo's Locksmiths
Euan	Craig	Counties Locksmiths	Phil	Nisbet	Ross Galt Lock & Alarm
Warwick	Sheffield	Counties Locksmiths	Peter	Tucker	Ross Galt Lock & Alarm
Geoff	Plummer	Davcor Lock & Key	Steve	Arias	SAS Locksmiths
Justin	Legg	Dunedin Security	Vince	Carson	Sieper Group
Cliff	Forrester	Fortec Security	Ed	Sieper	Sieper Group
Fraser	Burns	Goddard Security	Jason	King	Smith's Locksmiths 1880
Frank	Koedyk	Goldfields Locksmiths	David	Rees	Statewide Locksmiths
Adam	Marrotte	Immotech	Aaron	Barnby	The Lock & Alarm Centre
Chris	Rose	Immotech	Glenn	Barwick	The Lock & Alarm Centre
Ron	McMah	Independent Locksmiths	Mark	Lightfoot	The Lock & Alarm Centre
Phil	Taylor	James Bull Locksmiths	Wayne	Smith	Thomas Mobile Locksmiths
Paul	Metz	Kevron	Kim	Munden	Tokoroa Locksmiths
Neil	McDonald	Key Accessories, Rotorua	Chris	Jones	Whangarei Mobile Locksmiths
Len	Lorraway	Keycut Services	Robert	Jones	Whangarei Mobile Locksmiths

Apologies : George Ramsay, Eric Higgs, Alan Benson, Scott Clark, Bob Larsen, Grant Baxter, Cargie Sixsmith

In Attendance : Tony Duggan, Jarad Morrison, Peter Johnson, Jeremy Phillips

Confirmation of Minutes

The Minutes of the Annual General Meeting held on 4 October 2012 at the Hilton Hotel, Adelaide were confirmed as a true and correct record.

Business of the Annual General Meeting

1. Declaration of Elections - Members were advised that the Board has noted that unopposed nominations were received for 2 of the 3 Director positions which rotate every 2 years, and for the President's position, and it was resolved that the following be declared elected :

- 1.1. David Rees (President)
- 1.2. Peter Lloyd (New South Wales)
- 1.3. Mark Lightfoot (New Zealand)

The CEO advised members that the following Director positions end a 2 year term in 2014 : Western Australia, South Australia, Queensland, and Codes; and that these positions are currently held respectively by Steve Arias, Andre Kleinig, Cliff Forrester, and Norm Axford.

2. **Reception of the Report of the President**, David Rees, addressed the members, viz (the following italicised paragraphs are a close approximation of the address to the AGM) :

"Welcome to the 2013 Annual General Meeting of the Master Locksmiths Association. As the Association President it's been a great honour and privilege to serve you, the members, over the past 2 years. Since my election at the 2011 Annual Meeting in Hobart I have seen a great deal of change in the interaction between the Board, branches, head office, and the members.

Certainly my number 1 objective when taking office was to promote and increase the availability of training for members. This is being achieved after spending time investigating and identifying your needs, recruiting Jeremy Phillips, and placing the structure and resources around him to assure delivery.

Jeremy's first 12 months in the job coincides with the end of the 2013 financial year, which is the period we are reporting on at this AGM. In that time his specialty field of automotive locksmithing has been well received at MLA events throughout Australia and New Zealand. Also his direct tuition in the areas of ProMaster and Master-Keying training have also been acknowledged as being the best available. Jeremy's travels have included events in Perth (twice), Adelaide (twice), Sydney, Melbourne, Alice Springs, Auckland, regional centres throughout both nations, and directly at several affiliated businesses.

The 12 months has also been utilised in determining a curriculum of course content, and researching and writing training modules. We will see the benefit of this work over the coming year, and beyond. Jeremy has also modernised the Glossary of Master Keying Terms into a universal style for common usage.

On other fronts during the 2012/13 year your Association conducted 2 major events one in Adelaide last October and a second at Docklands in Melbourne. This is the first time we have attempted 2 large scale events in such a short period. The Adelaide event at the Hilton exceeded our expectations as a transition event into launching our LockTrain project, and the Melbourne event was the first leg of the LockTrain's long journey.

Jarad Morrison has continued to "stock the shelves" of our online resources library and his efforts in communicating with members either with eNews, LockTrain Newsletters, Branch newsletters, and over the phone and in person have assured that our membership has never been so well informed.

From a product perspective the CEO and your Board has launched LOKtouch™ which Tony will present in General Business. We have also taken advantage of a price opportunity to sell our St Kilda Road office suite, and move to larger more accessible premises in Tullamarine where we also hope to establish a training centre.

May I take this opportunity to thank all for attending here in Rotorua, not only to this AGM but also to what appears and promises to our biggest and best Trade & Trading event here ever. Welcome to all those locksmiths, families and suppliers who have travelled from far and wide. I think the longest distance travelled, apart from the Bianchi family of Keyline, is Trevor Milliken from Albany, WA.

Thanks to the continued support of our New Zealand members. We have a surprise for you tonight – I am very pleased to announce that your Board has sourced, purchased and approved for a new inline profile to be launched in New Zealand. There will be more detail provided later, and stocks will be available in the New Year. Your Board has continued to give its time, knowledge and loyalty throughout this Association year and I sincerely thank them for their support in what is really a team effort. Similarly, thank you to our loyal management staff, and a big thanks to you our members.

On a parting note I look forward to seeing you all next year in New Zealand, with dates to be announced for late-August / early September; and seeing you again at the next AGM which will be held on the Sunshine Coast, Queensland during our Training & Trade Expo on October 24/25.

3. Adoption of Audited Financial Accounts

Financial Statements and Notes to the Financial Statements of the Company - In respect of the year ended 30 June 2013, it was resolved that the Statement and Notes be adopted as tabled.

Company's Solvency – The Directors reported to the Members at this AGM that at the Board meeting held on 12 September 2013 it resolved after reviewing the profit and the cash budgets and considering the ability of the Company to realise assets, that the Company would be able to pay its debts as and when they become due and payable.

Directors' Report and Declaration – Similarly, at the 12 September 2013 Board meeting, the Directors resolved after considering the Report of the Directors and Directors' Declaration in respect of the year ended 30 June 2013 that such Directors' Report and Declaration be approved and that the President and Nominated Director (Peter Lloyd) be authorised to sign on behalf of the Board.

Annual Return - It was further advised by the Board of Directors that it had resolved that the contents of the Annual Return be adopted and that the President and Peter Lloyd be authorised to sign the declaration certifying that :

- a) the information contained in the Return is correct; and
- b) there are reasonable grounds to believe that the Company will be able to pay its debts as and when they become due and payable

Auditor's Report –Again the AGM was advised that at the 12 September 2013 meeting :

- a) the Auditor's Report was signed following the signing of the Directors' Declaration; and
- b) that at that meeting, the President, recommended the acceptance of the Auditor's Report to the Board and it was so resolved.

Accordingly the Financial Statements for the year ended 30 June 2013 were presented to the Members and it was noted that the Operating Surplus was \$41,276 with Net Assets of \$882,303. A summary of these accounts was handed to Members (and are attached to these minutes) and copies of the Audited and Signed Accounts were tabled before the Members present and made available for inspection.

Auditors - The Board also reported and it was agreed that for the 2013/14 Financial Year Audit that LSA Partners (who undertake our Queensland Office of Fair Trading, Security Licensing Audit process) be appointed.

4. **General Business** Without notice of any recommendation/s, it was determined that no motions may be legally brought forward for consideration. The meeting closed at ~5:30pm.
5. **Questions & Forum** The President opened the meeting up to questions and discussion, and with the CEO answered questions :
 - 5.1. In answer to a question enquiring as to whether the Association considered the apprentice training provided at TAFE institutions was addressing the needs of employers, Mr Max Cherry (NMIT) advised that TAFE teachers were continuously researching industry to be aware of changes in the industry and noted that the processes were available to quickly modify curriculum and content when the demand was evident. The President noted that the matter had been put to him on several occasions over the past 2 years and undertook to seek guidance from as wide a cross-section of employers (and apprentices' Masters) as possible. Mr Rees also undertook to place the Association's findings before TAFE institutions for action and implementation, if required.
 - 5.2. The CEO presented a précis of the history leading up to the introduction of LOKtouch™, the Association's new wireless electro-mechanical locking system, and specifically noted that the system met the Board's 3 primary objectives :
 - a) ensure a minimum once-off investment for members
 - b) have no geographic or territorial restrictions on dealer licences. This latter objective is because the MLA considers its members all as equals, and LOKtouch should be available to all whether they are installing a 5 lock system or a 2,000++ lock system
 - c) to permanently align the sales and servicing of each LOKtouch system with the originating locksmith permanently. The client may only buy add-ons, replacements, etc from the originating locksmith.

Some general discussion took place in relation to LOKtouch™ and members' questions were answered by Jeremy Phillips and Ed Sieper of the Sieper Group, the appointed distributors. Also, the CEO took the opportunity to thank MLA Director Mark Lightfoot for his generosity in bringing the product to the Association for exclusive use of its members; and noted that Mark was the only Director involved in the LOKtouch™ company. Members were encouraged to attend induction sessions on the Saturday.

This Question Time & Forum concluded at ~6:05pm and the President welcomed members to join him for refreshments prior to individuals heading out for any social engagements.