



Annual Report

2019/20



OUTER EAST FOODSHARE Inc

ANNUAL GENERAL MEETING

6.00pm, Monday 8 October 2019

Discovery Community Care, Beresford Rd, Lilydale

MINUTES

Present – Marilyn Lambert, John Csorgo, Chris Riseley, Shereen Barker, Neal Taylor, Gareth Little-Hales, Leigh Harry

Apologies – none

Acceptance of Minutes of Annual General Meeting 2018

Moved Chris Riseley, seconded Neal Taylor, carried.

Chairpersons Report – presented by Chair John Csorgo

Acceptance of report moved John Csorgo, seconded Neal Taylor, carried.

Treasurers Report- submitted by Annette Van Der Hoek prior to her resignation from the Board

Reports were accepted by the board at previous OEF Board meeting

Board positions

- **Election of Office Bearers**

Chair:

John Csorgo, nominated by Marilyn Lambert, seconded by Shereen Barker

Deputy Chair:

Neal Taylor, nominated by John Csorgo, seconded by Chris Riseley

Secretary:

Marilyn Lambert, nominated by Chris Riseley, seconded by John Csorgo

Treasurer:

Gareth Little-Hales, nominated by Neal Taylor, seconded by John Csorgo

Carried.

The Board thanked Annette Van Der Hoek for her efforts as Treasurer over the last year.

- Election of other Board Members

Shereen Barker, nominated by Marilyn Lambert, seconded by Neal Taylor

Leigh Harry, nominated by Marilyn Lambert, seconded by Chris Riseley

Chris Riseley, nominated by Neal Taylor, seconded by Shereen Barker

General Business

- Set Membership Fees – to be maintained at same rate until June 2020. Board to set the rate by end of April each year for the following financial year.

- Annual Membership fees (January 2019 – June 2020)

- Individuals - \$10 + GST per annum

- Families \$30 + GST

- NFP organisations \$20 + GST

- For Profit Businesses \$100 to GST

- Appointment of Auditors – independent auditor not required under legislation and the OEF Constitution.

Date of Next Annual General Meeting: Monday 12 October, 2020

Meeting closed: 6.32pm.

Chair's Report 2019/20

Introduction


I wish to thank all board members of Outer East Foodshare (OEF) for their commitment and involvement during the 2019/20 year. It has been a challenging year where our operations and demand for services have been interrupted by the Covid-19 pandemic.

Some of our agencies have had restricted opening times and at one stage Foodbank Victoria was unable to provide food relief.

I was delighted at OEF's ability to quickly respond to be able to supply food relief from other sources and in the way the board was able to quickly make decisions to support our agencies. OEF has been able to source food parcels from OzHarvest to supply an additional four agencies.

Your contribution and support enable the organisation to continue to provide a valuable service to people in need in the outer east. OEF would not be able to operate without the generous contribution of our volunteers and I would like to thank Colin and Jill Barton, Dianne Luc and John Lambert for the efforts throughout the year.

In addition, I would like to thank Yarra Ranges Council for their continuing financial support, as it has enabled OEF to continue the deliveries and explore ways to value add to the emergency food relief sector in the outer east.



Our mission is to provide services to food relief agencies in the Outer East to enable them to increase their capacity to help others.

The Year in Figures

The year saw an increase in four of the five goals. OEF was unable to conduct a workshop this year due to the Covid-19 restrictions. We were able to source additional food from OzHarvest (see Appendix B) to meet the additional demand for food.

I would also like to thank Shereen for her efforts in organising and managing the food order and delivery process.

The following table summarises our performance over the past 4 years for each goal:

Goal	2016/17	2017/18	2018/19	2019/20
Increase in the amount of protein delivered (in kg)	550	779	2,020	3,059 Note 1
Estimation of the staff and volunteer time saved (in hours)	9,480	8,520	9,240	14,040
Increase in the number of services used by agencies	1	1	1	2 Note 2
Increase the amount of food collected from local sources	0	0	0	1,928 Note 3
Increase in food deliveries	79	71	77	103
Estimation of the amount of food delivered per year	6,595	9,343	14,960	18,821 Note 4

Notes to the above table:

- Note 1 – OzHarvest did not supply a breakdown on the % of protein in each food delivery box. An estimation of 20% was calculated in conjunction with OzHarvest.
- Note 2 – OEF did not hold a workshop this year due to Covid-19 restrictions, additional services include OzHarvest and Noah Beverages
- Note 3 – OEF was able to collect 4 pallets of beverages from Noah Juices and distribute to relief agencies plus food from one restaurant in the Yarra Valley.
- Note 4 – The food sourced from Foodbank Victoria was down but increased overall with food from OzHarvest.

Financial State

The following table lists OEF's current financial state.

	2016/17	2017/18	2018/19	2019/20
Cash on hand	\$6,593	\$7,479	\$8,863	\$6,170
Assets	\$6,602	\$31,865	\$29,017	\$22,739

Financially, OEF is solvent and able to meet its obligations when they are due. A full financial statement is provided at the end of this report.

Meetings and Committees

Members included: John Csorgo (Chair), Chris Riseley (acting Secretary), Gareth Little-Hales (Treasurer), Neal Taylor (Deputy Chair), Shereen Barker and Marilyn Lambert

Thanks to Chris for managing the agenda and minutes throughout this year.

It should be noted that Marilyn was not an active member of the Board but has remained on the Board to ensure that OEF has the numbers to comply with our Constitution. On behalf of the Board I would like to thank her for continued support for OEF. Marilyn is a founding member of OEF and has, and still continues to, contribute to and support OEF.

In line with our constitution, the Board operated with one less member and has been actively recruiting to fill the position. We were able to temporarily fill two position as follows:

- Leigh Harry - July 2019 to October 2020
- Monika Berlot - March 2020 to August 2020

The meetings and attendance were as follows:

Month and purpose	Attendees	Guests
August 2019	Minutes were not taken	0
October 2019 (and AGM)	7	0
November 2019	5	0
February 2020	6	0
April 2020	5	0
June 2020	5	0

Summary

This year ended quite differently from what was anticipated. The impact of Covid-19 has restricted our ability to deliver food to relief agencies whilst at the same time enabled OEF to source other food and increase our food deliveries.

We have experienced restrictions on agency opening times, businesses experiencing difficult times and impacting their families, new opportunities to source food from OzHarvest and establishing relationships with new relief agencies.

I am proud of the way the Board has been able to react to difficult circumstances and continue to support relief agencies.

Highlights Challenges and Opportunities

Van Usage

OEF

We have been able to hire out the van on a fortnightly basis to Oonah Health & Community Services Aboriginal Corporation in Healesville. Community thinking about an Indigenous gathering place to serve the Aboriginal people of Healesville and district began soon after the demise of the local Aboriginal cooperative in 1999.

In addition, the van has been used for food collection from OzHarvest on a weekly basis from 18th May 2020.

Increase in Deliveries and Agencies

We have increased the number of deliveries from Foodbank (24 pick-ups), and OzHarvest (7 pick-ups) to the following agencies.

The following table lists the agencies and deliveries.

Agency	2015/16	2016/17	2017/18	2018/19	2019/20
Foodbank Victoria Run					
Anchor, Lilydale	6	5	0		
Discovery Community Care, Lilydale	21	23	23	23	24
HICCI, Healesville	17	19	16	11	12
Redwood Centre, Warburton	9	9	6		3
Uniting Church, Yarra Junction	20	23	22	23	17
Mustard Tree, Lilydale				18	22
Careworks, Millgrove	1		3	1	
Anglicare Lilydale	1		1		
St Vincent de Paul, Mt Evelyn				1	
Sub-total	75	79	71	77	78
OzHarvest Run					
Careworks Millgrove					7
Temple Society, Boronia					1
St Luke's, Cockatoo					7
Uniting Church, Tecoma					5
Foothills Community Care, Upwey & FTG					5
Sub-total	0	0	0	0	25
Total	75	79	71	77	103

Covid-19

It is unclear what challenges or opportunities Covid-19 will place on food relief and on emergency relief in general. I believe that OEF is well placed to respond to any increase in demand as we have:

- Procedures in place to collect food and respond to requests quickly
- An increase in volunteers
- An increased profile amongst emergency relief agencies in the Yarra Ranges.

YRERN Committee

OEF has been represented on the Yarra Ranges Emergency Relief Network (YRERN) committee throughout 2020. This has enabled us to promote our services and also gain insights into the work carried out by other agencies and build relationships with them.

Implementing a social enterprise

OEF Social Enterprise is now geared toward making the van available for hire by community organisations. We have been able to hire out the van to Oonah (see above Van Usage), however we will continue to investigate other social enterprise opportunities.

Increasing the number of volunteers

Progress has been made in having more volunteers available for food delivery and to implement projects. Via Eastern Volunteers, who have primarily experienced an increase in the number of people volunteering by having more time available due to Covid-19, we have been able to increase our delivery volunteers by an additional four people.

OEF has been fortunate to have had Colin and Jill Barton volunteer to collect food from Foodbank Victoria for several years. Due to health reasons they are now unable to regularly volunteer but we have been able to find other volunteers who have been able to assist.

Sourcing food from the Yarra Valley

There is an opportunity to source and distribute or add value to excess food from Yarra Valley producers.

OEF, with the assistance and support of Yarra Ranges Council, contacted over 130 local food producers and 38 indicated they may be prepared to donate food.

When Covid-19 stage 1 restrictions were introduced, these agencies were further contacted to ask for food contributions, however none were prepared to donate any food.

John Csorgo
Chair, Outer East Foodshare



Appendices

A. Foodbank Victoria Deliveries

Report for 1 Jul 2019 to 30 Jun 2020

	DCC	HICCI	Redwood	UYJ	Mustard T	Total (KG)	Kg [%] within Total All Orders	Protein in Orders (KG)	% of the protein
Orders by KG									
A. VEGETABLES	2316	149	23.4	884	321	3693	27.0%	8.51	0.4%
B. DAIRY	1268	195	48.8	365	1634	3511	25.7%	178.20	8.8%
C. MEAT	650	65	3.6	96	113	927	6.8%	30.78	1.5%
D. READY MEALS	1962	427	30	775	1120	4313	31.5%	1778.64	87.6%
E. DESSERTS	551	58	7.568	60	170	847	6.2%	13.82	0.7%
F. BREADS, WRAPS & MISC	38	94	0	246	4	381	2.8%	21.15	1.0%
ALL ORDERS AGGREGATED KG	6784	989	113.368	2426	3362	13673.4		2031.10	
AGENCY PERCENTAGE OF ORDERS BY KG	49.6%	7.2%	0.8%	17.7%	24.6%				
% of KG ordered containing protein/Without F&V							20.3%		
% of KG ordered containing protein/Total KG's received							14.9%		
Number of Orders	24	12	3	17	22	25			
Agency Participation Rate	96.0%	48.0%	12.0%	68.0%	88.0%				

B. OzHarvest Food Box Deliveries in 2020

Week Starting	CareWorks boxes	St Luke's boxes	Temple Society boxes	Tecoma Uniting Church boxes	Foothills boxes	Total Boxes	Total (Kg)	Protein (kg)
18/05/20	20	10	10			40	440	88
25/05	35	10				45	495	99
1/06	35	10		10	20	75	825	165
8/06	35	10		12	20	77	847	169
16/06	35	10		12	20	77	847	169
23/06	35	10		12	20	77	847	169
30/06	35	10		12	20	77	847	169

Treasurer's Report

Outer East Foodshare has remained solvent throughout the 2019-2020 financial year.

On taking over the role of Treasurer at the AGM last year I was met with a number of challenges to ensure that I could monitor and control the organisation's finances. These included changing signatories to our bank accounts, becoming an authorised person on the Australian Charities and Non Profits Commission (ACNC) website and, what turned out to be an epic marathon, gaining access to the Australian Taxation Office portal to submit GST payments etc.

There was also no formal handover from the previous treasurer. I have had to work my way through files and previous records to understand what payments have been made, how and why each of the payments are made and to ensure, so far as possible, that invoices and recurring payments are paid in a timely manner.

I can report that we have received a number of donations as well as the Grant from Yarra Ranges Council. We are grateful to all our supporters.

I have pleasure in presenting the Profit and Loss Report and Balance Sheet as at 30 June 2020.

Profit and Loss Statement

Income	2020	2019
Grants	5,000.00	5,000.00
Donations	700.00	1,240.00
Service Fees (eg van hire)	0.00	0.00
Membership fees	40.00	64.54
Interest received	0.90	4.80
Van Reimbursements	0.00	1,235.23
Total Income	5740.90	7544.57
Expenses		
Bank fees	0.40	0.45
Filing fees	0.00	0.00
Delivery expenses	0.00	0.00
Meeting expenses	0.00	409.44
Vehicle expenses	4,177.36	2,641.16
Insurance	3,366.88	1,489.12
Volunteer Expenses	0.00	36.18
Subscriptions	463.64	0.00
Printing	180	0.00
Postage	0.00	118.18
Depreciation of Van	3,353.26	3,859.22
Depreciation of equipment	252.40	286.26
Total Expenses	11,793.94	8,840.01
Net Income	(6,053.04)	(1,295.44)

Balance Sheet

Assets	2020	2019
Bendigo Bank Club Account	4,570.24	7,611.67
Bendigo Bank Gift Fund	1,600.68	1,251.66
Unpaid fees	20.00	0.00
Assets at cost	24,345.79	24,345.79
Less accumulated depreciation	(7,796.98)	(4,145.48)
Total Assets	22,739.73	29,017.80
Liabilities		
GST Paid	131.00	(154.95)
GST Rounding	0.00	(0.29)
Accrued Expenses	0.00	0.00
Income in Advance	0.00	0.00
Total Liabilities	131.00	(155.24)
Net Assets	22,608.73	29,173.04
Historical Balance	28,662.67	30,468.48
Net Income	(6,053.94)	(1,295.44)
Total equity	22,608.73	29,173.04
Including Cash on hand	6,170.92	8,863.33
Total members funds	22,608.73	29,173.04

Total Member Funds as at 30 June 2020 was \$22,608.73 thereby making the organisation solvent and able to pay known debts when due at this time.

Gareth Little-Hales
Treasurer