



# Brisbane Girls Debating Association 2016 Annual General Meeting Minutes

Date: 05/09/2016

Time: 7pm

Location: Brisbane Girls Grammar School  
Bain Centre, Level 2, Science Meeting Room

# Attendance:

In attendance were: Benjamin Gibbons, Anne Byrne, Jessie Madden, Joel Townsley, Selina Wysussek, Katie Cockburn, Sadie MacDonald, William Kowalski, Georgie Bills and Emma Cockburn.

Apologies received from: Benjamin Teng, Chantel Morris, Alex Paterson, Soraya Wysussek, Sean McCarthy.

## Standard Matters

### Announcement Of Quorum

1. The Chairperson (President – Benjamin Gibbons) announced quorum was present at 7:07pm.

### Confirmation Of 2015 AGM Minutes

2. RESOLVED to confirm that the 2015 AGM minutes are a true and accurate reflection of that meeting (proposed: Benjamin Gibbons, seconded: Jessie Madden).

### Reports

3. RESOLVED to accept the reports of:
  - a. The President, Benjamin Gibbons;
  - b. The Secretary, Jessie Madden;
  - c. The Treasurer, Joel Townsley
  - d. The Sponsorship Officer, Benjamin Teng;
  - e. The Schools' Officer (current), Sadie MacDonald ;
  - f. The Competition Officer, Katie Cockburn;
  - g. The Adjudicators' Officer, Selina Wysussek; and
  - a. The Schools' Liaison Officer, Anne Byrne.

## Confirmation Of Validity Of 2015–2016 Financial Records

4. RESOLVED to adopt the financial statements as presented by the President and Treasurer. The Treasurer and President verified that: “The association keeps financial records in a way which properly records the association’s income and expenditure and dealings with its assets and liabilities.”

## Opening Of Positions And Election Of 2016–2017 Executive

5. RESOLVED to open the following positions for the 2015-2016 Executive with responsibilities as stated:

- a. The Schools’ Officer, who:

- i. Is responsible for coordinating the Executive to contact schools and debating coordinators throughout the year to promote, encourage and assist participation in the BGDA Competition;
- ii. Is the primary point of contact for all debating coordinators for the BGDA Competition;
- iii. Is responsible for ensuring schools are kept up to date with all necessary information before, during and after the BGDA Competition;
- iv. Is responsible for maintaining a database of all interaction schools have with the BGDA; and
- v. Is responsible for producing a schools’ handbook to be distributed to all prospective schools.

- b. The Sponsorship Officer, who:

- i. Is responsible for maintaining and improving existing sponsorship arrangements the BGDA has;
- ii. Must ensure the BGDA’s compliance with all current sponsorship agreements;
- iii. Is responsible for maintaining a database of all interaction prospective and current sponsors have with the BGDA;
- iv. Is responsible for producing a sponsorship prospectus for politicians and private enterprises to be distributed to those

groups; and

- v. Is responsible for seeking new sponsorship arrangements as well as grants for the BGDA.

c. The Adjudicators' Officer, who:

- i. Is responsible for recruiting, training and coordinating adjudicators before and throughout the BGDA Competition;
- ii. Is responsible for ensuring compliance with Queensland's 'Blue Card' laws when working with children; and
- iii. Must maintain the Youth Risk Management Policy of the BGDA;

d. The Competition Officer, who:

- i. Is responsible for the logistical operations of the BGDA Competition;
- ii. Runs the tab of the BGDA Competition;
- iii. Coordinates the Executive of the BGDA to run training sessions and produce training material for teams in the competition; and
- iv. Assists the President in organising the final of the Competition.

e. The Teachers' Liaison Officer, who:

- i. Must be a debating coordinator in a Brisbane-based high school;
- ii. Is responsible for consulting with any relevant debating coordinators from other Brisbane schools about the BGDA;
- iii. Should promote the BGDA to prospective schools; and
- iv. Must represent the opinions, views, thoughts and ideas of coordinators of participating schools, including your own.

6. RESOLVED that the order of precedence for the filling of a casual vacancy in the presidency, in accordance with Rule 109 of the Constitution, shall be as follows:

- a. Schools' Officer;
- b. Competition's Officer;
- c. Adjudicators' Officer;
- d. Sponsorship Officer;
- e. Treasurer;

- f. Schools' Liaison Officer; then
  - g. Secretary.
- 7. Benjamin Gibbons, acting in their capacity as the Returning Officer, announced the following proxies:
  - a. Chantel Morris to Katie Cockburn;
  - b. Sean McCarthy to Sadie MacDonald; and
  - c. Soraya Wyssusek to Selina Wyssusek.
- 8. Jessie Madden was agreed by the candidates to act as the scrutineer for all elections.
- 9. NOTED that the following people nominated for the position of President:
  - a. Katie Cockburn.
- 10. Katie Cockburn was elected President.
- 11. NOTED that the following people nominated for the position of Treasurer:
  - a. Alex Paterson; and
  - b. William Kowalski.
- 12. William Kowalski was elected Treasurer.
- 13. NOTED that the following people nominated for the position of Schools' Officer:
  - a. Chantel Morris.
- 14. Chantel Morris was elected Schools' Officer.
- 15. NOTED that the following people nominated for the position of Adjudicators' Officer:
  - a. Sean McCarthy; and
  - b. Selina Wyssusek.
- 16. Selina Wyssusek was elected Adjudicators' Officer.
- 17. NOTED that the following people nominated for the position of Competition's Officer:
  - a. Connor Cashman.

18. Connor Cashman was elected Competition's Officer.
19. NOTED that the following people nominated for the position of Schools' Liaison Officer:
- a. Anne Byrne.
20. Anne Byrne was elected Schools' Liaison Officer.
21. NOTED that the following people nominated for the position of Sponsorship Officer:
- a. Emma Cockburn.
22. Emma Cockburn was elected Sponsorship Officer.
23. NOTED that the following people nominated for the position of Secretary:
- a. Sadie MacDonald.
24. Sadie MacDonald was elected Secretary.

## Other Business And Adjournment

25. NOTED that the President-Elect, Katie Cockburn, thanked Benjamin Gibbons on the behalf of the 2015-2016 Executive and Members at large for his tireless dedication to the Association, all of the hard work he has put into the Association, and everything he has achieved and done on the behalf of the Association and its Executive Members.
26. The President, Benjamin Gibbons, adjourned the Annual General Meeting of the Brisbane Girls Debating Association Incorporated at 8:00 pm.



# 2016 AGM

## Executive Report

### President – Benjamin Gibbons

#### Portfolio Successes

1. Assisted other portfolios;
2. Liaised directly with QUT Business and improved our relationship with the sponsor;
3. Spearheaded callouts;
4. Completed updates and improvements to the website and documentation;
5. Dealt appropriately with unforeseen complications in school participation;
6. Created substantial materials for future school training days and ran the first schools training day for the BGDA at Somerville House;
7. Created an extensive handover guide.

#### Portfolio Challenges

1. Although I assisted the various portfolios in their work, I dealt with executive members individually rather than as an executive. In retrospect, I should have called more executive meetings.

#### View Of Executive Generally

1. I commend each portfolio for their efforts:
  - a. Jessie, as Secretary, fulfilled the limited responsibilities of her portfolio and then, commendably, assisted other portfolios through efforts like callouts and obtaining the sponsorship deal with Aurizon;
  - b. Joel, as Treasurer, was attentive to ensuring that reimbursements for adjudicators and other costs was completed in a timely manner. Further, he independently dealt with payments concerns from the schools;

- c. Clare, as Schools' Officer, made appreciable moves to lead the callout phase of her portfolio and the Competition would have been poorer but for those efforts;
- d. Sadie, as Schools' Officer, contributed significantly in callouts as well as in the training program for this year's Competition;
- e. Katie, as Competition's Officer, I wish to particularly praise. She was always prompt in creating draws and signs, assisted me in topic selection, ran a successful training regime and was generally supportive of my broader efforts;
- f. Selina, as Adjudicators' Officer, was stellar in the often tricky position of getting the prerequisite amount of adjudicators to each round. Further, I wish to thank her for amending the documentation provided to adjudicators;
- g. Benjamin, as Sponsorship Officer, ran the portfolio professionally. He liaised with our major sponsors, organised representatives for the final and helped ensure that materials were provided to the participants; and
- h. Anne, as the Schools' Liaison Officer, continues to be the constant core of the Association. She, as always, put in a monumental effort to ensure that the rounds ran smoothly and the Final was successful. I thank her for all her support throughout my involvement in the organisation.

## Recommendations

1. President, Schools' Officer and Competition's Officer: Organise details for next year's competition quickly and start callouts before university exams get too near;
2. Whole Executive: make sure everyone is involved in callouts and topic selection;
3. Whole Executive: determine whether the BGDA should do debating competition days separate to the competition, such as in regional areas (towards the coast, towards Ipswich) or around state trials;
4. Sponsorship Officer: determine what the BGDA should do with the Academic Partner slot;
5. Secretary: determine what sort of social media presence the organisation should have;
6. Treasurer: continue with the model of paying adjudicators in cash;
7. Competition's: determine if there is a more efficient model to create the draw and the room signs round-to-round; and



8. Adjudicator's: start getting expressions of interest for next year's competition early and getting people to, at the least, sign up as members and complete their blue card forms as necessary. Further, determine if it would be appropriate for their to be a round-to-round feedback mechanism for adjudicators;
9. Schools' Officer: keep an open line of communication with the schools. Make sure they are aware of who you are and that they can contact you with any problems.



# 2016 AGM

## Executive Report

### Secretary – Jessie Madden

#### Portfolio Successes

1. Met obligations of role (recording minutes, approving members and maintaining register, ensuring compliance with relevant legislation).
2. The role of Secretary was limited this year (particularly because of the limited number of meetings held). As such, there was an opportunity to support other members of the executive. For example, this year as Secretary I was able to direct the Sponsorship portfolio to Aurizon, who became a platinum sponsor, and provides support to the School's portfolio by performing call outs.

#### Portfolio Challenges

1. Very few meetings were held this, so there was a limited role for Secretary in coordination of agenda and recording of minutes.
2. Social media platforms (twitter, facebook) still fail to attract following from students, and as such has a limited role for most of the year

#### View Of Executive Generally

1. The Executive worked effectively this year, and were happy to step in and support other members where necessary.
2. Benjamin Gibbons, as President, was outstanding and provided endless support and guidance to me.

#### Recommendations

1. Close twitter account
2. Greater communication with Competition's portfolio, so content relevant to each round/topics can be presented on Facebook. This may engage more students in the page, allow another avenue of communication between the Executive and participants in the competition and potential provide further

opportunities for learning and development to students.

3. Provide greater support to other roles, given the the small workload of Secretary.



# 2016 AGM

## Executive Report

### Treasurer – Joen Townsley

#### Portfolio Successes

1. Generally speaking, the treasury portfolio for 2015-2016 was successful. Adjudicators were paid promptly and in full, reimbursements were made quickly and invoices were managed effectively.
2. Some minor issues with the Association's new bank (Westpac) were resolved.
3. An individual pretending to be the President of the Association attempted to scam a large sum of money from the Association, which was successfully blocked.

#### Portfolio Challenges

1. As to be expected, ensuring that all schools paid their registration fees in full was challenging. Similarly, some follow-up work was required to ensure all sponsorship money was paid in full.

#### View Of Executive Generally

1. The executive functioned very well. The members were professional yet friendly, and the debate evenings themselves were relaxed and well-run. My particular thanks to the President for his tireless work and advice.

#### Recommendations

1. The existing method of paying adjudicator is that the treasurer withdraws personal cash and is then reimbursed by the Association. While I had no issues with this model, the executive should be mindful that tying up hundreds of dollars of personal money for 1-3 days each round could potentially place a future treasurer in difficulty.
2. However, paying adjudicators in should be continued as it is easy and an incentive for adjudicators to attend. Further, the \$35 rate is reasonable and

should continue.



# 2016 AGM

## Executive Report

### Schools' Officer – Sadie MacDonald

#### Portfolio Successes

4. Increased number of schools in the competition to 13 with 32 teams total. Spread of teams across the three grade levels was much better (10,12,10).
5. Had 5 new schools participate in 2016:
  - a. Calvary Christian College;
  - b. Canterbury College;
  - c. Mount Gravatt State High School;
  - d. QASMT; and
  - e. St James College.
6. Further, had Indooroopilly SHS, St Paul's and St Rita's return in 2016.
7. Successful callouts period, efficient in contacting a large number of schools.
8. Collaboration with Training portfolio re: presenting training sessions before debate rounds.
9. First schools day run at Somerville House (thanks to Ben for his significant help in organising this).

#### Portfolio Challenges

2. By prior arrangement, I entered the executive late and therefore did not have much interaction with schools. Therefore, any challenges faced in liaising with schools would be best addressed by Ben.
3. Difficulty contacting schools, following up during uni period. However, this was quite effectively mitigated by all exec members participating in this process.

## View Of Executive Generally

2. Collaboration between portfolios was extremely successful e.g. providing increased comprehensive training before debates.
3. However lack of meetings sometimes made collaboration difficult.

## Recommendations

3. Reiterate the importance of all exec members contributing to the callout process and following up on missed calls/messages.
4. Make sure that schools prospectus is updated adequately, attempt to update the photos used on the prospectus.



# 2016 AGM

## Executive Report

### Schools' Liaison Officer – Anne Byrne

#### Portfolio Successes

From this School's perspective, the competition ran more smoothly this year than any previous year, despite the highest number of competitors to date. Good preparation on the part of relevant Office Bearers and Committee members ensured that each afternoon, regardless of challenges thrown up, the competition began on time, ran interruption-free and generally finished in a timely manner; all of which assisted my end of the story with room and printing organization. Feedback from our own students and from staff from other schools was positive and indicated a return in 2017 was likely.

One of the most tangible outcomes was the success of BGDA teams in the subsequent parallel QDU competition. Four of the eight teams in the Year 10 – Senior A division of the QDU competition were BGDA alumni. Another way of viewing these numbers is to consider that all girls' teams in the QDU Grand Final (private and Education Queensland) were BGDA teams from earlier this year. While QDU claims their affirmative action and scaffolding of Ed Qld schools led to higher than previous presence of girls' teams in the Finals, it could be equally convincingly claimed that exposure to and experience in BGDA was a crucial factor in this outcome.

#### Portfolio Challenges

Most challenges to the competition as a whole were successfully managed by the Executive in such a manner that the competitors were unaware of any issues. Obviously there will always be immediate problems with teams not arriving, adjudicators being late and competitor schools having problems with communication. But this year the processes to respond to such issues seem to have held up successfully which in turn made my role in the process much easier. Again, feedback from schools' coordinators has been very positive.

While adjudication was of a high standard; higher and more consistent than that of QDU – ironic given the cross-over factor- ongoing attention needs to be given to aspects of the adjudication process. As a teacher in a competing school rather in my role on the Executive, this issue was raised with me by our parents and staff from other



schools. Appropriateness of dress and language was raised on more than one occasion. It is important that adjudicators realise that they are professional educators and are expected by parents, supporters and sponsors to adhere to the standards set for staff from the schools attending. As well, adjudicators are the 'face' of the organization for most debaters and families, it is important that the BGDA face is as professional as possible.

The most obvious challenge for the future seems to be reaching new markets, managing growth and maintaining sponsors.

As well, organizational input from each Executive member, availability of adjudicators and communication all need to be managed to ensure that the features of this competition which make it appealing to schools remain intact. From a school's perspective, the intimacy of the competition, the quality of the competition (topics and adjudication) and the immediacy of the communication structures are such features.

## View Of Executive Generally

I commend the Executive who, despite very complex and busy lives, have found the time to nurture and develop this fledgling competition into an appealing, viable and vibrant alternative to other current offerings. Results alone suggest that this has been a successful venture with the noted achievements in parallel competitions. Feedback from fellow schools is positive and students continue to be willing to sign up for further competition.

I would like to extend a particular congratulations to Ben for his role as President. His thorough and proactive management of every aspect of the organization has lifted the standard and performance of the competition to new levels.

So, well done to all concerned.

## Recommendations

The following recommendations are based on the comments made throughout this document and should be viewed as 'fine-tuning' suggestions:

- Firstly, ongoing mentoring of adjudicators to ensure that they understand and enact their role and responsibilities is necessary. The language used in front of school age students has been raised by some students and families as inappropriate on occasion. As well, the manner used towards students should remain positive, supportive and encouraging. Jokes at students' expense, comments that sound critical and anything that can be construed as mockery are out of place. Please also continue to reiterate professional dress.
- Communication with schools is good, and the website is easy to navigate and

informative. But most teachers work off email and will forget to check websites and Facebook, so it would be helpful if email reminders were even more regular than they are at present.

- Finally, are we giving our sponsors value for money? Have we explored all options for publicity (emails to parents, promotional materials, school newsletters etc.) for sponsors.



# 2016 AGM

## Executive Report

### Competition's Officer – Katie Cockburn

#### Portfolio Successes

1. Engagement from lots of schools.
2. Girls improved from both training sessions and the rounds.
3. Free additional training has been offered to new schools. This has been highly valued by the school who took it up.
4. Girls also really enjoyed case prep style training sessions.

#### Portfolio Challenges

1. Time consuming tasks e.g manually entering data, sign creation and hanging up room signs. Although without technological advancement this probably cannot be avoided.
2. Getting all girls who are at BGGS during training to the training sessions.

#### View Of Executive Generally

1. Very good executive and a wonderful organisation.
2. After a few years on the exec it's very clear the executive works best when its members are dedicated and come to weekly rounds.

#### Recommendations

1. Potentially having introductory training sessions and case prep training sessions held at the same time. Suggest new schools, students and grade 10's go to the introductory sessions and encourage all remaining experienced students to attend case prep workshops. This means we can take advantage of improving all skill levels.

2. All exec members should keep Monday afternoons free to attend the competition.
3. If no technological change is made, I would suggest using the draw created by Ben. It works seamlessly.



# 2016 AGM

## Executive Report

### Adjudicators' Officer Report – Selina Wysussek

#### Portfolio Successes

1. Overall I think this year was a very successful one, and despite some challenges there were enough adjudicators for every round. Moreover, both students and coaches seem to have been very satisfied with the quality of adjudicators, and not a single complaint was lodged throughout the course of the entire competition.

#### Portfolio Challenges

1. The primary challenge I faced this year was dealing with very late notice drop-outs from adjudicators, meaning there was sometimes a desperate scramble to find replacements last minute. Another significant challenge was that many of those who signed up as adjudicators for 2016 were very unresponsive when asked for their availability for particular rounds, so that in the lead up to debates it was sometimes unclear how many adjudicators were actually willing to commit for that week.

#### View Of Executive Generally

1. In my view, the executive functioned extremely well this year, as everyone dealt with their responsibilities very effectively and when problems arose someone was always willing to step in and help.

#### Recommendations

1. In terms of things that could be improved for next year, I think firstly ensuring there are always at least 3 reserve adjudicators on standby could be helpful in preventing the hassle of last-minute replacements, however this could be difficult to achieve. Secondly, I think it would be useful to ask adjudicators before rounds are allocated what they would judge their own skill level to be/which grades they would be most comfortable judging. Lots of adjudicators

personally requested to be put on certain grades only, but I think it would be good to include that as an option in the registration formula. Thirdly, I think adjudicators should be reminded more frequently and vehemently of the range of scores that are appropriate for this competition, and of how to fill in the results.



# 2016 AGM

## Executive Report

### Sponsorship Officer Report – Benjamin Teng

#### Portfolio Successes

1. In 2016, the BGDA secured a new sponsor: Aurizon. They joined as a platinum sponsor, contributing \$1,500 to the Association.
2. The BGDA maintained sponsorship relationships with major sponsor senator Clare Moore, exclusive academic partner QUT Business School, Trophy Sponsor Bridgestone Tyres and Contributor Tracy Davis MP.

#### Portfolio Challenges

1. Generally, 'cold' approaches to organisations and politicians were not successful. Aurizon was not a 'cold' approach; the Association was put in contact with Aurizon through Jessie Madden.
2. The same problem also applied to in-kind sponsorship, even though, in many cases, offers to sponsor the Association were delivered personally.

#### Recommendations

1. The following Brisbane City Council programs should be noted:
  - a. Access and Inclusion Community Partnership Program
  - b. Community Support Funding Program
2. General Brisbane City Council Grants were not available for the Association's ward, though, the new Sponsorship Officer should note that this may change in the future.
3. It cannot be emphasised enough that 'cold' approaches to companies and organisations did not work. Politicians seemed more responsive to this method. A more targeted approach could yield better results. It is recommended that, before calls for sponsorship are sent out, the new executive collectively, intensely brainstorm a list of potential sponsors, who they have personal connections with. The new Sponsorship Officer can then approach these

organisations as a matter of priority. This will save time and effort.



	<b>BALANCE SHEET</b>				
<b>INCOME</b>			\$	Notes	
	<b><i>Schools</i></b>				
		Registrations	3,630.00		
		Forfeit Fees	0.00	\$140 of fees accrued. All forgiven by President.	
	<b>TOTAL</b>		3,630.00		
	<b><i>Sponsorship</i></b>				
		QUT	2,000.00	Received	
		Aurizon	1,500.00	Received	
		Senator Claire Moore	1,000.00	Received	
		Grill'd	100.00	Received	
		Tracy Davis	100.00	Received	
	<b>TOTAL</b>		4,700.00		
	<b><i>Interest</i></b>				
		Transaction Account	0.70		
		Savings Account	60.71		
	<b>TOTAL</b>		61.41		
	<b><i>TOTAL INCOME</i></b>		8,391.41		
<b>EXPENDITURE</b>					

	<b>Competition Costs</b>				
		Office Supplies	21.00	BUDGETED: \$75	
		Adjudicator Reimbursement	2,940.00	\$35 per adj per round, Price resolved by Executive, \$315 budgeted for for Finals Adjudicators	Round 1: \$490 + \$35 Round 2: \$455 Round 3: \$560 Round 4: \$560 Round 5: \$525 Finals: \$315
		Trainee Reimbursement	0.00	\$20 per person, BUDGETED: \$100	
		Volunteer-In-Charge Reimbursement	70.00	\$35 per round, Price resolved by Executive	
		Round 1, 4, 5 setup reimbursements	105.00	BUDGETED: \$105	
		Round Catering	86.44	BUDGETED: \$100	1: \$20 2: \$19.44 3: \$20 4: \$27
		Finals Catering	150.86	BUDGETED: \$175	
		Finals Gifts	71.96	BUDGETED: \$75	
		Fees Waived	440.00	BUDGETED: \$550	
		Flowers For School	62.90	BUDGETED: \$75	
	<b>TOTAL</b>		3,948.16		

	<b>Administrative Costs</b>				
		OFT Charges	49.95	\$49.95 for 2015 AGM Reporting to OFT  BUDGETED: \$49.95	
		Public Liability Insurance	690.11	BUDGETED: \$690.58	
		Weebly	226.27	BUDGETED: \$226.27	
		Bank Fees	0.00	BUDGETED: \$5	
	<b>TOTAL</b>		966.33		
	<b>TOTAL EXPENDITURE</b>		4,914.49		
<b>NET SURPLUS/LOSS</b>			3,476.92		

STATEMENT OF FINANCIAL POSITION			
		\$	
<b>ASSETS</b>			
	<b><i>Current Assets</i></b>		
	Transaction Account	342.29	
	Savings Account	7,862.36	
	Uncashed Cheques	100.00	Grill'd
	Accounts Receivable	0.00	
	<b><i>Fixed Assets</i></b>	132.00	Refer to 'Asset Register'
	<b>TOTAL ASSETS</b>	8,524.65	
<b>LIABILITIES</b>			
	<b><i>Accounts Payable</i></b>		
	Adjudicator and Volunteer-In-Charge Payments	0.00	
	Other	0.00	
	Uncashed Cheques	0.00	
	<b>TOTAL LIABILITIES</b>	0.00	
	<b><i>NET ASSETS</i></b>	8,304.65	
<b>EQUITY</b>			
	<b><i>Retained Earnings</i></b>	4,827.73	
	<b><i>Current Year Earnings</i></b>	3,476.92	

	<b>TOTAL EQUITY</b>	8,304.65	
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<b>ASSET REGISTER</b>							
Identification No.	Description	Model No	Date	Purchase value	Depreciation	Current Value	Location
1	Perpetual Shield Brisbane Girls Debating Year 12	Ls13	29/10/2012	\$120	60%	\$48	Somerville House
2	Perpetual glass arrow Brisbane Girls Debating year 11	1334/3	29/10/2012	\$90	60%	\$36	Brisbane Girls Grammar School
3	Perpetual Brisbane Girls Debating Year 10	JG25B	29/10/2012	\$120	60%	\$48	Brisbane State High School
TOTAL				\$330		\$132	

# Brisbane Girls Debating Association Inc

ABN:

35 219 677 490

Incorporation Number:

IA 40600

Address:

18 Blakeney St, Highgate Hill

Brisbane, Queensland, 4101



4 September 2016

To whom it may concern,

We, the President and Treasurer of the Brisbane Girls Debating Association Incorporated, state that the Association keeps financial records in a way which properly records the association's income and expenditure and dealings with its assets and liabilities.

The statement of income and expenditure and balance sheet for the 2015-2016 financial year attached to the minutes of the Annual General Meeting accurately reflect the financial position of the Association.

If you have any further queries, please do not hesitate to contact us on the phone numbers below.

Regards,

**Benjamin Gibbons | President**

Brisbane Girls Debating Association Inc.

PH: 0458 236 111

**Joel Townsley | Treasurer**

Brisbane Girls Debating Association Inc.

PH: 0419 037 951