

ANNUAL REPORT **2018-19**

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ABN 65 894 162 886

Agenda

BUSINESS

1. Chair's welcome (Incl. Attendance & Apologies)
2. Confirm the Minutes of the previous Annual General Meeting held in Wednesday 14 November 2018, Collingwood, Vic
3. Chairs' Report for the year ended 30 June 2018
4. Treasurer/ Financial Report
 - a. Appoint an Auditor for 2018-19
- 5.. Director's Portfolio Reports:
 - a. Insurance Report
 - b. Members Services Report
 - c. CPD Events & Conference Report
 - c. Awards & Advocacy Report
 - d. Communications & PR Report (Inc. Datum)
7. Questions on Notice
8. General Business
9. Election of Directors

NOTICES

QUESTIONS ON NOTICE

A request for any questions was distributed 5 weeks prior the AGM as per the Cooperative Rules, to be submitted prior to the meeting.





INTRO DUCTION

The Board

Founded in 1991 ArchiTeam Cooperative is a membership association for Australian architects working in small, medium and emerging practices.

We've been around for 27 years but we're undergoing a growth spurt as the unique role and importance of small practice is recognised in the design industry. ArchiTeam is democratically run by members, for members. Every member is encouraged to play an active part in shaping our organisation. With over 650+ members, we are the leading dedicated voice of Australia's small architectural practices.

Our Vision

Australia's leading representative of small, medium and emerging architects and architecture practices.

Our Mission

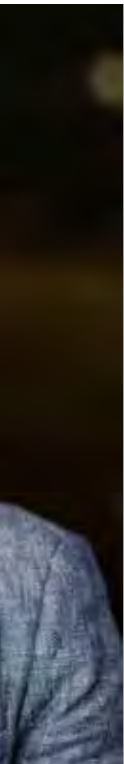
ArchiTeam exists to provide benefits of co-operation to our members. By utilising our combined voices, we are able to support our members in their work and professional learning and raise the profile of our industry.

To achieve this mission, we will:

- Promote and protect ArchiTeam and our members through education and activities

Top row: Warwick Mihaly Director,
Barbara Moje Director
Bottom row: Fooi Ling Khoo Director,
Zoe Geyer Director and Rebecca
Naughtin Director





- Advocate for the importance of small, medium and emerging architects in Australia
- Assist the architecture community to connect and improve

ArchiTeam is a not for profit cooperative representing over 700 small, medium, and emerging Australian architectural practices. We are run by the members, for the members. Our mission is to provide benefits of co-operation to our members, by utilising our combined voices, we are able to support our members in their work and professional learning and raise the profile of our industry.

ArchiTeam members enjoy access to our free awards program, great-value professional indemnity and public liability insurance, discounts on CPD and events, CPD Online, access to our online member forum, networking and peer support, affordable business documents, and much more.

FOOI- LING KHOO, Chair - Communications & PR

Fooi- Ling Khoo is the director of Oof! Architecture which she formed over 10 years ago. Joining the Board in 2015, Fooi is the current Chair of the ArchiTeam Board, Director of Communications and PR, as well as editor of the ArchiTeam monthly ENews Datum.

The Communications and PR portfolio covers all ArchiTeam communications and the marketing of the coop to members (current and prospective), the broader design community as well as the general public, promoting the use of architects.

BARBARA MOJE, Secretary – Insurance & Member Services

Barbara Moje graduated from RMIT University with honours in 1991. Afterwards she worked as an architect in Germany for 3 years. She registered in 1998 in Victoria and has been running her practice barbara moje architecture since. In 2013 Barbara qualified as a Lighting Designer with the IESANZ and is an active member in the Lighting Society.

Barbara has been an ArchiTeam member since 1998, has contributed to the CPD committee for several years and became Director in 2015, she was re-elected to the Board in 2017 and is currently the Director of Insurance and Member Services.

The Insurance and Member Services portfolios cover all insurance information and communications between the insurer, brokers and members, whilst Member Services covers business support documents such as the Client Architect Agreement (CAA) and OH&S Kit to facilitating the mentoring and peer support networks (Incl. the Member Only Forum Lunches).

REBECCA NAUGHTIN, Treasurer – Finance, Sponsorship & Partnerships

Rebecca Naughtin, Director of RNArchitect and is a registered architect in Victoria & has been running her own practice for over 10 years, with experience in both commercial and residential sectors of the market. She has been an Examiner at the ARBV for 10 years, is a NPRa and Overseas Academic Equivalency Assessor, a member on the Accreditation Management Committee for the AACA, and tutors in Architectural Practice and Design at the University of Melbourne.

*ArchiTeam is registered as a co-operative under the Co-operatives Act 1996 (Vic) and is not required to hold an Australian financial services licence to provide financial services in connection with general insurance products.

Rebecca was the Australian Institute of Architects Victorian Chapter Emerging Architect Prize winner in 2013 and has contributed to many committees at the AIA including the Education Committee and the Constructive Mentoring Program. In 2018 Rebecca joined ArchiTeam as a Director with the vision of continuing her influence in education excellence, advocacy, and the delivery of the highest standard of architectural design.

ZOE GEYER, Awards, Advocacy & Research

Zoë Geyer is principal at ZGA which she formed in 2009. With over 15 years' experience working in architecture, Zoë trained at RMIT and was a scholarship student at Japan's Tokyo Institute of Technology in 1999, where she was tutored with local architects Jun Aoki and Atelier Bow-Wow. Studies of the urban environment were compiled in the publication *By-Product-Tokyo* in 2003.

Zoë joined the ArchiTeam board in 2014 and was instrumental in the rapid growth of the ArchiTeam Awards program. Zoë was reelected to the Board in 2018 and is currently the Director of the Awards, Advocacy & Research portfolios.

The Awards, Advocacy & Research portfolios, supported by the Advocacy Working Group, provide the Board and the coop with ideas to promote and advocate for the use of architects. Many initiatives have stemmed from this portfolio such as ArchiTeam's first every crowdfunded research project RAsP.

WARWICK MIHALY, CPD Events & Conference

Warwick is principal of Mihaly Slocombe Architects and leader in the architecture profession. He is instrumental in championing positive change within the industry through mentoring the next generation of architects, as a Director of ArchiTeam, Committee member at the Australian Institute of Architects, and founder of Australia's most widely read business blog for architects, Panfilo.

Warwick is the Director in charge of the CPD Events, Awards and Conference Portfolios. These portfolios, with assistance from the CPD Committee and Conference Creative Directors, aims to provide members with a high standard annual Continuing Professional Development calendar with the inclusion of a biennial Conference and an annual National Awards program promoting members work throughout Australia and the world.

The Office

Phoebe La Gerche-Wijsman, CEO

Phoebe is a qualified landscape architect (RMIT University), has studied architecture (RMIT University), and has a keen interest in design. She has worked in the not-for-profit sector for around 20 years specifically within member-based organisations for architects, landscape architects and other professionals in the built environment and is highly skilled in governance and policy, social media and marketing, event and conference management.

Phoebe has run two successful small businesses which have provided her with additional small business management skills. Recently Phoebe has been undertaking a Diploma in Business (Governance) through the Institute of Community Directors Australia.

KATHRYN HALLIDAY, Membership & Events

Kathryn is an experienced Client Relations Coordinator with a keen interest in databases, administration and registration. She has a background in fine art, marketing and client databases and has worked in both art galleries and auction houses. Kathryn has studied at the University of Queensland and Deakin University.

REGGIE LYSAUGHT, Partnerships & Conference

Reggie has worked in Marketing, Sponsorship and Events for over 10 years, across a variety of fields. She has a great appreciation and respect for design and the industry and has a passion for bringing people and businesses together and gets excited by orchestrating large events.

MARGARET MAGALOTTI, Bookkeeper

Margaret is the ArchiTeam bookkeeper and has been with ArchiTeam for over eight years. She is a talented musician who loves Jazz.

Top row:

Phoebe LaGerche-Wijsman CEO

Bottom row:

Kathryn Halliday, Membership & Events.

Reggie Lysaught. Partnerships & Conference







C H A P T E R O N E

DIRECTOR REPORTS

RESIDENTIAL ALTERATIONS & ADDITIONS



Chair Report

ArchiTeam Cooperative Ltd continues to enjoy steady growth with increased membership, expanded programs + services, and increased member participation on all levels - in events, working groups and sub-committees.

Individual directors' reports will expand in more detail but there's a lot going on – as usual - including:

- ArchiTeam Conference 2019: Making A Living – coming soon!
- RAsP (Research for Architects in Small Practice): crowdfunding campaign launched
- The Naked Architect: 2nd season of the popular workshop series in collaboration with Open House Melbourne underway and a 3rd season confirmed
- ArchiTeam Awards: another record-breaking year – 150 entries!
- ArchiTeam CPD: ongoing program continues to improve and expand
- ArchiTeam CPD online: online portal launched last year and continues growth in content options
- Members Only Forum Live (MOFL): the pub lunch version of the popular Members Forum now a regular and popular fixture on the calendar

We continue to be inspired by how generously our members share their knowledge and experience to support each other and it is this goodwill and participation that ensures the success of ArchiTeam. This positive and constructive attitude benefits not only architects themselves but also the wider public. We should not underestimate how much this encourages an outgoing community of architects who have the support and confidence to get out there to advocate for a better built environment.

CO-OPERATIVES NATIONAL LAW

Alongside the visible public and member services we provide, ArchiTeam works to maintain the bureaucratic structures that allow us to operate effectively. ArchiTeam is registered and able to operate in every state and territory in Australia.

PEOPLE

Over the last 12 months we have had some changes in staff. Nerissa Thompson (Events and Engagement) left and Kathryn Halliday (Membership and Events) joined in early July. In late September Reggie Lysaught joined us to manage Sponsorship and Conference.

Our wonderful CEO, Phoebe La Gerche-Wijsman, continues to implement updated policy and procedures and keeps us on our toes to ensure that ArchiTeam enjoys good governance, reduced costs and improved services to members.

INCREASED MEMBERSHIP & THE GROUP POLICY

The flammable cladding crisis continues to unfold and we are carefully monitoring its potential impact on the wider industry, particularly in relation to PI insurance. Our group PI insurance policy, and its continued reliability and value, is what helps us grow the co-operative with more members and greater financial stability. We always remain conscious of the need, even as

Opposite page
ArchiTeam members enjoying 2018
Awards fringe events

[Image 1]
ArchiTeam Director Fooi Ling Khoo
and 2018 Awards MC Jamie Sormann
attending the opening night



[Image 2]
2019 Conference audience





[Image 1] (left)
 Conference Chair and Creative Director Warwick Mihaly introducing the 2019 ArchiTeam Conference



[Image 2] (right)
 ArchiTeam Conference attendees enjoying lunch

we grow, to protect the group PI policy by ensuring our risk profile remains low. Member services such as the Conference, CPD program (face to face and online), ENews DATUM, MOFL (Members Online Forum Live) all work together to encourage dialogue, peer support and education and help reduce our collective risk. We plan to re-introduce the annual compulsory Risk Management CPD to further support this endeavour.

THE FUTURE

ArchiTeam remains a strong and committed organisation. We continue to offer affordable PI insurance, continue to connect architects, and continue to grow our voice and profile within the industry and the wider community.

Thank you to the many members and supporters who have contributed to ArchiTeam by hosting and participating in the co-op events and programs this year as well as, informally, by attending events and generally talking up our good works – you are our greatest resource and your continued participation will ensure our ongoing success.

FOOI LING KHOO
 Chair

Secretary's Report

ArchiTeam as at 30 June 2018 had a total of 721 members, which is an increase of 74 new members since the last financial year report.

OFFICE

Phoebe La Gerche-Wijsman continued to steer the helm as CEO. We are delighted with Phoebe's dedication, passion and sound leadership for ArchiTeam over the last year and look forward to achieving new milestones in the year ahead.

STAFF

In 2018 we farewelled our part-time Events person Nerissa Thompson, who ran a successful CPD program throughout 2018. We welcomed Kathryn Halliday to the role of Events and Membership, where she has proven herself an invaluable part of the ArchiTeam office. We were also delighted to welcome Reggie Lysaught to the role of Sponsorship & Conference.

Thanks also to Margaret Magalotti who maintains our books and Doone Clifton who continues to be our primary bookkeeper. All staff have specific employment contracts which are managed for ArchiTeam by an outside consultant.

BOARDELECTIONS

The board would like to thank the members who have put themselves forward this year for a position on the ArchiTeam board. This is a period of ongoing growth and change for ArchiTeam where the co-operative will move in forthcoming years to be more active within the profession and general community, a wonderful time to be involved.

ZOË GEYER

Secretary (until February 2019)

In February I took over the role of Secretary from Zoë Geyer, whose efforts as Secretary are very much appreciated.

RESHUFFLE OF PORTFOLIOS AND OFFICE BEARERS

During the annual Planning Day in February 2019 the office bearers were reappointed. I took over the role of Secretary from Zoë Geyer, whose efforts as Secretary are very much appreciated. Fook Ling Khoo remained Chair, and Rebecca Naughtin became Treasurer.

The Board and CEO with the help of facilitator, business consultant and coach Victoria Wilson from OV Management completed a useful self-analysis followed by a reshuffling of the Director's Portfolios. This resulted in the Member Services Portfolio being split into Member Services and CPD Events & Conference. The Member Services portfolio was taken on by myself in addition to keeping the Insurance portfolio. Warwick Mihaly remained CPD Events director, but also took on the huge task of the 2019 Conference. Zoe Geyer remained Director of Awards and Advocacy Portfolios, with Advocacy renamed the Advocacy and Research Portfolio to acknowledge the research initiative RAsP (Research for Architects in Small Practice). Fook Ling Kho

[Image 1]
Members catching up at the 2018 Awards opening night



[Image 2]
Catering provided by Firecracker



SECRETARY'S REPORT

COLLABORATIONS

ArchiTeam is finding many new partnerships for collaboration, networking and mutual benefit, almost too many to mention. This is only possible through the work of dedicated Reggie Lysaught (Sponsorship and Conference), who managed to garner unprecedented interest in ArchiTeam and thereby attracting a myriad of fresh opportunities for the cooperative.

ArchiTeam is excited to continue our partnerships with Aussie Gutter Protection, Richmond Lighting, Built Environment Channel (BEC), Valley Windows, Bowerbird, Bambra and Supa Dupa Industries.

We are equally excited to build new partnerships with Brickworks, Living Fire, Melbourne School of Design (MSD), The University of Melbourne, Perini Tiles and Eventbrite.

remained Communications and PR. New Director Rebecca Naughtin took on the Finance portfolio and the newly created Partnership Portfolio.

In June Zoe announced that she would be stepping down as a member of the Board. Zoe will be missed for her insightfulness and diligent energy. I wish her well for her future endeavours. Jamie Sormann has stepped in to fill the Casual Vacancy until the November Annual General Meeting.

EVENTS

ArchiTeam is continuing to make its presence felt in the annual Architecture and Design event calendar by hosting the second ArchiTeam Conference titled “Making A Living” on Friday 24 May 2019. It was expertly organised by the 2019 Conference Creative Directors - Thom Mckenzie, Lucinda Owen, Robert Davidov, Aimee Goodwin and Rosemary Ross - chaired by Board member Director Warwick Mihaly, with the ArchiTeam staff rising to the challenge with great energy. A personal highlight was meeting all the keynotes and speakers at the thank you dinner prior to the conference. The conference itself was invigorating and the side events were not to be missed. It all left me feeling a part of something bigger, which I think is to be treasured for a small practitioner often working in isolation. As a Director I also felt humbled by the members’ enthusiasm which was palpable in the auditorium and by our dedicated staff and my other fellow directors’ humungous efforts!

The ArchiTeam Awards is growing every year and a new venue had to be found to accommodate all the increase in entries in 2018. Again a massive effort was made by everyone involved and a successful event held on the night with many grinning winners.

EXPANSION INTERSTATE

ArchiTeam is expanding steadily interstate with a minimal, but promising increase in membership seen from NSW – due to the number of Sydney events in 2018 and QLD – due to the Conference. Discussions are ongoing about how to structure the growth of ArchiTeam around the country.

It has been an incredibly busy year at ArchiTeam which is growing from strength to strength and I congratulate the Board and the staff for a great effort in continuing to grow the organisation with such enthusiasm and dynamism.

I have appreciated this amazing chance to learn about all aspects of our great cooperative and I would like to encourage every member warmly to get involved in some way (even if you can just help another member by posting a useful comment on our members’ forum). This is OUR cooperative and it lives and breathes by member input. I thank you all for giving me the opportunity to serve on the board. I am stepping down this term after 4 years on the Board to make room for a new director to help steer this wonderful ArchiTeam and will be dedicating my time to grow my small practice. I thank for their energy, support and wisdom.

BARBARA MOJE
Secretary

[Image 1]
Flora Samuel, Keynote at ArchiTeam Conference, Making a Living



[Image 2]
Timothy Hill, Keynote at ArchiTeam Conference



INTERNAL ALTERATIONS & ADDITIONS



Finance Report

I started this term as Treasurer and the Director of the Finance Portfolio, maintaining and handing the portfolio over to Rebecca Naughtin after the portfolios were reconfigured during the 2019 Planning Day in February.

(Opposite page)
Grazing table at the 2018 ArchiTeam
Awards Opening Night

Our accountants Wilson Pateras and Auditor Jamin Ong from Lanyon Partners were both reappointed once again, with Gecko Bookkeeping run by Doone Clifton, and Margaret Magalotti on the coalface in the office, continue to provide a valuable service.

FINANCIAL STRATEGY

The previous year's financial strategy of diversification continued. The office appointed Reggie Lysaught in charge of Sponsorship and Conference, who has been dedicated in increasing sponsorship opportunities for ArchiTeam and building partnerships. Reggie has performed beyond expectation and has become an amazing asset also in increasing the profile of ArchiTeam. Congratulations and a big Thank You to Reggie!

As a result of the advice given by the Financial Advisory Committee, I continued my work to change the way ArchiTeam banks with the aim to cap the amounts held in each account below the government guarantee and also to divert our banking away from the fossil-fuel investing big 4 banks. The crowdfunding for RAsP (Research for Architects in Small Practice) gave ArchiTeam the opportunity to open a new savings account and Term Deposit with ME bank as part of this strategy. ArchiTeam continued to have term deposits with Bank Australia, with our general banking remaining with Westpac. I also investigated ethical investing options; however, it was determined that our member's funds could not currently be invested in anything else but safe term deposits.

I continued to encourage each portfolio to be responsible for their budget and to work towards breaking even and I commend the ArchiTeam office administration on being very careful financial managers.

I can proudly say that I am leaving the finance portfolio with the finances in great shape into the capable hands of new director Rebecca Naughtin.

BARBARA MOJE

Treasurer and Director of Finance (until Jan 19)

As of February 2019, I took over the Finance Portfolio and position of Treasurer for the cooperative from Barbara Moje.

GENERAL FINANCES

It is suggested by the Profit and Loss Statements at the end of this financial year that ArchiTeam Cooperative Ltd are in good financial health, despite an approx. 30% increase in master policy insurance premium and the Board's decision to absorb the increase in the master policy premium. A CPI increase to the membership fee was applied in May in line with decisions made by the Board in the previous financial year of minimal increases as per CPI annually. ArchiTeam Cooperative Ltd continues to maintain a healthy buffer in line with the Financial Management Policy to protect against further rises in premiums.



OPERATING COSTS

Whilst there have not been any further staff appointments, the costs associated with increased staff hours have been realised during the past 5 months. We have seen a levelling out of staffing costs closer to the end of the financial year, after an increase of additional hours required during the Conference and renewal period. Internal expenditure has increased given the increase in membership and general support required for the additional numbers. Expenditure is managed by the staff and in many instances has cost less than budgeted for, thanks to agreements within sponsorship packages or the resourcing of more economical alternatives.

REVIEW OF FINANCIAL STRATEGY

Income streams were diversified with sponsorship showing a significant increase and the Conference returning a healthy surplus. The cost of events has reduced due to a sponsorship agreement with Brickworks, and sponsors continue to agree to differing levels of investment. We continue to keep our financial investments as per our Risk Management Policy in term deposits, albeit low interest-bearing accounts, as per last year's meeting of the Financial Management Subcommittee they are the most appropriate investment option for a cooperative in this financially fiscal environment. Thanks to Barbara Moje the cooperative will continue to search for the best offer in the most ethical institutions. The aim to break-even in the area of Members Services (CPD, Workshops etc.) continues to be the focus of the Board.

REVENUE

This year the Board minimally raised the membership fee. The Board decided that this was necessary to keep in step with CPI increases. Our insurance prices increased, which has been a standard across the insurance sector, due to a response to the non-compliant building materials (flammable cladding) issues. Like previous years, the Board ensured premiums remained finely tuned to be the best PI insurance prices in comparison with the rest of the market (to the best of our knowledge). We will continue to monitor market fluctuations closely to remain the best on offer.

We have seen a small but steady increase in membership including an influx of new members from other states, especially Queensland. Simultaneously, we lost the revenue from some members who required a higher level of insurance cover – we wish all of these growing practices the best of luck.

EXPENDITURE

ArchiTeam Cooperative Ltd operations incurred increased expenditure due to several factors: Insurance costs increased significantly; staff costs increased as we try to attract the best staff for the tasks at hand and pay above award; the Conference expenditure was greater than the 2017 Conference, however lower than budgeted. The 2018 Awards came in under budget.

FINANCE ADVISORY SUBCOMMITTEE

This coming term I plan to draw on the expertise of the ArchiTeam Finance Advisory Subcommittee, to review and build on the previous Financial Strategy.

(Opposite page)
Members enjoying themselves
during the 2018 ArchiTeam Awards
Opening Night

[Image 1]
Attendees taking notes at the
Making A Living Conference



[Image 2] 2019 Conference audience







[Image 1] (left)
Final Conference panel discussion



[Image 2] (right)
Attendees at the NAM (New Architects Melbourne) event at the 2018 ArchiTeam Awards

I sincerely thank my predecessor Barbara Moje for the seamless handover of the Finance Portfolio, Phoebe La Gerche-Wijsman on her expertise on NFP finances, the staff at the ArchiTeam Cooperative, and Margaret Magalotti and Doone Clifton from Gecko Services for providing insights into the financial operations of ArchiTeam.

I also thank the other ArchiTeam Board Directors; Warwick Mihaly, Fooi Ling Khoo and Zoe Geyer for their support this first financial year. Not quite the baptism of fire I was expecting, thanks to your support. I look forward to positive contribution in the coming year.

REBECCA NAUGHTIN
Treasurer and Director of Finance

Opposite page
2018 ArchiTeam Awards exhibition



Insurance Report

The past year has been an interesting one as far as the Architects' PI insurance space is concerned. Façade cladding fires, building faults and the release of the Shergold Weir Report concerning itself with the regulation (or lack thereof) of the Building Industry, all stirred up the PI insurance market, resulting in comprehensive non-compliant cladding exclusions and a very non – competitive market with steep price increases for PI insurance policies for building-industry professionals.

ArchiTeam's member insurances, consisting of a \$5 million Professional Indemnity group policy with added \$20 million Public Liability cover, continued to be managed by Austbrokers Countrywide and are once again underwritten by Allianz. This relationship has now existed for approx. 8 or 9 years and I believe our brokers understand our members' needs and our Cooperative's quirks very well. Allianz provided the only acceptable price albeit higher than expected, with the policy cost increased by approx. 30 %.

However, the Board felt there may be uncertain times ahead for our member's businesses in the coming year and it decided not to increase insurance premiums in this insurance term. The Board could also not reach a final decision to increase the group policy to \$ 10 million even though this was slated at the last AGM. It felt times were becoming unstable with talk about recession and slowing house prices, the expense for the \$10 mil policy potentially being too excessive and the actual need not yet proven, with further discussions and investigations necessary.

The renewal process this year was somewhat beset by glitches caused by the new online format. These were carefully monitored and patiently managed by our diligent staff and patient members (!) and will hopefully be well and truly ironed out next year. All in all the online form has made the renewal a lot easier for a standard returning member, with the form pre-filled with most details from the year before. The pdf of your application available for download is also a bonus.

Since stepping into the Insurance portfolio last November, I have worked to bring back the Compulsory PII CPD sessions, where the brokers explain the policy, help make sense of the insurance jargon and outline any changes to the policy ie. new exclusions etc. These info sessions are to be held once a year after the renewal period, so new insurance members can benefit from this introduction to the world of Architects' PII and existing members may receive a refresher or can ask pertinent questions of the Brokers.

As Insurance Director I inherited my predecessor's DATUM column "What could possibly go wrong" or WCPGW as it is affectionately known, where I divulge important "Dos and Don'ts" regarding architects' insurance or liability matters. Every little bit helps when we all share this policy: everything anyone can do to reduce the risk benefits, everyone, in the cooperative spirit.

BARBARA MOJE
Director, Insurance Portfolio

(Opposite page)
NAM (New Architects Melbourne) present their own fringe event during the 2018 ArchiTeam Awards program

[Image 1]
Members attending the 2018 ArchiTeam Awards



[Image 2]
Panelist Ray Brown and colleague Bec Kempster at the 2019 ArchiTeam Conference - Making A Living





Sponsorship and Partnership Report

As Director of the Sponsorship and Partnership Portfolio - a newly created Portfolio that reflects the growth ArchiTeam has seen in the last 12 months. Sponsorship income has increased exponentially in the last financial year allowing the cooperative to further its reach in the industry as well as benefiting the organisations overall budget. It also contributed to the Conference budget showing a healthy surplus, even with higher overheads than the previous Conference in 2017. We received excellent feedback from the sponsors of the Conference and hope to continue these beneficial partnerships.

We were excited to develop the new relationship with the University of Melbourne – Melbourne School of Design as our Education Partner, which included the generous use of the new facilities at the Melbourne School of Design building with future initiatives expected in the new financial year as part of the agreement. Our relationship with The Built Environment Channel as our Media Partner has been beneficial to ArchiTeam as an organisation and our cooperative members. The cooperative is also grateful to Brickworks for the use of their spectacular showroom in Collins Street for our CPD program. We'd also like to acknowledge the generous support from Living Fire, Valley Windows, Aussie Gutter Protection, Supa Dupa, Studio Worldwide, Eventbrite and Architecture & Design

We continue to work closely with Open House Melbourne (OHM) which includes some of the members being involved in Open Weekend in July and we have commenced planning for the Naked Architects Season 3. We continue to build relationships with the Association of Consulting Architects Australia (ACA), Architects Registration Board of Victoria (ARBV) and the Australian Institute of Architects, whilst we deal with issues arising from the rejections of Australian Building Industry Contracts (ABIC) and insurance exclusions.

ArchiTeam has strong relationships within Melbourne, though we see an opportunity to build on these connections across Australia. We commenced the review of our growth strategy interstate and subsequently seen moderate increases in interstate memberships. This is in part to the valuable member referrals and the staff at the ArchiTeam office.

Reggie Lysaght and the ArchiTeam staff continue to work towards building more relationships with sponsors and creating further relationships with industry peers and partners and I thank them for their creativity in approaching sponsors and their persistence.

REBECCA NAUGHTIN
Director, Sponsorship & Partnerships

Opposite page)
Uro Publications stall at the 2019 ArchiTeam Conference - Making A Living

[Image 1]
Partners Brickworks setting up their display at 2019 ArchiTeam Conference - Making A Living



[Image 2] Partners Living Fires at 2019 ArchiTeam Conference - Making A Living





Member Services Report

I took on the Member Services Portfolio in February 2019 after the CPD and the Conference became their own separate portfolio. Members Services include the Members Only Forum Live (MOFL) sessions, management of our suite of Business Documents such as ArchiTeam's Client Architect Agreement, Employment Contract and the OH&S starter kit.

MEMBER ONLY FORUM LIVE (MOFL)

The MOFL consists of an informal discussion at the Imperial Hotel, where a couple of selected members present their insights on a topic to a group of approx 20 ArchiTeamers over lunch, emceed by the wonderful ArchiTeam volunteer Ajith Kuruvilla, and currently held 3 times per year. Topics this year were

- 26 July 2018 – (MELB) M.O.F.L – 'How to generate leads' #1
- 18 October 2018 – MOFL 'Partial Services' (MELB) #2 - CANCELLED
- MOFL - 9 May 2019 - Future Planning #3

The MOFL sessions were well attended and the meals at the Imperial are satisfying indeed.

MEMBERS ONLY FACEBOOK FORUM (MOFF)

The Members Only Facebook Forum (MOFF), ever going strong, is one of the best features of the ArchiTeam membership. I am always humbled by the generosity of members offering advice, contacts and support to others, as well as sharing their successes and amusing or even frustrating aspects of their experience in their lives as architects in small practice.

I thank my fellow directors and the wonderful team in the office for their hard work, dedication to the Coop and their support this year. Without our dedicated staff and CEO, none of this would be possible. A big Thank You also goes to member Ajith Kuruvilla, who has continued to coordinate the MOFL sessions with great aplomb.

Serving on the ArchiTeam Board has been a great privilege and an amazing experience over the past 4 years and I can recommend this greatly. Get involved, your Coop will only get stronger and you will gain many skills and insights. I now sign off to wish you all well.

BARBARA MOJE

Director, Member Services

(Opposite page)
Members viewing the 2018 Awards entries.

[Image 1]
Audience members at the 2019 ArchiTeam Conference, Making A Living



[Image 2] Making a Living brochure





CPD Events & Conference Report

Throughout the year, ArchiTeam delivered a full calendar of CPD events, including our growing library of online content. Together with the conference, these events provided continuing professional development opportunities to help our members and broader architectural community commit themselves to lifelong learning and improve your practice of architecture.

The programme was reduced in size this year due to the herculean effort behind the conference. It achieved a small surplus and was attended by a total of 429 people. Attendees collectively earned 401 formal and 482 informal CPD points. The programme included:

- 4 CPD events
- 4 member project nights
- 3 site visits
- 1 workshop

Topics covered by the CPD programme were diverse, including:

- Fee proposals
- Business development
- Employing staff
- Small business finances
- Town planning
- Marketing

Planning of the 2020 CPD calendar is already underway. It will offer a fuller calendar of events and will dive more deeply into some of the learning outcomes offered by Making a Living. If you have any ideas please send them into me, members of the committee or the ArchiTeam office. As a cooperative, ArchiTeam thrives as the result of involvement from all of our members. Presenting at a CPD event, joining a working committee or writing an article for Datum are all worth CPD points. Come and talk to us if you would like to contribute.

CONFERENCE

ArchiTeam's second biennial conference, Making a Living, was held at the Melbourne Museum on 24 May 2019. Planning for the conference began over a year earlier, with the development of the abstract and appointment of the creative committee:

- Warwick Mihaly (chair)
- Rosemary Ross
- Rob Davidov
- Aimee Goodwin
- Thom McKenzie
- Lucinda Owen

The conference abstract was an important document that helped guide the many meetings held by the creative committee, the selection of speakers, their briefing and the themes that we explored on the day:

Architecture makes a valuable contribution to society. The work that architects do is essential to dealing with complex built and environmental settings.

(Opposite page)
Audience members enjoying the Making A Living Conference

[Image 1]
Members catching up at the ArchiTeam Conference, Making a Living



[Image 2] Dr Peter Raisbeck speaking on one of the Conference panels



This work is also the profession's way of making a living and expressing its creativity.

Possessing a unique and dynamic skill set, architects are expert-generalists that mediate between the imagined and the real, the visionary and the pragmatic, the problem and the solution.

Yet reconciling the desire to make with the realities of business can be challenging. Recent decades have seen the architecture profession undercut itself relentlessly and surrender meaningful territory to other occupations. Do architects need to get better at business? Might this be the way the profession maintains agency within the construction industry and ultimately produces better architecture for clients and communities?

Making a Living seeks to share insights from architects and allied professionals leveraging entrepreneurship, business strategy, collaboration and disruptive innovation to achieve positive outcomes.

Here's an overview of some of the numbers that bubbled away on and beneath the surface of Making a Living

- 15 months of planning
- 18 committee meetings
- 6 iterations of the conference abstract
- 8 iterations of the speaker list
- 5 iterations of the speaker schedule
- 10 speakers
- 8 keynote addresses
- 2 panel discussions
- 220 delegates
- 3 fringe events
- 12 sponsors

I am pleased to report that Making a Living was incredibly successful on many fronts. We sold out the venue to capacity, the speakers were dedicated and inspiring, we made a healthy surplus that will help us invest in the 2021 conference and other ArchiTeam activities, and the feedback we received from delegates was wildly positive. Here's an overview of what respondents to our post-conference survey thought:

- 98% thought the content was helpful
- 100% thought the speakers were engaging
- 86% thought the conference date was convenient
- 91% thought the conference was the right duration
- 98% thought the conference was good value
- 86% thought the networking opportunities were valuable
- 100% are likely to attend the next ArchiTeam conference

- Overall, Making a Living received an approval rating of 4.7 out of 5 stars!

I feel honoured to have been given the opportunity to lead the creative committee behind Making a Living, and deliver a conference that was so closely connected to the needs of the ArchiTeam membership. And I feel proud that after countless hours of thought, discussion, planning and logistics it turned out so well.

My sincere thanks go to my fellow committee members, without whom Making a Living would never have been so inspiring. To the ArchiTeam office

[Image 1]
Conference Keynote Timothy Hill and Creative Director Robert Davidov as part of one of the panel discussions



[Image 2] Conference attendees





[Image 3] (left)
Conference Keynote Timothy Hill,
Creative Director Robert Davidov,
Keynote speaker Justin

[Image 4] (right)
Attendees enjoying lunch at 2019
Conference, Making A Living



staff, Phoebe La Gerche-Wijsman, Reggie Lysaught and Kathryn Halliday, who coordinated the logistics brilliantly. To our incredible speakers, who delivered crafted presentations that engaged meaningfully with the conference themes. To our generous sponsors who allowed us to be ambitious with the venue, speakers and format. And to everyone who attended, especially those who made a point of letting us know how much value you got out of it.

WARWICK MIHALY
Director, Conference
Chair, Conference Creative Directors



Communications & PR Report

GROWING THE MEMBERSHIP

The most effective tool for growing membership is our active and continual engagement with the architectural community. Through social media and other online media as well as real life events, we continue to lift our profile within the industry as the leading voice of small, medium and emerging practices and this has contributed to the continued rise in membership numbers in 2018-19.

For ArchiTeam, growing our membership means growing our services. The financial stability of more members means we can continue to improve core services such as the CPD, PII and awards programmes, grow + consolidate recent initiatives such as the ArchiTeam Conference and the Naked Architect workshop series as well as develop new programs.

MAKING FRIENDS

ArchiTeam recognises the importance of sharing and collaboration to magnify our message and resources. We enthusiastically maintain and grow our ongoing collaborations with Open House Melbourne such as The Naked Architect workshop series, our ongoing partnership with Bowerbird, the RASP research program and look for opportunities to collaborate and support our ACA and AIA colleagues. We will continue to build new bridges with likeminded organisations and strengthen existing ones in 2019-20 to further grow opportunities for our members.

INTERSTATE MEMBERS

Sydney events will take a back seat this year due to the biannual ArchiTeam Conference. It is a continual challenge for us to resource a regular program and on-the-ground support for interstate events. Sustained effort is required over time to build our interstate profile, member numbers and participation. We are in the process of reviewing how we can meet this challenge better and hope to return to a regular series of interstate events in 2019-20.

MARKETING DIRECTION 2019-20

With the exception of specific ArchiTeam “branded” initiatives such as CPD, PII, the Awards and the Conference, the general tenor of our marketing communications continues to be built around lifting the profile of our members.

I’d like to thank the ArchiTeam office who carry the lion’s share of the communications and PR load – CEO Phoebe La Gerche-Wijsman, Kathryn Halliday, and Reggie Lysaught. Ultimately, the high quality of ArchiTeam services is always our best form of marketing and I’d like to thank my fellow directors for the fantastic work they do in their respective portfolios.

Similarly, the quality of our members’ work and their success in their many and varied endeavours gives us so many great things to talk about. We look forward to doing that loudly and enthusiastically over the coming year.

DATUM

The DATUM monthly newsletter was always ArchiTeam’s primary point of

(Opposite page)
NAM (New Architects Melbourne)
event during the 2018 Awards
program

[Image 1]
Attendees at the opening night of
the 2018 ArchiTeam Awards



[Image 2]
ArchiTeam Directors, Fooi Ling Khoo
and Warwick Mihaly





communication with our members and the broader community and, despite the proliferation of other media possibilities, still is. It is a crucial part of the overall ArchiTeam communication and advocacy program and helps us to promote the industry and our members, with many of our articles picked up by media. There is also 'What's Up' which promotes ArchiTeam events directly to members.

DATUM is continually refreshed to reflect the way we consume information so it stays relevant and engaging. Each article published is fully integrated with our website and becomes part of an ongoing and growing resource available to everyone.

The current successful format includes a mixture of a feature article by a guest contributor, the ever-popular insurance segment, What Could Possibly Go Wrong?, an occasional article with "5 questions" for new directors, staff and important co-op supporters, the usual roundup of ArchiTeam news and events as well as links to design industry events such as competitions, lectures and tours.

In 2018-19 the average number of recipients was about 5900 with an average engagement level of 30%. The average open rate by recipients for the year was 32% with a click rate of 19%. This is an improvement on the previous year and much higher than the community average for newsletters.

Once again, a huge thank you to CEO Phoebe La Gerche-Wijsman, who puts DATUM together and out to our readers each month. Thanks also to our sponsors – they are very important to ArchiTeam and listed in each DATUM as a sign of our appreciation.

FOOI LING KHOO
Director, Communications & PR

(Opposite page)
NAM (New Architects Melbourne)
event during the 2018 Awards
program

[Image 1]
ArchiTeam Director's Fooi Ling Khoo
& Barbara Moje at the 2018 Annual
General Meeting



[Image 2] ArchiTeam members at the
2018 Awards opening night





ARCHITTEAM
2018 AWARDS

WINNER
CONTRIBUTION & INNOVATION

OUR CITY
OUR SQUARE

VELAURA
architects



Advocacy & Research Report

The Advocacy Working Group has grown and stabilised over the last 12 months, providing a vital arm to ArchiTeam in advocating the importance of small, medium and emerging architects. A budget of \$6,000 was set aside and approx. \$2,500 was spent. Member involvement was inspiring, with the Group meeting 3 times to date in 2018, actively reviewing and selecting a number of future projects. 5 formal CPD points were allocated for members who demonstrated committed involvement.

During 2018-19 members of the Advocacy Working Group worked alongside Open House Melbourne and the ARBV in launching the second season of The Naked Architect series (each comprising 6 Members with their 6 clients in their homes discussing the process and outcomes of working with an architect). The success of this series has been influential and we have seen a rise in similar popular series amongst other organisations. All the sessions were recorded and are available to view on a dedicated page of the Open House Melbourne website ([here](#)). Season 3 is scheduled for September 2019.

The Working Group's other initiative, RAsP (Research for Architects in Small Practice) was launched with a successful crowdfunding campaign and a Research Agreement finalised with the University of Melbourne. The first in a series of research questions is 'Do architect designed renovations improve capital gains in the Melbourne residential property market?' We thank former ArchiTeam Director Rosemary Ross for her continued involvement assisting in the delivery of the RAsP project alongside current Director Fook-Ling Khoo, who is overseeing the project delivery. We would like to acknowledge and thank the current members of the group for their commitment and vision: Talina Edwards, Jo Foong, Jamie Sormann, Renuka Rodrigo, Wilson Tang, Leah Reynolds, and Tom Bulic.

Since its inception in 2016, the Advocacy Working Group has grown from strength to strength and has been overwhelmingly received by the broader ArchiTeam membership as an important and essential voice for small practice architects. With the successes of The Naked Architect series and the RAsP pilot research, it's clear that critical information and data is required to support our advocacy efforts. At the ArchiTeam Directors Planning Day in January 2019, the Advocacy portfolio was broadened to become Advocacy and Research. Alongside the RAsP program, ArchiTeam intends to continue to research topics and questions that have an impact on small practice architects, gathering important data to quantify the value of our profession.

We are proud to be raising our collective voices and contributing to the future of our profession with a considered and collaborative approach. We look forward to the next steps in our ongoing advocacy and research at ArchiTeam. We welcome Jamie Sormann as Director of Advocacy and Research, with Jo Foong as Chair of the Advocacy Working Group for the 2019-20 financial year.

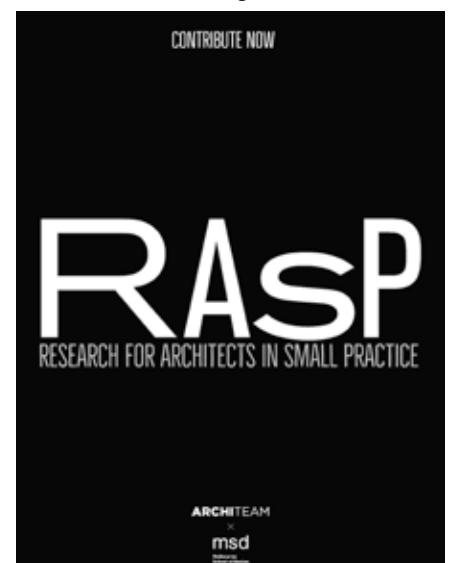
ZOE GEYER
Director, Advocacy & Research

(Previous page)
Our City Our Square winners of the
2018 Sustainability Medal &
2018 Contribution and Innovation
Awards

[Image 1]
Naked Architect Series 1 launch



[Image 2]
RAsP branding, Studio Worldwide





Awards Report

In 2018/19 the ArchiTeam Awards program grew and expanded with an increase to 150 entries from 107 members (an 11% increase from 2017/18, equivalent to involvement from 15% of the membership).

Members were encouraged to enter with the ongoing waiving of entry fees for the first entry, and all entries were once again displayed in the Awards exhibition. Having outgrown our previous venue, the Awards was held in a new space at FIVEasey Upstairs in Collingwood. This proved to be an excellent venue with a great atmosphere. Following the 2018 Awards exhibition, it was decided to explore new ways of hosting the exhibition, moving away from the A2 boards to implement more sustainable practices and new technologies. We are excited about the implementation of a markedly different awards exhibition in 2019.

Studio Worldwide produced the graphic design work for the 2018 Awards program: which featured the branding of the online entry program AwardsForce, exhibition signage, social media and emails, and most importantly the Awards booklet. We thank Thijs van Beijsterveldt for his energy and dedication.

In 2018 the Awards Budget was increased to \$40,000 to reflect the growth of the awards program and increased costs associated with venue hire and catering, catalogues design and printing among other expenses. The 2018 Awards were delivered on budget at \$40,099 including sponsorship. In addition to the standard promotion of the Awards, in 2018 we advertised the Awards heavily on all social media platforms (thanks again to Studio Worldwide for their strong graphics). I would like to acknowledge the efforts of our CEO Phoebe LaGerche-Wijsman and Director Fooi-Ling Khoo in the Communications & PR portfolio who also assisted in the promotion of the Awards program.

The Awards were exhibited at FIVEasey Upstairs in Collingwood, and due to strong interest in the awards and the venue's capacity for the Awards opening night the exhibition was ticketed at \$15. The \$1,896 generated in ticket income was donated to The Women's House - Sacred Heart Mission's Women's House – to assist them with their mission to provide a welcoming, safe and supportive open house tailored to the needs of women who are experiencing homelessness or are at risk of becoming homeless

A number of additional events were organised to support the Awards: prior to the exhibition Bowerbird.io hosted an online webinar, New Architects Melbourne hosted NAM#27 in the exhibition space. ArchiTeam and Open House Melbourne co-hosted an event 'Make Your Own World' for children and high-schoolers considering architecture as a future profession. An evening talk with some of the Finalists in the Awards was another popular event that received great support. We would like to thank all those involved in organising and presenting these events for their time and support of ArchiTeam. Importantly the Awards program would like to extend gratitude to the 2018 judges Justine Clark, researcher, writer, critic and co-founder of Parlour (also our magnificent judging Chair); Mark Austin, Austin Maynard Architects; Delia Teschendorff, Delia Teschendorff Architecture; Chris Major, Welsh + Major; Marika Neustupney, NMBW; Steffen Welsch, Steffen Welsch Architects; and Miriam Green, TRIBE Studio.

(Previous page)
2018 ArchiTeam Awards, grazing
table by Firecracker

[Image 1]
Attendees at the 2018 ArchiTeam
Awards



[Image 2]
Attendees at the 2018 ArchiTeam
Awards



ARCHITeam 2018 AWARDS

THANK YOU TO OUR SPONSORS



We acknowledge the generous involvement of the judges and the donation of their time to the judging process, as well as attendance at the Awards night. Thanks also go out to Jamie Foomann, who was the MC at the opening night and exhibition launch.

Thanks also to our 2018 Awards sponsors: Aussie Gutter Protection, Valley Windows, Perini, Supa Dupa, Richmond Lighting, Bowerbird.io, Bambra Press and Luke Signs. Their generous support has allowed us to create this Awards program and provide additional exposure to our members and ArchiTeam.

We congratulate Kathryn Halliday who joined ArchiTeam in 2018 and took on the Events and Membership role with great panache. Thanks to CEO Phoebe La Gerche-Wijsman for an ever-present calm and guiding hand. Our amazing Sponsorship liaison, Reggie Lysaught has been a great asset to ArchiTeam and has made a significant contribution to the success of this year's Awards program. Thank you to all the ArchiTeamers who have made the Awards run so successfully.

After almost 5 years as an ArchiTeam Director and overseeing the Awards portfolio, in 2018 I am standing down from the board to focus on my business and family commitments. I have enjoyed every moment at ArchiTeam and take great pride in the development of the Awards and Advocacy programs. I am delighted member Jamie Sormann has been able to fill the casual vacancy until the Board elections prior to the AGM. Thank you to all at ArchiTeam for your support and comradeship over the years.

ZOE GEYER
Director, Awards

(Previous page)
Commercial Category - Commenda-
tion winner, member Terrance Yong

[Image 1]
2018 ArchiTeam Awards branding
StudioWorldwide



[Image 2]
2018 ArchiTeam Awards bags





C H A P T E R T W O

APPENDICES



ARCHITTEAM

ANNUAL GENERAL MEETING

ATTENDANCE

Directors: Fooi- Ling Khoo – FLK (Chair/ Communications & PR – Incl. DATUM) , Zoe Geyer- ZG (Secretary/Awards/Advocacy), Peter Finn -PF (Insurance) , Barbara Moje – BM (Finance), Warwick Mihaly – WM (Member Services)
Members: 42 attendees
Invitees & Guests: Phoebe LaGerche-Wiljsman
Apologies: Grey Smith
Meeting Commenced: 6.46pm

Date: 14 November 2018
Venue: FIVEasey Upstairs
Time: 6.30pm

1.0	Chair's welcome RR – Welcomed ALL in attendance. Acknowledged the Wurundjeri people. Confirmed over 29 (quorum) members present (42 attended)
2.0	Confirm the Minutes of the previous Annual General Meeting held in Melbourne, VIC, Wednesday 15 November 2017 FLK moved that the minutes of the previous AGM be accepted. Seconded: Peter Hogg
3.0	Chairs Report FLK provided an overview of the Chair's report for the year ended 30 June 2018 and moved that it be accepted. Seconded: Peter Hogg
4.0	Treasurer/ Financial Report BM moved that the financial report (including the audited accounts) be accepted Seconded: Peter Hogg
5.0	Appoint an Auditor for 2017-18 BM moved that Lanyon and Partners remain as auditors for the next financial year 2017-18 Seconded: Peter Hogg
6.0	Secretary Report ZG moved that the Secretary's report be accepted Seconded: Anna Fairbank
7.0	Director's Portfolio Reports - Members Services Report: WM provided a summary, moved that it be accepted. Seconded: Troy Gratton - Insurance Report (Inc. Datum). PF provided a summary, moved that it be accepted. Seconded: Marc Bernstein - Awards & Advocacy Report: ZG provided a summary, moved that it be accepted. Seconded: Michael Smith - Communications & PR (Incl. DATUM) Report: FLK provided a summary. Seconded: Zoe Geyer
8.0	Questions on Notice No questions were received

ARCHITTEAM

9.0	<p>General Business</p> <p>FLK asked for questions. No questions received.</p> <p>Election of Directors</p> <p>FLK reported 3 nominees for the 3 vacancies. Fooi- Ling Khoo and Zoe Geyer were re-elected for another term. Rebecca Naughtin elected to fill Peter Finn's vacancy.</p> <p>The Board was confirmed as follows:</p> <ul style="list-style-type: none"> • Zoe Geyer re-elected/ third term • Fooi- Ling Khoo re-elected/ third term • Barbara Moje continuing second year/second term • Warwick Mihaly continuing second year of first term • Rebecca Naughtin elected first term <p>FLK asked the floor for any questions, no questions received</p> <p>FLK thanked all for attending. FLK thanked PF on behalf of Directors and members for her time and commitment to ArchiTeam</p> <p>AGM closed @7.20pm</p>
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ARCHITEAM

	FULL NAME
1	Zoe Geyer
2	Jamie Sormann
3	Warwick Mihaly
4	Fooi Ling Khoo
5	Erica Slocombe
6	Barbara Moje
7	Ajith Kurnuilla
8	Sonil Ronagh
9	Michael Kemp
10	Adie Courtney
11	Peter Hogg
12	Peter Paul Orlandini
13	Michael Smith
14	Zelako Trulza
15	Rani Corea
16	Peter Finn
17	Anna Fairbank
18	Angelica Inserra
19	Dana Bonacci
20	Emilio Fuscano
21	Tom Robertson
22	Thom Mckenzie
23	Sally Holbrook

ARCHITEAM

24	Christopher Megowan
25	Jean Graham
26	Terence Yong
27	Britta Klingspohn
28	Sandi Kuzman
29**	Rebecca Naughtin
30	Daria Leikina
31	Marc Bernstein
32	
28	

ARCHITEAM CO-OPERATIVE LTD

ABN 65 894 162 886

FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2019

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ArchiTeam Co-operative Ltd

ABN 65 894 162 886

Statement of Profit or Loss and Other Comprehensive Income For the Year Ended 30 June 2019

	Note	2019 \$	2018 \$
Revenue	2	892,528	729,518
Expenses			
Insurance expenses		(276,388)	(213,875)
Employee benefits expense		(201,736)	(178,935)
Directors' honorarium		(70,595)	(64,496)
Member services expense		(62,204)	(46,488)
Award expenses		(38,995)	(32,706)
Professional fees		(38,815)	(31,051)
Advocacy, sponsorships and donations		(24,403)	(2,847)
Depreciation and amortisation		(21,573)	(20,792)
Office expenses		(11,666)	(5,217)
Other expenses		(41,823)	(26,968)
Profit before income tax		104,330	106,143
Income tax expense	1(a), 3	-	-
Profit for the year		104,330	106,143
Total comprehensive income for the year		104,330	106,143

The accompanying notes form part of the financial statements.

ArchiTeam Co-operative Ltd

ABN 65 894 162 886

Statement of Financial Position

As at 30 June 2019

	Note	2019 \$	2018 \$
Assets			
Current Assets			
Cash and cash equivalents	4	1,264,709	1,138,868
Trade and other receivables	5	15,515	1,877
Prepayments	6	316,653	247,505
Total Current Assets		<u>1,596,877</u>	<u>1,388,250</u>
Non-Current Assets			
Property, plant and equipment	7	300,449	310,161
Intangible assets	8	12,545	24,406
Total Non-Current Assets		<u>312,994</u>	<u>334,567</u>
Total Assets		<u>1,909,871</u>	<u>1,722,817</u>
Liabilities			
Current Liabilities			
Trade and other payables	9	85,675	62,115
Subscriptions received in advance		654,820	601,766
Provisions	10	17,186	11,175
Total Current Liabilities		<u>757,681</u>	<u>675,056</u>
Total Liabilities		<u>757,681</u>	<u>675,056</u>
Net Assets		<u>1,152,190</u>	<u>1,047,761</u>
Equity			
Share capital		1,251	1,152
Retained profits		1,150,939	1,046,609
Total Equity		<u>1,152,190</u>	<u>1,047,761</u>

The accompanying notes form part of the financial statements.

ArchiTeam Co-operative Ltd

ABN 65 894 162 886

Statement of Changes in Equity For the Year Ended 30 June 2019

	Share Capital	Retained Profits	Total
	\$	\$	\$
Balance at 30 June 2017	1,041	940,466	941,507
Shares issued	111	-	111
Surplus for the year	-	106,143	106,143
Balance at 30 June 2018	1,152	1,046,609	1,047,761
Shares issued	99	-	99
Surplus for the year	-	104,330	104,330
Balance at 30 June 2019	1,251	1,150,939	1,152,190

The accompanying notes form part of the financial statements.

ArchiTeam Co-operative Ltd

ABN 65 894 162 886

Statement of Cash Flows For the Year Ended 30 June 2019

	Note	2019 \$	2018 \$
Cash Flows from Operating Activities			
Receipts from customers		937,180	824,254
Interest received		11,505	12,831
Payments to suppliers and employees		<u>(822,943)</u>	<u>(649,493)</u>
Net cash provided by operating activities	11	<u>125,742</u>	<u>187,592</u>
Cash Flows from Investing Activities			
Payment for property, plant and equipment		<u>-</u>	<u>(43,364)</u>
Net cash used in investing activities		<u>-</u>	<u>(43,364)</u>
Cash Flows from Financing Activities			
Proceeds from issue of shares		<u>99</u>	<u>111</u>
Net cash provided by financing activities		<u>99</u>	<u>111</u>
Net increase in cash held		12,841	144,339
Cash and cash equivalents at the beginning of the financial year		<u>1,138,868</u>	<u>994,529</u>
Cash and cash equivalents at the end of the financial year	4	<u>1,264,709</u>	<u>1,138,868</u>

The accompanying notes form part of the financial statements.

ArchiTeam Co-operative Ltd

ABN 65 894 162 886

Notes to the Financial Statements For the Year Ended 30 June 2019

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Preparation

The directors have prepared the financial statements on the basis that the co-operative is a non-reporting entity because there are no users who are dependent on its general purpose financial statements. The financial statements are therefore special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Co-operatives National Law Application Act 2013. The co-operative is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards.

The financial statements, except for the cash flow information, have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

Accounting Policies

(a) Income Tax

The co-operative prepares its income tax returns by reference to the application of the principle of mutuality to the revenue and expenses of the co-operative. The principle of mutuality is a common law principle arising from the premise that individuals cannot profit from themselves. Accordingly, receipts from members are deemed to be mutual income and not subject to income tax, and expenses in connection with mutual activities are therefore not deductible for taxation purposes. All other receipts and payments are classified in accordance with taxation legislation.

Current income tax expense charged to profit or loss is the tax payable on taxable income and is measured at the amounts expected to be paid to (recovered from) the relevant taxation authority.

(b) Revenue

The professional indemnity subscriptions and membership fees that are attributable to the current financial year are recognised as revenue when received. Fee receipts relating to periods beyond the current financial year are shown, excluding any applicable taxes, in the statement of financial position as subscriptions received in advance.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

All revenue is stated net of the amount of goods and services tax (GST).

(c) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, and other short-term investments.

ArchiTeam Co-operative Ltd

ABN 65 894 162 886

Notes to the Financial Statements For the Year Ended 30 June 2019

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

(d) Property, Plant and Equipment

Property, plant and equipment are carried at cost less accumulated depreciation and any accumulated impairment losses. In the event the carrying amount of plant and equipment is greater than its estimated recoverable amount, the carrying amount is written down immediately to its estimated recoverable and impairment losses are recognised in profit or loss. A formal assessment of recoverable amount is made when impairment indicators are present.

The depreciable amount of all property, plant and equipment is depreciated over the asset's useful life to the co-operative commencing from the time the asset is held ready for use. The depreciation rates used for the depreciable assets are 2.5% to 33.3%.

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the statement of profit or loss and other comprehensive income.

(e) Intangible Assets – Website Development

Intangible assets are carried at cost less accumulated amortisation and any accumulated impairment losses. Intangible assets are amortised over their estimated useful lives.

(f) Financial Instruments

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the co-operative becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the co-operative commits itself to either purchase or sell the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Classification and subsequent measurement

Financial liabilities

Financial liabilities are subsequently measured at amortised cost using the effective interest method.

Financial assets

Financial assets are subsequently measured at amortised cost using the effective interest method.

Measurement is on the basis of two primary criteria:

- the contractual cash flow characteristics of the financial asset; and
- the business model for managing the financial assets.

A financial asset that meets the following conditions is subsequently measured at amortised cost:

- the financial asset is managed solely to collect contractual cash flows; and
- the contractual terms within the financial asset give rise to cash flows that are solely payments of principal and interest on the principal amount outstanding on specified dates.

ArchiTeam Co-operative Ltd

ABN 65 894 162 886

Notes to the Financial Statements For the Year Ended 30 June 2019

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

(d) Financial Instruments (Cont'd)

Derecognition

Derecognition relates to the removal of a previously recognised financial asset or financial liability from the statement of financial position.

Derecognition of financial liabilities

A financial liability is derecognised when it is extinguished (ie when the obligation in the contract is discharged, cancelled or expires).

The difference between the carrying amount of the financial liability derecognised and the consideration paid and payable, including any non-cash assets transferred or liabilities assumed, is recognised in profit or loss.

Derecognition of financial assets

A financial asset is derecognised when the holder's contractual rights to its cash flows expires, or the asset is transferred in such a way that all the risks and rewards of ownership are substantially transferred.

All the following criteria need to be satisfied for the derecognition of a financial asset:

- the right to receive cash flows from the asset has expired or been transferred;
- all risks and rewards of ownership of the asset have been substantially transferred; and
- the co-operative no longer controls the asset (ie it has no practical ability to make unilateral decisions to sell the asset to a third party).

On derecognition of a financial asset measured at amortised cost, the difference between the asset's carrying amount and the sum of the consideration received and receivable is recognised in profit or loss.

Impairment

The co-operative recognises a loss allowance for expected credit losses on financial assets that are measured at amortised cost.

Expected credit losses are the probability-weighted estimate of credit losses over the expected life of a financial instrument. A credit loss is the difference between all contractual cash flows that are due and all cash flows expected to be received, all discounted at the original effective interest rate of the financial instrument.

Recognition of expected credit losses in financial statements

At each reporting date, the co-operative recognises the movement in the loss allowance as an impairment gain or loss in the statement of profit or loss and other comprehensive income.

The carrying amount of financial assets measured at amortised cost includes the loss allowance relating to that asset.

(g) Impairment of Assets

At the end of each reporting period, the entity assesses whether there is any indication that an asset may be impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss.

When it is not possible to estimate the recoverable amount of an individual asset, the entity estimates the recoverable amount of the cash-generating unit to which the asset belongs.

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Notes to the Financial Statements For the Year Ended 30 June 2019

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

(h) Employee Benefits

Provision is made for the co-operative's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits expected to be settled within one year together with benefits arising from wages, salaries and annual leave which may be settled after one year, have been measured at the amounts expected to be paid when the liability is settled. Other employee benefits payable later than one year have been measured at the net present value.

Contributions are made by the co-operative to employee superannuation funds and are charged as expenses when incurred.

(i) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

(j) Provisions

Provisions are recognised when the co-operative has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period.

(k) Comparative Figures

Where required by Accounting Standards, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

(l) Critical Accounting Estimates and Judgements

The directors evaluate estimates and judgements incorporated into the financial statements based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the co-operative.

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Notes to the Financial Statements For the Year Ended 30 June 2019

	2019	2018
	\$	\$
NOTE 2: REVENUE		
Professional indemnity subscriptions	526,467	483,880
Membership fees	192,106	159,068
Member services income	101,227	34,706
Interest income	16,856	12,831
Other income	55,872	39,033
	<u>892,528</u>	<u>729,518</u>
NOTE 3: INCOME TAX EXPENSE		
Income tax expense	<u>-</u>	<u>-</u>
The 2018/19 taxable loss carried forward but not brought to account amounted to \$20,721 (2018: \$15,882).		
NOTE 4: CASH AND CASH EQUIVALENTS		
Current		
Cash on hand and at bank	691,908	775,268
Term deposits	572,801	363,600
	<u>1,264,709</u>	<u>1,138,868</u>
NOTE 5: TRADE AND OTHER RECEIVABLES		
Current		
Receivables from members	5,764	1,877
Other receivables	9,751	-
	<u>15,515</u>	<u>1,877</u>
NOTE 6: PREPAYMENTS		
Current		
Prepaid insurance	<u>316,653</u>	<u>247,505</u>

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Notes to the Financial Statements For the Year Ended 30 June 2019

	2019 \$	2018 \$
NOTE 7: PROPERTY, PLANT AND EQUIPMENT		
Non-Current		
Property – at cost	286,571	286,571
Less accumulated depreciation	<u>(56,703)</u>	<u>(51,324)</u>
	<u>229,868</u>	<u>235,247</u>
Office equipment and fitout – at cost	106,518	106,518
Less accumulated depreciation	<u>(35,937)</u>	<u>(31,604)</u>
	<u>70,581</u>	<u>74,914</u>
	<u>300,449</u>	<u>310,161</u>
NOTE 8: INTANGIBLE ASSETS		
Non-Current		
Website development – ArchiTeam	32,836	32,836
Website development – CPD	10,956	10,956
Less accumulated amortisation	<u>(31,247)</u>	<u>(19,386)</u>
	<u>12,545</u>	<u>24,406</u>
NOTE 9: TRADE AND OTHER PAYABLES		
Current		
GST payables	45,079	41,177
PAYG payables	4,860	8,350
Accrued expenses	18,389	10,577
Unearned income	12,839	-
Other payables	<u>4,508</u>	<u>2,011</u>
	<u>85,675</u>	<u>62,115</u>
NOTE 10: PROVISIONS		
Current		
Provision for annual leave	<u>17,186</u>	<u>11,175</u>

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Notes to the Financial Statements For the Year Ended 30 June 2019

	2019	2018
	\$	\$
NOTE 11: CASH FLOW INFORMATION		
Reconciliation of Cash Flow from Operations with Profit after Income Tax		
Profit after income tax	104,330	106,143
Non-cash flows in profit:		
- Depreciation and amortisation	21,573	20,792
Changes in assets and liabilities:		
- decrease (increase) in trade and other receivables	(13,638)	20,507
- increase in prepayments	(69,148)	(56,206)
- increase in trade and other payables	23,560	9,309
- increase in subscriptions received in advance	53,054	78,186
- increase in provisions	6,011	8,861
Net cash provided by operating activities	<u>125,742</u>	<u>187,592</u>

ArchiTeam Co-operative Ltd

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Directors' Declaration

In accordance with a resolution of the directors of ArchiTeam Co-operative Ltd, the directors have determined that the co-operative is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies described in Note 1 to the financial statements.

The directors of the co-operative declare that:

1. The financial statements and notes, as set out on pages 1 to 11, are in accordance with the Co-operatives National Law Application Act 2013 and:
 - a. give a true and fair view of the financial position of the co-operative as at 30 June 2019 and of its performance for the financial year ended on that date.
 - b. comply with the accounting policies described in Note 1 to the financial statements; and
2. In the directors' opinion there are reasonable grounds to believe that the co-operative will be able to pay its debts as and when they become due and payable.



Director



~~Director~~ CEO

Signed in Melbourne, this 24 day of October 2019

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ARCHITEAM CO-OPERATIVE LTD

Opinion

We have audited the financial report of ArchiTeam Co-operative Ltd (the co-operative), which comprises the statement of financial position as at 30 June 2019, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements, including a summary of significant accounting policies, and the directors' declaration.

In our opinion, the accompanying financial report of ArchiTeam Co-operative Ltd is in accordance with the provisions of the Co-operatives National Law Application Act 2013, including:

- giving a true and fair view of the co-operative's financial position as at 30 June 2019 and of its performance for the year then ended, and
- complying with the accounting policies described in Note 1 to the financial statements.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the co-operative in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the directors' financial reporting responsibilities and the needs of the members. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of the Directors for the Financial Report

The directors of the co-operative are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the Co-operatives National Law Application Act 2013 and is appropriate to meet the needs of the members. The directors' responsibility also includes such internal control as the directors determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the directors are responsible for assessing the co-operative's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the co-operative or to cease operations, or has no realistic alternative but to do so.

Liability limited by a scheme approved under Professional Standards Legislation



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Auditor's Responsibility for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: <http://www.auasb.gov.au/Home.aspx>. This description forms part of our auditor's report.

Asparq Audit & Assurance

Asparq Audit & Assurance Pty Ltd
ABN 95 196 483 868



TC Kilham
Director

Camberwell
24 October 2019

