

VOKES AUSTRALIA PTY. LIMITED

MINUTES OF MEETING OF DIRECTORS HELD AT THE REGISTERED
OFFICE OF THE COMPANY, ROOMS 527-33, 27 O'CONNELL STREET,
SYDNEY ON TUESDAY, 5TH JANUARY, 1960 AT 12.30 P.M.

PRESENT: Mr. B. O. Smith (in the Chair)
Mr. J. Beckett

CHAIRMAN: It was resolved that Mr. B. O. Smith occupy the
Chair.

QUORUM: The Chairman announced that the necessary quorum
was present.

AFFIXATION OF It was resolved that the Common Seal of the Company
COMPANY'S SEAL: be affixed to a Memorandum of Transfer from the
Company to Mr. A.J.F. McDonald covering a staff
Assurance Scheme Policy No. 901993 with the Legal
and General Assurance Society Limited.

There being no further business the Meeting then
terminated.

These Minutes were then read over and confirmed.


CHAIRMAN.

VOKES AUSTRALIA PTY. LIMITED

MINUTES OF MEETING OF DIRECTORS HELD AT THE REGISTERED OFFICE
OF THE COMPANY, ROOMS 527-33, 27 O'CONNELL STREET, SYDNEY ON
MONDAY, 18TH JANUARY, 1960 AT 12.30 P.M.

PRESENT:

Mr. B. O. Smith (in the Chair)
Mr. J. Beckett

CHAIRMAN:

It was resolved that Mr. B. O. Smith occupy the
Chair.

QUORUM:

The Chairman announced that the necessary quorum
was present.

AFFIXATION OF
COMPANY'S SEAL:

It was resolved that the Common Seal of the Company
be affixed to a Memorandum of Transfer from the
Company to Mr. R.A.J. Humphreys covering a staff
Assurance Scheme Policy No. 901997 with the Legal
and General Assurance Society Limited.

There being no further business the Meeting then
terminated.

These Minutes were then read over and confirmed.



CHAIRMAN.

VOKES AUSTRALIA PTY. LIMITED

MINUTES OF MEETING OF DIRECTORS HELD AT THE REGISTERED
OFFICE OF THE COMPANY, ROOMS 527-33, 27 O'CONNELL STREET,
SYDNEY ON FRIDAY, 19TH FEBRUARY, 1965 AT 4 P.M.

PRESENT: Sir Ian Stewart-Richardson Bt. (Director)
Mr. B. O. Smith (Director)
Mr. B. H. Smith (Director)
Mr. P. W. J. Crane (Director and General Manager)

IN ATTENDANCE: Mr. G. C. Ball (Secretary)

CHAIRMAN: It was resolved that Mr. B. O. Smith occupy the Chair.

WELCOME TO Mr. B. O. Smith extended to Sir Ian Stewart-Richardson a
SIR IAN STEWART welcome to Australia upon his visit to see the Company's
RICHARDSON: activities. Sir Ian expressed his appreciation of the welcome.

PROGRESS FIGURES The Report and Accounts for the nine (9) months ended
TO 31ST DECEMBER 31st December, 1964 were laid before the Meeting and
1964: briefly discussed.

The results were considered most satisfactory and it was noted that the estimated profit, after tax, for the nine (9) months ended 31st December, 1964 at £24,718 was only £114. 0. 0 less than for the full year ended 31st March 1964.

FINANCIAL REPORT The Statement of the cash position as at the 31st January,
AS AT 31ST JANU- 1965 (copy of which is attached to these Minutes) was laid
ARY, 1965: before the meeting and it was noted that at that date, there were surplus funds of £16,212.

FORWARD COMMIT- A Statement of Commitments on Capital Expenditure outstanding
MENTS FOR CAPITAL at 29th January involving £16,713 was laid before the Meeting
EXPENDITURE: and discussed (copy of Statement is attached to these Minutes). The foregoing liability had been taken into account in the Cash Statement referred to above.

GENERAL Sir Ian Stewart-Richardson mentioned that it is now several
BUSINESS: years since Mr. Crane visited Henley Park and it was considered that a further visit was warranted and tentatively June/July, 1965 was mentioned as being a suitable time. Mr. Crane is to write to Henley Park and arrange final details.

Sir Ian Stewart-Richardson asked at what rate cash was being generated.

Mr. B. H. Smith advised that surplus funds should exceed £50,000 by 31st March 1966 on the basis that the profit level of the 1964 year was maintained. Mr. B. H. Smith further stated that general economic conditions may not be as favourable during the year ending 31st March 1966 as was the case in the current year as a result of a delayed

affect expected from the lower wool prices during the current year and possible repercussions of financial measures recently taken in the United Kingdom and the United States of America in relation to international trade and overseas investment.

Notwithstanding this, however, drawings and specifications are being prepared for an extension of the factory by a further 2 bays but a decision on the stage when this would be proceeded with will be deferred until 31st March 1966 and will then be made in the light of conditions then operating.

Sir Ian Stewart-Richardson then expressed his appreciation of the excellent results being attained by the Company during recent years.

There being no further business the Meeting then terminated.

CHAIRMAN.

VOKES AUSTRALIA PTY. LIMITED

MINUTES OF MEETING OF DIRECTORS OF VOKES AUSTRALIA PTY. LIMITED
HELD AT THE REGISTERED OFFICE OF THE COMPANY, ROOMS 527-533,
27 O'CONNELL STREET, SYDNEY , ON TUESDAY 25TH MAY, 1965 AT 12 NOON.

PRESENT:

Messrs. B.H. Smith (Chairman)
J. Beckett
P. Crane
G.C. Ball (Secretary) in attendance.

ANNUAL GENERAL
MEETING:

It was resolved that the Annual General Meeting of Shareholders be held at the Registered Office of the Company on Tuesday, 1st June, 1965 at 12 noon.

The Secretary was instructed to issue the necessary notice to Shareholders of the Annual General Meeting.

These Minutes having been reduced to writing were then read, confirmed and signed.

CHAIRMAN.

8th February, 1966.

GENERAL MANAGER'S REPORT.

The month of January showed a considerable increase in the intake of orders due to receiving some fairly large orders for Spring Hangers. Delivery of these orders is very protracted with scheduled quantities being called at intervals until 1969. There was also a marked improvement in the output figure and this was assisted by the delivery of items made during December but deferred by customer request until January.

It does appear from the present figures that the January level of both figures will be maintained during February and, naturally, every endeavour is being made to achieve this result. Whilst we do not, at this stage, anticipate making our budgeted profit due to the December slump, it is anticipated that the financial year will finish with the profit before tax figure being reasonably close to the forecast result.

We have a considerable amount of equipment lying on the factory floor awaiting components from sub-contractors who, due to annual close down of their workshops, have only recently recommenced operations and deliveries are of a consequence very spasmodic. Trouble is also being experienced by these sub-contractors in getting material from B.H.P. Newcastle, and the combined result of this is that some deliveries are long overdue and we now have to contend with some very irate clients. Several thousands of pounds value is involved and we are exploiting every possible avenue to ensure that these units are delivered during the current month.

A considerable loss of business is occurring at the present time in the replacement media field associated with the Autoroll and K600 Filters. Due to our supplier's inability to supply us with medias capable of meeting the required specification, it has allowed our competitors to offer and have accepted their medias for fitment to our units. A full programme of testing is under way on alternative materials from other suppliers and, at the present time, we are accepting a media from David Galt Industries for use in the K600 and we have a material under test from Lantors in Tasmania which is showing good prospects as a replacement for the Autoroll Media.

These tests on the Lantor material are being conducted with a view to developing a common media for the three best selling filters, viz. Autoroll, K600 and Multivee, and if found suitable this could overcome most of our problems of delivery and poor quality fabrics. There has been correspondence arising from the statements I made in my last report regarding our Principals quoting against us for equipment required in Australia, and copies of this correspondence are attached for general information as to the current position.

The month of January showed a re-activating of the initial equipment orders but, as yet, this is only on a small scale and a rapid return to the original schedule requirements is not anticipated until there is a general easing of the existing drought condition in N.S.W. and Queensland.

Certain lines are currently being developed in the workshop and samples have been made of the Cyclone Air Filter, Electrostatic Precipitator Cell and at present a prototype Activated Carbon Filter is being manufactured. The Design Office is also producing drawings for an Acoustic wall, 'Y' Type Strainer and a cheaper version of the Metal Viscous Self Cleaning Filter. Designs and testing have been completed for a circular type duct silencer and we currently have a prototype steam discharge silencer at the Hazelwood Power Station for acceptance testing. We are also building our new design Autoroll with a special servicing hoist for the A.I.S. at Port Kembla. This hoist is a new innovation developed from an idea conceived in the United Kingdom, and does give us a definite advantage in the taller models where a servicing staging has to be erected.

It would be extremely difficult to forecast a figure for the 1966/67 year at present due to certain factors beyond human control, but if the indications at present being experienced can be maintained at an improving level, then we could anticipate a 400,000 plus year.

Mr. Lightfoot is currently investigating an alternative proposal for new laboratory and office buildings. This is the result of a meeting held in Mr. Bruce Smith's office on January 25th. As it is now obvious that the Vokes Group Directors will not sanction the original proposal, I have had Mr. Warner draw up a new design which places the new office section over the existing office building and reduces the size of the laboratory so that it can be positioned on the block without disturbing the existing roadway. A preliminary estimate of the cost of this scheme indicates that we could expect an amount approximately 50% lower than £58,000 estimated for proposal No. 1.

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8th March, 1966.

GENERAL MANAGER'S REPORT.

The month of February again showed a considerable increase in the intake of orders, but again this was due to the receipt of some fairly large orders for Spring Hangers. As is always the case with this type of order, deliveries are required on fixed schedules, and we will not receive any large cash advantage for any specific month in the sales figure. The schedules are current till 1969 and deliveries are required in approximate six (6) monthly intervals. Also, as indicated in the January report, the sales figure for February showed a reasonable percentage increase and the result is considered most satisfactory.

We are still continuing to test alternative materials for the K.600's and Autorolls, and present indications are that we should have an extremely good media for the Kompak. If the test continues to produce the excellent results, we will be in a position to offer replacement media to fit both our own and the opposition filters.

Trouble is still being experienced with the Autoroll Media supplied by David Galt, and we have recently returned a further 91 rolls of material for credit. Lantors are producing a Fibroceta Mat, but are awaiting a shipment of scrim backing from overseas before producing the test sample. On visual inspection, the material looks quite promising. Initial equipment requirements are still quite small and could again dry up completely if no rain falls in the next month or two.

A revised proposal for the new office extension and laboratory has been forwarded to Mr. Osborne with a request that we receive an answer as a matter of urgency. The new estimate is slightly over £30,000. (\$60,000) and this does appear to have been favourably received in the United Kingdom.

Further correspondence has been received from Mr. Ringe regarding competition and commissions between our Companies, and copies of this are attached hereto.

GENERAL MANAGER'S REPORT

1st April, 1966.

The month of March has maintained a reasonable level in both the intake and sales figures and is considered satisfactory despite the general down turn in business being experienced in Australia at the present time.

We have at the time of writing this report a large number of projects on quotation in both Sydney and Melbourne and indications are that we could be successful in securing a major percentage of these. It must be realised of course that most of the contracts will not be let for some months yet so we will not get the benefit of the figures till the latter part of 1966/67 financial year.

A rearrangement of the Victorian division is now being motivated and our Melbourne manager is in the process of looking for alternative accommodation larger than that in present use. This will enable us to carry a larger and much more comprehensive range of stock and we anticipate that an ex stock delivery will get us orders now going to the local opposition for any items which normally are supplied from Sydney.

It will also be necessary to put a new representative on the road in Victoria so that we can adequately cover the ordinary industrial filter field which is being neglected in favour of the air conditioning market. The present staff of two outside salesmen are almost fully occupied dealing with Consultants and Contractors and can not give very much effort to the normal bread and butter lines. It could also, if sufficient space is available, be used as a means of local assembly at some future time.

Progress is being made with the new building and detail drawings should be available for the calling of tenders within the next few days.

It is anticipated that the contract should be let by the end of April.

We have still not obtained a satisfactory media for the K600 filter and Johnson & Johnson have supplied a further four

samples for test, these have all failed to meet the specification, Lantors are still providing samples and these will be tested this week together with a media supplied by David Galt. This has been a very protracted and expensive exercise but must be continued until we can get a material suitable for our major client the Commonwealth Department of Works.

There is a considerable amount of work being processed and we anticipate that sales for the month of April could be quite good, but indications are that intake could be slightly down for this period. Initial equipment buyers have still not opened their schedules sufficiently to make any significant contribution to the figure and we do not consider this situation will improve for some time.

Some progress is being made on new product development but this is extremely limited under the present conditions, there should be a spectacular improvement here when the new premises are available. There is a long list of new line investigation waiting for attention at this time.

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GENERAL MANAGER'S REPORT.

5th September, 1966

The month of August has seen a considerable upsurge in the amount of orders received and the resulting figure has been considerably assisted by the procurement of several large orders which have rather lengthy delivery periods. Production figures are behind target but are being maintained at a level commensurate with the order intake required for immediate delivery.

Several good orders are being held unprocessed until satisfactory credit arrangements can be made with the Companies concerned.

The new office and store set up in Victoria is now functioning satisfactorily and we are getting more over the counter sales than previously, due to the increased stock being held in this office. There will be a re-arrangement of staff in this Division in the immediate future and it is anticipated that a more efficient organisation will be the result.

As a result of our extensive test programme with Lantors, we now appear to have an excellent new material for use as our Autoroll filter mat. This is a synthetic fibre which, on test, has returned efficiency figures comparable with the best results obtained by the original English material. A price has been obtained and this price is more attractive than what we are currently paying David Galt Industries. If the final test is satisfactory, we shall in future be using this filter in our automatic units.

The Commonwealth Department of Works has again had our K600 Air Filter under comparison test with the opposition Kleenpak and, to date, our filter is an undisputed winner. This means that we are still the main supplier of this particular equipment to the Government.

Building operations on the office extension and new laboratory are progressing most rapidly and we could anticipate being in occupancy two weeks earlier than was first thought. We have been fortunate that very little time has been lost because of weather conditions. Trouble was experienced in digging out the laboratory foundations because of the position of a sewer line and we now have an allowable extra in the contract as extra excavation had to be carried out to meet the requirements of the Water and Sewerage Board Regulation.

Vokes Australia has recently been approached by Vokes Limited to again take up the Agency for Stream-Line Filters as the present Commonwealth Representatives, Marweight Equipment, will relinquish the franchise in September of this year. This matter is, at present, being negotiated with Vokes Limited.

Mr. Gardner has recently completed a three (3) weeks' tour of Canberra, Cooma, Victoria and South Australia and he reports that whilst future prospects look reasonable the current economy of these areas is such that prospects for our type of product is being seriously curtailed. The present condition of the primary and secondary industries in Australia is making it difficult to maintain our output figures at the level estimated at the beginning of the year.

In view of the recent increase in the basic wage and huge rise in the price of copper, a meeting is to be held early in September to discuss the entire price structure of the organisation and to recommend the necessary increases in our prices to offset these higher operating costs.
