

AGENDA - Thursday 25 May 2023 - Ourimbah RSL.

KARAGI COURT LIMITED
ABN 92 002 044 500

BOARD MEETINGS **2023**

Meeting
Thursday 25 May 2023 @ 7:00 pm

Meeting Dates – 2023

Thursday 27 July 2023
Thursday 28 September 2023
Thursday 23 November 2023

Dinner – 6:00 pm

Please Note:

Plaques in storage are –

Freemasons on the Central Coast	=	6	
Lodge James Kibble	=	5	
Lodge Morning Star	=	5	
Lodge Saratoga	=	5	
Lodge Toukley	=	4	
Lodge Wyong-Tuggerah Lakes	=	5	
The Central Coast Lodge	=	5	
TOTAL		37	(28.11.2022)

Notice of Board Meeting

To be held at Ourimbah RSL
on Thursday 25 May 2023 at 7:00 pm.
Dinner at 6:00 – Ourimbah RSL Restaurant - Booked.

Agenda

1. **Welcome:**

2. **Apologies:**

Motion: *'That apologies of _____
_____ be accepted.'*

Moved: _____ **2nd:** _____

Carried: Yes / No

3. **Conflict of Interest:**

On the matters contained in the agenda, is there any person who has or a perceived conflict of interest?

4. **Minutes of Board Meeting – Thursday 9 February 2023 at Ourimbah RSL:**

Motion: *'The Minutes of the Board Meeting held at Ourimbah RSL on Thursday 9 February 2023 be accepted.'* (Circulated by email 07.03.2023 to your iPads & PCs)

Moved: _____ **2nd:** _____

Carried: Yes / No

5. **Matters arising from Minutes – 09.02. 2023:**

Business Arising:

i. **Brad Pemberton – Chris Matthews & Graeme Ingall:**

As of 29.12.2022, \$ 5,494 has been returned to the Charity Account by Invacare. Chris is making Report – Chris - Brad re type of wheelchair.

ii. **Responsible Person Update:**

10.04.23 – Positions updated.

iii. **'Invitation to Join' and follow-up on non-payment by members – David Levesque:**

See page ?

6. **Matters finalised or occurred since last Board Meeting – 26 January – 25 April 2023:**

i. **Thursday 23 February – Launch of Directory of Community Services**

See website.

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- ii. **Saturday 18 March – Sponsorship Day CC Bulldogs:**
See website.
 - iii. **Thursday 6 April - 2023 Annual General Meeting:**
See agenda – 25 May.
 - iv. **Friday 5 May - Shirley Shuttle Presentation at Berkeley Vale:**
See website.
 - v. **Saturday 6 May – Narara Miniature Trains:**
Report being prepared for website.
- 7. Correspondence – 12 November - 26 January 2023:**
- Inwards:**
- 27.01.23 – S. Pierce – AGM letters.
 - 27.01.23 – S. Pierce – Membership list for email addresses.
 - 27.01.23 – G. Bown – Apologies for next meeting.
 - 27.01.23 – G. Bown – Information on Volunteer fatigue.
 - 27.01.23 – A. Mountain – Information on Tyro & Telstra costs.
 - 30.01.23 – T. Covi – Application for massage chair (Not fully completed as Tia was waiting for OHS approval.
 - 30.01.23 – C. Matthews – Tyro report.
 - 31.01.23 – B. Galvin – Shirley Shuttle application & papers.
 - 31.01.23 – C. Matthews – Costs re Tyro.
 - 31.01.23 – L. Pearson – Invitation to SOKS presentation at Mingara – 6 March.
 - 01.02.23 – Directors iCloud – Agenda – 9 February – failed because change of domain.
 - 01.02.23 – S. Williams – Director’s addresses – iCloud.
 - 01.02.23 – Directors – Agenda to iPad via iCloud.
 - 01.02.23 – J. Harkness – Visit on 6 February.
 - 02.02.23 – Good Gear – T-shirts & shirt ready to be collected.
 - 04.02.23 – G. Bown – Caring for the Coast Awards (CCLHD) – funding provided for self-event.
 - 05.02.23 – B. Galvin – Request for volunteer drivers.
 - 06.02.23 – S. Pierce – Discussion re 2022 Annual Report.
 - 06.02.23 – CC Bulldogs – Advising \$ 200 donation to Smith Family appeal.
 - 08.02.23 – CC Bulldogs – Attendees names attending AGM.
 - 08.02.23 – Directors – Resending agenda & minutes due iPads dumping addresses.
 - 08.02.23 – P. Edwards – Forwarding application for Cenotaph.
 - 09.02.23 – G. Bown – Race Day photographs.
 - 09.02.23 – Directors – Updated membership list.
 - 10.02.23 – S. Pierce – Updated Application form.
 - 10.02.23 – S. Pierce – Updating application form further.
 - 13.02.23 – Directors – Additional agenda items – authority to sign audit report; benefits gained by directors.
 - 13.02.23 – S. Pierce – poster for website.
 - 13.02.23 – S. Pierce – Corrections to Director’s Nomination form - DIN requirement.
 - 13.02.23 – J. Noble – Costing re Shirley Shuttle.
 - 13.02.23 – J. Noble – Response to additional agenda.
 - 13.02.23 – A. Mountain & C. Matthews – Agreed with costing re Shirley Shuttle.
 - 14.02.23 – P. Edwards – Application re Cenotaph renovation.
 - 14.02.23 – S. Pierce – Completion of additional agenda.

Commented [GI1]: Pressed

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- 14.02.23 – C. Matthews – Completion of additional agenda.
- 14.02.23 – G. Bown – Completion of additional agenda.
- 16.02.23 – S. Pierce – Meeting dates for Lodge Morning Star.
- 16.02.23 – C. Matthews – Requested contact details for Barb Galvin.
- 17.02.23 – S. Pierce – Request for further information re October Shirley Shuttle.
- 17.02.23 – J. Noble – Decision on Cenotaph Renovation.
- 17.02.23 – S. Pierce & A. Mountain – Query re Cenotaph Renovation.
- 17.02.23 – A. Mountain – Completion of additional agenda.
- 17.02.23 – A. Mountain – Recommendation of acknowledgement on Cenotaph.
- 17.02.23 – D. Levesque – Completion of additional agenda.
- 17.02.23 – M. Healey – Confirming banking details for Shirley Shuttle.
- 19.02.23 – All directors supported the idea of acknowledgement on Cenotaph.
- 20.02.23 – B. Galvin – Do you require a receipt.
- 20.02.23 – C. Matthews – Can you pick up the mail.
- 20.02.23 – G. Bown – Information regarding identification with CBA.
- 21.02.23 – S. Pierce – Final draft for website – Shirley Shuttle.
- 21.02.23 – J. Harkness – Claiming date – Saturday 3 June.
- 21.02.23 – Fortunity – Invitation to Central Coast NFP Forum breakfast.
- 21.02.23 – A. Thompson – Confirm receiving details for AIS – AcNc financials.
- 21.02.23 – B. Galvin – Confirming receipt of money.
- 21.02.23 – G. Bown – re – identification of directors by CBA.
- 22.02.23 – S. Pierce – Media release to website.
- 22.02.23 – B. Galvin – Receipt & Letter of Thanks.
- 23.02.23 – S. Pierce – Orders for polo T-shirts.
- 27.02.23 – P Edwards – Forwarding contact details.
- 27.02.23 – A. Mountain – Draft of newsletter.
- 28.02.23 – R. Burgess – Portfolio Review documents.
- 28.02.23 – A. Parrey – invoice for laptops at Brisbane PS.
- 28.02.23 – G. Bown – Complementing the newsletter.
- 28.02.23 – P. Edwards – Bank details.
- 28.02.23 – R. Burgess – Deposit in charity account for money.
- 01.03.23 – S. Pierce – A question concerning Portfolio Review.
- 01.03.23 – C. Matthews – Names of persons in photo with Major General.
- 01.03.23 – A. Mountain – Lodged his name for CC SLS – 3 June.
- 01.03.23 – A. Parrey – Update on progress with laptops.
- 01.03.23 – S. Pierce – Printing complete.
- 02.03.23 – S. Farrell – Record of advice.
- 03.03.23 – A. Thompson – Finalisation of 2022 Financial Statements
- 03.03.23 – B. Johnson – Confirming address.
- 04.03.23 – I. Griffith – Confirmation of FOCC Application form.
- 06.03.23 – D. Dean – received Notice of AGM.
- 06.03.23 – H. Grunwaldt – Progress on application – Camp Quality
- 06.03.23 – G. Bown – was there a response from Board Meeting – Camp Quality.
- 06.03.23 – S. Pierce – Requested Minutes and Agenda for website.
- 07.03.23 – G. Bown – Will forward an application form – Camp Quality.
- 07.03.23 – C. Matthews – Agree with record of Advice.
- 07.03.23 – D. Ledbeater – Apology for AGM.
- 07.03.23 – G. Bown – Advised forwarding of application form to Camp Quality.
- 08.03.23 – Fortunity – Have received Record of Advice.
- 08.03.23 – G. Bown – Hazel has received Application form.
- 08.03.23 – S. Williams – Have received table and will advise next week.

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- 09.03.23 – A. Mountain – Advised payment of subscription.
- 09.03.23 – S. Pierce – Polo shirts mail out.
- 10.03.23 – A. Thompson – Financial Report, ATO franking credits and preparation of AIS statement.
- 10.03.23 – S. Pierce – Updated marketing of Polo Shirt.
- 11.03.23 – B. Galvin & CC Bulldogs – Reminder for 6 April.
- 13.03.23 – Fortunity – Invoice \$ 4,400.00
- 14.03.23 – A. Thompson – Advising AIS Statement will be lodged shortly.
- 15.03.23 – A. Kfoury – Proxy.
- 15.03.23 – Adventure All Stars – TV Charity Show.
- 15.03.23 – R. Burgess – Confirmation of TD – Judo Bank.
- 16.03.23 – B. Galvin – Outlander is being branded with logo.
- 16.03.23 – S. Pierce – Media request for Shirley Shuttle.
- 16.03.23 – A. Mountain – Expressed interest in assisting with TV Charity Show.
- 18.03.23 – S. Williams – Corrected internet table.
- 20.03.23 – S. Pierce – Mail Chimp re Polo Shirt.
- 21.03.23 – Ourimbah RSL – Invoice for supper - \$ 205.00.
- 21.03.23 – Adventure All Stars – Reminder of event.
- 21.03.23 – C. Matthews – State of Nation Report.
- 21.03.23 – B. Galvin – Request for a lectern.
- 22.03.23 – S. Pierce – Suggested that we join Radio 5-O-+ = \$ 55.00.
- 22.03.23 – B. Galvin – Requesting a suitable date for launch of vehicle.
- 22.03.23 – C. Matthews – Join Radio 5-O-+.
- 23.03.23 – P. Pafumi – Confirmation of Bank details and amount – CC Bulldogs.
- 23.03.23 – P. Pafumi – Invitation to Sponsor's Day – 15.03.23 at Budgewoi Soccer Club – Numbers by 07.03.23.
- 23.03.23 – C. Matthews – Attending.
- 23.03.23 – C. Matthews – Tyro quote from Timothy Fung.
- 23.03.23 – P. Pafumi – Receipt of donation.
- 23.03.23 – G. Bown – Attending.
- 24.03.23 – D. Levesque – Join Radio 5-O-+.
- 24.03.23 – S. Pierce – Unable to attend.
- 24.03.23 – B. Galvin – A date in May please.
- 25.03.23 – S. Pierce – Has not received any replies regarding Radio 5-O-+.
- 25.03.23 – B. Galvin – Launch will on a Friday in May.
- 26.03.23 – A. Mountain – Attending.
- 27.03.23 – Elinor F – Junior Rugby Sponsorship.
- 27.03.23 – A. Mountain, S. Pierce, D. Levesque – Follow up.
- 27.03.23 – J. Noble – Join Radio 5-O-+.
- 27.03.23 – J. Noble – Attending.
- 28.03.23 – R. Burgess – TD 6 months with ANZ.
- 29.03.23 – B. Galvin – Date 5 May and advising J. Noble will be the speaker.
- 29.03.23 – A. Mountain – Unable to attend Friday 5.
- 30.03.23 – Jonathon Ben-Dor – Using AI to raise funds.
- 30.03.23 – C. Matthews, S. Pierce, J. Noble – Attending Friday 5.
- 30.03.23 – L. Churchill – Invoice \$ 100.00 for Race Day at Wyong – 11.11.2023.
- 30.03.23 – M. Taylor – Camp Quality submission for a donation of \$ 9,000.00.
- 30.03.23 – G. Bown – Thanked M. Taylor for submission.
- 30.03.23 – G. Bown – Attending Friday 5.
- 31.03.23 – D. Levesque – Attending Friday 5.
- 31.03.23 – S. Pierce – Test News.
- 31.03.23 – B. Galvin – Dietary requirements for Friday 5.

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- 31.03.23 – Directors – Attending Budgewoi Soccer Club.
- 31.03.23 – Directors – Attending Shirley Shuttle presentation.
- 03.04.23 – J. Harkness – Invitation to CC SLS Awards – Saturday 3 June.
- 04.04.23 – P. Pafumi – Receipt form CC Bulldogs.
- 04.04.23 – Directors – Names attending CC SLS Awards.
- 04.04.23 – A. Mountain – Attend CC SLS.
- 04.04.23 – G. Bown – Wishing to attend CC SLS Awards.
- 04.04.23 – Directors – Attendees at CC SLS Awards.
- 04.04.23 – B. Galvin – Do we have a banner to display?
- 05.04.23 – D. Levesque – Wishing to attend CC SLS Awards.
- 05.04.23 – CBA – Appointment booked for 12.04.23 at Tuggerah.
- 07.04.23 – S. Wilkins – Query re purchase of Holmatro T1 \$4000.00 + gst per tool.
- 09.04.23 – B. Galvin – Thanks for the invitation to AGM.
- 10.03.23 – M. Baylon – Poster has been added to region 2 events website.
- 11.04.23 – J. Noble – invitation to Smoking Ceremony – Coast & Country Primary Care.
- 11.03.23 – S. Pierce, C. Matthews, A. Mountain, G. Bown – Unable to attend.
- 11.04.23 – S. Pierce – photos from AGM - 6 April.
- 12.04.23 – NAB – List of documents required.
- 13.04.23 – T. Covi – Massage chair has been approved.
- 13.04.23 – J. Minns – Contact from NAB, Tuggerah.
- 13.04.23 – R. Burgess – TD with AMP.
- 13.04.23 – S. Pierce – Application form from Radio 5-O+ and services provided.
- 13.04.23 – S. Pierce – Forwarded completed Application Form & Invoice \$ 55.00 to Chris.
- 13.04.23 – Inquiry re Norman Tracey.
- 13.04.23 – J. Noble – Unable to attend Budgewoi Soccer Club – CC Bulldogs.
- 13.04.23 – J. Noble – Camp Quality documents.
- 13.04.23 – Directors – Much discussion on Camp Quality's application.
- 14.04.23 – B. Galvin – Date and time for Shirley Shuttle Bas at Miniature trains.
- 14.04.23 – J. Minns – Meeting 18 April at NAB, Tuggerah.
- 16.04.23 – P. Goodman – Spotify stores looking for areas to donate.
- 18.04.23 – J. Gibbs – Elderslee Foundation making enquiries.
- 18.04.23 – Adventure All Stars – TV show supports charities.
- 18.04.23 – J. Minns – Thanks for information - NAB.
- 18.04.23 – T. Fung – Tyro – information with C. Matthews.
- 18.04.23 – C. Matthews – Link to Tyro.
- 19.04.23 – R. Gunn – Invitation to Fortunity breakfast.
- 20.04.23 – Crestani Scholarships – Invitation.
- 21.04.23 – A. Fu (NAB) – Request for 2 directors to make contact according to AcNc list.
- 21.04.23 – T. Covi – have received an email from J. Noble that we have been allocated \$ 7,000.00.
- 21.04.23 – T. Covi – Will forward invoice for chair when it arrives.
- 21.04.23 – A. Fu –Contacted Simon and made Arrangements.
- 21.04.23 – T. Covi – Thanks for application form re garden furniture.
- 24.04.23 – A. Fu – Directions for Simon & David Levesque.
- 24.04.23 – S. Pierce – Completed NAB form.
- 25.05.23 – P. Goodman – Offer of fund-raising assistance.
- 27.04.23 – L. Churchill – offer of table at CCKIN Race Day - \$ 1,300.00.
- 27.04.23 – A. Mountain – Like to attend with Cassandra
- 27.04.23 – G. Bown – If table is available, perhaps we should sell tickets.
- 28.04.23 – A. Fu – 2 accounts are available.
- 28.04.23 – A. Fu – Request for electronic signature – completed.
- 28.04.23 – C. Matthews – Believes FoCC should take table.

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- 28.04.23 – DocuSign – completed.
- 30.04.23 – Directors – Reminder for Shirley Shuttle.
- 01.05.23 – R. Burgess – Money transfer - \$ 24,671.64
- 02.05.23 – ASIC – Regarding NAB Bank accounts.
- 02.05.23 – B. Galvin – Thanks for pictures.
- 03.05.23 – N. Tucker – Received attendees for CC SLS Awards.
- 03.05.23 – P. Edwards – Having a committee meeting this evening.
- 03.05.23 – S. Pierce – Invitation to Morning Tea – Davistown Community Hall on 25 May @ 10:00 am.
- 03.05.23 – A. Mountain – Unable to attend.
- 04.05.23 – B. Galvin – Letter to Bunnings.
- 04.05.23 – A. Fu – Received your electronic signature.
- 05.05.23 – G. Bown – Information for website - CC Bulldogs.
- 05.05.23 – G. Bown – Information for website – Shirley Shuttle.
- 05.05.23 – T. Fung – request for audit report.
- 06.05.23 – B. Galvin – Photos from Miniature Trains.
- 08.05.23 – T. Covi – Application form for garden furniture.
- 09.05.23 – CCLHD – Change in payment procedures.
- 11.05.23 – B. Galvin – several emails
- 12.05.23 – L. Churchill – Increase in price for table - \$ 1,400.00.
- 12.05.23 – S. Pierce – Any extra material from Shirley Shuttle.
- 12.05.23 – G. Bown – Need to have a discussion with Lorraine.
- 15.05.23 – J. Scicluna – Application from Berkeley Vale Neighbourhood Centre.
- 12.05.23 – How AI impacts on donations.
- 17.05.23 – Fortunity – Impacts by budget.
- 17.05.23 – C. Simmons – UON request for scholarship funds.

Outwards:

- 27.01.23 – J. Scicluna – Arrangement for Community Directory presentation.
- 27.01.23 – S. Pierce – Notice of AGM, proxy, Subscription & Nomination of Director forwarded.
- 27.01.23 – S. Pierce – Above forms in PDF.
- 27.01.23 – S. Pierce – updated Membership List.
- 27.01.23 – S. Pierce – Letter regarding DIN.
- 27.01.23 – S. Pierce – Amended letter re DIN.
- 27.01.23 – Directors – Agenda for 9 February.
- 28.01.23 – Directors – Reforwarding of Minutes 24 November 2022.
- 28.01.23 – Directors – Information and request for assistance.
- 28.01.23 – Directors – Repeat Minutes and updated information.
- 31.01.23 – J. Noble – Forward information re Carer Cottage, Gosford Hospital – Tia Covi.
- 31.01.23 – T. Covi – Advising receipt of application.
- 31.01.23 – J. Noble – Application for Shirley Shuttle.
- 31.01.23 – J. Noble – Further information re Shirley Shuttle.
- 31.01.23 – B. Galvin – Receipt of application.
- 31.01.23 – S. Pierce – Test 5 re-connecting email addresses.
- 31.01.23 – S. Pierce – Advising Simon that messages are arriving on PC not iPad.
- 01.02.23 – Directors – Invitation to SOKS presentation.
- 01.02.23 – Directors – Agenda for 09.02.23.
- 01.02.23 – G. Ingall – Agenda for 09.02.23.
- 01.02.23 – S. Williams – Karagi Court email addresses.
- 01.02.23 – S. Pierce – Director's addresses need updating / removing.
- 01.02.23 – S. Williams – Acknowledged receipt of addresses.

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- 01.02.23 – Directors – Minutes and agenda for meeting 09.02.23.
- 01.02.23 – Directors – Advising minutes & agenda been sent via iCloud.
- 01.02.22 – J. Harkness – Request for pictures for 2022 Annual Report.
- 02.02.23 – Directors – Information re Tyro.
- 02.02.23 – Good Gear – Advising collection of T-shirts on 3rd.
- 03.02.23 – Directors – Reminder of dinner & meeting, have T-shirts & shirts.
- 03.02.23 – Directors – Minutes & agenda for 09.02.23.
- 03.02.23 – Directors – Requesting directors to check & download mail on iPads.
- 03.02.23 – C. Matthews – Advising approval of Oska payments.
- 05.02.23 – Directors – Partial completion of Annual Report.
- 05.02.23 – Directors – Completion of Annual report except financials.
- 05.02.23 – Directors – Resending of Minutes & agenda.
- 05.02.23 – Lodge Sec. – Request for volunteer drivers for Shirley Shuttle.
- 06.02.23 – S. Pierce – Front page of Annual Report.
- 06.02.23 – J. Noble – Enquiry re: funding Camp Quality.
- 06.02.23 – J. Noble – G. Bown reply to Camp Quality.
- 06.02.23 – P Pafumi – Numbers attending AGM.
- 08.02.23 – P. Edwards – Application form for cenotaph Renovation.
- 08.02.23 – Directors – Check your email addresses on iCloud & karagicourt – possible deletion.
- 09.02.23 – Directors – Membership List.
- 10.02.23 – S. Pierce – Completion of Annual Report & add to website.
- 13.02.23 – Directors – Circular email re: signing of Annual Report.
- 13.02.23 – J. Noble – Approval to Shirley Shuttle application.
- 13.02.23 – J. Noble – Acknowledge receipt of Jim’s approval – circular email.
- 14.02.23 – S, Pierce – Acknowledge change in application form.
- 14.02.23 – J. Noble – Forwarding application for re: Cenotaph Renovation.
- 14.02.23 – J. Noble – Forwarding media release from P. Edwards.
- 14.02.23 – Directors – Replies re: Circular email.
- 17.02.23 – J. Noble – Reply to Cenotaph Renovation request.
- 17.02.23 – Directors – Gosford RSL Sub Branch will receive a plaque.
- 17.02.23 – M. Healey – Confirming bank details – Shirley Shuttle.
- 18.02.23 – Directors – Events 20 -25 February.
- 18.02.23 – Directors – Further comments re Cenotaph Renovation.
- 20.02.23 – B. Galvin – Request for poster re Charity Day 6 May & date for presentation.
- 20.02.23 – C. Matthews – Collect mail.
- 21.02.23 – Fortunity – Invitation to Community Forum – 29 March.
- 21.02.23 – M. Healey – Money has been transferred.
- 21.02.23 – S. Pierce – Clarification of news – Shirley Shuttle.
- 22.02.23 – Directors – Copy of receipt – Shirley Shuttle.
- 28.02.23 – R. Burgess – Thank you for information – Charity account.
- 28.02.23 – A. Mountain – Thanks for newsletter.
- 28.02.23 – Directors – Portfolio Review Documents.
- 28.02.23 – C. Matthews, J. Noble – Cenotaph banking details from Patsy Edwards.
- 01.03.23 – C. Matthews – Winning horse in Freemasons handicap with onlookers.
- 01.03.23 – S. Pierce – Confirmation of article – Community Directory.
- 01.03.23 – C. Matthews, J. Noble – Invoice from Brisbane PS for laptops.
- 01.03.23 – S. Pierce – Cost of T-shirts to Mail Chimp.
- 01.03.23 – S. Pierce – Invoice for T-shirts.
- 01.03.23 – A. Parrey – Money has been transferred to Brisbane PS.
- 01.03.23 – S. Pierce – Poster for Saturday May 6 – Shirley Shuttle.
- 01.03.23 – S. Pierce – Article – Smith Family – for website.

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- 03.03.23 – B. Johnson – Confirming contact details.
- 03.03.23 – A. Thompson – Confirmed receipt and upload – signed Financial statement & AIS to AcNc and claim franking credits from ATO.
- 03.03.23 – P. Edwards – Invoice paid today.
- 03.03.23 – Directors – Adventure All Stars
- 04.03.23 – S. Pierce – Forward logo to Brisbania PS.
- 05.03.23 – S. Pierce – Advise posting of mail & 2022 Annual report completed except front page.
- 05.03.23 – Directors – Advising postage; 2022 Annual Report; printing; supper – all completed.
- 07.03.23 – Directors – Minutes 9 February.
- 07.03.23 – G. Bown – Application for Camp Quality.
- 07.03.23 – C. Matthews – had he received Record of Advice – purchase of new trusts.
- 07.03.23 – S. Pierce – Still to complete PDF agendas & minutes for website.
- 07.03.23 – J. Noble – Informing Jim of application for Camp Quality.
- 07.03.23 – S. Williams – Obtaining information re website & domain names.
- 07.03.23 – Fortunity – Advising Shaun that we agree with his advice.
- 09.03.23 – C. Matthews – Invoice from APM Graphics – Printing for AGM.
- 09.03.23 – S. Pierce – Banking details for polo T-shirt.
- 09.03.23 – D. Williams, A. Mountain – Advising receipt of subscription
- 09.03.23 – M. Baylon – Poster advising Miniature trains to Region 2.
- 11.03.23 – A. Thompson – Advising receipt of financials & requesting Adrian to lodge AIS & Financial Statements with AcNc & apply for franking credits from ATO.
- 11.03.23 – Participants at AGM – reminder.
- 13.03.23 – Directors – Attendees at Budgewoi Soccer Club – CC Bulldogs.
- 17.03.23 – A. Kfoury – Acknowledged receipt of proxy.
- 17.03.23 – C. Matthews – Invoice from Fortunity – audit - \$ 6,600 – 2,200 = \$ 4,400.00.
- 19.03.23 – S. Pierce – Contact details for newspaper.
- 21.03.23 – C. Matthews – Invoice for Ourimbah RSL – supper.
- 21.03.23 – Masonicare, TCCL – Application = Shirley Shuttle.
- 22.03.23 – S. Pierce – Information detailing our involvement with Radio 5-O-+.
- 22.03.23 – P. Pafumi – Banking details for payment.
- 22.03.23 – J. Sargeant – Requesting information re restoration of bronze plaques at Cenotaph.
- 23.03.23 – Directors – Invitation to Budgewoi Soccer Club – CC Bulldogs.
- 23.03.23 – S. Williams – Acknowledgement of information.
- 23.03.23 – P. Pafumi – Invoice paid.
- 23.03.23 – Fortunity – Invoice paid.
- 27.03.23 – Directors – Sponsorship Vikings Rugby Club, Bateau Bay.
- 29.03.23 – Directors – Invitation to Shirley Shuttle presentation – 05.05.23.
- 30.03.23 – C. Matthews – Invoice from CCKIN - \$ 100.00.
- 30.03.23 – Directors – Re AGM.
- 31.03.23 – B. Galvin – Directors attending Shirley Shuttle presentation.
- 01.04.23 – B. Galvin – Directors require no dietary requirements.
- 02.04.23 – P. Pafumi – Attendees at Budgewoi Soccer Club – 15 April.
- 04.04.23 – Directors – 4 seats to CC SLS – 3 June.
- 04.04.23 – C. Matthews – Copy of receipt from CC Bulldogs.
- 04.04.23 – Directors – Attendees for CC SLS – 3 June.
- 05.04.23 – Caroline CBA – Names of Directors (details), Constitution and Trading Name.
- 07.04.23 – S. Wilkins – Wishing assistance to purchase specialised forceable entry tool.
- 09.04.23 – B. Galvin & P. Pafumi – Poster for train Day – 6 May.
- 11.04.23 – Bella from Bunnings – request for vouchers for raffle – 6 May.
- 14.04.23 – J. Minns NAB – Request for a meeting to open 2 accounts.
- 14.04.23 – S. Pierce – Payment of \$55.00 to Radio 5-O-+.

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- 14.04.23 – Directors – Re Camp Quality submission.
- 14.04.23 – B. Galvin – Re Presentation to Shirley Shuttle – 5 May.
- 14.04.23 – J. Minns NAB – Confirmation of appointment – 18 April.
- 18.04.23 – J. Minns NAB – Further information – 2022 Annual Report.
- 18.04.23 – T. Fung Tyro – Information re Karagi Court Ltd.
- 18.04.23 – C. Matthews – Copy of above.
- 20.04.23 – Fortunity – Invitation to breakfast – 11 May.
- 20.04.23 – Directors – Invitation to Crestani Scholarships – 28 May.
- 21.04.23 – T. Covi – Request for massage chair & \$ 3,500 worth of garden furniture. Forwarded application for garden furniture.
- 21.04.23 – A. Mountain, D. Levesque, S. Pierce – Re opening NAD accounts.
- 21.04.23 – T. Covi – Request for garden furniture application.
- 27.04.23 – Directors – Forwarded an email from L. Churchill – CCKIN – do we want another table = \$ 1,300?
- 27.04.23 – D. Levesque – Copy of above email.
- 28.04.23 – C. Matthews – Copy of NAB acceptance.
- 30.04.23 – j. Noble – Notes for Shirley Shuttle.
- 02.05.23 – AcNc – Letter of advice re ASIC to AcNc.
- 02.05.23 – T. Fung Tyro – Forwarded email above.
- 02.05.23 – C. Matthews – Copy of above.
- 02.05.23 – CCSLS – List of attendees – 3 June.

Motion: *‘That the inwards and outwards correspondence be accepted.’*

Moved: _____ **2nd:** _____

Carried: Yes / No

8. Treasurer’s Report: - Chris Matthews – See **Appendix A [Expense A/c] – (p. 18); Appendix B [Charity A/c] – (p. 20)** for Treasurer’s Report dated – 23 May 2023.

- i. Ratification of payments made from 28 January 2023 – 23 May 2023.

Expense Account:

<u>Date:</u>	<u>Chg No.:</u>	<u>To Whom:</u>	<u>Amount: \$</u>
10.02.23	Oska	J. Noble – Director’s Expenses	65.00
10.02.23	Oska	A. Mountain – Director’s Expenses	73.00
10.02.23	Oska	G. Ingall – Director’s Expenses	537.74
10.02.23	Oska	D. Levesque – Director’s Expenses	70.00
10.02.23	Oska	S. Pierce – Director’s Expenses	110.00
10.02.23	Oska	C. Matthews – Director’s Expenses	635.61
10.02.23	Oska	G&J Kearne – T-shirts	563.15
23.02.23	Oska	PO Box 6232 – C. Matthews	153.00
08.03.23	Oska	TFR Professional - Insurance	2,904.05
11.03.23	Oska	APM Graphics - Printing	368.03
22.03.23	Oska	Ourimbah RSL - Supper	205.00
22.03.23	Oska	Fortunity – Audit Fees	4,400.00
10.04.23	Oska	G. Bown – Mileage	65.00
10.04.23	Oska	G. Ingall - mileage	20.00
10.04.23	Oska	J. Noble – mileage	35.00
10.04.23	Oska	C. Matthews – mileage	56.00
10.04.23	Oska	S. Pierce - mileage	80.00
10.04.23	Oska	D. Levesque – mileage	40.00
10.04.23	Oska	A. Mountain - mileage	20.00

AGENDA - Thursday 25 May 2023 - Ourimbah RSL.

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Charity Account:

<u>Date:</u>	<u>Chq No.:</u>	<u>To Whom:</u>	<u>Amount: \$</u>
03.02.23	Oska	APM Graphics – Printing of Community stickers	4,691.28
21.02.23	Oska	Coast Connect Operations Ltd – Shirley Shuttle	21,236.44
03.03.23	Oska	Gosford RSL Sub Branch – Cenotaph Renovations	3,890.00
17.03.23	Oska	Brisbania P.S. – 15 computers	11,689.20
23.03.23	Oska	Central Coast Bulldogs – Football gear	4,928.00
10.04.23	Oska	CCKIN – Race Day (deposit)	100.00

- ii. **Confirmation of bank accounts and investments.**
23.05.2023 – Expense Account – 650-000 9881 82800 – Balance = \$ 5,302.34
23.05.2023 – Charity Account – 650-000 9861 17706 – Balance = \$ 119,953.27
23.05.2023 – D 21 Account – 082-356 30-167-5247 Balance = \$ 0.00
23.05.2023 – Tap & Go Account – 082-356 30-144-0974 Balance = \$ 920.96

ALL DIRECTORS MUST HAVE THEIR EXPENSES APPROVED BY THE BOARD BEFORE PAYMENT CAN BE MADE BY THE TREASURER.

- iii. **Director’s Expenses: All expenses – expense sheet and receipts – must be received by the Treasurer before the Meeting.**

Director’s:

<u>Name:</u>	<u>Amount: (\$)</u>
J. Noble	
C. Matthews	
G. Ingall	
G. Bown	
D. Levesque	
A. Mountain	
S. Pierce	

Motion: *‘That the Treasurer’s Report be received and adopted including ratification of payment made, and approval of payments to Directors and members, if any.’*

Moved: _____ **2nd:** _____

Carried: Yes / No

9. Reports from Committees:

A. **Charity Committee – James Noble:**

i. **HOTS – Coast & Country Primary Care – Jim Noble:**

ii. **CCKIN Race Day – Saturday 4 November 2023:**

Confirmation for one RACE & \$ 100.00 deposit made; 1 table available at \$ 1,400.00.

iii. **Bay Gallery & Arts Studios Co-op, Ettalong – Geoff Bown:**

Follow up with Helen Mortimer.

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iv. **BBQ Trailer – Geoff Bown:**

Emails have been forwarded discussing this project. See emails – 21.12.22, etc.

v. **Applications:**

1. **Camp Quality – Michael Taylor – NRMA Ocean Beach Holiday Park, Umina:**

30 x \$ 200 Aldi Grocery Vouchers - 6,000.00
30 x \$ 100 Ampol Fuel Vouchers - 3,000.00
Total = \$ 9,000.00 over a period of 12 months.

2. **Carer Support Unit – Tia Covi – 91 Holden Street, Gosford:**

Evolve Massage Chair - \$ 3,500 incl GST. Approved Meeting – 09.02.2023.

3. **Carer Support Unit – Tia Covi – 91 Holden Street, Gosford:**

Garden Furniture - \$ 3,132.90 Form – completed.

4. **Berkeley Vale Neighbourhood Centre – Kate Bowden-Darch -
10 Cynthia Street, Bateau Bay.**

380 L Hybrid Freezer / Frig - \$ 1,199.00

5. **Viking Junior Rugby Club – Elinor**

6. **CCKIN Race Day – 4 November 2023:**

Are we going to purchase a table at \$ 1,400.00.

Motion: *“That the Charity Committee’s Report be accepted and the following actions are to be taken*

- i. _____
- ii. _____
- iii. _____
- iv. _____
- v. _____
- vi. _____
- vii. _____

Moved: _____ **2nd:** _____

Carried: Yes / No

B. **Website / Facebook / Publicity – Simon Pierce:**

a. **Simon Pierce:**

C. **Membership – David Levesque:**

Current Membership = 43.

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22.09.22 - 'Invitations to Join' to be forwarded to - Mark Bradbury (TCCL) and Tyler Williams (LWTL).

Report: Is Mark and Tyler joining?

Current members unfinancial =

M. Aguanta; R. Bedwell; J. Carey; J. Cooper; D. Dean; M. Sharpe; S. Woods.

Report: What is the situation re unfinancial members?

10. General Business:

i. **2023 Annual General Meeting – Thursday 6 April:**

The following directors were elected –

President:		Vice President:	James Noble
Secretary:	Graeme Ingall	Treasurer:	Chris Matthews
Directors:	Geoff Bown	David Levesque	Alex Mountain
	Simon Pierce		

ii. **Signatories on Cheque Accounts - 9881 82800 (Expense A/c) and 9861 17706 (Charity A/c):**

10.05.2022

- The current signatories of cheques on those accounts are – Chris Matthews, Graeme Ingall, Geoff Bown, James Noble and Simon Pierce (5) – 10.05.2022.
- The current digital signatories are Chris Matthews, Geoff Bown and Graeme Ingall.

Motion: *'That the signatories on all Newcastle Permanent Bank accounts –*

Expense Account - 9881 82800 and Charity Account - 9861 17706 –

- be Chris Matthews, Geoff Bown, James Noble, _____ and _____ with any two of the above to sign;

- Only Treasurer and _____ be permitted to make EFT payment/s.

- All other persons to be removed as signatories.'

Moved: _____ **2nd:** _____

Carried: Yes / No

iii. **Signatories on NAB accounts – BSB 082-356 A/c 30-144-0974 (Tap& Go) & 30-167-5247 (Electronic transfer only):**

- Current signatures David Levesque, Simon Pierce, Chris Matthews & Graeme Ingall
- **Recommend** – Signatures remain the same.

iv. **Composition of Finance Committee:**

- Currently, Chris Matthews, Geoff Bown, David Levesque and Graeme Ingall are members of the Finance Committee. As members of the Finance Committee, all are signatories on the WRAP (Macquarie Bank) account – held at Fortunity.

Motion: *'That the following directors Chris Matthews, Geoff Bown, _____*

and _____ be appointed to the Finance Committee.'

Moved: _____ **2nd:** _____

Carried: Yes / No

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Motion: *'That the following directors Chris Matthews, Geoff Bown, _____ and _____ be added to the WRAP account and all other signatories be removed.'*

Moved: _____ **2nd:** _____

Carried: Yes / No

v. **Composition of Charity Committee:**

- Currently, Geoff Bown is the acting chairman of the Charity Committee, with assistance from James Noble, Chris Matthews and Graeme Ingall. The president is ex-officio.

Motion: *'That _____ be appointed as Chairperson of the Charity Committee with the following directors to assist - _____,*

Moved: _____ **2nd:** _____

Carried: Yes / No

vi. **Composition of Publicity, Facebook and Website Committee:**

- Currently, Graeme is roughly collating the articles, with pictures and Simon is correcting and beautifying and adding the media release.

a) **Publicity** – In all applications, there should be a media release. However, there needs to be another person to write and photograph the event for the media and website.

b) **Website, Drop Box and Facebook** – (www.freemasonsc.org) Currently, Simon Pierce is controlling the activity.

With all administrator controls with Shanae Williams, Simon Pierce is chairperson and assisted by Graeme Ingall.

Motion: *'That Shanae Williams retain administrator controls and the following directors Simon Pierce, _____ be appointed to the Publicity, Facebook and Website Committee.'*

Moved: _____ **2nd:** _____

Carried: Yes / No

vii. **Membership Officer:**

- Currently, David Levesque.
- Involves in keeping membership list up-to-date (i.e. Subscriptions, contact details), forwarding 'Invitation to Join' to approved persons.

Motion: *'That _____ be appointed as the Membership Officer.'*

Moved: _____ **2nd:** _____

Carried: Yes / No

viii. **Travel and meal allowance for Directors:**

- Currently, each director is remunerated thirty dollars (\$30.00) to purchase a meal before the Board meeting. This amount is only paid if actually partakes of a meal. Where a director /

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member attends a function, they can claim one dollar (\$ 1.00) per kilometre travel allowance.

Motion: *'That the Dinner remuneration remains at \$ 30.00 per Director who purchase a dinner before attending the Board Meeting.'*

Moved: _____ **2nd:** _____
Carried: Yes / No

Motion: *'That the travel re-imburement per member remains at \$ 1.00 cents per kilometre but may be adjusted at a future meeting due to increases in the cost of fuel.'*

Moved: _____ **2nd:** _____
Carried: Yes / No

ix. **Rescission Motion:**

Square & associated equipment – Graeme Ingall:

Graeme to -

- arrange a bank account with CBA Tuggerah Shopping Centre, when all Directors have completed identity checks with CBA;

At the Board meeting conducted Thursday 9 February, 2023 at Ourimbah RSL, the following was recommended and carried –

1. The Company open a Bank Account at the Commonwealth Bank, Tuggerah Shopping Centre; and
2. the following signatures be – Christopher William Matthews, James Arthur Noble, and Graeme Kenneth Ingall and they be permitted electronically bank as well as view.

Motion: *'That the above motion be rescinded and be replaced with – 2 accounts be opened at NAB, Tuggerah Shopping Centre; one to be used with the Tyro machine and the other to accept raised charity money. i.e. to hold monies that are not applicable to District 21 Masters and Warden Association – LOI, charity monies, etc AND the signatories be Christopher Matthews, James Noble and Graeme Ingall with any 2 to sign – electronic transfers and viewing.'*

Moved: _____ **2nd:** _____
Carried: Yes / No

Motion: *'That the signatories remain the same until the next AGM.'*

Moved: _____ **2nd:** _____
Carried: Yes / No

x. **Meeting Dates 2024 – Graeme Ingall:**

Remaining dates – Thursday 27 July; Thursday 28 September: Thursday 23 November.

2024 –

Thursday 7 March

Thursday 23 May

Thursday 26 September

Thursday 18 April – AGM

Thursday 25 July

Thursday 28 November

AGENDA - Thursday 25 May 2023 - Ourimbah RSL.

xi. Discussion Paper – Left-overs from Discussion AND Moving Forward – ‘Volunteer Fatigue’ & Work Roles within the Board e.g. secretary, treasurer.

Good morning everyone

As we approach a new year, there will no doubt be the usual demands placed on FCC not only through requests but through the demands placed on directors, particularly the Secretary and Treasurer.

This brings me to two issues:

Firstly the demands and Secretary and Treasurer are increasing due to day to day management of meeting minutes and agendas as well as regulatory compliance etc.

If my memory is correct, I note that Graeme and Chris have indicated they do not wish to continue in their roles beyond the 2023 term. If that is still the case, we already pay for the management of our IT function and, given previous observations of Steve Sullivan regarding time involved etc, should we consider engaging someone (on an hourly rate) to manage the secretarial and treasury functions with the assistance of a Board member?

Secondly, as you may well be aware I am actively involved with the RFS and some other organisations in a volunteer capacity. I recently had some discussions regarding the increased demands placed on volunteers. I became aware of a condition called 'Volunteer Fatigue.' This could equally apply to Board members as well as Freemasons and may well account for the current deterioration in the level of enthusiasm. I don't know if the article provides a solution but the mere identification of issues may go some way to looking at a possible solution. The alternate is to 'do nothing' and allow the situation to continue on a downward slide.

Cheers

Geoff Bown

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xii. This is a pull-up poster produced by Lions which was on show at the Shirley Bus information.

1. Do we organise a poster like this for ourselves to advertise 'Freemasons on the Central Coast'.
2. The purpose of the invitation was to gain funds to purchase another transport vehicle. Are we interested?

xiii. Newsletter and FOCC Calendar 2023 – Simon Pierce:

xiv. New Members:

Motion: "That 'Invitation to Join' be forwarded to the following persons (5) -

- a. _____ b. _____
c. _____ d. _____
e. _____

Moved: _____ 2nd: _____

Carried: Yes / No

xv. Any further General Business.

11. Meeting closed at _____ pm.

12. Next Board Meeting – Thursday 27 July 2023 – Ourimbah RSL – at 7:00 pm.

Graeme Ingall
Secretary / Director
5 June 2023

Appendix A – Expense Account: 650 – 000 9881 82800

KARAGI COURT LTD			EXPENSE ACCOUNT			NEWCASTLE PERMANENT BANK			Audit
2023	To	Chq	For	Code	Cheque	Pres	Deposits	BANK	
					\$		\$	\$	
January 2023									2,830.77
11	Smith Family	Oska	10 Christmas Gifts		500.00			2,330.77	
11	ASIC	Oska	Trading Name		92.00			2,238.77	
11	C. Matthews	Oska	Vodafone SIM Cards		1,350.00			1,888.77	
11	KCL		Trans from Charity A/c				5,000.00	6,888.77	
20	L. Pollard	Cash	Subs 2022-25				20.00	6,908.77	
25	National Storage	Oska	Storage Unit 237		1,824.00			5,084.77	
February 2023									5,084.77
10	J. Noble	Oska	Director's expenses		65.00			5,019.77	
10	C. Matthews	Oska	Director's expenses		635.61			4,348.16	
10	G. Ingall	Oska	Director's expenses		537.74			3,846.42	
10	S. Pierce	Oska	Director's expenses		110.00			3,736.42	
10	D. Levesque	Oska	Director's expenses		70.00			3,666.42	
10	A. Mountain	Oska	Director's expenses		73.00			3,593.42	
23	KCL	Oska	Trans from Charity A/c				5,000.00	8,593.42	
23	Post Office	Oska	PO 6232 – C. Matthews		153.00			8,440.42	
March 2023									8,440.42
06	A. Mountain	D.D.	Subs - 2023				5.00	8,445.42	
07	D. Williams	D.D.	Subs - 2023				5.00	8,450.42	
08	TFR Professional	Oska	Insurance		2,904.05			5,546.37	
10	J. Edgington	D.D.	Subs – 2023				5.00	5,551.37	
11	APM Graphics	Oska	Printing – AGM, etc		368.03			5,183.34	
15	R. Arnott	D.D.	Subs – 2023				5.00	5,188.34	

KARAGI COURT LTD		EXPENSE ACCOUNT			NEWCASTLE PERMANENT BANK				
2023	To	Chq	For	Code	Cheque	Pres	Deposits	BANK	Audit
					\$		\$	\$	
March 2023 (cont)								5,188.34	
15	A. Kfoury	D.D.	Subs - 2023				5.00	5,193.34	
16	G. Bown	D.D.	Subs – 2023				5.00	5,198.34	
21	D. Holding	D.D.	Subs - 2023				5.00	5,203.34	
22	KCL	Oska	Trans from Charity A/c				5,000.00	10,203.34	
22	Ourimbah RSL	Oska	AGM Supper		205.00			9,998.34	
22	Fortunity	Oska	Audit fees		4,400.00			5,598.34	
23	D. Crawford	Cash	Subs – 2023				5.00	5,603.34	
27	I. Mumford	D.D.	Subs – 2023				5.00	5,608.34	
28	D. Leabeater	D.D.	Subs – 2023				5.00	5,613.34	
April 2023								5,613.34	
4	N. Higgs	Cash	Subs – 2023				5.00	5,618.34	
6	D. Levesque	Cash	Subs – 2023 – 2026				20.00	5,638.34	
6	S. Pierce	Cash	Subs – 2023				5.00	5,643.34	
10	G. Bown	Oska	Director's mileage		65.00			5,578.34	
10	G. Ingall	Oska	Director's mileage		20.00			5,558.34	
10	J. Noble	Oska	Director's mileage		35.00			5,523.34	
10	C. Matthews	Oska	Director's mileage		56.00			5,467.34	
10	S. Pierce	Oska	Director's mileage		80.00			5,387.34	
10	D. Levesque	Oska	Director's mileage		40.00			5,347.34	
10	A. Mountain	Oska	Director's mileage		20.00			5,327.34	
14	Radio 5-O -Plus	Oska	Membership		55.00			5,272.34	
17	D. Dean	D.D.	Subs – 2023 – 24		10.00			5,282.34	
May								5,282.34	
18	R. McCormick	Cash	Subs – 2023 - 2026		20.00			5,302.34	

Appendix B – Charity Account: 650 – 000 9861 17706

KARAGI COURT LTD				CHARITY ACCOUNT		NEWCASTLE PERMANENT BANK			
		Chq	For	Amount	Deposits	Bank	Interest	Donations	Expenses
2023				\$	\$	\$	\$		\$
January 2023						145,979.06			
11	Expenses A/c	Oska	Smith Family	500.00		145,479.06		500.00	
11	KCL	Oska	Trans to Expense A/c	5,000.00		140,479.06			5,000.00
31	KCL		Interest		108.74	140,587.80	108.74		
February 2023						140,587.80			
03	APM Graphics	Oska	Community Stickers	4,691.28		135,896.52		4,691.28	
21	Coast Connect Operations Ltd	Oska	Shirley Shuttle	21,236.44		114,660.08		21,236.44	
22	KCL		Income – Franking Credits		10,984.42	125,644.50	10,984.42		
23	KCL	Oska	Trans to Expense A/c	5,000.00		120,644.50			5,000.00
28	KCL		Interest		91.02		91.02		
March 2023						120,735.52			
03	Gosford RSL Sub Branch	Oska	Cenotaph renovation	3,890.00		116,845.32		3,890.00	
17	Brisbania PS	Chq	Computers (15)	11,689.20		105,156.32		11,689.20	
22	KCL	Oska	Trans to Expense A/c	5,000.00		100,156.32			5,000.00
23	CC Bulldogs	Oska	Football Gear	4,928.00		95,228.32		4,928.00	
31	KCL		Interest		82.86	95,311.18	82.86		
April 2023						95,311.18			
10	CCKIN	Oska	2023 Race Day	100.00		95,211.18		100.00	
30	KCL		Interest		70.45	95,281.63	70.45		

KARAGI COURT LTD				CHARITY ACCOUNT		NEWCASTLE PERMANENT BANK			
		Chq	For	Amount	Deposits	Bank	Interest	Donations	Expenses
2023				\$	\$	\$	\$		\$
May (cont)									
1	KCL		Income transfer		24,671.64	119,953.27	95,281.63		

Appendix C: District 21 Charity Holding Account BSB: 082-356 Account: 30-167-5247

KARAGI COURT LTD				TAP & GO ACCOUNT		NAB, TUGGERAH			
		Chq	For	Amount	Deposits	Bank	Interest	Donations	Expenses
2023				\$	\$	\$	\$		\$
May									
						0.00			

Appendix D: Tap & Go Account

BSB: 082-356 Acc: 301440974

<u>KARAGI COURT LTD</u>				<u>TAP & GO ACCOUNT</u>		<u>NAB, TUGGERAH</u>			
		<u>Chq</u>	<u>For</u>	<u>Amount</u>	<u>Deposits</u>	<u>Bank</u>	<u>Interest</u>	<u>Donations</u>	<u>Expenses</u>
<u>2023</u>				\$	\$	\$	\$		\$
<u>May</u>						0.00			
4	Purchase	T&G	M. Trains		3.00	3.00			
5	Purchase	T&G	M. Trains		2.03	5.03			
6	Purchase	T&G	M. Trains		49.68	54.71			
8	Purchase	Cash	M. Trains		865.55	920.26			
14	Meal	T&G	L. Toukley		50.70	970.96			
16	L. Toukley	Oska	L. Toukley	50.00		920.96			

Appendix E :

Directors and members of Karagi Court Limited (KCL) known as Freemasons on the Central Coast (FCC).

This document needs to be read in conjunction with KCL constitution and guidelines to Directors to be taken in conjunction with the specific responsibilities of a not-for-profit (NFP) board.

These responsibilities include but are not limited to:

- Driving the strategic direction of the organisation,
- Working with the President to enable the organisation to achieve its objectives,
- Implementing, maintaining and (as necessary) refining a system of good Governance that is appropriate to the organisation,
- Regularly reviewing and monitoring the performance of the organisation, as appropriate to the organisation,
- Having an appropriate succession plan for the appointment of Directors and Officers,
- Defining and measuring the organisations effectiveness,
- Consider the negative impact on the structure of the board, and
- Identifying funding dependencies and constraints.

Principle Activities:

- To support charitable organisations on the Central Coast.

Short - term objectives:

- Provide relief to necessitous persons within the Central Coast,
- Provide relief to aged persons within the Central Coast,
- Provide relief and sickness and disabilities of persons within the Central Coast Community,
- Assist in the advancement of education within the Central Coast Community, and
- Any other purpose to the Central Coast Community.

Long - term objective:

- Maintain a capital base and to use the earnings from the invested capital to support the charitable organisations on the Central Coast.

While FCC can be proud of the contribution that it makes to Central Coast charities, I believe the organisation operates in a 'bubble' where agenda items and correspondence are routinely addressed at board meetings.

Don't understand this paragraph. Maybe I'm not reading it correctly. Should correspondence and agenda items not be addressed at board meetings?

I believe FCC is suffering from a problem with image. This image could be greatly improved by encouraging greater diversity in Board membership, particularly encouraging a younger demographic with talent, experience, expertise and new ideas and a greater connection to the community.

We need to identify the image problem before we can improve it, otherwise changing board members

won't solve the problem, it could add further problems. I agree we do need a greater connection to the community but this should be via the members, not just the Board.

While the FCC Board has the best of positive intentions, the board structure is too focussed on Freemasonry. As a consequence of anti-discrimination laws, the constitution of the board can not specify that Board members must be Freemasons. When considering the structure of 'Boards' in the corporate sector, very few would draw on employees of the organisation. Boards should include members of the business community who have experience in driving the agenda of the organisation to achieve its strategic objectives.

I can find no evidence that would see us running foul of the Anti Discrimination laws in NSW due to the fact that we are all Freemasons. The fact that we are all volunteers keeps us even further away from this, as stated in Justice Connect's National Volunteer Guide (Part 4), September 2021.

"The definition of 'employment' under the Anti-Discrimination Act 1977 (NSW) (NSW Anti-Discrimination Act) doesn't include volunteers, and volunteers are unlikely to be covered by most provisions of the NSW Anti-Discrimination Act."

Regarding Membership: "Section 57 of the Anti-Discrimination Act says that voluntary bodies (other than registered clubs, building or friendly societies, credit unions and some cooperative housing societies) can discriminate in relation to their admission to membership and the provision of benefits, facilities or services to members."

Freemasonry is the 'backbone' of the organisation. I believe we all want to do our best for the community and, as a consequence, promote Freemasonry on the Central Coast. I would think that a non-mason would feel a little isolated on the board and without a belief in our core Masonic principles may not have the trust of the members. Would a non-mason want a voluntary position on the board of an organisation like ours? I'd be a little worried about a hidden agenda. Surely, they would be better off joining a non masonic community organisation (Rotary, Lions, etc). We are uniquely masonic and having non-masonic Directors or Members would cause confusion and also stop us being a masonic charity, and for no gain that I can see.

What agenda do we need to drive and strategic objectives do we need to achieve? We are a charity. We need to keep making good returns on our investments so that we keep making money. Then we need to identify necessitous members of the community to aid financially and in so doing, promote Freemasonry. Isn't that the plan?

I see FotCC being a way for masons of our district who have the time and want to do more in the community to step up and use their energy and enthusiasm to help the community knowing they are backed by us.

In the case of FCC there is a need to review the makeup of the Board to include representatives from the boarder Central Coast Community (including the possible inclusion of women) which could help to better achieve its objectives.

I don't agree with this, as explained above.

While attracting membership to Freemasonry is not necessarily an objective of FCC, the community appreciates the contribution of FCC to local charities. Nonetheless it would be a secondary byproduct of its charitable activities to attract young men to Freemasonry.

1. **The Constitution**

Details of the Constitution are provided to Board members.

- (a) Does the constitution require changes?

COMMENTS

- i. **Given the upcoming ACN changes I suspect the constitution requires relevant review by a certified legal representative**
Where possible plain english should replace legal jargon.
Appears to be silent on company closure.
Needs to be provided in hard and soft copy to all company directors when being on-boarded.
 - ii. Any changes to the constitution would/should be to address a specific issue and if so, are there any currently front of mind amongst the current directors & membership? What changes are required to allow community members outside of the craft ? If changed to allow external members, what protocols are then required to screen them.
 - iii. **I think that as these questions are being asked, a change would depend on the outcome of this discussion paper.**
 - iv. **TBA**
 - v. The Constitution. Could be refined, reworded and consolidated. ie Membership, very verbal. Another instance Proxies 13.4 and 13.9 are the same.
2. **The Board**
- (a) When Directors are nominated and appointed, what expertise do they bring to the table?
 - (b) How can members contribute to the objectives of FCC?

COMMENTS

- i. (a) **Director's nomination forms have a section added that permits candidates to insert previous expertise.**
Director's nomination forms have a section added that permits AcNc certification to be recorded.
(b) **All members to be on the invite list for all KCL meetings.**
Meeting agenda and minutes to be sent to all members.
- ii. Given the traditional make-up of the board comes from within the craft locally, as per the constitution, expertise is limited to their professional skill sets and life experience. Current members of the board are currently nearing the end of their working life or retired, (exception is Simon and David) as youngest directors Challenge is how to encourage younger members to participate more regularly as well as looking to nominate themselves when director positions become vacant. **(Issue here relates to time and preparedness to commit.)** Do we actively encourage members to join us when delivering donations to recipients (1 or 2 each time).
- iii. **They are Masons and wish to help and contribute to the community and as such promote freemasonry in the district. This is the objective.**
- iv. **TBA**
- v. The Board. Nominations for a Director should include his background and what he is able to offer and his expertise.
I would support greater diversity of Board Membership in need,
1. Increasing Board Members.

2. All Board members limited to say 3 or 4 year term but be re eligible for re-election, say half every second year.

The Board may be too focused on Freemasonry however we are a Freemasonry organisation and the Board in accepting or offering membership should be looking at, or for, those Brethren who are able to give of their expertise and time to the organisation on an ongoing nature.

New proposed members should be given an introduction leaflet, including the objectives of FCC before joining and asked to agree to them.

I am not in favour of C.C. community generally being invited to be members, but acknowledge there may be occasions when we could use certain members of the community who have special expertise in being asked to join a committee or offer an opinion on such subject for the Board to consider.

2. Objectives

- (a) Charity - how we identify which local charities deserve funding consideration.
- (b) How do we attract potential candidates through the activities of FCC? (noting this is not a principle function of FCC).

COMMENTS

i. (a) **Review Board Policy and Procedure: Charitable donations document to ensure that policy is up to date and meeting current general accepted community standards.**
Are all board directors conversant with the current content? Is there a need for that to be at the forefront of a director's responsibilities?

(b) **Regular D21 updates at gatherings of lodge meetings.**
Individual air play at individual lodge meetings.
Introduce and stage KCL open day in conjunction with Ourimbah RSL with appropriate media coverage. Leverage of CCKIN for ideas in this space.

ii. **FOCC currently has a core group of charities institutions that receive regular support. Do we think about who we would like to support going forward, as previously discussed is continued sponsorship dependant on our perception of the value gleaned from that funding.**
Attraction of new members through our activities requires perhaps a change of perception amongst the community – (How to get away from the Dads army view)

iii. **A.They ask for help or we (members of FotCC) become aware of someone and suggest that they ask for help.**
B. We attract potential candidates by being good at our main objective and by being open and enthusiastic when talking about Freemasonry. We don't recruit.

iv. TBA

v. **Members asked to nominate deserving beneficiaries/ charities.**
I don't believe FCC can directly contribute to potential candidates other than through publicity of our donations etc. (The District Association/DGIW/Lodges function).

3. Sponsorship

Businesses provide sponsorship for commercial reasons and to influence potential customers with their brand. There are also tax benefits that come with sponsorship.

(a) What do we as FCC expect from our sponsorship apart from brand recognition?

(b) How do we go about our sponsorship activities and encouraging mutual brand recognition?

COMMENTS

- i. **(a) Prompt acknowledgement and response by recipients of funding. ie purchases are completed ASAP after KCL approval.**
(b) Adverts and or commentary announcing KCL donations in recipients usual form of media exposure. Newsletters and other forms of media coverage.
Recipients acknowledge KCL donations/assistance.
 - ii. **Freemasonry has never expected anything from our charitable actions. •**
 - iii. **We are not a commercial business and we do not have customers. We donate to worthy organisations and they, in turn, acknowledge our generosity by publicising FotCC and Freemasons in general, according to the agreement. I'm sure if we had more contact with our recipients, they would be happy to allow us to join in with activities and have a presence at events. We have to remember that although they will thank us and let us be around to show how fantastic Freemasons are, their priority is to get publicity and charity for themselves, not us. We are supporting the community on behalf of Freemasons. I believe that if every person in our community see's us consistently supporting worthwhile organisation's in our community we will have good men who admire our principals knocking down the door to join Freemasonry. Surely that would be our aim. Our brand is Freemasonry.**
 - iv. **TBA**
 - v. **When FCC is presenting donations, members should be out in force and when we are attending a function run a stall with Freemasonry publications.**
While acknowledging the wonderful work done by SLSA and the valuable exposure we on the CC receive from the Square and Compasses on the rashees, there are other organisations which could benefit us like Scouting who have very similar objects to Freemasonry.
I am not convinced that we, as did Grand Lodge back in 1990's realise any membership applicants from the SLSA.
4. **Communication**
- (a) How do we Keep members informed about what FCC are doing?
 - (b) How do we update District Lodges on our activities?
 - (c) How do we improve networking within the community?
 - (d) How do we better manage Publicity/Media releases?

COMMENTS

- i. **(a) Create a group mail box of all members email addresses and provide all relevant material to that mailbox. Probably the action of the secretary. Have an opt in/opt out receipt of email.**
- (b) Approach and obtain buy in from all D21 members. Set up a discreet D21 mailbox and provide all relevant material to that mail box. Probably the action of the secretary. Have an opt in/opt out receipt of email.**
Regular presentation segment say 10 minutes on the D21 agendas/meetings.
- (c) KCL open day in conjunction with Ourimbah RSL. Sought the advice of CCKIN.**
Have a media expert consult and provide advice in this space. Use of someone like Shawn Fewings would be an ideal opportunity to gain the expertise of current media expert and manager,
- (d) This could be part of the charter of the expert consultant used in the dot point above.**

- ii. **Regular news letters** Updates to all district lodges at their meetings by a board member
Promotion of ourselves to other community-based groups (Lions , Rotary, Apex).
- iii. **We should utilise Mailchimp to keep members advised, and encourage them to regularly visit the website.**
 - (b) How do we update District Lodges on our activities?
We should have a member from each Lodge, can they be a spokesman at lodge meetings? Also, encourage them to use the website.
 - (c) How do we improve networking within the community?
We need to get out into the community more.
 - (d) How do we better manage Publicity/Media releases?
I need info straight after the event so it is current.
- iv. **TBA**
- v. **Better communication to Members and Lodges is required on what is going on and where.**
Copies of Board minutes should be circulated to members. Members invited to Board meetings if only as observers, or with limited comments.

5. **Technology**

- (a) Is our website design effective and easy to navigate?
- (b) How do we improve website ace
- (c) Any other suggestions to improve our website?
- (d) How can we use social media to maximise our exposure and create interest in Freemasonry

COMMENTS

- I. (a) **Latest version is a significant improvement from both a look and feel and a navigation aspect.**
- (b) **Current look and feel I believe suits the organisational and activities for a charity-based institution.**
All policy and application documents should be accessible from this site.
- (c) **Consult with web expert to ascertain any advantage in all SSL being renewed on the same date.**
All relevant links to be published on an A4 document and form part of the Directors on boarding pack.
- (d) **Have the relevant media expert consult and provide ideas in this space. Use of someone like Shawn Fewings would be an ideal opportunity to gain the expertise of current media expert and manager.**
- ii. **KISS principle to navigate website is imperative Re social media. I am a luddite when it comes to this.**
- iii. **Every member should be posting when an event is on and we need to share posts from the people we help, they will then share back.**
- iv. **TBA**
- v. **Technology is not my forte.**

6. **Regulatory Compliance**

- (a) What is the impact on the increasing responsibilities of regulatory compliance?
- (b) How does this impact on Director's liabilities and insurance?

COMMENTS

- i. (a) Perhaps a board presentation by a Fortunity expert. Clubs NSW do have written material that is available from Service NSW. Happy as secretary to gain copies for distribution to wider board. All members should perhaps be provided with the same material and option to join Fortunity presentation.
- (b) The Board should revisit this matter regularly and understand full impact. Perhaps part of the scope of the Fortunity presentation.

ii. Possibly fair to say that say that any continued increase in the above will deter potential members/directors from seeking/taking office. Red Tape is slowing strangling volunteer organisations.

iii. Nil

iv. TBA

v. Nil

7. Future Direction

Younger Freemasons on the Northern Beaches have introduced a meet and greet at a local cafe where Freemasonry can be introduced in a more casual environment.

- (a) Can we identify opportunities to meet with potential candidate in an informal setting. Is this more of the function of the District?
- (b) Can FCC contribute to this activity and provide the informal forum to meet in this type of setting?
- (c) What about military personnel both serving and former members who are in need of something to keep them occupied?

COMMENTS

- i. (a) Utilise the Ourimbah RSL facilities more often as a meeting point. Build that relationship bigger and better than it currently is. They have a membership base that is fully conversant with KCL activities. Perhaps flow on and gains could be acquired from that relationship. Arrange a KCL bowls day at Ourimbah RSL. Perhaps sponsor an event or provide a trophy.
- (b) I agree there is obvious confusion with KCL and FCC. Unless one is a mason with some D21 experience, one does not understand the difference and the links. So I guess it is crucial when undertaking any initiative, it is clear who is driving and promoting the initiative. Is it Freemasonry or is it KCL? Again, I think time with a media expert/consultant with the appropriate understanding could provide very good tips/advice in this space.
- (c) Any sponsorship that KCL endorse e.g. CCKIN Race Day, the provision of tickets to Ourimbah RSL Diggers is an excellent concept in giving back. This could be applied to all sponsorship activities that KCL endorses.

ii. Possibly falls outside our brief, role for the District and the DGIW? Ex military were large sources of new members post WW2, how we can replicate that in the current environment, some recent initiates in the district are ex-military, challenge is to keep them interested, mental health issues as a result of service can impact on this.

iii. I'm sure we can help the district but it's not really our function. Maybe if the district organised something we could make it a bit of a fundraiser for one of our recipients, invite them along to talk about how we've helped, etc. I see our role as a way to educate potential masons on the extended 'charity' side of Central Coast Freemasonry.

iv. TBA

v. Nil

8. Anything Else

- (a) What are we doing well?
- (b) Can we improve on what we are doing?
- (c) Have we forgotten anything?
- (d) Are there any other issues to address?

COMMENTS

- i. (a) All current undertakings are being completed on time and that needs to continue.
- (b) Yes, this review is excellent. Should elicit ideas which as a collective should be agreed or dispelled to continue.
- (c) Nil
 - Onboarding of any director. Full and proper handover of all directors must be within a fortnight of accepting a board position. It is to be relevant to the position being occupied. For example, approximately 7 weeks into my role as secretary I was made aware of the existence of a KCL post box. Still to this day, I have not received any keys to that mailbox nor know of its actual location.
 - A review of computer support. I received a laptop at the time of my current incumbency; I received a laptop that was uncharged and minus a charging cord. This is clearly not professional enough for an organisation like KCL.
 - A review of director's mail box set up - the current unique arrangements has lent itself to the non-receipt of directors papers - this must be avoided.
 - A review of meeting agendas and minutes. These current formats and layouts are very lengthy.
 - Directors remuneration. The current remuneration/reimbursement model is what it is and, in my view, requires further discussion.
 - My role as secretary was like all directors significantly impacted by COVID rules and non-meetings. This meant reduced issuing of agendas and meeting minutes. I would estimate that tasks associated with usual meetings would be 10 - 12 hours in creation and reworking.
 - I would estimate that mail box work is around 2 hours per week.
 - I would estimate that telephone conversations are around 2 hours per week.
 - I would estimate each regular meeting at 4 hours per gathering.
 - Quickly I would estimate 16 hours associated with regular meeting. 208 hours with BAU activities to equal 234 hours (ie approx 30 days FT work) and this does not include site visits for presentations or external meetings, the high volume requirement for an annual report nor the regular meetings that did not occur due to COVID. In this space as a rule of thumb for this exclusions say add another period and it is clear that considerable hours are being exhausted. Would one consider doing 5 fortnight's work without remuneration? I believe the board needs to look at this in some form - perhaps introduce a points system that can unilaterally applied across all roles within the board and relevant scales, or reward being introduced. I know that the large commitment time wise is the primary reason for me not seeking re-election as secretary at the April 2022 AGM.

ii. Nil

iii. These were noted before your discussion letter came but most of my notes are relevant:

My aims going forward include:

- Keep the website current and include the D21 calendar. By publicising this to all D21 masons I'm hoping it will become the go-to place when they want to know what's going on in the district. There will be no printed diary this year so it would be a great central resource and would get more people to the website. It will also inform them when we are doing something and they may decide to come along. If this is okay with the Board and the District Association, I'd like to get all the diary details for 2022 from all the secretaries. It is their interest to keep me informed. I administer the google calendar at the moment anyway.
- EDM (Mailchimp) all members as often as necessary to keep them informed so they feel more a part of the organisation, join in with events and presentations and this will help out the Board members
- Where possible a spokesman at all Lodge meetings to advertise FotCC events

iv. TBA

v. Nil